



Quick Start Guide

Must Read Before Registering for Camp

Registering your child(ren) for camp is an indication that you have read, understood, and agree to these policies.

- Any child being registered for a Corpus Christi Museum of Science and History (CCMSH) Camp must have completed kindergarten prior to attending camp and be fully able to use the bathroom without assistance; no exceptions will be made. CCMSH reserves the right to request proof of age for any child(ren) registering for camp.
- **Registration for camp must be completed online. Registration closes at 4 pm on the Friday before the session of camp.**
- Send your child's belongings in a backpack type bag with their name on each item every day. In the backpack should be:
 - A change of clothes
 - Sunscreen
 - Bug Spray
 - A hat
 - Water Bottle
 - Lunch
 - Face mask (optional)
 - On Wednesdays, weather permitting, we go to Hurricane Alley. You will need to send your child with a swimsuit, towel, water shoes, and sunscreen.
- Closed-toe shoes only. Closed-toe sandals or Crocs are acceptable. **Flip flops are not allowed.**
- Cell phones, portable game devices, toys, or music players are not allowed. If you need to reach your child(ren), you may call the Director of Education and Museum Programs at 361-826-4660.
- Campers will not be allowed to visit the museum gift shop under the care of CCMSH Staff. CCMSH staff will not hold any child's money and will not be responsible for lost money.
- Lost materials or those left by campers will be stored for one week.
- **You must send your child with a lunch every day. CCMSH is a peanut free campus**, so please consider this when preparing lunch for your child(ren). Please be aware that allergy restrictions may change, but we will notify you if that occurs. A morning snack will be provided to campers.
- CCMSH Summer Camp is a closed campus. Parents, guardians, or family members may not visit campers during operating hours without signing the camper(s) out or under the direct supervision of the Education Director.
- **A photo ID is required to pick up any child every day of camp. No exceptions will be made. If you do not bring an ID, you will be turned away. A state or government issued ID is preferred but we may accept others at the discretion of the Director of Education and Museum Programs.**



Complete Information Guide

What to Bring:

- **Place all your child's materials in a backpack or backpack type bag.** Please label all belongings with your child's name.
- **Wear comfortable clothes.** We recommend sending an extra set of clothes just in case an accident happens.
- **Closed-toe shoes** such as tennis shoes, sneakers, or sandals with a closed toe are the only acceptable footwear. Lab safety is a top priority and due to the nature of our camp NO FLIP FLOPS will be allowed. We will call you if your child is not wearing proper footwear. Unfortunately, if a camper is not wearing proper footwear, they may not be able to participate in activities.
- **Water bottle,** please label it with your child's name.
- **A lunch for your child.** Please clearly label your child's lunch with his/her name. **This camp is peanut free** for the safety of our staff and campers.
- **Sunscreen, bug spray, and a hat**

Medications and Electronic Devices:

- Any necessary medications must be given to the Camp Director. All medications will be stored in a locked box except fast acting medications, which will be kept by the child's counselor. If you wish for your child to carry their own medication, we must have a note from a physician stating the medical necessity.
- Please do not send any cell phones, portable game devices, toys, or music players with your child. If a camper brings any of the listed devices, they will have to stay put away for the duration of camp. CCMSH is not responsible for any lost or stolen items.

Lunch:

- **You must send your child with a lunch every day.** We will not be able to accommodate any lunches that must be refrigerated or heated. Please plan accordingly.
- **We are a peanut-free campus.** For the safety of all children, no peanut products of any kind can be brought to or consumed at the museum. All lunches will be checked before campers begin lunch. If peanut products are found, they will be held by counselors and returned with a note during pick up.
- We will provide campers with a morning snack each day.

Sign-In and Out:

- **A photo ID must be provided upon pick-up every day.** The adult's ID will be compared to the list of approved pick-ups provided by you on a form later in this packet. Please ensure the pickup name matches the individual's ID.



- You will need to drop off and pick up your child in person. Under no circumstances will a child be released to an individual not on the approved pick-up list.
- **Regular drop off will be from 8:45 - 9:00 am** in the Museum Lobby. **Regular pick up will be from 3:45 - 4:00 pm.** Any adults arriving before 3:45 p.m. will be asked to wait in the Museum Lobby until pickup begins. If you need to pick up your child early, you must inform the Director of Education and Museum Programs ahead of time for staff to be able to accommodate the request.
- **Campers MUST be dropped off by 9:00 am so that they may enjoy all the camp activities which begin at 9:00 am every day. We appreciate your punctuality. If you are running late you need to let the Director of Education and Museum Programs know.**
- **No late drop-offs or early pickups will be available on field trip days (Wednesdays and Thursdays).** Drop-off and pick-up from the field trip location will not be permitted.

Extended Care:

- **Before Care is from 7:30-8:45 a.m. After Care is from 4:15-5:30 p.m.,** please plan accordingly. Before Care and After Care are **\$40** each session or a discounted rate of **\$70** for both sessions per week.
- **CCMSH will not accept drop-offs before 7:30 a.m.** and doors will not open until 7:30 a.m. **Any child remaining after 5:30 p.m. will incur a \$15 fee.** This fee will increase by \$15 every 15 minutes beginning on the first late minute, i.e., a camper picked up at 5:46 p.m. will have incurred \$30 worth of late fees.

Closed Campus Policy:

- CCMSH Camp enforces a closed campus policy. Parents, guardians, or family members will not be allowed to join their child(ren) in camp activities or in the classroom while under the care of CCMSH.

Lost and Found:

- Lost and Found is located at the Front Desk. CCMSH Camp staff will try to ensure children keep all their belongings but are not responsible for any lost or stolen items.

Field Trips:

- We will be going on at least one field trip each week.
- Wednesdays, weather permitting, we will be visiting Hurricane Alley.
- On Thursdays we will be visiting the Art Museum.
- While off-site, we will maintain a minimum ratio of one adult for every eight children.



Sick Camper Policy

In order to protect the health of all children in our care, please keep your child at home if you notice that they begin to show signs of an illness or contagious disease or they feel too ill to participate in a group care setting.

Please let us know as soon as possible if your child has a communicable illness or infection such as pink eye, chicken pox, lice, Covid-19, etc. This will allow us to notify the parents of children attending our program who may have been potentially exposed.

Parents are responsible for notifying the CCMSH camp about the illness within 24 hours or the next business day.

Children with communicable conditions may not return to camp without a note from their physician.

Weather permitting, children go outside every day. We cannot keep one child inside due to illness or parental preference.

Children with head lice will not be allowed to attend the CCMSH camp.

If a child becomes ill while in our care, the child must be picked up immediately as not to compromise the health, safety, and supervision of the other children. We will contact the parent to pick up the child immediately, continue to care for the child apart from the other children and give the appropriate attention and supervision within our means until the child is picked up. If the parent or guardian is unreachable, the child's emergency contact will be notified, followed by the rest of the authorized persons on their registration. It is the responsibility of the parents to arrange for the child to be picked up from the center as soon as possible.

Children must be healthy enough to participate in the program's daily routine. We do not have the facilities or staff to individually care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child, please keep them at home until they feel better and no longer present the danger of passing on their illness.



A sick child who is unable to participate in camp in a meaningful way should be kept home to rest and recover until symptoms resolve. Keeping a sick child home also protects other children, camp staff, and visiting community members from contracting an illness that can be spread from person to person. Please be aware of the following guidelines for camp attendance.

- **COVID-19:** Campers who have tested positive or have been in close contact with an individual who tested positive may not come to camp.
- **Fever:** A child must remain home with fever and may only return after they have been fever-free for 24 hours **without** fever-reducing medicine such as Tylenol or Motrin.
- **Diarrhea/Vomiting:** A child with diarrhea and/or vomiting must stay at home and may return to camp only after being symptom-free for 24 hours.
- **Conjunctivitis (Pink Eye):** Following a diagnosis of pink eye, a child may return to camp 24 hours after the first dose of prescribed medication has been administered.
- **Rashes:** Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash must stay at home and may return to camp after a health care provider has made a diagnosis and authorizes the child's return to camp in writing or symptoms have resolved completely.
- **Head lice (pediculosis):** Students who have an active case of live lice may attend camp only after treatment which eliminates all live lice. Head lice do not jump or fly and are most commonly contracted by head-to-head touch. Head lice are common in school- aged children, so parents should routinely monitor children for live lice and teach the avoidance of behaviors that spread lice.

If you take your child to a healthcare provider for an evaluation of illness or injury, please be sure to request a written letter stating when your child may return to camp.



Parents/guardians are expected to screen their child for COVID-19 symptoms each day prior to sending their child to camp. All individuals must be free of the following symptoms:

- Fever of 100.0° For above or feel feverish
- New or unexplained cough
- New or unexplained trouble breathing, shortness of breath, or wheezing
- New or unexplained fatigue
- Sore throat
- Diarrhea
- New or unexplained nausea or vomiting
- New or unexplained muscle aches
- New or unexplained headache
- New or unexplained congestion or runny nose
- New or unexplained loss of smell, taste, or change in taste



CCMSH Swimming Ability Policy

On Wednesdays, weather permitting, we go to Hurricane Alley. You will need to send your child(ren) with a swimsuit, towel, water shoes, and sunscreen. Late drop off and/or early pickup is not permitted on Wednesdays.

All campers whose height is 39 inches or less will be required to wear a life jacket at Hurricane Alley at all times. All campers in the kindergarten through 3rd grade age groups will be required to wear a life jacket at Hurricane Alley waterpark at all times, unless a written letter of permission is received from the parent and the child passes the swim test administered by the waterfront director. Campers in the kindergarten age group are not eligible to take the swim test; they must wear a life jacket regardless. If they are found to be insufficient in the test, they will be required to wear a life jacket while at Hurricane Alley the entire time, regardless of parental permission. We appreciate your understanding in this matter as the policy is necessary for the safety of the campers. Children in the 4th-6th grade age groups will be allowed to swim at Hurricane Alley without a life vest as the water is only 39 inches at its deepest. If the waterfront supervisor finds a child in the 4th-6th grade age group unable to swim, they will be required to wear a life jacket the entire time they are at Hurricane Alley waterpark. If a parent would like a child in the 4th-6th grade age group to wear a life jacket, please let the camp director know and we will make sure the camper has a life jacket. Swim test regulations are determined by the State of Texas licensing agency. The swim test will be administered in the deepest end (39 inches) of the wave pool. Children must swim to the waterfront director, who is approximately 15 feet away, and back to the starting point without touching the ground. If the child appears unable to swim, panicked, or fatigued they will be required to wear a life jacket the entire time they are at Hurricane Alley Waterpark.



CCMSH Swimming Test Policy and Waiver

CCMSH swimming test policy is as follows:

The swim test will be administered in the deepest end (39 inches) of the wave pool. Children must swim to the waterfront director, who is approximately 15 feet away, and back to the starting point without touching the ground. If the child appears unable to swim, panicked or fatigued they will be required to wear a life jacket the entire time they are at Hurricane Alley Waterpark.

I give permission for my child to be given the swim test at Hurricane Alley administered by the waterfront director.

Please print your child's name and their grade level:

Parent signature

Date



Medical Procedures

All parents must fill out a medical release form for all camp participants (included in registration packet). This will include permission to transport the child to appropriate medical facilities, perform CPR, First Aid, and dispense any prescribed medication. The children will only be given medication by staff members, and only will be given medications that are specifically prescribed for that child. All dosing will be strictly followed according to dosing on the medication. If dosing is different than written on the original container, the parents must provide the camp with a written letter from the physician with the current dosing instructions. All medication must be in its original packaging. The camp staff will not administer any expired medication. If any medications are left behind after the child has attended camp, reasonable efforts will be made to return the medication to the parents. If medication has not been picked up after 30 days, it will be disposed of properly.

When medication is given, the administrator will fill out the medication record for the camper. The record will be kept for one year.

All medications will be kept in a locked box in a secure location. When onsite at CCMSH, the medications will be kept by the Camp Director, except for fast acting, lifesaving medications like EpiPen(s) and inhalers. These medications will be kept with the camper's counselor. If you wish for your child to carry their own medication, we must have a note from a physician stating the medical necessity.

All camp employees are first aid trained. A first-aid kit will be kept in each classroom, the museum front-desk, and offices. When off-site the Camp Director & Camp Staff will have a first-aid kit on their person.

If a camper needs an EpiPen, or if the injury seems to require immediate medical attention beyond first aid, the Education Director will immediately call 911. The child will be transported to the hospital designated on the child's medical form (if no hospital is indicated the default will be Driscoll Children's Hospital), or other medical facility as determined by the EMT staff. Immediately after 911 is called, the Education Director will call the child's parents and inform them of the situation and let them know where to meet the child. A staff member will ride in the ambulance with the camper to the hospital and stay with the child until the parents arrive.

Parents will be notified by letter/email if a communicable disease is contracted by a child or staff member.



Discipline and Guidance Practices

CCMSH camps will not tolerate any of the following: fighting, name calling, bullying of any kind, rough housing, inappropriate sexual activities, or activities that threaten the safety of others. Any activities of this sort will result in disciplinary action for the child.

Disciplinary action will vary depending on the situation but may include:

- Verbal warnings
- Time out for as many minutes as the child is old (age 5 = 5 minutes out)
- Natural consequences
- Call home to parents
- Suspension
- Expulsion from camp

If two or more incidences requiring parent contact occur within the week, CCMSH may suspend the child.

The suspension and expulsion policies stated above are guidelines. An action of severity may result in suspension or expulsion regardless of prior parental contact or suspension. CCMSH reserves the right to adopt this policy at our discretion. **No refunds will be given for any missed days or weeks due to disciplinary action.**



Summer Camp Refund Policy

Refunds (minus a \$50 non-refundable deposit) are granted on a case-by-case basis given emergency and are up to the discretion of the Director of Education and Museum Programs. If your child is unable to attend the summer camp session for which you registered, please inform us as soon as possible. No refunds will be granted if the request is received 7 days prior to the start of the week of camp the child is registered for. Camps are not pro-rated for days missed.

Cancellations Due to Weather

In the event of inclement weather, we will announce camp closure as quickly as possible. Updated information will be provided to parents and guardians by phone and email and released on social media.

If camp is closed due to inclement weather, there will be no refunds or exchanges.