



POLICIES AND PROCEDURES FOR MISSISSIPPI CHILDREN'S MUSEUM CAMP

OUR MISSION

The mission of MCM is to provide unparalleled experiences that ignite a thirst for discovery, knowledge, and learning in all children.

DAILY CAMP SCHEDULE

(Schedule subject to change)

7:30 – 8am	1-2pm
Drop-off	Museum Exploration
8- 8:30 am	2-3pm
Camp announcements	Educational programs
Introduction to the day's theme	Wrap up/Clean Up/ Dismissal
Warm up activities	
8:30 – 12pm	AFTERCARE BEGINS (\$10.00 per day)
Educational Programs	3:15-4pm
Snack	Story Time
Outdoor Play	Museum programming
Educational programs	Snack
12 – 1pm	4:15-4:45pm
Lunch	Educational programs
Educational programs	4:45-5pm
	Wrap up/Clean Up/ Dismissal

CAMP RULES & POLICIES

PLEASE NOTE: MCM CAMP is appropriate for children ages 5-10. While the MCM is handicapped accessible for persons with disabilities, the MCM Camp staff is not certified to handle the special needs of children with physical impairments, limitations or disabilities. Any questions related to children with special needs, please contact the MCM Director of Education and Programs, Jana Perry at jana@mcm.ms

RULES FOR CAMPERS

- RESPECT yourself, fellow campers, MCM staff, volunteers, visitors, and exhibits. **MCM cannot allow behavior that compromises the safety or integrity of the children and adults that make up the museum family.** (Please see discipline policy.)
- "Walking" is the speed limit in the museum at all times.
- **Campers must wear the official MCM Camp t-shirt and nametag** each day and stay with their assigned camp group and camp counselor. If a camper becomes separated, they are instructed to look for a MCM staff member wearing a nametag, an MCM staff t-shirt, and/or an apron with an MCM logo on it.

CAMP FEES & CANCELLATIONS

- Camp Fee (8am – 3pm): Members \$175 and Non-members \$200 per week.
- Camp fee includes a camp t-shirt and morning snack
- **Lunch is NOT included in the cost of camp, however, you may send your child with \$5.35 Monday-Friday to purchase lunch in the Museum's Red Rocket Cafe or you may bring a lunch from home.**
- After Care (3pm – 5:15pm): \$10/day (charged on a daily basis)
- **A Fee of \$1 per minute will be assessed if you are late to pick up your child (past 5:15 p.m.)**
- **Cancellations**
 - 30 days or more in advance – All but \$10.00 will be refunded per camp registration
 - Two (2) weeks in advance - 50% refund will be refunded per camp registration
 - No refunds will be given for cancellations made less than two weeks in advance.

ATTIRE and PERSONAL BELONGINGS

- Campers are required to wear comfortable "play" clothes. Please be advised that some camp activities and crafts may involve washable paints or materials that may soil clothes.
- Campers **must wear tennis shoes or closed-toe closed back shoes with rubber soles.** For the safety of our campers, flip flops and shoes with open toes or backs are not permitted.
- Campers may **not** bring toys from home, electronic games, CD players, DVDs, etc. to camp. The MCM provides appropriate games and activities for all camp activities.
- Visits to Louis LeFleur's Trading Post will be available on Fridays after 3:00 pm. Campers have no need for money during the camp day unless it is for lunch.
- Every **FRIDAY**, campers may bring a swim suit and towel for play time on the splash pad in the afternoon.

LUNCH and SNACKS

- Food, drink and gum chewing is not allowed in the museum exhibit areas. All eating takes place in the camp classroom at designated times.
- MCM provides a nutritious snack during the day for all campers.
- If your child brings their lunch please pack an appropriate lunch and cold drink in a lunch bag clearly labeled with your child's name each day. We do not allow campers to use snack and drink machines during camp hours. Do not send lunches that require heating or refrigerating.
- For campers who want to buy their lunch at the Red Rocket Cafe Monday-Friday parents can send \$5.35 for the child to receive a boxed lunch of either ham sandwich, hot dog, turkey sandwich, or PB&J sandwich. All meals come with chips, a cookie and bottled water.
- Please let the Camp Director know if your child has a food allergy or any special dietary requirements a minimum of two weeks before the camp starts.

HEALTH and SAFETY

- Campers must have a medical information form on file with the MCM that identifies individuals and/or physicians to be contacted in the case of an emergency and lists any physical limitations or impairments and medications (and side effects) your child may be taking.
- Please notify the Camp Coordinator if your child is taking any medication that might affect his/her behavior in camp.
- The MCM camp staff does not dispense any medication. Do not send medication in your child's lunch box or bag.
- In the event of an accident or injury that requires first aid, an accident report will be completed and parents will be notified by phone. A copy of the accident report will be sent home for your personal records.
- Campers may not attend camp with a fever. Any child who has been nauseated or who has vomited during the evening should not be in camp the following day. Children must be fever free with no vomiting or nausea for 24 hours in order to return to camp.
- Campers should not attend camp if they have an unexplained rash, diarrhea, discharge from the eyes or ears, or any symptoms that are cause for concern to MCM staff. A parent will be called to pick up their child immediately if MCM staff notices any of above mentioned symptoms or others.
- Please notify the Camp Coordinator if your child has been exposed to any germs or communicable conditions that could be shared with other campers or staff members.

ARRIVAL & DEPARTURE

- A parent or caregiver must park, come into the camp area and sign the camper in at arrival and out at departure each day. Whoever is picking up your child MUST come in to the museum and make direct contact with Camp Coordinator before taking their child
- If your child will be going home with someone other than a parent, please send a signed note identifying the individual that will be picking up along with the time they

will be taking your child. Please advise anyone picking up your child that the MCM may request a picture I.D at the time of pick-up.

- MCM cannot be responsible for sleepover luggage and other extra belongings. Please make sure that the person picking up your camper knows to collect all of the camper's belongings.
- Occasionally camp runs late. If this occurs, please wait patiently for your child to be brought to you.
- If you need to pick up your camper before the end of the camp day (3pm), please send a note indicating the pick up time. Staff will insure that your child is at the EDU at the indicated time. If you must pick up your child unexpectedly, MCM staff will contact the Camp Coordinator to bring your child to the EDU. **Please remember to sign out.**
- If you are going to be late due to an emergency, please call the front desk at 601-987-5469 and leave a message. They will notify the Camp Coordinator. The camper will be placed in after care and any charges will be at the discretion of the Camp Coordinator.

DISCIPLINE

- The MCM camp staff believes in positive, affirming discipline that allows for a personally enriching camp experience. Camp staff and counselors will use positive language and reinforcement to help guide a camper to make safe, positive choices as he/she explores the environment and interacts with peers. Our camp leaders and counselors are ready to work with parents to make sure their child feels nurtured and encouraged in the MCM camp environment.
- Disciplinary actions are taken only as a last resort and will include one warning, time-out, MUSEUM EXPLORATION privileges removed and parent consultation at the end of the day.
- If a camper is a constant disruption in the camp and is not responding to the camp leaders' guidance, the Director of Education and Programs will call a parent to discuss alternate options. If the behavior continues, the camper may be asked to stay home (with no refund of Camp fees).
- If a child does something egregious while at camp there will be an immediate call to a parent to pick up their child and the child will be asked to stay home (with no refund of Camp fees).
- Any bullying, both physical and verbal, such as name-calling, teasing, ridiculing, or anything that "hurts" another person will not be tolerated.
- **We encourage parents to discuss the rules at home with your children before they come to camp.**

Thank you for choosing the Mississippi Children's Museum Summer Camp. We are committed to having the best camp program in Jackson! Please feel free to call us at any time to discuss any issue that might affect the well-being of your child.