

CAMP SEASON | 2012



Discovery camp 2012

Survival Guide

Adrienne Kimball
Camp Director
215.448.2195
akimball@fi.edu

Group Sales
Registration
215.448.1286

Dear Parents and Guardians,

Hello! The Franklin Institute’s Discovery Camp would like to officially welcome you and your children to our day Camp. We hope you are as excited as we are! This booklet was created to provide you with all the information you need about your children’s upcoming camp experience, so don’t skip a page! You can also find this Survival Guide on our website at www.fi.edu/Discovery.

Read over all of the enclosed information very carefully. Please keep it close at hand, as you may need to refer to it again.

HOW TO CONTACT US:

If at any time during Camp, you must get in contact with your child or the Camp Director, please call any of the following numbers:

Adrienne Kimball, Camp Director
215.448.2195

Jessica Kindt, Assistant Camp Director
215-448-1133

NOTE: It may be difficult to reach us by telephone during camp hours, as it is often necessary that we be in different areas of the museum. However, we do check our voice mail throughout the day. In the event of an EMERGENCY, call (215) 448-1311, and have Museum Security page Discovery Camp.

If you have any questions after reading this Survival Guide, please call or email us (discovery.camp@fi.edu). We look forward to seeing you in 2012!

Sincerely,

Adrienne Kimball
Camp Director

ENCLOSED YOU WILL FIND:

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(to be returned)	
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For tax reporting purposes,
our tax ID# is 23-1370501

DROP OFF AND PICK UP

For your convenience, our daily Drop-off and Pick-up area is the Group Entrance of the museum on 20th Street. The Group Entrance is directly to the left of the main steps if you are facing the building. For Drop Off and Pick Up camp staff will be waiting outside or immediately inside this entrance. If you decide to stay for any portion of the day and park in the museum garage, be aware that standard garage fees will apply. Likewise, please pay attention to all Philadelphia Parking Authority regulations posted. Be advised that 20th street is posted as a "Bus Loading Zone." If you leave your car for an extended amount of time, you may be ticketed. Discovery Camp Registrants will receive one 10 minute courtesy parking placard per vehicle to be used for curbside dropoff and pickup. For more detailed parking information, check our webpage at www2.fi.edu/visitor-guide/directions.

DROP OFF is between 9:00 AM and 9:15 AM.

Upon arrival, you should sign your child in with one of the staff members stationed at the Group Entrance. Early Drop Off is also at this location. We make every effort to make this process run as quickly as possible, but we ask that you are patient as each parent will be asked to verify the names of adults they have authorized to pick up their child(ren). Programming will begin at 9:15 AM, so it is important that campers arrive on time. If you know ahead of time that your child will arrive late, please leave a message at (215) 448-2195 with your child's name, group, and their expected time of arrival. Please bring late campers to the Business entrance of the Museum located on 20th Street and have Museum Security page Discovery Camp.

PICK-UP is at 4:00 PM at the Group Entrance.

If you have not registered for our extended departure through 5:30 PM, you will be expected to pick up your child by 4:15 PM. You must sign your child out each day before leaving the grounds and **you or any authorized adult picking up your child MUST HAVE A PICTURE ID. Your child will not be released to an adult that is not on your authorized release list or to anyone that does not have a picture ID.**

Please check the Sign In sheets to make sure the person picking up your camper(s) is listed. If your child will be picked-up at the end of the day by someone other than his or her parent or guardian, please notify us (in writing) granting permission for the child to leave with another adult. Accordingly, if your child will be walking, biking, or taking public transportation to and from camp, please notify us (in writing) granting us permission to allow your child to leave the museum on his/her own. (NOTE: These items are addressed on the PERMISSION AND RELEASE FORM, but we ask that you provide our counselors with additional written information on the day that any changes may occur.) If no one has picked up your child by 5:30 pm, we will call those people you have listed as emergency contacts and you will be charged the \$15 penalty, which is due upon arrival.

NOTE: Those campers not registered for early drop-off or late departure will be charged an extended day fee of \$15 per day should they arrive before 8:45 AM or leave after 4:15 PM. This fee will be due immediately.

EXTENDED DEPARTURE PICK UP is between 4:15 PM and 5:30 PM is also at the Group Entrance of the Museum located on 20th Street just next to the front steps.

Please note that every possible effort is made to make Drop-off and Pick-up procedures quick and convenient. However, your child's safety is our primary concern. Please be patient.

SCHEDULES

You will receive a session schedule for your child each session. The schedule will include daily activity themes, special events, scheduled shows and presentations. Schedules are subject to change without notice.

FOOD

Lunch: Please plan on packing a lunch for your camper. If you send money with your camper, please be advised that lunches purchased from the Museum restaurant average \$7-\$10 per day and that there are often long lines.

Snack: Campers will be provided with a snack each day. Snack is typically crackers, a granola bar or similar food. If you think your child does not want this snack, please pack an alternative. We provide nut-free snacks.

CLOTHING

Dress your camper comfortably. Certain areas of the building are chilly, so it is also a good idea to send a sweater with your child. During warmer months you may want to consider packing sunscreen and/or a hat. Campers will be given a storage area to keep their extra clothes, book bags, etc. Label everything with your child's name. We will do all we can to keep activities clean... but sometimes the best part of science is getting a little messy!

DAILY MEDICATION

Please send only those medications that absolutely must be taken during camp hours (i.e. if it can be taken before or after camp, please make all efforts to do so). Required medication must be placed in a Ziploc baggie and clearly labeled with both the child's name and dosage. Please list the details on the enclosed HEALTH FORM explaining what the medication is for, when and how it should be dispensed, and any specific storage information. If medication must be taken during camp hours, please notify the Camp Director prior to your child's first day of camp. This ensures that the staff will be aware of your child's needs and the proper procedures for dispensing medicine. It is also recommended that you talk to your child's counselor (or the staff member present when you drop off the medication) regarding the use of the medication.

VALUABLES

We discourage children from bringing any valuables to the museum. Discovery Camp will not be responsible for any lost or stolen items; this includes all handheld electronic devices, such as iPods, PSPs and cellphones.

LOST AND FOUND

Discovery Camp keeps found items for the length of camp. Please check with the camp directly for items lost at camp. The Museum keeps found items for two weeks. You may inquire about lost items at the Information desk in the Atrium.

ELECTRONIC DEVICES

Again, we strongly discourage campers from bringing valuable electronic devices to camp. In addition, electronic devices are only permitted to be used in Early and Late care or lunch, and may not be used during camp hours except in the case of emergencies.

REFUND POLICY

When a camp registration is cancelled by the camper(s) and/or the family, a partial refund will be provided only if we receive notification one full month (30 days) in advance. We will, however, retain 5% of the total registration fees for processing costs. No refunds will be given for cancellations made after the 30 day period.

BEHAVIOR EXPECTATION POLICY

Discovery Camp has basic rules of behavior, including respecting others, museum exhibits and camp materials. These rules are reviewed with the campers each day before the start of camp. Disrespectful behavior, foul or hurtful language and violence will not be tolerated. Discovery Camp reserves the right to ask campers not to return to camp.

PERMISSION AND HEALTH FORMS

The following pages contain forms for you to return to us. Please return Health Form, Permission and Release Form to:

Discovery Camp	222 N. 20th Street
The Franklin Institute	Philadelphia, PA 19103
	Or fax to: 215.448.1219

EARLY CHILDHOOD PROGRAMMING

We are proud to offer programming for the littlest scientists again this year! These sessions are designed especially for campers ages 3-4. It is helpful if campers have been in a preschool environment before, but not required. However, campers must be potty trained. Pre-K campers will have their own designated classroom space and will be given the opportunity to explore all The Franklin Institute has to offer at their own pace.

Drop Off and Pick Up

Drop Off and Pick Up for Pre-K campers will be at the same location as the other age groups, however, the campers themselves will have a unique space for both the camp day and for extended care. Drop Off for Pre-K campers is 9:00 AM. Pick Up for Pre-K campers is 12:00 PM (half day campers) and 4:00 PM (full day campers). Extended care is available for an additional fee. Please see the "General Information" section on page 2 for more information regarding Drop Off and Pick Up procedures. If your camper is being picked up at noon, please go to the 20th street security desk for early pick up.

Staff

Our Pre-K staff are experienced early childhood museum educators, with support provided by long time Discovery Camp counselors. We limit our enrollment in the Pre-K class to 15 children to ensure each camper receives the personal attention that they need.

Schedule

Pre K campers may choose from half day or full day options. Please see a sample schedule on this page. Please note we do not provide a time for naps.

Sample day

9:00- 9:15	Welcome activity
9:15- 9:30	Exhibit play
9:30- 10:00	Science story time
10:00-10:30	Art, Music and Games
10:30-10:45	Snack
10:45-11:15	Science Activity
11:15-11:45	Exhibit play
11:45-12:00	Clean up
12:00-1:00	Lunch/Play
1:00- 1:30	Games/Movement
1:30- 2:00	Science Activity
2:00- 2:30	Story/Drawing time
2:30-3:00	Exhibit Play
3:00-3:30	Snack
3:30-3:45	Clean up

Food

Discovery Camp will provide a nut-free morning and afternoon snack to Pre-K campers, as well as water and juice provided by Coca-Cola. Snack is typically pretzels, crackers or something similar. If you know your child is a picky eater, please pack accordingly. Campers staying for a full day must bring a lunch. Let us know on your Health Form if there are any dietary or allergy concerns we should be aware of.

What to bring

Please also pack a change of clothes for your Pre-K camper(s). Accidents do happen! Please discourage your camper from bringing valuables or other items that you do not want lost. While the classroom is locked and secure, you'd be surprised where personal items end up!



If your child attended Discovery Camp in 2012 and none of their health information has changed, please note on your registration form that the Permission and Health form is on file. You do not need to have your child examined by a physician, but please fill out these forms using your most recent medical records. Please complete a separate form for each child attending camp. Thank you!

Session(s) your camper will be attending: _____

HEALTH HISTORY

Child's Name _____ Current Grade _____

Parents/ Guardian Names _____

Insurance _____

Name of Policy Holder _____ Policy# _____

Name of physician _____ Phone _____

Date of the last tetanus shot _____ Date of last health exam _____

Operations or serious injuries (dates) _____

Chronic or recurring illness(es) _____

Comments _____

Check any condition that applies, and elaborate if necessary:

- hay fever poison ivy, oak, etc allergies diabetes asthma ear infection
- food insect stings epilepsy medicine heart trouble other

Comments _____

Does your child carry an Epi-Pen? Y or N if Yes, what is the allergy? _____

SPECIAL NEEDS (dietary or mobility needs and/or restrictions) _____

Current medications _____

Does your child have learning differences we should be aware of? If so, what are they? _____

Does your child require wraparound services during the school year? If yes, will they be attending with the child?
If no, what are the child's requirements? _____

If there is any additional information that we, as your child's daytime caretaker, should be aware of, please list below (special emotional needs, ADD, phobias, etc.) Include instructions for dealing with these needs.

Comments _____

EMERGENCY CONTACT INFORMATION

Parents/Guardian _____ Phone _____ Cell Phone _____

Parents/Guardian _____ Phone _____ Cell Phone _____

Alternative Contact _____ Phone _____ Cell Phone _____



YOU MUST RETURN THIS
FORM BEFORE YOUR CHILD
MAY ATTEND CAMP.

FIELD TRIP RELEASE

I grant permission for my child(ren) to participate in fieldtrips during the camp day. Parents will be informed of all fieldtrips in advance. Yes, I do. No, I do not.

PHOTO RELEASE

I grant permission for my child(ren) to be photographed during Camp. I fully understand that these photos may be used for our Camp newsletter or for advertising purposes Yes, I do. No, I do not.

UNACCOMPANIED DEPARTURE

I grant permission for my child(ren) to leave the museum unaccompanied (either by walking or taking public transportation) at the end of Camp at 4:00 PM. Yes, I do. No, I do not.

ALTERNATIVE DEPARTURE

Please list any one who will actually pick up your child(ren). Only these names will be allowed to pick up. All adults authorized for release must still present a photo ID at pick up. I grant permission for my child(ren) to leave with the following adult guardians other than myself:

Name: _____ Phone: _____

Name: _____ Phone: _____

RELEASE

I/We, (Parents / Guardian name), _____ being the parent(s) or legal guardian(s) for, _____ hereby give The Franklin Institute (TFI) staff permission to administer basic first aid when applicable, including the treatment of minor cuts, scrapes, burns (including sunburns) and stings. Medication will not be administered by TFI staff at any time. I hereby give permission to medical personnel and Emergency Medical Services selected by the staff of TFI to provide transportation and treatments, including X-rays and routine tests, for my child. In the event that I cannot be reached in an emergency, I hereby give permission to the physician/hospital where my child is transported to secure and administer treatment, including hospitalization and surgery, for my child. The completed forms may be photocopied for trips out of camp. I agree to assume financial responsibility for all medical and hospital expenses.

On behalf of the child / minor, I hereby release, discharge, and hold harmless, The Franklin Institute, and their officers, trustees, agents, and employees from and against all losses, claims, actions, costs, expenses and/or damages, including attorney fees, arising out of my / our child's participation in The Franklin Institute's Discovery Camp, except for the willful misconduct or gross negligence of The Franklin Institute.

I / We have carefully read this release prior to its execution and I / we fully understand its contents.

Signature of Parent /Guardian

Relationship to Child

Date

Please return Health Form, Permission and Release to:

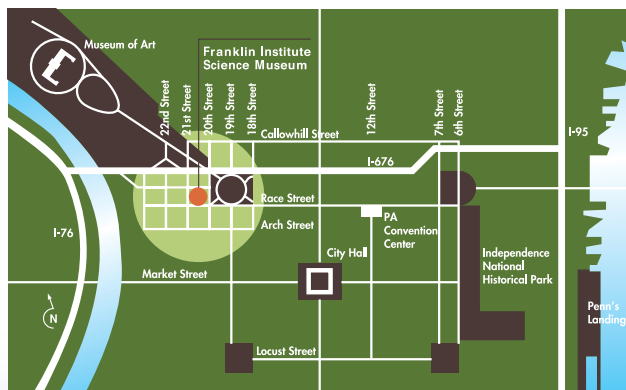
Discovery Camp
The Franklin Institute
222 N. 20th Street
Philadelphia, PA 19103
Or fax to: 215.448.1219

From Interstate 95

- I-95 to I-676 West (Vine Street Expressway)
- Take 676 West approx. 1.5 miles to exit marked "Museum Area/Ben Franklin Parkway" *
- Turn right onto 22nd Street at the end of the ramp (stop sign)
- Turn right at the first traffic light onto Ben Franklin Parkway
- Turn right onto 21st Street (1st light)
- Turn left onto Winter Street (1st light)
- The Drop Off/Pick Up Zone for Discovery Camp will be about half a block down on your right

From the New Jersey Turnpike

- Take Exit 4 of the NJ Turnpike (Route 73)
- Take Rt. 73 N 1.5 miles to Rt. 38
- Take Rt. 38 West 5 miles to Rt. 30 (Admiral Wilson Blvd)
- Take Rt. 30 to The Ben Franklin Bridge
- Stay left (once across the bridge) to I-676 West
- Follow directions above starting with starred step



From the Northeast Extension of the Pennsylvania Turnpike

- NE Extension of the PA Turnpike to I- 476 South
- Take I-476 South to I-76 East (Schuylkill Expressway)
- Get in the center lane when you see Exit 33 *
- Stay in this lane to Exit 38
- Take Exit 38 (I-676 East/ Center City)
- Take first exit on the right ("Ben Franklin Parkway")
- Go through 2 traffic lights (22nd Street & 21st Street)
- The Drop Off/Pick Up Zone for Discovery Camp will be about half a block down on your right

From PA Turnpike (West)

- Take PA Turnpike to exit 24 (I-76 East Schuylkill Expressway)
- Follow directions above starting with starred step