



Science Camp Parent Handbook

2023

LSC.org/camp
sciencecamp@LSC.org
201-253-1380

Welcome

Welcome to Science Camp at LSC! We are thrilled to have your child join us, and we look forward to fostering their enthusiasm for STEM through fun and engaging experiences. This handbook provides important information about Science Camp and addresses frequently asked questions. Contact us if you have further questions or concerns.

Please remove the last page of this booklet and post at your home or workplace for easy reference.

Contact Information

Science Camp at Liberty Science Center 222 Jersey City Boulevard Jersey City, NJ 07305 Telephone/Fax: 201-253-1380 Email: sciencecamp@LSC.org	Camp Office Hours: 8:00 am – 5:30 pm Office Location: Center for Learning and Teaching (First Floor) Camp Director: Andrew Herrmann
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GENERAL CAMP LOGISTICS

Camp Schedule

- Camp runs on weekdays from 9:00 am to 4:00 pm
- Drop-Off Time: 8:45 am to 9:00 am
- Pick-Up Time: 4:00 pm
- Before Care & After Care Hours: Mornings 8:00 to 8:45 am | Afternoons 4:00 to 5:00 pm
 - Before Care: \$10 per day/camper
 - After Care: \$15 per day/camper

Morning Drop-Off and Afternoon Pick-up

Campers are dropped off or picked up inside LSC, at our Center for Learning and Teaching (CLT). When arriving, please enter the building with your camper and go through security. Then head to the left of the stairs to reach the CLT for your camper to be checked in or out by camp staff. (See map below, and follow posted signs)

If traveling by car, pull into the gated parking lot and follow the directions on the kiosk to obtain a parking ticket. You have **30 minutes from your entry time** to drop off or pick up your camper and exit the parking lot. If you stay **longer** than 30 minutes, you will be charged a parking fee of \$7.00. To **exit the parking lot**, you will need to return your parking ticket into the kiosk in your lane. Card payments can be made at the exit, but cash payments must be made inside PSE&G Court at the parking kiosk.

Safety is our highest priority. Do not drop off your camper at the parking lot gate and have them walk unattended across the active parking lot.



Daily Dismissal Procedure

1. At 4:00 pm, camp staff will begin to dismiss campers.
2. Authorized adults must park in our lot, enter the building and pass through security to pick up their camper from the CLT.
3. Campers will remain in a group with their class. To expedite dismissal, please form a line at your camper's class.
4. For the safety of our campers, authorized adults must present proper identification EVERY DAY. Campers are released only to authorized adults listed on their camper's account. Please log in to [CampInTouch](#) to add a name to this list. (Click on Forms & Documents – Authorized Grown-Ups.)
5. Please ensure the instructor signs out your camper before leaving with your child.
6. If a camper is to be picked up by someone other than a previously authorized adult, you **must** contact the Camp Office prior to dismissal.
7. If you have an older camper and would like to permit them to walk home, please reach out to the Camp Office about completing a Self-Dismissal Form.

Early Arrival and Late Pick-Up

Unless your camper is enrolled in our Before Care or After Care programs, they may not be dropped off at camp before 8:45 am or picked up after 4:00 pm. An adult must stay with the camper until 8:45 am. Please respect our daily 4:00 pm pick-up time by arriving for your camper on time. If you have a change in schedule, please contact the Camp Office to register your camper for Before or After Care. Undocumented early drop-off and/or late pick-up will incur an extended-day charge.

Late Arrival

If your child arrives at camp after 9:00 am, you must park in the LSC lot and walk them inside, check in with the security guard, and then proceed to the Camp Office to sign in. A staff member will take the camper to join their group.

Early Pick-Up

If your child must be picked up early from camp, email the camp office at sciencecamp@LSC.org or call at 201-253-1380 with the following information:

- Child's name and name of the authorized adult who will be picking them up
- Date and approximate time of pick-up
- Child's camp course

Upon arrival, park in the LSC lot, check in with security and then proceed to the camp office to wait for your camper.

Absences

We look forward to seeing your camper each day! If your camper will miss one or more days of camp, please let us know via email: sciencecamp@LSC.org or call our office: 201-253-1380. Camp administration will contact the parent/guardian of any camper who has an unexpected absence from camp to verify the absence.

Showcase Day

Each Friday, campers will share what they have learned during the week in a special showcase event for families. For those who can attend, showcases start at 3:00 pm. Upon arrival, please check in with security before proceeding to the Center for Learning and Teaching.

If you are traveling by car, bring your parking ticket with you into the center to have it validated by camp staff before exiting the showcase. If you do not have your ticket validated, you will be responsible for paying the \$7.00 parking fee if you exceed the 30-minute parking limit. Camper families are welcome to explore the Science Center after the showcase. All family members must obtain a wristband from camp staff before exploring the center.

What to Wear

- Campers should wear their camp T-shirts each day.
 - Campers receive one shirt for each week they are registered for camp. Shirts are distributed on the first day of camp. If your camper is registered for multiple weeks, they will receive all shirts on their first day.
 - Additional shirts are available for purchase.
- Comfortable and sturdy footwear. Please, no open-toed shoes or flip-flops.

What to Bring

- Sweatshirt (facilities are air-conditioned)
- Sunscreen and/or hat (we will have outdoor time, weather permitting)
- Bug spray (optional)
- Rising 1st Graders - A backup outfit
Science Camp Early Childhood Educators want to help our youngest campers be prepared for any potential accidents, spills, or other sticky situations that may arise. So, on your camper's first day of camp, please send them with a backup outfit that will be kept at LSC, in our Young Learners Lab. If your camper is staying for multiple weeks it can remain in the lab. Otherwise, we'll send it home on Friday.

Do Not Bring

- Tablets
- Electronic games and devices
- Money or other valuables

We understand that many of our campers will have a cell phone or smart watch at camp. Please do not contact your camper directly during camp. Changes in schedule or other changes should be communicated to the camp office, then staff will relay information to your camper. **Be advised that cell phone use is prohibited during camp. Phones and other electronics found in use during camp sessions will be confiscated and returned at dismissal.**

Lost and Found

Lost and found items are kept in the camp office until the end of the camp. After the season, all unclaimed items will be turned over to the LSC Security Office.

Lunch and Snacks

Families must either pack a lunch for their camper each day or purchase a Lunch Plan when registering their camper. **Campers will not be able to purchase lunch from our café.** We ask that you do not send lunches that require refrigeration or heating, as these services will not be available. Soda is not permitted in camp. For the safety of our campers with food allergies, we ask that you not pack food or snacks that contain nuts (peanuts or tree nuts).

Science Camp provides all campers, those with and without a Lunch Plan, with an afternoon snack daily. Campers are welcome to bring their own snacks as well.

Example Lunch Plan Menu

Parents choose a Hot, Cold, or Vegetarian entrée option each day for your camper(s). At lunch time, your camper will receive their selected entrée, fruit, snack, and beverages. Please note that this is an example menu, and may change by the start of camp. Our Food Services team will make every effort to maintain the menu. However, due to fluctuating product availability, brands are subject to change without notice.

	Monday	Tuesday	Wednesday	Thursday	Friday
Hot Option	Cheeseburger	Chicken Patty Sandwich	Grilled Cheese with Tomato	Hot Dog	Cheese Pizza
Cold Option	Turkey & Cheddar Sandwich	Egg Salad Sandwich	Ham & Cheese Sandwich	Chicken Salad Sandwich	Salami, Pepperoni, & Provolone Hero
Vegetarian Option	Pita & Falafel Sandwich	Warm Tomato & Mozzarella Sandwich	BBQ Tofu Wrap	Hummus & Squash Wrap	Grilled Cheese with Tomato
Fruit	Whole Fruit	Whole Fruit	Whole Fruit	Whole Fruit	Whole Fruit
Snack	Goldfish Crackers - Whole Grain	Baked Lays	Chocolate Chip Granola Bar	Rice Krispy Treat	Mini Fudge Stripe Cookie
Beverage	Juice Box	Juice Box	Juice Box	Juice Box	Juice Box
Water	8 oz water	8 oz water	8 oz water	8 oz water	8 oz water

HEALTH & WELLNESS POLICIES

The following forms are available under the “Forms and Documents” tab in your CampInTouch account.

Health History and Immunization Forms

All health forms must be on file prior to the beginning of camp. Campers without completed medical forms will not be permitted to attend until all forms are complete and reviewed. It is a violation of state regulations to have campers engaging in activities at camp without the proper health information on file. Please be sure your information is complete and up to date.

All camps in New Jersey are required to follow the immunization requirements for schools as defined by the Department of Health. For more information, please review this [Summary of NJ School Immunization Requirements](#).

Care Plans (includes food allergies, asthma, chronic medical conditions)

On your camper’s application, if you indicated a chronic medical condition or allergy requiring a prescription and/or over-the-counter medicines, our camp is required by state law to have a copy of a Medical Care Plan completed in its entirety. Medical Care Plans must be submitted before your child's first day of camp. **This form must be signed by your child’s physician and parent/guardian on record for your child to participate in camp.** These action plans are the same that a school would require. If submitting any care plan, you must complete a Medication Permission & Waiver form. Your physician

should indicate whether medication is required (along with dosage and administration instructions) or *not* for the ailment.

Medication

If your camper will receive any type of medication at camp, whether over-the-counter or prescribed, you must submit a Medication Permission & Waiver form. Any medications brought to camp must meet the following requirements:

- 1) The medication must be brought to camp in its original packaging.
- 2) A current doctor's order must accompany all medications, and the medication brought must be an exact match to what is ordered.
- 3) Prescribed medication must have the prescription label attached, and over-the-counter medications must be unopened.
- 4) Medications cannot be expired.

State regulations require all medication to be in the original pharmacy container with the correct name, date, and instructions. Children are never allowed to keep prescription or over-the-counter medication in their possession, except for properly labeled asthma inhalers or Epi-Pens that have been approved after discussion with the child's parents. All medications should be handed to our Camp Nurse on the first day of camp. All medication will be returned at the end of the week.

Food Allergies

We ask parents/guardians of campers with food allergies to share any specific concerns and needs before the start of the camp.

- We ask that camp families not pack nuts in their camper's lunch; snack options offered by LSC do not contain nuts. However, Liberty Science Center is **not** a nut-free facility.
- Liberty Science Center is **not** a gluten-free facility. Gluten-free snacks will be made available if requested.

Illness

Science Camp sets the guidelines for excluding children from camp due to illness, but we depend on parents to be our partners in promoting the health of campers and staff. Some symptoms that call for a camper to remain at home are apparent, such as a fever or an obvious case of chickenpox. Some symptoms are more subjective. Please *do not* send your camper to LSC if they are sick or feel under the weather. If we feel your child is too ill to be at camp, our staff will call to ask you to pick up your child. Please help your child and us by responding promptly if we call you.

Please keep your child at home if they experience any of the following symptoms within 24 hours of the beginning of a new camp day:

- Fever of 100 degrees or higher (Children should be fever-free and off fever-reducing medication for 24 hours before returning to camp.)
- Recurrent diarrhea, vomiting, or significant nausea
- Flu-like symptoms
- Sore throat, particularly with swollen glands
- Cold symptoms such as repeated coughing or sneezing, which are likely to spread infection
- Significant headache or stomach ache
- Fatigue
- Cough
- Chills
- Shortness of breath or difficulty breathing
- Muscle or body aches
- New loss of taste or smell
- Congestion or runny nose
- Contagious infections and diseases such as chickenpox, ringworm, conjunctivitis, impetigo
- Any illness that prevents a child from participating fully in camp activities

Note: Children placed on antibiotics should be on them for 24 hours before returning to camp.

To provide the best possible care for your child, please share any new health concerns as they arise during the summer with our camp office staff.

Camper Information

Parents are expected to share any significant medical, emotional, or behavioral concerns that may affect their child's experience at Science Camp. Thorough communication in advance offers us the best opportunity to assist each camper and decide on a mutually advantageous strategy for managing any difficulties that might arise.

If your child has a disability, an impairment, or a condition requiring additional support, please indicate this need within the Medical History portion of the camper's registration. A representative from LSC will contact the parent to discuss reasonable accommodations for your child. We request a minimum of five (5) business days' notice to ensure specific accommodations are available.

Emergency Contact Information

In case of an emergency, we will call you using the emergency contact number(s) from your camper registration form. Notify us of any changes in emergency contact information over the course of camp.

ADDITIONAL POLICIES

Course Enrollment

Liberty Science Center reserves the right to cancel a course due to insufficient enrollment. If this occurs, you will be notified in advance, and every attempt will be made to reschedule your child to an alternate course.

Cancellations and Refunds

For Summer Camp programs, the deposit due at registration is non-refundable. Any cancellations made before May 1, 2023, are eligible for a full refund of additional tuition payments. As of May 1, 2023, there are no refunds for cancellations. If your plans change, we will work with you to transfer your camper's enrollment for 2023 to another session. No refunds or transfers of funds will be made for early departure, absences, or removal from camp.

For Fall Camp, Spring Camp, or Winter Camp programs, any cancellations made at least one week prior to the start date of the program can be refunded in full. Cancellations within one week of the start of the program are nonrefundable.

You have the option to purchase "Program Protector" through your online camper application. This protection plan offers valuable insurance that provides refunds for unforeseen cancellations. For more information about "Program Protector," call **1-800-423-3632**. We strongly suggest that you use this option to protect your investment.

Participation

At Science Camp, a positive approach to behavior management begins by offering an engaging, developmentally appropriate camp experience. By providing support that benefits all campers, such as adequate structure, clear expectations, good modeling, and positive reinforcement, we strive to create the optimum conditions for campers to fully and appropriately participate in camp activities.

We reserve the right to terminate the participation of any camper we believe has violated the conditions for participation or whose behavior is contrary to the goals and spirit of camp. The following camper behaviors are **not** acceptable and may result in the immediate suspension or permanent dismissal of a camper:

- Endangering the health and safety of children and/or staff members
- Bullying
- Continued disruption of the program
- Refusing to follow positive behavior guidelines and program rules
- Using profanity, vulgarity, or obscenity frequently
- Leaving the group without permission
- Stealing or damaging Science Camp or personal property

Suspension and Dismissal

In the event of a suspension, camp administration will meet with the camper's parent/guardian(s) to discuss the events that gave rise to the suspension and design a mutually agreeable resolution to the problem.

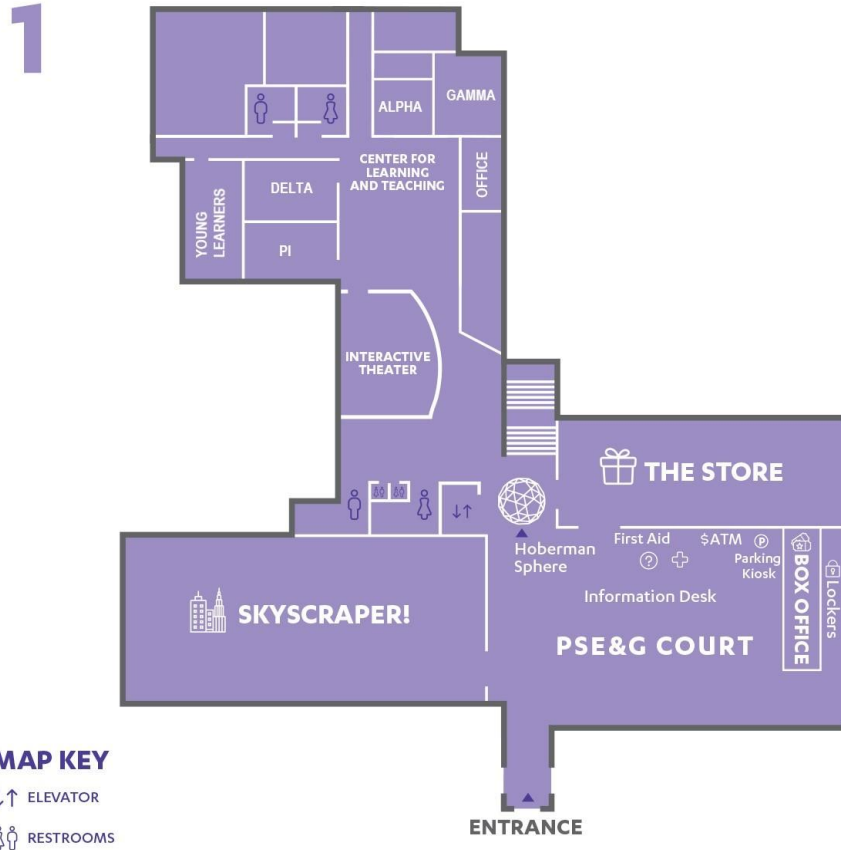
In the event of permanent dismissal, camp administration will give the parents of a camper dismissed from camp a written statement outlining the reasons for the action taken and can meet with the parents to discuss the situation.

Child and Dependent Care Expenses

If you paid a daycare center, babysitter, summer camp, or other care provider to care for a qualifying child under age 13 or a disabled dependent of any age, you may qualify for a tax credit of up to 35 percent of qualifying expenses of \$3,000 for one child or dependent, or up to \$6,000 for two or more children or dependents. A statement of enrolled programs and payments can be generated at any time through your CampInTouch account. Under the Financial Management section, click the View Statement button to generate the document. Further information regarding the Child and Dependent Care tax credit can be found on the IRS website: <https://www.irs.gov/taxtopics/tc602>.

Liberty Science Center TAX ID: 22-2302253

SCIENCE CAMP AT LIBERTY SCIENCE CENTER



222 Jersey City Boulevard
Jersey City, NJ 07305
Telephone/Fax: 201-253-1380
Email: sciencecamp@LSC.org

Camp Office Hours: 8:00 am to 5:00 pm

Camp Office Location: Center for Learning and Teaching (First Floor)

Camp Director: Andrew Herrmann

Drop-off: 8:45 am to 9:00 am

Pick-up: 4:00 pm

Before Care (\$10.00 per day): 8:00 - 8:45 am

After Care (\$15.00 per day): 4:00 - 5:00 pm