



Science Camp Parent Handbook

2018

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

Welcome

Welcome to Science Camp at LSC! We are thrilled to have your children join us as we foster their enthusiasm for STEM. This handbook provides important information about Science Camp and we hope it will address frequently asked questions. Contact us if you have further questions or concerns.

***PLEASE REMOVE AND SAVE THE LAST PAGE OF THIS BOOKLET. IT IS AN OVERVIEW PAGE WITH KEY CONTACTS, DESIGNED TO BE POSTED 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: 201-253-1380 Fax: 201-946-4528 Email address: sciencecamp@LSC.org	Camp office hours: 8:00 am–5:00 pm Office location: Center for Learning and Teaching (First Floor) Camp Director: Susan Chasmer Camp Manager: Jasmine Thomas Camp Administrator: Frances Cirasa
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Camp Logistics



GENERAL

Camp Schedule

- Camp runs from 9:00 am to 4:00 pm.
- Drop off time: 8:45 to 9:00 am.
- Pick-up time: 4:00 pm.
- Before care & after care hours: morning 8:00 to 8:45 am | afternoon 4:00 to 5:00 pm
- Before care & after care cost: \$10 per session | \$20 for morning & afternoon

Morning Drop-Off

Families must drop off campers at the courtyard in front of the building (see map and follow posted signs). If traveling by car, pull into the gated parking lot using the parking pass that will be emailed out the Monday before camp begins. Morning parking passes are valid from 8:00 - 9:00 am. Camp staff will greet campers and sign them in.

NOTE: If you wish to speak to camp staff at length, then plan to park in the main lot at your own expense. The parking fee is \$7.00 for cars. Refunds are issued for stays of less than 30 minutes. (The lot is owned by the state of New Jersey, not by LSC.)

Afternoon Pick-Up

Afternoon pick-up is at the same location as morning drop-off—the courtyard in front of the building (see map and follow posted signs). Families can park in the gated lot using the same parking pass. Entry into the parking lot is valid from 3:45 to 4:15 pm.

Daily Dismissal Procedure:

1. At 4:00 pm, camp staff will bring those campers not in after care outside to the courtyard.
2. Parents and authorized grown-ups are asked to park in a designated spot and leave the car to sign out the camper. Do not line up along the curbside.
3. For the safety of our campers, parents and authorized grown-ups will be asked to present proper identification EACH DAY. Campers are released only to parents and authorized grown-ups listed on their camper account. To add a name to this list, please log onto your camper's online account (Click on Forms & Documents – Authorized Grown-Ups).
4. Please make sure your camper is signed out by the instructor before leaving.
5. If a camper is to go home with someone other than the people authorized to pick him or her up, we must have a note or email signed by a parent stating who the alternate pick-up person is.

What If It's Raining?

Park your vehicle in a designated spot and enter through the main entrance. Pick-up will be inside the building in PSE&G Court. Please follow instructions from camp staff.

Departing on Their Own

Older campers who are allowed to leave on their own must have a signed note or email from their parent on file in the camp office.

Early Arrival and Late Pick-up

Unless your camper is enrolled in our before care program, he or she may not be dropped off at camp before 8:45 am. An adult must stay with the camper until 8:45 am. We do not have staff available to supervise extra campers before camp begins. Please respect our daily 4:00 pm pick-up time by arriving for your child on time.

Repeated early drop-off and 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 him or her inside to the camp office to be signed in. A staff person will take the camper to join the group.

Early Pick-Up

If your child must be picked up early from camp, please stop by the camp office. If you know ahead of time email us at sciencecamp@LSC.org or call 201-253-1380 the day before, or as soon as possible, with the following information:

- Child's name and parent's name
- Time and date of pick-up
- Child's camp course
- If someone other than the authorized pick-up person will be coming, we need that person's name and information from you in a signed note or email in advance.

Absence

We care about the health and well-being of all our campers! If you know in advance that your camper will miss any day of camp, please let us know via e-mail: sciencecamp@LSC.org. If your child is ill and cannot attend camp, please call our office in the morning to let us know: 201-253-1380.

In the morning, the camp administrator will contact the parents of any camper who has an unexpected absence from camp to make sure everything is okay.

Visiting Camp

Parents are welcome to visit during regular camp hours. To schedule your visit please contact the camp office ahead of time. Upon arrival, please stop at the Welcome Desk so the staff may notify the camp office of your arrival.

What to Wear

Comfortable clothing and sturdy footwear. Weather permitting, campers may be outdoors during part of the day and should dress in layers for outside fun.

What to leave at Home

- Tablets, cell phones, electronic games and devices, digital cameras
- Valuables or money

If campers need to bring cell phones to camp, they are not permitted to be used during camp session hours.

Lost and Found

Lost and found items will be kept temporarily in the camp office and then turned over to the LSC Security Office.

Lunch and Snacks

Families must pack a lunch and drink for their camper every day.

- We ask that you do not send lunches that require refrigeration or need to be heated as these services will not be available.
- Soda is not permitted in camp.
- Campers will not be able to purchase lunch from our Café.

Science Camp will continue to provide a beverage and two snacks daily.

- For the safety of our campers with food allergies we ask that you do not pack food or snacks that contain nuts (peanuts or tree nuts).

Health

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

On your camper's application, if you indicated a chronic medical condition or allergy requiring 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. This form must be signed by your child's physician and parent/guardian of record for your child to participate in the camp. These action plans are the same that would be required by a school.

Forms can be found under the Forms and Document tab in your camper's online account. Your physician should indicate that medication is either required (along with dosage and instructions for administering) or not required for the ailment. This step is necessary to safeguard your child.

Medical Care Plans must be submitted before your child's first day of camp.

Medication

State regulations require all medication to be in the original pharmacy container with the correct name, date, and instructions. Camp staff will ask you to fill out and sign a special permission form for medication administration.

Note: Children are never allowed to keep prescription or over-the-counter medication in their possession, with the exception of properly labeled asthma inhalers or Epi-Pens that have been approved after discussion with the child's parents.

All medications should be handed in to our Camp Nurse on the first day of camp. All medication will be returned at the end of camp.

Food Allergies

We ask parents of campers with food allergies to have a conversation with the camp prior to the camp season to discuss their specific concerns and needs.

- Liberty Science Center is NOT a nut-free facility. Be aware that the snack options offered do not contain nuts.

- Liberty Science Center is NOT a gluten-free facility. Gluten-free snacks can be provided. Your child should come to the camp office to obtain it during snack times. You are also welcome to bring something from home but we ask that it not contain any nuts.

Asthma

Unless the medication must be in the child's possession, all medication is to be in its original container with the child's name on it, date, and instructions. It will be stored in the camp office.

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 would call for a camper to remain at home are clear, such as a fever or an obvious case of chicken pox. Some symptoms are more subjective. 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 us and your child by responding promptly if we call you.

Please keep your child at home if he or she experiences 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 Tylenol 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 stomachache
- Contagious infections and diseases such as chicken pox, 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.

In order to provide the best possible care for your child, please share any new health concerns that may crop up during the short camp session with our camp office staff.

Health History and Physical Forms

All health forms must be on file at the beginning of camp. It is a violation of state regulations to have any campers engaging in activities at camp without the proper health information on file. Please be sure your information is complete and up to date. Notify us of any changes in emergency contact information over the course of camp.

Camper Concerns

Parents are expected to notify the Camp Director of any significant medical, emotional, or behavioral concerns that may impact the Science Camp experience. Thorough communication in advance offers us the best opportunity to be of assistance to each camper, and to decide on a mutually advantageous strategy for managing any difficulties that might arise.

Emergencies

In case of an emergency, we will call you using the emergency contact number(s) from your camper registration form.

Feedback

We want your child to have a positive and enriching camp experience. We try our best to incorporate changes and improvements based on the feedback we receive from our parents, campers, and staff. Please let us know what you like best about camp and what parts of the experience we could improve.

POLICIES

Course Enrollment Policy

Liberty Science Center reserves the right to cancel a course due to insufficient enrollment. If this occurs, you will be contacted as soon as possible and your tuition will be refunded in full.

Cancellation and Refunds

There is no refund for cancellations through Science Camp. No refunds or transfers of funds will be made for dismissal, failure to attend, or incomplete attendance.

Available through your online camper application, you have the option to purchase Program Protector. This protection plan offers valuable insurance for unforeseen cancellations and refunds.

For more information about Program Protector, call **1-800-423-3632**.

Conditions for Participation

We strive to offer a group experience and opportunities for learning within the boundaries of safety, common sense, and the law. We reserve the right to terminate the participation of any camper we believe has violated the conditions for participation or has become a hindrance to the group or goals of the program, without refund and without formal hearing.

➤ Behavior and Discipline

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.

The following camper behaviors are not acceptable and may result in the immediate suspension of a child:

- 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**

A camper may be temporarily suspended and sent home if, in the opinion of the Camp Director, his or her actions give rise to a threat of injury to the camper or others, or cause excessive disruption of the camp's activities. During this time the Camp Director will be available to meet with the camper's parents to discuss the events that gave rise to the suspension, and to design a mutually agreeable resolution to the problem.

A camper may be permanently dismissed from the camp if, in the opinion of the Camp Director, his or her actions have demonstrated an inability to abide by the camp's rules and/or have created a risk of injury to the camper or to other members of the camp community. The Camp Director will give the parents of a camper who has been dismissed from the camp a written statement outlining the reasons for the action taken and will meet with the parents to discuss the situation.

Child and Dependent Care Information

If you paid someone to care for a child or a dependent so you could work, you may be able to reduce your federal income tax by claiming the Credit for Child and Dependent Care expenses on your tax return. This credit is available to people who, in order to work or to look for work, have to pay for child care services for dependents under age 13. Further information regarding child care tax credit can be found on the IRS website: irs.gov/individuals/child-and-dependent-care-information

Liberty Science Center TAX ID: 22-2302253

SCIENCE CAMP AT LIBERTY SCIENCE CENTER



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Jersey City, NJ 07305

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Camp Director: Susan Chasmer

Camp Manager: Jasmine Thomas

Camp Administrator: Frances Cirasa

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

Pick up: 4:00 pm

Before care (\$10.00 per day): 8:00 am to 9:00 am

After care (\$10.00 per day): 4:00 pm to 5:00 pm