



Camper Policies & Procedures

POLICIES AND PROCEDURES

Policies are in place for the safety and well-being of your child. Please read and agree to these policies to enroll your child in Witte Museum Camp. Please retain a copy for yourself.

OUR PROGRAM PHILOSOPHY

The educational and public programs of the new Witte Museum encourage investigation of the fundamental nature of plants and animals to live, survive, adapt and thrive over millions, thousands, hundreds of years and today.

All educational and public programs highlight aspects of the relationship between nature, science and culture. Programs and activities help participants to make inspired connections between the remnants of ancient environments, the adaptation of living things to changes in environments and landscapes, and the exploration of the human experience and spiritual journey. The goal is to educate program participants to take collective responsibility for the stewardship of the land, the environment, plant and animal populations and themselves.

REGISTRATION AND FORMS

Parents and guardians can register for Camp online at WitteMuseum.org or by calling Reservations at 210-357-1910. Camps are filled on a first-come, first-served basis. All Camp forms must be filled out in their entirety to complete the registration process.

CANCELLATIONS, EXCHANGES OR REFUNDS

If a child can no longer attend prior to the camp start date, the Witte will refund 50% of the total fee. In the event you need to cancel your registration, you must call 210-357-1910 to process your cancellation and refund.

If a child is removed prior to the camp end date at the parent's request, no refund will be issued. Cancellation notice must be submitted in writing. Cancellation requests due to illness or accident will result in a full refund.

If a student is removed prior to the camp end date at the Witte's request, the Witte will refund the unattended days at the prorated day rate.

Full refund available when cancellation is 4 or more weeks prior to the start of your camp.

PLEASE NOTE: *The Witte Museum reserves the right to cancel camps or classes that do not meet minimum enrollment. If a camp or class is canceled by the Witte Museum, patrons will receive a full refund.*

HEALTH AND SPECIAL NEEDS

ILLNESS

Please keep children home if they have a fever of 100 or more, skin rash, or any other visible signs of illness. Children may return to Camp after they have been free of symptoms for 24 hours and/or have been given written, doctor approval to return. Attendance is recorded each day. Please call or email us if your child will not be attending camp because of illness or other reasons.

In the event your child becomes ill at the Witte Museum or has an accident that requires a doctor's attention, we will notify you immediately. If you cannot be reached, we will call the individuals listed as emergency contacts. For the comfort and wellness of your child, we will expect you to pick your child up

Additional questions? Contact Colleen Ferguson, Camp Director at colleenferguson@wittemuseum.org | 210-278-9806

within one hour of that call. If a child has an accident that causes a minor scrape, bump, etc., we will administer first aid and notify you when you pick up your child or by phone/email the same day.

PLEASE NOTE: Museum staff is not allowed to administer any personal medication. If your child needs medication during the program, you or someone you designate in writing must administer that medication.

SPECIAL NEEDS

The Witte Museum is happy to accommodate children with limited special needs. In order for us to be able to help your child have an enjoyable experience in our programs, we ask that you notify the Camp Director of your child's needs one week prior to the first day of camp. Please notify us of any allergies, accessibility concerns, behavioral, psychological or emotional conditions or other special needs using the form provided upon registering for camp. While we hope to offer these camps to as wide a range of children as possible, it is not possible for us to offer one-on-one care.

ALLERGIES

If your child has a severe allergy and is susceptible to anaphylactic shock, you are required to provide epinephrine (adrenaline) injections to the camp staff. All Witte Museum Security staff are trained in CPR/First Aid and the use of EpiPens.

DRESS CODE

Campers must wear their Witte Museum Camp t-shirt and closed-toe shoes every day. Camp t-shirts are included with the cost of registration and are distributed on the first day of camp. Additional t-shirts are available for \$10 each.

Sunscreen or bug spray must be applied before dropping off your camper. We also suggest bringing weather-appropriate gear like hats, coats, rain coats, or sunglasses when necessary.

LUNCH & SNACKS

Parents and guardians are responsible for providing a small, nutritious snack and lunch for their child each day. In the afternoon, your camper(s) snack will be provided by the Witte (all listed allergies have been taken into consideration). Label all food and other personal items with your child's name. Please make sure all food items do not need refrigeration or microwave heating. The Witte Museum is dedicated to land stewardship and leaving a positive impact on our local environment, so please consider reusable packaging if at all possible during lunch. We also ask that you send a reusable water bottle to keep your child hydrated throughout the day. Due to allergy concerns for campers and staff, we ask that campers do not share their lunches or bring in additional food items to share (i.e. birthday cupcakes, cookies, etc.).

If you would like to take advantage of purchasing a lunch from The Witte's Market, that option is also available for \$8.50. Lunches include a sandwich (your choice of Ham & Cheddar, Turkey & Cheddar or PB&J), chips, a clementine orange, and water. **If you would like to take advantage of The Market lunches, please let the Camp Director know one week in advance to the camp's start date.** We will accept a check (made out to the Witte Museum) or exact cash only.

SIGN-IN AND SIGN-OUT PROCEDURES

Parents and guardians must walk their children into the Museum through the Feik Family Orientation Pavilion to drop off their children with Camp program staff and to sign them in. If you are picking your child up, you must show your state or federal issue photo identification and be on the list of people to sign-out your child every time they are picked up. **No exceptions to this rule.** Even though your child's instructor may know who you are, please be prepared to show ID to any member of the camp staff.

Witte Museum Camps are Monday through Friday. Sign-In begins at 8:30 a.m. and ends at 9:00 a.m. If you arrive after 9:00 a.m. to drop off your camper, we ask that you proceed to the Sally and Ganahl Walker Admissions Desk at the main entrance to sign your child in for the day. Sign-Out occurs at Feik Family Orientation Pavilion between 5:00 and 5:30 p.m.

If a parent or guardian is more than 15 minutes late when picking up their child without notifying camp staff, a \$25 late fee will be issued.

PLEASE NOTE: The Witte Museum anticipates an increase in visitors during our Free Tuesday hours, every week from 3:00 -8:00 p.m. Parking will be at a minimum and we strongly suggest picking up and dropping off at the Feik Family Orientation Pavilion. You may see orange cones along the driveway, but please disregard. These are to prevent visitors from parking there, only.

EARLY SIGN-OUT PROCEDURES

Parents and guardians who need to sign out their camper earlier than 5:00 p.m. will need to notify the Camp Director during morning Sign-In, if at all possible. We also request a 15 minute advanced notice via a call to the Camp cell phone (210-529-2322) so we can have your camper ready to go by the time you arrive. All early Sign-Outs will take place at the Sally and Ganahl Walker Admissions Desk at the front of the museum.



Additional questions? Contact Colleen Ferguson, Camp Director at colleenferguson@wittemuseum.org | 210-278-9806

COMMENTS, CONCERNS OR COMPLAINTS

We welcome letters, emails, and phone calls with suggestions, comments or accolades. As a parent or guardian, we encourage you to express any concerns you might have involving your child. Please approach the Camp instructor first—most questions or situations can be resolved at this level. The Camp Director will become involved only if appropriate, and generally after it has been addressed with the camp instructor. A survey will be distributed at the completion of camp to record your comments.

DISCIPLINE AND GUIDANCE

Discipline and guidance are important to a child's personal growth and comprehension of acceptable behavior, self-control, self-esteem, and self-direction. As educators, we are very careful to ensure that our actions are appropriate for each individual child's age and level of understanding, and consistently administered.

Positive guidance is our approach, which may include:

- Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior
- Reminding the children of behavior expectations daily with clear, positive statements
- Redirection using positive phrases
- Using brief supervised separation from the group when appropriate for the child's age and development
- Reasonably involving the children in creating the rules for the classroom
- Treating each child with respect and dignity. This models appropriate behavior and encourages the children to treat their friends the same way

The following types of punishment are specifically prohibited:

- Corporal punishment or threats of corporal punishment
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriate lengths of time for the child's age and development
- Pinching, shaking or biting a child

CAMP PROMISES & GUIDELINES

- Keep hands, feet, and other body parts to yourself
- Treat others with respect
- Know and use the Buddy System
- Respect Witte Museum property
- Use appropriate language
- Walking feet
- "Inside" voices
- Share materials, and equipment
- Take turns

Additional questions? Contact Colleen Ferguson, Camp Director at colleenferguson@wittemuseum.org | 210-278-9806

- Listen to the instructors and follow instructions
- Participate in activities
- Use materials and equipment properly
- Everyone participates in cleaning up
- Wash hands after using the restroom, touching animals and before eating
- Personal items, such as video games and cell phones, are not allowed at camp and should be left at home

CHILDREN ARE EXPECTED TO FOLLOW ALL GUIDELINES AT ALL TIMES.

If your child is having trouble following rules and/or his or her conduct is disrupting the learning process or safety of others in the class, we will notify you, and work with you to help alleviate the problem. **The Witte Museum reserves the right to dismiss students from camp at any time due to behavioral problems.** If this occurs, any tuition paid for time not attended will be refunded. If a child accidentally or intentionally damages, destroys, or otherwise harms Witte Museum property or the property of another child or person, you may be required to pay for the repair or replacement of the item(s).