



2018 SUMMER CAMP Parent Guide

Welcome to Summer Camp at Discovery World! We are excited that you've chosen to attend our 2018 camps! Please review the information in this packet to have the best Summer Camp experience possible.

We offer extended, supervised care on a pre-registration basis. All camps begin daily at 9:30AM and end at 4:30PM.

Extended morning care session: 8-9:15AM
 Extended afternoon care session: 4:45-5:30PM

The cost is \$5 per session per day and preregistration is required.

Parents/guardians must escort their camper to and from camp registration area and physically check their camper in and out each day. Curbside drop-off is not available for extended care sessions.

Any camper who arrives before 9:15AM or is picked up after 4:45PM will need to register for extended care.

The First Day of Camp

Please plan to arrive early on the Monday of each camp week to allow adequate time for check-in. Special announcements and permission slips for the week will be provided at this time.

You may park on the top turnaround of the building temporarily OR park in the underground parking garage for up to 15 minutes. Please note that Discovery World is unable to provide parking vouchers if you stay longer than 15 minutes.

Morning Drop-Off Tuesday-Friday

For the remainder of the week, you may drop off your camper at the front entrance of Discovery World where a camp staff member will greet them and check them in for the day. **Curbside drop-off is NOT available for Morning Extended Care Registration. Morning Extended Care begins at 8:00AM and ends at 9:15AM. Any camper who arrives to camp between 8:00AM and 9:15AM must be registered for and pay \$5 per day for Extended Care.**

Cancellation Policy

If you wish to cancel your camp reservation, you must contact the Reservations Department at 414.765.8625 at least 3 weeks prior to the start of the scheduled camp. Cancellations made at least 3 weeks prior to the start of the scheduled camp will receive a refund, **minus a \$75 cancellation fee**. Cancellations made after the three week deadline will not receive a refund. Please note that camps are sold as a package and no prorated refund can be given for days your camper does not attend.

A camp may be canceled if it does not meet the minimum attendance threshold. In the event that fewer campers register than is required for a camp to take place, Discovery World will notify parents/guardians at least two weeks before the camp's start date. In this case, your child can either switch to an alternate camp for no additional fee (pending space availability) or receive a full refund.

Rescheduling

If you wish to reschedule your Summer Camp reservation for a different week or a different camp, you must notify the Reservations Department at least three weeks prior to the start of the scheduled camp. Rescheduling requests made at least three weeks prior to the start of the scheduled camp will be granted, but **will incur a \$25 rescheduling fee for each time rescheduled and for each camp rescheduled**. Rescheduling requests made after the three week deadline will not be granted. All rescheduling requests are subject to availability.

Discovery World reserves the right to remove any child from camp if his/her behavior is overly disruptive, inappropriate, or creates a safety hazard. In such cases, the child will be immediately removed from camp and asked not to return possibly for the remainder of the camp and/or the remainder of the summer. In these cases, no refunds will be given.

Pick-Up Procedure

Parents will be provided with a map and detailed directions for how to pick up their camper during Monday check-in. Pick-up begins daily at 4:30PM. **Please note that we cannot accommodate early pickups between 3:45PM and 4:30PM. Any parent arriving after 3:45PM will be asked to wait until checkout begins at 4:30PM.**

Any adult picking up a child will need to be indicated on that child's authorized pick up list at the time of registration or you must call the Summer Camp Coordinator to add that individual to the authorized pick up list. **The adult picking up a child must be on the camper's Emergency Contact Form and must show ID at the time of pick up.**

Friday Camp Showcase

Family and friends are invited to join us Friday afternoons at 3:30PM. Projects and designs from each week's camp will be highlighted.

Note: We try our best to reserve free parking for the Camp Showcase, but it is never guaranteed. You will be notified earlier in the week if we anticipate limited to no parking at Discovery World. We appreciate your understanding.



DISCOVERY WORLD
 science + technology center

500 N. Harbor Drive
 Milwaukee, WI 53202
www.discoveryworld.org

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What To Bring

- **A lunch each day.** Campers are not permitted to purchase lunch at the DK Express café or visit vending machines. An afternoon snack is provided by Discovery World.
- **Comfortable shoes.** Campers will be moving around frequently. Sneakers are the best choice.
- **A reusable water bottle.**
- **Sunscreen/hat.** Some camps leave the premises and/or spend a large portion of the day outdoors. Please note that Discovery World does not provide sunscreen.
- **Label ALL items with your camper's name.**

FAQs

Can I register my child for a camp outside of their age range?

No. We strictly enforce age requirements. Your child must be the correct age or entering the correct grade level of the camp. This is especially important for our 1st and 2nd-3rd grade campers.

Will my child explore the museum during camp?

Discovery World campers will be learning about the topic they've signed up for each week. If there is a connection to the camp topic in the exhibits and/or extra time to explore the museum, campers will then do so. Otherwise, the campers will be focused on learning the topic at hand in their private classroom.

What if I need to cancel or change my Summer Camp reservation?

Changes to Summer Camp reservations can be made up to 3 weeks in advance of the camp start. You can view the entire Cancellation Policy on the opposite of this form. Cancellation and rescheduling fees will apply.

Is my child permitted to bring a cell phone or other electronic device to camp?

We ask that all cell phones and electronic devices be left at home or turned off and stored away during camp hours, including lunch and recess times. If a camper is using an electronic device during camp hours, a Summer Camp staff member will hold on to the device until the end of the day.

Who can pick up my child from camp?

Any adult picking up a child will need to be indicated on that child's authorized pick up list at the time of registration or you must call the Summer Camp Coordinator to add someone to the authorized pick up list. **The adult picking up a child must be on the camper's Emergency Contact Form and must show ID at the time of pick up.**

What To Leave Home

Discovery World makes every reasonable attempt to safeguard our campers' possessions. However, we suggest that each camper leaves the following personal items at home:

- Valuable items
- Phones
- Electronic devices (iPods, tablets, Gameboys, etc.)

Texting, cell phone use, and games distract campers from being part of the camp community. Camp staff reserve the right to hold any phone or electronic device in a secure location until the end of the camp day.

In the event that you need to contact your child, please call 414.675.1970 or 414.765.9966 and ask for camp staff to be contacted.

What if I need to drop off my child late or pick up my child early from camp?

We understand that your family has a busy schedule. We ask that you notify the Summer Camp Staff by phone, e-mail, or in person of the change in timing. When you drop your child off late, please accompany your child into the building and wait with them until they get checked in.

Late Drop-Off: Please accompany and wait with your child in the building until camp staff check them in.

Early Pick-Up: Please notify the front desk that you are here for an early pick-up, providing your child's name and their camp. Camp staff will accompany your child and ask you to sign out. **Please have a photo ID ready.**

Please note: We are unable to accommodate any pick-ups between 3:45PM and 4:30PM. If you wish to pick up your child in the afternoon, you must do so by 3:45PM or wait until the check-out procedure begins at 4:30PM.

Who should I contact if my child is sick or unable to come to camp?

Please contact our Reservations Department at reservations@discoveryworld.org or (414) 765-8625, but you cannot get a refund!