

# Spring Break 2024 Camp Guidelines

## **PARENT/GUARDIAN RESPONSIBILITIES AND EXPECTATIONS**

Please allow extra time on the first day of drop-off, as staff must confirm the following:

- Verification of authorized pick-up list
- Review of pick-up and drop-off procedures

## **DROP-OFF PROCEDURES**

Expect the following procedures upon Drop-Off each day (between 8:30-9am for morning sessions and between 12:30-1pm for afternoon sessions):

Parents/guardians must check-in with a staff member at the curb (front door); staff will meet them at their car and check-in with the parent/guardian. Parents/guardians will be asked a list of questions as recommended by the CDC. Any positive answers or an elevated temperature may be cause for a student to be denied entry into the building.

Notify staff of any expected changes to pick-up time

Parents/Guardians will initial the timesheet

## **PICK-UP PROCEDURES**

Expect the following procedures upon Pick-Up each day (between 12-12:30pm for morning sessions and 4-4:30pm for afternoon sessions):

Staff may request to check ID for all adults that come to pick up students and confirm that the adult is listed on the authorized pick-up list

Parents/Guardians will initial the timesheet

Pick-ups after the above stated times will be subject to additional fees

## **INCLEMENT WEATHER**

Staff are trained to handle even the hottest of the Nelson area's summer weather and the rainiest of rainy days. Instead of simply canceling children's fun when the thermometer soars or the weather turns wet, staff will take precautionary steps during severe weather.

## **HEALTH AND SAFETY**

In the event of an accident, first aid will be administered and an incident report will be completed by Nelson Museum Archives and Gallery (NMAG) staff. Parent/guardians will be notified as soon as possible after managing the child's immediate needs. In case of an emergency, staff will call 911 and contact the parent/guardian or emergency contacts provided with the child's registration.

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## BEHAVIOR EXPECTATIONS

We expect behavior that is respectful, responsible and safe. Our goals are to provide an environment where all of our campers and camp staff can build lasting relationships and have fun learning through activities at the museum. Please express to your camper that if they feel threatened to immediately tell a camp staff member. Here are some criteria we expect campers to follow:

- Using language that is socially appropriate and respectful
- Respecting museum property, staff and fellow campers
- Acting in a cooperative manner respectful of camp boundaries
- Making efforts to contribute to programs and activities
- Cooperating and taking turns with other campers

## DISCIPLINE POLICY

It is the intent of The Nelson Museum Archives and Gallery (NMAG) to provide a safe environment for participants in our Day Camp program. If a participant is disrupting the program, creating an unsafe condition, or displaying a disrespectful demeanor to camp staff or peers, the participant may be removed from the program. Typically we follow a 3-occurrence system to determine dismissal and recognize that all behavioral issues, even if repeated, should not necessarily result in removal from a program. We make every attempt to work with the child and family to improve behavior.

## REGISTRATION, PAYMENT AND REFUNDS

Requests must be received 5 days before the start of your camp session for a full refund. All refunds must be requested in writing to [info@nelsonmuseum.ca](mailto:info@nelsonmuseum.ca)