



SURVIVAL GUIDE

2024

INTRODUCTION:

Dear Parents and Guardians,

Hello! The Reading Public Museum would like to officially welcome you and your children to Museum Discovery Camp!

We hope you are as excited as we are to explore all that RPM has to offer! This booklet will provide you with the information you need to prepare you for your child's upcoming camp experience.

Please read over all of the enclosed information very carefully and keep it close at hand when your child is at camp.

In the event of an EMERGENCY, please call our main security desk at 610.898.1542 or 610.371.5850 ext. 242, and ask Museum Security to contact Education.

If you have any questions about this Survival Guide, please call or email Rebeka Birch at 610.371.5850 x258, rebeka.birch@readingpublicmuseum.org.

We look forward to meeting you at The Museum!

Sincerely,

Rebeka Birch, Scout & Summer Camp Program Coordinator and the RPM Education Team



HOW TO CONTACT US:

If at any time during camp, you must get in contact with your child or with Camp Staff, please call and if possible email either of the following:

Class Dojo App

Wendy Koller, Director of Education
610.371.5850 x223
wendy.koller@readingpublicmuseum.org

Sydney Ernst
610.371.5850 x256
sydney.ernst@readingpublicmuseum.org

Becky Ruth, Coordinator of Educational Events & Education Outreach
610.371.5850 x255
becky.ruth@readingpublicmuseum.org

Mary Johnson, Manager of STEM & Family Programming
610.371.5850 x227
mary.johnson@readingpublicmuseum.org

Rebeka Birch, Summer Camp & Scout Programs Coordinator
610.371.5850 x258
rebeka.birch@readingpublicmuseum.org

Note: It may be difficult to reach us by telephone during camp hours, as it is often necessary for us to be in different areas of the museum with campers. However, we check our voicemail and our email regularly throughout the day.

DROP-OFF AND PICK-UP:

Our regular drop-off and pick-up area is at the Stone Terrace

Our daily drop-off is from 8:45 to 9:15 am.
Our daily pick-up is from 3:45 pm to 4:15 pm.

During drop-off and pick-up, camp staff will be waiting to direct you. The Stone Terrace is our regular drop-off and pick-up area. If this changes for any reason, you will be notified as soon as possible.

Please enter The Museum using the Museum Rd. entrance and proceed to the Stone Terrace. Upon arrival, sign-in/out your child with the staff member stationed at the Stone Terrace. Parents/Guardians are asked to stay in their cars. We make every effort to ensure that this process runs as quickly as possible, but we ask for your patience. Please make sure that if you have anything to convey with us for the day to do so at this time. Once you have dropped-off/picked-up your child please continue and exit through the Parkside Dr. South entrance.

Each child must be signed-out every day.

Your child may only be picked-up by a pre-authorized person. A pre-authorized person is an individual whom you have listed on your registration form. They **MUST SHOW A PHOTO ID** when they arrive **BEFORE** your child is released to them. Your child **WILL NOT** be released to a person who is not on your authorized release list or to anyone who does not have a photo ID. Your child's safety is our primary concern.

If you need to make any changes or additions for your list of adults authorized to pick-up your camper, they **MUST** be done in writing or by email in advance of pick-up **AND** the person picking-up **MUST** show a Photo ID.



Camp Hours:

Drop-Off
8:45 am – 9:15 am

Pick-Up
3:45 pm – 4:15 pm

Late Fees:

If you pick-up your camper(s) after 4:15 pm a \$15 fee will be assessed.

If your child is not picked-up by 4:30 pm, we will call all people you have listed as emergency contacts and a \$15 fee PLUS \$1/minute additional fee will be assessed.

Note:

We expect children to attend the entire camp day. If your child needs to be dropped-off after 9:15 am or picked-up before 3:45 pm, please make arrangements with us the day prior, or in case of an emergency, please go to the Admissions Desk at The Museum and they will contact camp and direct you.

We discourage early pick-ups before 3:45 pm as campers are at their busiest wrapping up and preparing for the end of the day.

DAILY ACTIVITIES:

Museum Discovery Camp believes in hands-on learning for all ages. We encourage children to try different and varied activities and broaden their horizons.

Throughout the week, your child will have opportunities to try weekly-themed activities and experiments, attend shows at the Neag Planetarium, explore various galleries in The Museum, and experience the Arboretum.

At Museum Discovery Camp we encourage children to think and work independently as well as in groups with a wide variety of structured and unstructured activities. Our camp is designed to inspire your child to try new things, gain new knowledge, share what they know, and explore the world (and sometimes beyond) in a STEAM-oriented environment.

The camp classroom will be outside as much as possible, so please dress and prepare your child accordingly.



SAMPLE CAMP DAY:

8:45 – 9:15	Drop-off at the Stone Terrace
9:15 – 9:30	Camp daily introduction, housekeeping reminders, ice-breakers, move to classroom location (either the Planetarium, Museum Auditorium, or the Education Building)
9:30 – 10:45	Camp-themed activities/gallery time
10:45 – 11:00	Free play and 1 st snack
11:00 – 12:15	Camp-themed activities
12:15 – 1:00	Lunch and free play
1:00 – 2:00	Camp-themed activities/planetarium show
2:00 – 3:15	Camp-themed activities
3:15 – 3:45	2 nd snack, Clean-up, move to pick-up location
3:45 – 4:15	Pick-up at the Stone Terrace

Classroom locations will change from day-to-day and may include The Museum Auditorium & Galleries, The Planetarium, The Arboretum, or The Education Building (1210 Parkside Drive South – behind The Museum).

FOOD AND NECESSITIES:

Food:

There are some activities that will involve the use of foods (for example, designing an egg drop parachute or conducting a food preservation experiment). Please be sure to address ALL allergy concerns and dietary restrictions on your child's Medical Form. For the safety of our campers, **NO OUTSIDE FOOD** is to be shared with other children (apart from siblings). Please refrain from bringing any birthday snacks or shared foods.

Lunch:

Please send your child with a packed lunch each day. We do not have the ability to heat or refrigerate food.

***Please make sure your child has any eating utensils they may need.**

Each week, you will have the option to order your child a Subway boxed lunch for Friday that week. Order forms will be available at sign-in and sign-out and must be returned by **WEDNESDAY AT SIGN-IN WITH PAYMENT** that week. Subway boxed lunches are \$6.00.

Snack:

Please send your child with a minimum of **TWO** snacks per day. The Museum does not provide snacks for this program. Please keep in mind that your child are going to be fairly active and will be outside for a fair amount of the day and might get hungrier than usual, therefore, we encourage packing extra snacks if you think your child might need them.

Water:

Please make sure that your child is sent with a reusable water bottle. They will have the ability to fill it at all camp locations throughout the day.



What to Bring:

- Lunch
- Snacks (Minimum of 2)
- Comfortable Clothes (children will often paint, conduct possibly messy experiments, and will be outside – new or “good” clothes are not recommended)
- Sweater or Sweat Shirt (camp locations can become chilly)
- Closed-toe Shoes (preferably sneakers) *Flip-flops are NOT permitted*
- Sunscreen/Hat
- Insect Repellent
- Book Bag (for bringing home projects)
- Reusable Water Bottle
- A Smock or Apron (for art projects or science experiments)
- Towel to sit on

What to Leave at Home:

- Flip-flops
- Valuable Items
- Cell Phones
- Electronic Devices
- Cameras
- Any other toys/keepsakes

Camp provides the opportunity to build a community. The use of cell phones and electronics distracts from this process. Though not banned, they are NOT permitted to be out, if camp staff notice that electronics are a problem, we reserve the right to hold the device in a secure location until pick-up.

The Reading Public Museum is not responsible for lost valuables or electronic items that children choose to bring to camp.

General Information:



Daily Medication:

Please send only medicines that absolutely must be taken during camp hours (i.e. if it can be taken before or after camp, please make all efforts to do so). If medication (prescription, OTC, EPI pens, rescue inhalers, etc.) must be taken during camp hours, please notify Rebeka Birch, and complete our Medication Form **PRIOR** to your child's first day of camp. This ensures that the staff are aware of your child's needs. We also ask that you talk with the educator at sign-in when you drop-off the medication on the first day regarding your child's safe use of the medication.

ALL medications must be in the original container and accompanied by our medication form or they will not be administered. Our staff will only administer life-saving, emergency medications in an emergency situation when the child is unable to self-administer, and only with advance written consent from a parent or guardian waiving responsibility for The Museum. We will first attempt to reach the parent/guardian by phone for additional approvals when possible. Your child will be responsible for administering their own medications – we will supervise ALL administrations.

Lost and Found:

Museum Discovery Camp keeps found items for the length of camp. Please check with the camp staff directly for items lost at camp. If your item is not in the camp lost and found, we will direct you to the general Museum lost and found in the Atrium (610.371.5850 ext. 251).

Refund Policy:

There are **NO REFUNDS** for cancellations. Certain exceptions may be made on a case-to-case basis at the discretion of The Museum.

In case of insufficient registration, The Reading Public Museum reserves the right to cancel any program two weeks before it begins. All registered participants will have the option of attending another camp session or receiving a full refund.

Illness/Accident:

Any minor first aid will be administered to your child by camp staff (scrapes, minor cuts, etc.).

If your child is taken ill at camp, we will immediately call the emergency contacts listed on your child's Registration and Medical Forms in the order they are provided. If we are unable to contact any emergency contacts and/or your child is experiencing a true medical emergency, The Museum will contact emergency services. (See Parent Agreement on Medical Form).

If your child shows any signs of illness outside of camp, please keep them home. If they have a fever, begin antibiotics, or is diagnosed with lice or other highly contagious condition, it is your responsibility to notify us immediately and keep your child home until they are cleared by a doctor (please provide a doctor's note) that they are ready to return. In the event of serious illness, a refund may be issued at the discretion of The Museum.

Behavior Expectation Policy:

At Museum Discovery Camp, we have high expectations for campers' ability to monitor their own behavior and strive to keep disciplinary actions to a minimum. Camp participants are expected to exhibit appropriate behavior at all times while at camp. In order to provide all campers and staff with a camp experience that is safe and enjoyable, the following guidelines have been developed. All campers must understand and follow the guidelines set forth. Please review these guidelines with your child.

- 1 - Respect The Reading Public Museum

- Treat our facilities, exhibits, artifacts, supplies, and equipment with care
 - Clean-up after yourself
- Running and excessive shouting while indoors is not permitted
- Stealing or damaging property will not be accepted

- 2 - Respect Your Fellow Campers and Counselors

- Follow the camp rules – camp rules are reviewed every Monday morning with the entire camp and are always clearly posted
 - Talk in a pleasant manner. Foul language, putdowns and bullying will not be accepted
- Keep your hands and feet to yourself – be aware of others' personal space & do not touch the belongings of others
 - Aggressive behavior that is threatening to the child, staff or other campers will not be permitted
 - Listen and follow directions – do not disrupt camp programming
 - Stay with the group at all times

- 3 - Have a Positive Attitude and Have Fun!

The Following guidelines will be followed in the case of camper misbehavior and at the discretion of camp staff:

- **Step 1: Verbal Warning**
- **Step 2: Time Out or Time Away from the group**
 - a. During a time out, a camper may have to sit out from activities including games, crafts, experiments, or a special event.
 - b. The lead educator will speak with the child and the parent/guardian will be notified either in writing, over the phone, or in person – this may also take place during pick-up.
- **Step 3: Written Warning given to Parent**
 - a. If a child persists in unacceptable behavior, a written warning will be issued.
 - b. The lead educator will speak with the child and their parent/guardian.
 - c. Parent/guardian will be required to sign the written warning and may be required to pick your child up from camp.
- **Step 4: Removal from Camp**
 - a. After receiving two written warnings, the child will be dropped from camp and will not be permitted to sign-up for camp in the future.
 - b. No refunds will be given.
- **Note – depending on the severity or nature of the behavior, we may skip a particular step – for example – aggressive behavior will not be tolerated in any form in any way**

Please review these guidelines with your child prior to the first day of camp. You will be asked to sign-off on the reservation form that you have read and understand the above. Thank you in advance for your cooperation. We hope to have a great summer!



2023 Museum Discovery Camp



Important Information Fridge Sheet

Contacting Museum Discovery Camp:

If at any time during camp, you must get in contact with your child or with Camp Staff, please call and if possible email either of the following:

Class Dojo App

Wendy Koller, Director of Education - 610.371.5850 x223
wendy.koller@readingpublicmuseum.org

Sydney Ernst, Manager of Community Development - 610.371.5850 x256
sydney.ernst@readingpublicmuseum.org

Becky Ruth, Coordinator of Educational Events & Education Outreach - 610.371.5850 x255
becky.ruth@readingpublicmuseum.org

Mary Johnson, Manager of STEM Education - 610.371.5850 x227
mary.johnson@readingpublicmuseum.org

Rebeka Birch, Summer Camp & Scout Programs Coordinator - 610.371.5850 x258
rebeka.birch@readingpublicmuseum.org

Museum Security – 610.898.1542 OR 610.371.5850 x242
In the event of an emergency, please ask Museum Security to contact Education

Note: It may be difficult to reach us by telephone during camp hours, as it is often necessary for us to be in different areas of the Museum with campers. However, we check our voicemail and our email regularly throughout the day.

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