

Youth Summer Camp Guardian Policy Guide

Youth Program Contacts

- **Youth Programs Coordinator/Camp Director:** Lauren Dwyer
Office ext. 108 | Cell: 570-295-2669
 - **Education Specialist/Camp Co-Director:** Jess Newell
Office ext. 107
 - **Education Director (On Call):** Matt Moore
Office ext. 116
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Refund Policy:

- Cancellations by Families:
 - **More than 30 days before camp start date:** Full Tuition refunded.
 - **14–30 days before camp start date:** 50% of tuition refunded.
 - **Less than 14 days before camp start date:** No refunds will be issued.
- Camp Transfers
 - Transfers to another camp session (if space is available) may be requested at least 14 days before the start date.
 - A transfer fee may apply.
- Medical or Emergency Withdrawals
 - In the case of documented medical emergencies, full or partial refunds may be considered at the discretion of the camp administration.
- Camp Cancellations
 - If the camp cancels a session due to low enrollment or unforeseen circumstances on our end, families will receive a full refund.

Camp Form Completion Policy:

All camp forms including **CAMPER INFORMATION, WAIVERS, MDH-4786, MDH-896** (if applicable), **Medication Authorization** (if applicable), **Asthma Action Plan** (if applicable) & **Allergy Action Plan** must be fully completed and turned in to the Camp Director at the Academy Art Museum at least 2 weeks prior to the camp start date. They can be turned into AAM front desk staff or emailed to ldwyer@academyartmuseum.org.

Bathroom Policy

Please encourage your child to use the restroom before programming begins. Scheduled group bathroom breaks are built into most programs.

Drop-Off Policy

- **Sign-In Required:** Caregivers must sign their child in at the museum entrance each day.
- AAM staff will greet children at the door and direct them to their classroom.
- Caregivers are welcome to accompany children to the classroom on the first day only. After that, drop-off takes place at the entrance with AAM staff.

Pick-Up Policy

- **Sign-Out Required:** Caregivers must sign their child out at the museum entrance each day.
- The names of authorized pick-up persons must be listed on the child's enrollment form. Children will not be permitted to leave with anyone other than those listed on the form.
- A valid ID will be required for pick-up by any new or unrecognized individual. IDs may be checked at any time to ensure child safety. Children will not be permitted to leave with anyone if they cannot prove their identity and are not listed on the form.
- **Late Pick-Up Policy:** If a child is not picked up on time, AAM staff will remain with them until their caregiver arrives.
 - Staff will begin calling emergency contacts 10 minutes after the scheduled pick-up time.
 - **Please call the museum at 410-822-2787 if you know you'll be late.**
 - A late fee of \$20 per hour (charged in full after the first 15 minutes) will apply for continued participation.
- **Please do not let your children roam the museum or enter the galleries unattended during drop off or pick up.**

Health & Illness Policy

Children should stay home if they are:

- Persistently crying or unusually irritable
- Experiencing difficulty breathing (including a persistent cough or extreme stuffy nose)
- Displaying a rapidly spreading rash

Children must stay home if they have:

- Diarrhea (frequent loose stools)
- A rash with fever or behavioral changes (unless cleared by a doctor)
- A fever over 101°F
- Abdominal pain lasting over two hours
- Vomited more than once in the past 24 hours
- Open or oozing skin sores
- Strep throat (must be on antibiotics for 24 hours before returning)
- Head lice (until treatment is complete)

- Severe cold symptoms (non-clear nasal discharge, frequent coughing, etc.)

If your child becomes ill during the program and is unable to participate or may be contagious, you will be called to pick them up immediately.

Medication Policy

- We recommend administering all medications (including topical items like sunscreen, lip balm, etc.) at home before arrival.
- If your child must take medication during program hours (including topical items like sunscreen, lip balm, etc.):
 - A **Medication Administration Form** must be completed in advance. Email ldwyer@academyartmuseum.org for a form.
 - All medication must be in its original packaging, placed in a labeled Ziplock bag with your child's name.
 - Include clear written instructions for use of all medications, including over-the-counter items.

Behavior Policy

- Minor behavior concerns will be addressed using AAM's positive guidance approach.
- For disruptive, unsafe, or concerning behavior, parents/guardians will be contacted and may be asked to pick up their child.
- Because the Museum remains open to the public during summer camp hours, campers may not wander the building unsupervised. Campers must remain with their assigned group and staff at all times. If they do not follow this rule, you may be called to pick them up.

Emergency Policy

- In a **life-threatening emergency**, 911 will be called immediately.
- For minor injuries, CPR/First Aid-certified staff will provide appropriate care, document the incident, and inform guardians once the situation is under control.

Emergency Preparedness:

- Our emergency relocation site is the *Waterfowl Building at The Armory* across the street from the museum (40 S Harrison St).
- A full copy of the Academy Art Museum's Emergency Plan is available upon request.
- Each classroom is equipped with first aid supplies and emergency contact information for all children.
- For more detailed information, please refer to the *Youth Program Emergency Response and Reunification Procedures* document (available upon request).



ACADEMY ART MUSEUM

106 South Street
Easton, MD 21601
410-822-2787
academyartmuseum.org

Please note:

During summer camp sessions, the Museum remains open to the public. All camp staff, instructors, and approved volunteers who work directly with campers have undergone background checks; however, general museum visitors are not subject to screening. Campers will be supervised by camp staff at all times and campers are to remain with the group at all times.