

Camp Season | 2017



**THE
FRANKLIN
INSTITUTE**

DISCOVERY CAMP

Jessica McDermott

Camp Manager
215.448.1133
jmcdermott@fi.edu

Group Sales Registration

215.448.1200 (option 5)



Dear Parents and Guardians,

Hello! The Franklin Institute would like to officially welcome you and your children to Discovery Camp. We hope you are as excited as we are to explore all that the Institute has to offer! This booklet will provide you with the information you need about your children's upcoming camp experience. You can also find this Survival Guide on our website at www.fi.edu/discovery-camp-programs.

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

HOW TO CONTACT US:

If at any time during camp, you must get in contact with your child or with the Camp Manager, please call either of the following numbers:

Jessica McDermott, Camp Manager

215.448.1133

Charles Muhler, Camp Supervisor

215-448-1108

NOTE: It may be difficult to reach us by telephone during camp hours, as it is often necessary that we be in different areas of the museum with campers. However, we do each check our voice mail throughout the day.

In the event of an EMERGENCY, please call our main security desk at 215.448.1311, and ask for Museum Security to page Discovery Camp over the walkie-talkie.

If you have any questions about this Survival Guide, please call or email us (discovery.camp@fi.edu). We look forward to seeing you in 2017!

Sincerely,

Jessica McDermott
Camp Manager

**For tax reporting purposes,
our tax ID# is 23-1370501**

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DROP-OFF AND PICK-UP

Our daily drop-off and pick-up area is at the Student Entrance of the museum on 20th Street. The Student Entrance is directly to the left of the main steps if you are facing the building. During drop-off and pick-up, camp staff will be waiting outside or immediately inside this entrance (this is weather and activity dependent). If you decide to stay for any portion of the day and park in the museum garage, be aware that standard garage fees will apply. Likewise, please pay attention to all Philadelphia Parking Authority regulations posted. Be advised that 20th street is posted as a "Bus Loading Zone." If you leave your car for an extended amount of time, you may be ticketed. Discovery Camp Registrants receive one 10-minute courtesy parking placard per vehicle to be used for curbside drop-off and pick-up. Be aware that the Philadelphia Parking Authority (PPA) is vigilant and The Franklin Institute is not responsible for parking tickets. For detailed parking information, check our webpage at www.fi.edu/directions-parking

Upon arrival, sign your child in with the staff member stationed at the Student Entrance. We make every effort to ensure that this process runs as quickly as possible, but we ask for your patience, each parent will be asked to verify the names of adults they have authorized to pick up their child(ren). Having your Permission and Information Form submitted ahead of time will help to expedite your first day sign-in process.

You must sign your child out each day before leaving the grounds. Any authorized adult picking up your child **MUST HAVE A PICTURE ID**. Your child will not be released to an adult not on your authorized release list or to anyone that does not have a picture ID. Please check the sign-in sheets to make sure the person picking up your camper(s) is listed.

If your child will be walking, biking, or taking public transportation to and from camp, please provide this information on the Permission and Information Form. Your child's safety is our primary concern.

CAMP HOURS

Early Care	8:00-8:45 AM
Regular Drop-Off	8:45-9:00 AM
Regular Pick-Up	4:00-4:15 PM
Late Care	4:15-5:30 PM

If no one has picked up your child by 5:30 pm, we will call all people you have listed as emergency contacts.

NOTE: We expect campers to attend the entire camp day. If your camper needs to be dropped off after 9:15AM or picked up before 4:00PM please go to the Business Entrance of the Museum, located on 20th Street, to the right of the main steps, and ask Museum Security to page Discovery Camp on the walkie-talkie. **This process may take 15 minutes or longer.** We discourage parents from taking their campers out to lunch and bringing them back, as camp groups are frequently away from their classrooms during the mid-day. We also discourage early pick-ups between 3:30-4:00 as groups are at their busiest wrapping up and preparing for the end of the day.



preK(4) through 2nd Grade

Discovery Camp offers programming specially designed for Early Childhood learners. This differentiated curriculum considers the developmental stages and active nature of our youngest campers. These campers will be given the opportunity to explore all that The Franklin Institute has to offer at their own pace.

While science themes are the same for all grades, activities and introduction is thoughtfully modified to be grade appropriate. Our Early Childhood classes rely heavily upon a literature based approach to science learning. We have found that Early Childhood campers are some of our best science learners.

It is helpful if campers have been in a preschool environment before, but not required. All campers must be completely toilet-trained. Please note that we do not provide a time for naps.

SAMPLE CAMP DAY:

Early Childhood

9:15 - 9:30	Welcome Activity
9:30 - 10:00	Science Story Time
10:00 - 10:30	Outdoor Play
10:30 - 11:00	Snack
11:00 - 11:30	Exhibit Exploration
11:30 - 12:00	Science Activity
12:00 - 12:30	Lunch
12:30 - 1:00	Free Play / Quiet Time
1:00 - 1:30	Science Story Time
1:30 - 2:00	Exhibit Exploration
2:00 - 2:30	Science Activity
2:30 - 3:00	Science Journals
3:00 - 3:30	Snack
3:30 - 3:45	Clean-up

3rd through 9th Grade

Prior to each session, you will receive an overview of the week including big ideas, special events, and scheduled shows.

In the Early Care Program, and prior to the start of each program day, campers will be able to take part in grade-appropriate free play activities such as building, arts and crafts, games or reading. The camp day begins at 9:15 AM. At this time, campers will be divided up into individual camp groups based on grade level.

SAMPLE CAMP DAY

9:15 - 9:30	Safety Reminder and Camp Rules
9:30 - 10:00	Classroom Games / Ice-Breakers
10:00 - 10:30	Museum Exploration
10:30 - 11:15	Outdoor Play
11:15 - 11:45	Science Activity
11:45 - 12:15	Lunch
12:15 - 1:00	Free Play / Structured Games
1:00 - 1:30	Science Activity
1:30 - 2:00	Museum Exploration
2:00 - 2:30	Science Activity
2:30 - 3:00	Science Journal Time
3:00 - 3:30	Snack
3:30 - 3:45	Clean up

Discovery Camp believes in hands-on learning that builds on campers' prior knowledge. We encourage campers to try activities multiple times and to build and test larger projects out of single experiments. Throughout the week, campers will also have opportunities to attend live science shows, educational IMAX and 3-D films, take off-site trips and attend presentations or workshops led by guest speakers, typically local scientists.

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 Permission and Information Form. For the safety of our campers, **NO OUTSIDE FOOD** is to be shared with other campers. Please refrain from bringing any birthday snacks or shared foods.

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

SNACK: Campers will be provided with a snack each day. A list of provided snacks is found on the Permission and Information Form. If your child will not want or cannot have this type of snack, please pack an alternative.

VENDING MACHINES: Vending machines are only accessible to campers accompanied by their parent. We encourage packing extra snacks instead.

DAILY MEDICATION

If your camper needs them, 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). Required medication must be placed in a Ziploc bag and clearly labeled with both the child's name and dosage. Please include the details explaining what the medication is for, when and how it should be taken, and any specific storage information. If medication must be taken during camp hours, please notify the Camp Director prior to your child's first day of camp. This ensures that the staff are aware of your child's needs. We ask that you talk to your child's counselor (or the staff member present when you drop off the medication) regarding your child's safe use of the medication. We do not distribute **ANY** medication without parental consent.

WHAT TO BRING

- Lunch
- Extra Snack
- Comfortable clothes
- Sweater or sweatshirt
(museum spaces can be chilly)
- Close-toed shoes (sneakers are best)
- Sunscreen / Hat
- Book bag (for taking home projects and artwork)
- Reusable water bottle
- Complete change of clothes (preK(4)-2nd)

WHAT TO LEAVE AT HOME

- Valuable items
- Cell Phones
Camp provides an opportunity to build a community. Unlimited texting and use of cell phones distracts from this process. If camp staff notice that cell phones are a problem, we reserve the right to hold the cell phone in the camp office until parents pick up their camper.
- Electronic devices
- Flip-flops

The Franklin Institute is **not responsible** for lost valuable or electronic items that a camper chooses to bring to camp.

LOST AND FOUND

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

REFUND POLICY

When a camp registration is cancelled by the camper(s) and/or the family, a refund will be provided only if we receive notification two weeks in advance. We will, however, retain 5% of the total registration fees for processing costs. No refunds will be given for cancellations made less than two weeks in advance.

BEHAVIOR EXPECTATION POLICY

Discovery Camp has basic rules of behavior, including respecting others, museum exhibits and camp materials. These rules are reviewed with the campers each day before the start of camp. Disrespectful behavior, foul or hurtful language and violence will not be tolerated. Discovery Camp reserves the right to ask campers not to return to camp.

PERMISSION AND INFORMATION FORMS

The following pages contain forms for you to return to us. Please return Permission and Information Form to:

Discovery Camp
The Franklin Institute
222 N. 20th Street
Philadelphia, PA 19103

Or email to:
discovery.camp@fi.edu

Or fax to: 215.448.1235

YOU MUST RETURN THIS FORM BEFORE YOUR CHILD MAY ATTEND CAMP.

Please complete a separate form for each child attending camp. Thank you!

CAMPER INFORMATION

Child's Name _____ Grade in Jan. 2017 _____ / Grade in Sept. 2017 _____

Parents/ Guardian Names _____

Operations or serious injuries (dates) _____

Chronic or recurring illness(es) _____

Comments _____

Dietary Restrictions _____

Current medications _____

Allergies: (Please note whether the allergy is an ingested or a contact allergy) _____

Does your child carry an Epi-Pen? Y or N if Yes, what is the allergy? _____

Please include a copy of your child's Allergy Action Plan.

SNACK

Please check off the snacks your child is permitted to eat.

If your child can not have that snack, please pack an alternative.

*PreK/K classes will be offered Multi-Grain Cheerios as a morning snack daily.

Monday ☐ Pepperidge Farm Goldfish

Thursday ☐ Multi-Grain Cheerios

Tuesday ☐ Healthy Helpings Fruit Snacks

Friday ☐ Honey Maid Graham Crackers

Wednesday ☐ Herr's Mini Pretzels

Supplemental Option ☐ Raisins

SPECIAL NEEDS

Please list any mobility accommodations: _____

Learning ability/developmental needs:

☐ Autism/Asperger's ☐ ODD/PDD ☐ ADD/ADHD ☐ Other: _____

Does your child require wraparound services during the school year? If yes, will they be attending camp with the child? If no, what are some helpful support strategies? _____

Comments _____

FIELD TRIP RELEASE

I grant permission for my child(ren) to participate in field trips during the camp day. Parents will be informed of all field trips in advance. ☐ Yes. ☐ Yes, but only for walking field trips. ☐ No, I do not.

PHOTO RELEASE

I grant permission for my child(ren) to be photographed during Camp. I fully understand that these photos may be used for our Camp newsletter or for advertising purposes. ☐ Yes, I do. ☐ No, I do not.

UNACCOMPANIED DEPARTURE (Campers 12 and over only)

I grant permission for my child(ren) to leave the museum unaccompanied (either by walking or taking public transportation) at the end of Camp at 4:00 PM. ☐ Yes, I do. ☐ No, I do not.

YOU MUST RETURN THIS FORM BEFORE YOUR CHILD MAY ATTEND CAMP.

CONTACT INFORMATION

Parents/Guardian _____ Phone _____ Cell Phone _____

Email Address that is checked regularly _____

Parents/Guardian _____ Phone _____ Cell Phone _____

Email Address that is checked regularly _____

Alternate Contact _____ Phone _____ Cell Phone _____

ALTERNATIVE DEPARTURE

Please list anyone who will actually pick up your child(ren). Only these names will be allowed to pick up. All adults authorized for release must still present a photo ID at pick up. I grant permission for my child(ren) to leave with the following adult guardians other than those listed above:

Name: _____ Phone _____

Name: _____ Phone _____

RELEASE

I/We, (Parents / Guardian name), _____ being the parent(s) or legal guardian(s) for, _____ hereby give The Franklin Institute (TFI) staff permission to administer basic first aid when applicable, including the treatment of minor cuts, scrapes, burns (including sunburns) and stings. Medication will not be administered by TFI staff at any time. I hereby give permission to medical personnel and Emergency Medical Services selected by the staff of TFI to provide transportation and treatments, including X-rays and routine tests, for my child. In the event that I cannot be reached in an emergency, I hereby give permission to the physician/hospital where my child is transported to secure and administer treatment, including hospitalization and surgery, for my child. The completed forms may be photocopied for trips out of camp. I agree to assume financial responsibility for all medical and hospital expenses.

On behalf of the child / minor, I hereby release, discharge, and hold harmless, The Franklin Institute, and their officers, trustees, agents, and employees from and against all losses, claims, actions, costs, expenses and/or damages, including attorney fees, arising out of my / our child's participation in The Franklin Institute's Discovery Camp, except for the willful misconduct or gross negligence of The Franklin Institute.

I / We have carefully read this release prior to its execution and I / we fully understand its contents.

Signature of Parent /Guardian

Relationship to Child

Date

**A 2017 PERMISSION AND INFORMATION FORM
MUST BE ON FILE BEFORE YOUR CHILD CAN
ATTEND A CAMP SESSION. IT WILL BE VALID
FOR THE ENTIRE 2017 CALENDAR YEAR.**

Please return Permission and Information Form to:
Discovery Camp
The Franklin Institute
222 N. 20th Street
Philadelphia, PA 19103

Or email to: discovery.camp@fi.edu
Or fax to: 215.448.1235



Important Information Fridge Sheet

CONTACTING DISCOVERY CAMP

Jessica McDermott, Camp Manager 215.448.1133

Charles Muhler, Camp Supervisor 215.448.1108

Museum Security: 215.448.1311

In the event of an emergency, please ask Museum Security to page Discovery Camp over the walkie-talkie.

Discovery Camp Email: discovery.camp@fi.edu

Discovery Camp Website: www.fi.edu/discovery-camp-programs

CAMP HOURS

Early Care	8:00-8:45 AM
Regular Drop-off	8:45-9:00 AM
Regular Pick-up	4:00-4:15 PM
Late Care	4:15-5:30 PM

The Discovery Camp drop-off and pick-up location is at the street level Student Entrance on 20th Street, close to the corner of 20th and Race. Please be sure to bring photo ID for pick up.

STANDARD COURTESY PARKING

DISCOVERY CAMP PICK UP AND DROP OFF ONLY

DISCOVERY
CAMP



Please note:

- This placard must be displayed on your dash board.
- Please turn on your hazard lights.
- No Double Parking: Additional spots are available on Woodstock and Race Streets.

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