



**Dear Parents/Guardians,**

Thank you for registering your child for the University of Nebraska State Museum Discovery Day Camp program. Please read the following information carefully to ensure a positive camp experience. We are looking forward to *mammoth* amounts of fun!

Ann Spilker  
Extended Learning Coordinator  
University of Nebraska State Museum  
645 North 14th Street, Lincoln, NE 68588-0338

## General Information

### Eligibility

The University of Nebraska State Museum Discovery Day Camp program does not discriminate in our admission policies based on race, sex, religion, place of national origin, or physical or mental abilities. Discovery Day Camp programming serves students who have finished K-8<sup>th</sup> grades. Furthermore, the University of Nebraska State Museum (UNSM) provides care only for children who are: toilet trained, can abide by the rules and expectations listed in this packet and given by camp staff, and can function effectively in a setting with one adult to every 10 children.

It is mandatory that parents list on the registration form at the time of registration or the youth activity safety policy if their child has any special needs that need accommodation or consideration. Providing this at registration allows us to meet those accommodations, if possible. Failure to notify staff may result in us being unable to accommodate your child's needs. All information listed will only be shared with appropriate UNSM staff.

### Drop-off & Pick-up

For Half-day camps, drop-off is between **8:00-9:00 a.m.** Pick-up is between **12:00-12:30 p.m.**  
For Full-day camps, drop-off is between **8:00-9:00 a.m.** Pick-up is between **4:00-5:00 p.m.**

- Meet in front of Morrill Hall at the mammoth statue each day.
- A parent/guardian must sign the child in and out each day.



UNIVERSITY OF NEBRASKA  
STATE MUSEUM



The University of Nebraska does not discriminate based upon any protected status. Please see [go.unl.edu/nondiscrimination](http://go.unl.edu/nondiscrimination).

- Photo ID is required for the adult picking up the camper. Only authorized adults listed on the registration form will be allowed to pick up the camper.
- Museum Address and Parking:
  - 645 N. 14<sup>th</sup> Street, Lincoln, NE 68588
  - Parking is available in the center of the stadium loop in front of the building. Access the center lot by entering the north side of the loop at 14<sup>th</sup> and Vine.

## Late Drop Off

If you know you are going to drop your camper off **after 9:00 a.m.** please call the Extended Learning Coordinator at 402-472-3823 or the front desk at 402-472-6784 (on Mondays when the museum is CLOSED, please call the ELC). Once you arrive, please check in at the front desk and the visitor service staff will notify camp staff that your camper has arrived (Tuesdays-Fridays).

## Late Fees for Pick-up

If you are going to be late to check-out, please call the Extended Learning Coordinator at 402-472-3823 or the front desk at 402-472-6784 (on Mondays when the museum is CLOSED, please call the ELC)

All campers are to be picked up by **12:30 p.m.** (half-day camps) or **5:00 p.m.** (full-day camps). Families will be charged for late pick-up at a rate of \$15.00 per child/10 minutes late. After the first \$15, \$1.00 will be added to the late fee for each additional minute per child.

\*The clock on the mobile device of the primary lead educator is the clock to be used for calculating the late fee.

## Food

- One snack (half-day camps) or two snacks (full-day camps) will be provided each day (i.e. granola bars, pretzels, fruit snacks, crackers, etc.).  
If your child has any food allergies, please list them on the medical form provided. You may be asked to provide an appropriate snack if needed.
- Campers need to come with a peanut-free sack lunch (refrigeration or microwave are not provided).
- Please ensure kids eat a healthy breakfast before camp so they are ready for fun and learning.
- Campers are encouraged to bring a reusable water bottle each day of camp.

## Clothing

Campers should wear comfortable clothing and shoes for exploring and walking both indoors and outside. Close-toed tennis shoes are highly recommended. Additionally, some activities may be messy, so please dress accordingly.

## What to Bring

Please label all items with the camper's name.

- Backpack
- Reusable, filled water bottle
- Sack lunch for full day camps (see section on food)
- Apply sunscreen before camp and bring a hat (camps will take place both inside and outside of the Museum)

## Please do not Bring

- Spending money (the Museum store may be visited after camp with a parent or guardian)
- Extra snacks (unless needed for dietary reasons) or drinks (other than a water bottle)
- Cell phones or other electronic devices (these items can become a distraction and easily lost or broken)
  - In the event of an emergency, parents/guardians may contact the Discovery Day Camp Director or the Museum Front Desk.

## Policies

### Cancellations and Refunds

Camp space is limited, and all camp registrations are considered final. Refunds or partial refunds will not be issued for any no-shows or missed days. The University of Nebraska State Museum reserves the right to cancel camps due to low enrollment or other unforeseen circumstances, in which participants will be notified and a full refund will be issued.

### Photo Policy

The University of Nebraska State Museum reserves the right to take photos of camp participants for promotional purposes per permissions on the Personal Image Release on the camp registration form.

### Weather

Camps are held rain or shine. In severe weather, instructors and museum staff are trained in evacuation and safety procedures.

### Behavior Guidelines and Expectations

We strive to create a positive learning environment for all campers. Our expectations for behavior are simple: **be safe, be respectful, be responsible**. Please review this policy with your child.

The following behaviors will not be tolerated:

- Verbal abuse, derogatory or inappropriate language, condescending language, or threats
- Physical abuse including, but not limited to aggression, hitting, kicking, punching, slapping, or spitting
- Theft or defacing property including equipment, exhibits, furniture, landscaping, etc.
- Damage of property, equipment or supplies
- Running away from campus indoors or outdoors or putting yourself or others in danger.

### Discipline

1. When there is an infraction of rules, we issue warnings and encourage participants to continue playing when the behavior is corrected.
2. If the disruptive behavior continues after one warning, the participant is given a second warning then can resume play, if the behavior is corrected.
3. If disruptive behavior continues after two warnings (or refusal to listen), a staff member contacts parents to inform them of behavior that is not meeting expectations.
4. The participant may be suspended for the following program day.

For more serious incidents, we may need to move through these steps more quickly than outlined above. If the child returns and the behaviors continue, the child will be dismissed for the rest of the week.

## Medical Information

Please notify education staff of any health or behavioral information that may impact their camp experience so we can make appropriate accommodations.

If medication of any type (over the counter or prescription) is required, it must be stored with and administered by UNSM Education staff. Campers are not allowed to carry any medications with them. Medication must be in its original container. Medical information is requested in our waivers and supplemental information documents to be read and signed by the parent/guardian before the start of camp.

## Illness, Accidents & Emergencies

If your child becomes sick during camp, you will be notified and asked to pick them up early. If your child is ill before camp, we ask that you keep them at home for the health and safety of other campers and museum staff. This includes contagious illnesses such as having a temperature higher than 100°, vomiting, diarrhea, or other bodily discharge. If a bathroom accident occurs, parents will be asked to take their camper home. Campers may return to day camp programming when they can participate in daily activities and are symptom free without medication for at least 24 hours. Please note that we have additional COVID-19 precautions detailed in the next section.

In the event of an emergency or accident involving your child, you will be notified by staff, following notification to the appropriate emergency personnel. All museum education staff are certified in Adult & Pediatric First Aid/CPR/AED and have been trained in emergency procedures for the museum.

## COVID-19 Precautions

The University of Nebraska – Lincoln works closely with the Lincoln Lancaster County Health Department to determine campus policies but may not mirror local Directed Health Measures. For more information on campus policies, please visit: <https://covid19.unl.edu>.

Parents/Guardians must keep children home from camp if (1) the child is displaying any symptoms of COVID-19, (2) anyone in the child's immediate family/household is displaying symptoms, (3) the child has had known exposure to COVID-19 within 7 days prior to camp, or (4) the child has had a known exposure during camp.

## Youth Activity Safety Policy

The University of Nebraska-Lincoln (UNL) has implemented a Youth Activity Safety Policy to provide a safe environment for youths participating in Nebraska sponsored activities, clinics, or conferences.

Our policy includes safe interaction guidelines as well as background and sex registry checks for Activity Workers. This policy will help to protect youth from potential misconduct incidents and provide a safe, educational, and enjoyable activity/program experience.

The full Youth Activity Safety Policy is provided in our waivers and supplemental information documents to be read and signed by the parent/guardian before the start of camp.

## Contact Information

If there is an emergency or you have questions/concerns, please call the number below.

**Main Museum Line - (402) 472-6784**

**Extended Learning Coordinator - (402) 472-3823**

I acknowledge that I have received the information in this packet.

Signature

Date