



## Camp at Coral Gables Museum Frequently Asked Questions (FAQ) and CAMP POLICIES

### COVID-19 Safety Measures

To ensure the health and safety of our campers, guests, volunteers and staff, special measures are being taken for our camp program including additional hand washing, temperature checks at drop-off, requirement of all campers and staff to wear self- provided cloth face coverings, schedule modifications, physical distancing including limited class sizes, new health and safety signage and etiquette tutorials, additional environmental surface cleaning (desks, materials, doorknobs, etc.) as well as additional training for camp staff. If you have any specific concerns please contact the Education Director, Lili Dominguez at 305-603-8067 or [lili@coralgablesmuseum.org](mailto:lili@coralgablesmuseum.org).

Coral Gables Museum follows the Centers for Disease Control and Prevention (CDC's) guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/community-mitigation.html> The guidance describes specific prevention activities for schools & child care programs. Camp activities and programs will be limiting interactions in large group settings, including limiting class sizes to eight campers with two staff, and adding creative ways to increase the physical space between staff and campers. Camp instructors and staff will be encouraging and reinforcing physical distancing when possible and health etiquette including hand washing routines.

Please see our sick policy for more information. We request that if the camper or anyone that they are routinely in close contact with (immediate family, nanny, friends, etc.) are diagnosed with COVID-19 to please inform the Education Director, Lili Dominguez at 305-603-8067 or [lili@coralgablesmuseum.org](mailto:lili@coralgablesmuseum.org) immediately.

### How do I register my child(ren) for camp?

Registration form is downloaded from our website, filled out, and sent to [lili@coralgablesmuseum.org](mailto:lili@coralgablesmuseum.org) <https://coralgablesmuseum.org/portfolio-item/spring-camp/>

Registrations are accepted on a first come, first serve basis. The cutoff time for registrations for an upcoming week is the Thursday before at 5:00 p.m. However, depending on capacity at the end of the registration period, walk-ups may be accepted the Monday morning of the camp day for a \$25 fee per child. Please, call in advance to see if there is space at 305-603-8067.

### When does registration open for camp?

Camp registration opens online in November for Winter Camp, in February for Spring Camp, and in May for Summer Camp.

### Do members get a camp registration discount?

Yes, with a Coral Gables Museum Family membership (\$80) you get a \$75 discount off of your child(ren)'s camp registration(s) per week, and \$25 discount off of the daily tuition rate. Not a member, not to worry! You can add a membership to your camp registration.

You must be a member and be logged in to your online membership to receive the member discount on camp registrations. This discount only applies to camp registration and does not apply to lunch or additional camp T-shirts.

### How much is camp at Coral Gables Museum?

In-person camp for ages 5-12 is \$375 per week for non-members, \$300 per week for members. We reserve the right to offer camp for 5-7 age group only, 8-12 age group only, or both.

If you are not a member and would like to become one, you can add a membership when you register your child for a



camp. All fees must be paid at the time of registration via credit card. Membership discount cannot be combined with other discounts.

For those parents wishing to take advantage of the sibling discount, you will pay the full amount for registration on the first child and then deduct \$20 from the tuition of each additional sibling from the same household. PLEASE NOTE: This discount applies to the tuition portion only, and does not apply to lunch, camp T-shirts, or other fees. Sibling discount cannot be combined with the membership discount. Please note that cousins, nieces, nephews or friends are ineligible for the sibling discount.

Once your registration has been reviewed and the payment has been processed, you will receive a final confirmation email that contains your camp confirmation / paid invoice in an attachment. Your child is not registered until you have received a camp confirmation. A separate registration is required for each child.

### **What does my child wear to camp?**

Each registered child will receive one (1) camp T-shirt per week as part of their initial tuition. All campers are required to wear the camp T-shirt to camp every day. Additional shirts are available for sale for \$10 each and can be added to your camp registration. Campers should wear shorts or jeans and comfortable closed toe shoes. All campers should also bring a sweater or a jacket as the museum tends to be chilly. Please place the camper's name on the tag of any jackets or sweaters. Please note that campers may use materials like clay, glue, paint, or may participate in outdoor activities so clothes can get dirty, wet, or messy. If you ordered an additional T-shirt, you may pick it up during morning drop-offs from 9 -10 a.m if we offer before care, or at 9:45 am drop off, if we do not offer before care.

Per current mandates in public spaces, campers will be required to wear a self-provided cloth face covering during the day. Please note that face shields in lieu of a cloth face covering is not permitted. However, one may be worn in addition to a cloth face covering if desired, but this is not required. For more information and recommendations for children wearing cloth face coverings we suggest reviewing this helpful article from the American Academy of Pediatrics: <https://www.healthychildren.org/English/health-issues/conditions/chest-lungs/Pages/Cloth-Face-Coverings-for-Children- During-COVID-19.aspx>

Please note that camp classes / activities may take place outdoors or involve outdoor activities. Please remember to prepare campers with hats, insect repellent, reusable water bottles and sunscreen to protect against the hot Florida sun.

### **COMMUNICATIONS:**

#### **Do you allow campers to bring their own toys, phones, or tablets?**

We suggest that campers leave personal items, especially electronics and toys, at home. In efforts to prevent virus transmission we kindly ask campers that they do not share any toys or belongings. If camp staff determines that the presence of these items is disruptive to the class, they may be confiscated and held until the end of the day. Coral Gables Museum makes every reasonable attempt to safeguard campers' possessions. However, the museum will not be held responsible for the loss, destruction, or theft of any personal items (i.e. clothing, book bags or purses, toys, games, electronic devices, cellphones, or money) your child may bring to camp and keep in their possession.

#### **CELL PHONES:**

We ask that campers turn their cellphones off and turn them in at check-in or leave them at home. This is to enable campers to unplug from outside distractions for the day. Many campers enjoy the break from technology and constant communication. We guarantee the privacy and security of the phones which will be returned upon check-out from camp.

#### **Do you offer before/after care?**

We reserve the right to offer before and after care due to staff availability. Before and after care is offered from 9-10 am and from 4-6 pm, respectively. Before care has a cost of \$10 additionally, and after care has a cost of \$20 additionally. In after care, campers can participate in fun activities including crafts, board games and watching educational videos. Campers that remain after 6:00 p.m. will be charged



\$5 a minute for every minute after 6:00 p.m. until they are picked up. Refer to the website for information on before and after care for each camp program.

### **What does a typical day at camp look like?**

Campers will be engaged in the theme of the week through several hands-on activities and special experiences in the museum galleries. Campers will also receive two snacks a day and have time for a lunch break. All activities follow inquiry-based learning methods (VTS) that engage campers in art by asking questions and having them discover the answers.

### **Who are the teachers and staff that will be with my child?**

The camp instructors are trained museum education facilitators, including artists and program developers in the given theme, or current Miami-Dade County Public School or private school teachers. Additional staff will include a teacher's aide, college students interested in careers in Education, and volunteers. All camp instructors are trained by the Education director, Lili Dominguez, who holds a PhD in Curriculum and Instruction. Camp instructors are trained in strategies and techniques for integrating the arts as an inquiry-based learning strategy into an informal classroom learning experience, classroom management, accessibility, and safety including CPR/first aid certification. All teacher aides and volunteers will also undergo similar training.

**Each camp classroom has a maximum of thirteen (13) campers and has one (1) camp instructor and one (1) teacher's aide in the classroom at all times for a maximum of 15 individuals in a classroom.**

### **What is the drop off process?**

Early drop off (before care) takes place from 9a.m. – 9:45 a.m., at the entrance of the museum. For safety reasons, a parent / guardian must accompany their child(ren) to the camp check-in every morning and sign them in. Campers are not allowed to sign themselves in. Regular drop-off follows the same protocol and occurs at 9:45 am. Please refer to the website for information on before and after care for each camp program.

Please note that due to additional guidelines relating to COVID-19, all campers will have their temperature checked in the presence of a parent/caregiver every morning before signing in. Any child who registers a temperature of 100.4 degrees Fahrenheit or higher will not be allowed to attend camp that day, and we cannot issue any refunds for sick days. Parents will also need to complete a short questionnaire each morning about recent travel of the child (or a member of their household) and symptoms recognized by the CDC for COVID-19. Please refer to our sick policy for more information. Additionally, all parents must wear a self-provided cloth face covering during drop-off and must maintain 6 ft of distance between check-ins. We appreciate your patience in advance.

### **What is the pick-up process?**

Camp pick-up takes place from 3:45 p.m. – 4 p.m. at the entrance of the museum. For safety reasons, campers will only be released to the individual(s) listed on your original registration form or on an authorized for release form. Additionally, all individuals must present a photo ID every time they come to pick up a child. Once the ID has been verified, your child(ren) will be brought to you. Museum staff WILL NOT allow anyone not listed on the form to pick up a child unless specific written instructions have been provided by a parent/guardian in advance.

### **What if I need to pick-up my child early?**

In the event that a camper will need to be picked up early, please proceed to the front desk. Provide the front desk representative your child's name and age and inform them that they are in the camp program. The front desk representative will then contact the camp program instructor who will bring your child to you for sign-out. All individuals must present a photo ID and be listed in the child's authorized list for pick-up.

Please note that due to additional guidelines relating to COVID-19, we request that all parents/caregivers wear a self-provided cloth face covering during pick-up and help us maintain 6 ft of distance while in our museum entrance. We appreciate your patience in advance.



### **What is your behavior policy for campers?**

Good behavior is a key component to a successful camp experience. In an effort to provide all campers with a safe and fun filled camp experience, it is important that all campers exhibit proper behavior and self-control. Campers are expected to respect their instructors, staff and fellow campers at all times. Inappropriate, disruptive, and/or violent behavior while at camp will not be tolerated. Examples of inappropriate behavior include, but are not limited to: hitting, fighting, name calling, foul language, arguing, reckless endangerment, disrespectful actions, and stealing.

Coral Gables Museum reserves the right, upon notification of parents, to dismiss any student during any sessions for conduct that is deemed detrimental to the well-being of other students, staff, or to the overall operation of the camp. No refund/credit will be issued if your child is dismissed.

### **How will the camp handle special needs?**

All Coral Gables Museum camps are inclusive. Thus, any camper with special needs is welcome. It is requested, if possible, for the parent to disclose any special needs of their child in advance of the first day of camp to the Education director, Lili Dominguez at 305-603-8067 or [lili@coralgablesmuseum.org](mailto:lili@coralgablesmuseum.org), so that the staff can be properly trained and prepared to ensure a fun, educational experience for all campers. This information will only be shared with the camp instructor and select camp staff. The camp instructors and staff will be trained to adapt their lessons as needed to accommodate all children; however, by design the activities incorporate multiple learning styles and techniques to ensure a broader and friendlier learning environment for all our campers.

Please note that camp classes / activities may take place outdoors or involve outdoor activities. If accommodations need to be made for your child, please let us know in advance at the phone or email provided above, and in the registration form.

### **My child has certain allergies, how do I ensure that the camp program is aware?**

We ask that all parents who have children with allergies complete an Allergy Action Plan/ Health Form, which will be included in your Registration Form. The Allergy Action Plan allows parents to detail the types of allergies, steps to prevent reactions from occurring, signs to help identify when a reaction is occurring, and the course of action to take. The Allergy Action Plan will be reviewed with the instructor and teaching aide, and kept in the class binder, which stays with the class at all times.

### **What is your cancellation policy?**

Classes that do not meet minimum enrollment requirements are subject to cancellation. If we must cancel your class, we will contact you to inform you of other class or educational program options.

### **Withdrawals?**

If a student withdraws from a class for which they are registered before the first day of session, a museum credit (but no refund) will be given. This credit will be good for one year from the date of issue and may be applied to a Coral Gables Museum camp or any educational program. If a student withdraws from a class for which they are registered after the first day of session, a credit of refund will not be issued.

### **What about absences?**

If your child(ren) will not be able to attend camp on a specific day during a session for which he/she is registered, please notify the Education Department as soon as possible by calling 305-603-8067 or email [lili@coralgablesmuseum.org](mailto:lili@coralgablesmuseum.org) in advance. Absences may not be "made up" by having your child(ren) attend another camp on a different day, nor will you receive a refund/credit for any missed days. Please see our sick policy below for additional information on absences related to illness.

### **Sick Policy**

If your child exhibits symptoms of an illness or states that they feel ill to a staff member, a parent / guardian will be notified immediately. If a child is sent home, they will need to be picked up within 30 minutes of notification. Symptoms



that will result in a child being sent home include (but are not limited to):

A fever of 100.4°F or higher.

Coughing (unless a doctor's note confirms the child is not contagious, such as with allergies)

Headache

Upset stomach, vomiting or diarrhea

A child needs to be symptom free (and in the event of a fever, must be fever free without the aid of fever reducing medication) for 24 hours and have a doctor's note for them to be able to return to camp. Absences due to illness will be evaluated on a case by case basis.

If your child, or someone in their household, is diagnosed with COVID-19 please contact the Education director immediately at 305- 603-8067 or email [lili@coralgablesmuseum.org](mailto:lili@coralgablesmuseum.org).

### **What are your handwashing and hygiene measures?**

Proper handwashing and hygiene are a priority for Coral Gables Museum camps in efforts to prevent virus transmission. Our staff is attentive on reminding campers about handwashing and will be taking scheduled handwashing breaks at least every two hours in addition to after visiting the bathroom, before lunch, snack and after hands-on activities. Museum measures also include hand washing or hand sanitizer stations accessible in each classroom and exhibition space.

### **Is food provided at camp?**

Included in the price of camp registration are two snacks (one morning and one afternoon) for each day of the camp. We will provide a blend of snack options that are nut-free. Campers will be able to pick their snack from the options provided each day. Snack options may include fruit snacks, goldfish, vegetable chips, or animal crackers. Campers may bring their own snacks from home instead, but this will not result in a discount for camp registration. Snacks will vary, so please be sure to list any food allergies on your child(ren)'s camp registration form(s).

All classes have a 45-minute lunch break each day. Campers must bring a non-perishable lunch each day that does not require refrigeration or a microwave. Please place each camper's name on his or her lunch box/bag so that it is easily identifiable. Lunch can be purchased through registration and menus will be provided to parents weekly. Campers with specific dietary needs or food allergies are encouraged to notify Coral Gables Museum in their registration form and/or bring their own snacks. We aim to be a nut-free camp and ask all campers to be considerate of other campers' possible food allergies.

### **What is your restroom policy?**

There will be set opportunities, for example after snack and lunch, for campers to use the restroom. However, they will be able to use the restroom whenever needed.

Due to guidelines related to COVID-19, we will limit four (4) campers in the restroom at a time.

### **Where do I park?**

Parking for camp drop-off and pick-up will take place in the bus lane in front of museum's main entrance. Please leave your car in the bus lane and head to museum entrance to meet a camp staff member. Parking in the garage will not be complimentary, all those who wish to park in the garage will be subject to regular parking fees.

### **In case of an emergency, who do I contact?**

If you need to reach camp staff or your child during the day, please call 305-603-8067 for an immediate answer. The person at the extension will help get you in contact with the appropriate camp staff.

### **Who do I contact if I'm having a problem situation with camp?**

Please notify Lili Dominguez, Education Director, at 305-603-8067 or [lili@coralgablesmuseum.org](mailto:lili@coralgablesmuseum.org), if your child is having a problem at camp. We want your child to have an enjoyable and rewarding experience. With your help, we can





ensure that all campers are at ease and comfortable.

Coral Gables Museum reserves the right, upon notification of parents, to dismiss any student during any session for conduct that is deemed detrimental to the well-being of other students, staff, or to the overall operation of the camp.

**What happens in the event of an emergency at the museum?**

The museum and thus the camp has an emergency action plan that is part of the safety training for all staff. This training includes what to do in the event of a fire, severe weather, a missing child/parent, and more. All camp instructors, staff, and volunteers will complete this training prior to the first week of camp and be refreshed as needed.

In case of an emergency, the priority will be the safety of all the campers. Once the camper(s) are safe, and the Emergency Action Plan procedure is followed, parents will be notified as quickly as possible using the emergency contact information provided for each camper at registration.

In the event of a medical emergency, museum staff will contact emergency medical personnel and will then contact the child's parent or guardian. Based on the medical personnel's assessment, your child may be transported to a local hospital to receive further medical attention. Please note, emergency medical personnel cannot honor requests to bring children to specific hospitals, doctors, or medical establishments.

**What happens in the event of a hurricane or tropical storm?**

In the event that Miami-Dade County is placed under Tropical Storm or Hurricane warnings, parents will be notified via email or phone whether camp sessions will be cancelled.

**How do you store the camper's medication?**

We do not store any medication at the camp. Museum staff are not able to administer any medication to campers, please do not send medication with your child. If a child is required to carry an epi-pen, a copy of the prescription will need to be provided to the museum, and the child will be responsible to bring and take home their epi-pen daily.

**Are photos of the children taken during camp?**

By signing your child up for camp, you authorize the Coral Gables Museum to photograph and/or videotape your child for publicity purposes. Please note that these materials will not be sold or loaned and will be used only to promote Coral Gables Museum's educational programs. If you do not want your child to be photographed for marketing purposes, please note it on the registration form.

