

## CAMP POLICIES

**CAMP STAFF:** Camp staff are carefully screened and selected for their activity skills, level of enthusiasm, ability to work well with children, and good judgment. In addition, training is provided on safety procedures and expected conduct, as well as program planning and implementation.

**REGULAR DROP-OFF:** Regular drop-off takes place from **9:00 a.m. - 9:30 a.m.** Drive west along Aragon Avenue and pull into the drop-off/pick-up zone on the right shoulder directly in front of the Museum's main entrance. Campers **MUST** enter from the Museum front door (on Aragon Ave), parents must sign their child in, and a counselor will take the kids into the camp room. Pick up will be the same, parents or guardians must come **inside** and sign out their child at the Museum front desk. You may **NOT** leave your child at camp if we are missing any of the **MANDATORY FORMS**.

**REGULAR PICK-UP:** Regular pick-up takes place from **4:30 - 5:00 p.m.** Your child will be waiting with his/her group and counselor inside the Museum complex. Authorized persons may drive/walk to the Museum's main entrance on Aragon, just as in morning drop-off. Counselors will verify that the adult is on the authorized pick-up list with photo ID, request the adult's signature and release children to that person.

**IMPORTANT:** Any person picking up your child needs to be listed on the [Release Form](#) for safety and security reasons and able to show proof of identification at the time of pick-up.

**PLEASE NOTE:** There is an additional fee of **\$15 per minute for each child still in the care of camp staff after 5:00pm.**

**LUNCH AND SNACK:** Please pack a lunch. Snacks will be provided.

**CLOTHING:** It is recommended that children wear comfortable walking shoes (sneakers, etc.) and clothes that can get messy. No sandals please. Label personal items so they can be easily identified if lost or misplaced. Include a change of clothes for young ones in their backpacks.

**TOYS:** Please stress to your children that video games, playing/trading cards, stuffed animals and similar toys should stay at home. Any belongings that arrive with a child will be their responsibility to carry and keep track of throughout the day. The City Trekker Camp program is not responsible for lost items.

**CELL PHONES:** Children should not carry cell phones at camp. Should you need to communicate with your child during the day, you may call the Museum's main line (305) 603-8067.

**LOST AND FOUND:** Lost items will be held in the Museum's Main Office.

**BEHAVIOR:** Respecting others and the property of others is the key to having a great time at camp. Campers are expected to behave appropriately and promote a safe, fun and healthy environment through productive participation. The staff will go over camp rules in the morning, use a positive approach to discipline and seek parental support to resolve behavior issues and to encourage positive behavior. We apply a "three strike" system to misbehavior: first strike is a warning, second is a trip to Camp Programs Manager; third is a call home. Any act of physical violence, or invasion of personal space will be met with immediate attention. The camper will be sent home for the rest of the day, week or summer, depending on the decision made by the Camp Programs Manager. Campers who remain disruptive after consultation with the parents may be dismissed from the program.

**ILLNESS:** If a child claims to not feel well, they will be attended to in the first aid area of the Museum Aft. No medications will be administered, unless authorized. It is our policy to ask all parents to keep home any camper who exhibits any of the following symptoms (accordingly, we reserve the right to contact a parent or emergency contact to have the camper picked up if they exhibits any of the following symptoms): diarrhea, severe coughing, difficult or rapid breathing, yellowish skin or eyes, pinkeye/conjunctivitis, vomiting, contagious rashes, unidentifiable rashes, fever (over 100 degrees orally) and head lice.

In the event of a health emergency, the Coral Gables Museum will send the camper to the nearest medical facility for emergency care via local Fire Department Ambulance Service.

**INCLEMENT WEATHER POLICY:** All outdoor activities are suspended during inclement weather. Alternate indoor activities will be offered. There are no refunds due to inclement weather. Camp programs will close following the National Hurricane Center warning for our area.

**PAYMENT:** Payment can be made by cash, check, money order, VISA, MasterCard or American Express. **Each session must be paid in full by the Friday prior to the start of camp.** Walk-up registrations on the day of Summer Camp will be charged an additional \$20 late fee. Fees that accrue following initial registration payment, such as unexpected extended day fees, must be paid in a timely manner. Invoices will be issued to registrants with outstanding balances.

**REFUND POLICY:** Full tuition refunds will only be given if written notice is provided more than 7 business days before the first date of the program, less a \$50 administrative fee. Withdrawal within 7 business days of the first date of the program will result in a 50% refund, less a \$50 administrative fee.