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**Rising K-2nd Grade Summer Camp Policies and Procedures**

Our counselors review our camp expectations with all campers at the beginning of each camp week. This is to ensure a safe, positive, and happy camp environment. It is expected that parents/guardians will review these policies and procedures before the beginning of the respective camp week.

**FAQ**

**What time does camp begin and end?**  
**Full Day: 9AM – 5PM  
Half Day: 9AM-12PM**  
  
**What time should I drop off and pick up my camper?**  
Drop-off is between 8:45-9:00AM. Programming begins at 9:00AM.  
Half-Day Pick-up is at 12:00 PM.   
Full-Day Pick-up will begin at 4:45PM and be completed no later than 5:15PM.   
  
\*After 5:15PM, parents will be charged $10.00 for each additional 5-minute period after 5:15PM to be billed at the end of the camp session.  
\*Early drop off and late pick up are available at an additional fee. See camp add-ons in the EXTRA section below.

**Who the camp instructors and what are their qualifications?**

The lead camp instructors for each age group are highly qualified expert STEM educators. All camp staff have experience with STEM education, camp and classroom management, and are First Aid and CPR certified. Campers will also receive programming support and expertise from community partners, STEM experts, and AMOS interns and volunteers.

**Where should I drop off and pick up my child?**

Drop-off and pick-up most days will be at the Asheville Museum of Science. Your child will have two UNCA days. On Wednesday and Thursday of each week drop-off and pick-up will be at UNC Asheville.

**How does AMOS guarantee a safe learning experience?**

AMOS practices positive and proactive education and camp management tactics. We emphasize positive hands-on activities to keep students engaged and focused in a fun environment. AMOS camp staff also enforce a strict no-tolerance policy when it comes to bullying and any behaviors deemed dangerous to a camper’s peers, to themselves, or to staff. In the case of negative behaviors, AMOS enforces a 3-strike policy detailed in the Expected Behavior section below.

**What should I do before camp?**

* Read the Policies and Procedures with your camper
* Sign up and subscribe for your camper’s Remind App classroom (see information emails)
* Review camp add-ons (see information emails)

**How do I add an authorized person to my campers approved pick up list?**  
To add an authorized person to your campers approved pick up list, using the same email from registration please email [edu@ashevillescience.org](mailto:edu@ashevillescience.org) or provide in person your name, your child's name, and the name and phone number of the person you would like to add.

**What should my child bring?**

Lunch (non-refrigerated), full day only

Snacks

Water Bottle

Sunblock/Sun Exposure Prevention

Hat

Sweatshirt or jacket

Camp store spending money

**SNACK/LUNCH/WATER**

Each day is full of fun activities and new experiments. Lunch is an important time to relax and re-energize during the middle of the day. Be sure to send your child to camp with a nonrefrigerated lunch and a morning snack each day that does not require refrigeration! Campers will have two designated snack times daily. We ask for parents to pack the morning snack and we will provide the afternoon snack.   
  
Due to allergies, ***please refrain from packing food items that contain peanuts***. Water is also very important; please pack a water bottle.

**STUDENT DRESS CODE**

Students **must** wear closed toed shoes always, except for pool time. We recommend dressing for an active summer day with layers for times that we are inside the classroom.

Safety and practicality are the foundation for the student dress code policy. Depending on the activities for the day, appropriate clothing may change. If there are special needs for dress this will be communicated by camp counselors in advance to students and parents.

**DROP OFF/PICK UP**

To ensure the safety of campers, staff, and the public please review the drop off and pick up procedures **carefully**. In general, we hope this process to be fast and efficient to ensure that your camper has an optimal amount of time for the day’s activities.

***K-2nd Grade Campers will be at both AMOS and UNCA during their camp experience.***

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For a camper to be picked up, a pre-authorized person (each camper has this filled-out upon registration) must present a valid picture ID and sign the camper out. To change, add, or restrict pre-authorized pick-up contacts, please email [edu@ashevillescience.org](mailto:edu@ashevillescience.org).

**WHEN**:

Drop off: 8:45AM- 9:00AM

Pick Up:

Half-Day: 12:00PM

Full-Day: 4:45-5:00PM

If necessary, contact your camper’s counselor to locate the group if dropping of late or picking up early.

After 5:15PM, parents will be charged $10.00 for each additional 5-minute period after 5:15PM to be billed at the end of the camp session.

**WHERE:**

**AMOS Drop Off/Pick Up**

43 Patton Ave.

Asheville, NC 28801

For both pick-up and drop-off at AMOS parents should park in a local area parking lot and walk child into the museum using the front entrance and sign camper in at the front desk. Visit ashevillenc.gov and see below for parking suggestions.

**UNCA Drop Off/Pick Up**

1 University Heights

Asheville, NC 28804

Parking Lot P12

Classroom Building: Zaiger Hall

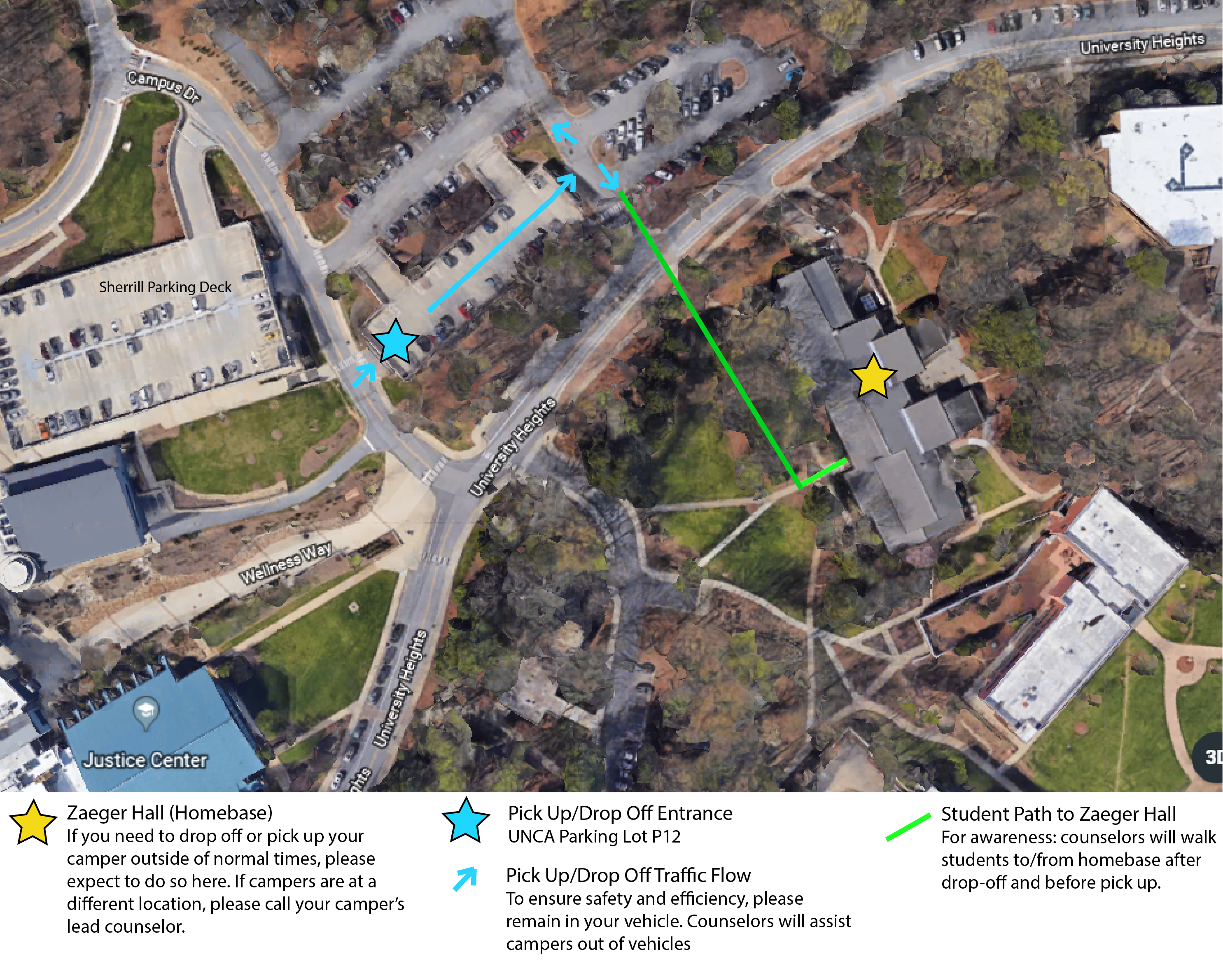
For UNCA drop-off and pick-up we have arranged a covered vehicle line pick up for convenience and timing. Please refer to the traffic map below. If a parent needs to park you may do so in Parking Lot P10.

When arriving on campus proceed to Parking Lot P 12. Enter the covered parking deck off Campus Dr. Parents are encouraged to stay in their vehicles and will be met by a camp counselor to check in and out their camper in the vehicle line. Exit the parking garage on the opposite side. Pick up will follow the same route.

**Pick Up/Drop Off Resources:**

For the UNCA Map visit: <https://maps.unca.edu/>

For Downtown Asheville parking information visit: <https://www.ashevillenc.gov/departments/parking/find_parking.htm>

UNCA Drop Off/Pick Up Map:

**EXPECTED BEHAVIOR**

AMOS Camps emphasizes a safe, fun, and healthy camp environment that fosters learning and friendship. Appropriate camp behavior is essential to a great overall experience for everyone involved. It is imperative that every camper feels included, safe, and part of our camp community. For behaviors that distract counselors and/or students from daily activities the following protocol will be followed:

Strike One: Warning: Student will be pulled aside and given a constructive warning about why their behavior is inappropriate. If necessary multiple students may be brought together for a conversation about a behavior. Warning will be documented by counselors.

Strike Two: Warning and Parent Contact: If distracting behaviors continue, student(s) will be given a second warning paired with a phone call home. This warning and call will be documented by counselors.

Strike Three: Parent Conference: After a second warning, if the behaviors continue, the parent will be called into camp to discuss further necessary actions. These may include but are not limited to daily check-ins, limiting activity time, early pick-up, or dismissal from camp. The conference will be documented by counselors.

**AMOS Camps reserves the absolute right to dismiss a camper without refund for any behavior deemed by AMOS Counselors that:**

(1) threatens or endangers the welfare and/or the safety of any camper, instructor, or any other person involved with the camp

(2) is disruptive to the overall camp environment and/or interferes with the positive experience of campers and staff

(3) takes form of bullying\* of other campers or any disrespectful behavior toward camp authority

\*Bullying: While there will be many various challenges that campers will have to navigate this summer (with help from their counselors), we recognize that bullying continues to be a primary concern. Whether in school, on teams or even at camp, children will engage in behavior at times that causes others to feel excluded, uncomfortable, and even threatened. We want all families to understand that at camp, bullying (whether coming in the form of emotional or physical actions against others) is not acceptable. We prescribe to a “zero tolerance” policy that requires us to address bullying concerns seriously and swiftly, and to act when confirmed bullying is taking place. At times, the result of bullying at camp will be thoughtful mediation and problem-solving with an adult (counselor, Camper Care staff members, supervisor, etc.) with careful follow-up with the parent and camper. At other times, families will be contacted to discuss a more serious issue. If the situation is grave and has had a major impact on another member of the community, campers may be dismissed. If you are aware of bullying at camp, suspect a situation that could arise, or if you have specific concerns, we strongly encourage you to raise these issues with our camp staff. We are committed to maintaining a healthy and positive community and will do our very best to protect every child in our care.

**CONTACT and COMMUNICATION**

**Contacting a Counselor or Camp Coordinator:**

You may contact our camp staff with the below information or our Camp Coordinator **during the camp week**. If appropriate, a note may also be sent with a camper for a counselor.

Camp Coordinator

Dani Hammond: 828-484-1305, edu@ashevillescience.org

Onsite Lead K-2nd Grade Counselor Contact

Leslie Mowitt: 828-407-0604

AMOS: 828-254-7162

**INCELEMENT WEATHER PROCEDURES**

In the case of inclement weather (thunder, lightning, etc.), counselors will monitor weather closely to ensure the safety of all campers.

In the case of inclement weather during student pick up or drop off, please refer to the following procedure:

* Campers will stay in their home-base location
* Counselors will use the Remind app to send the parents of campers a message indicating that there is inclement weather and that they are to park and drop off/pick up their camper at home-base
* Have your phones ready and available for phone calls and messages

Inclement Weather Parent Parking

**AMOS-**it is recommended that parents utilize street parking or the Rankin St parking garage.

**UNCA-**parents are welcome to park in any non-resident lots, including P10/11 (adjacent to normal pick up and drop off).

**ELECTRONIC DEVICES**

Campers are not permitted to use cell phones, personal computers, or any other electronic devices that connect to the internet while at camp except for camp owned computers used for camp purposes. Cell phones and other devices should be stored in the camper’s personal belongings.

“While at camp” pertains to all times that a camper is on location at camp. If you would like to get in touch with your child during the camp day, please contact our onsite camp counselors.

**PERSONAL PROPERTY and APPROPRIATE ITEMS**

AMOS is not responsible or liable for any personal items/equipment that is lost, stolen, left behind, or broken.

If a personal item becomes a disruption to learning, counselors hold the right to confiscate said item until the end of the day and item will be returned to an adult during pick-up.

Campers are prohibited to bring inappropriate items to camp such as but not limited to weapons, drugs, R-rated materials, etc.

**“LOST AND FOUND”**

AMOS is not responsible or liable for any personal items/equipment that is left behind at camp. All “Lost and Found” items/equipment will be held at camp until the last day of camp. All “Lost and Found” items/equipment that are not picked up at camp by the last day of camp will be discarded or donated.

**ILLNESS AND INJURY/MEDICATION**

Our number one objective is to do everything possible to ensure the well-being and safety of each camper. Camp is designed to be a fun and exciting learning environment however small injuries may not be avoidable.

It is expected the campers will immediately report any injury to a counselor that may not be observed in which case first aid may be given and injury will be evaluated. All injuries will be documented by counselors. No medication may be administrated by counselors unless previous permission has been granted by a parent or guardian.

In the case of an emergency, as deemed by camp counselors or upon request by parent or guardian emergency services may be called.

It is expected that parents will notify AMOS before camp of any pre-existing conditions a camper has such as a recent injury or illness. However, **all** expenses are the responsibility of the parent or guardian.

If a camper will be taking medication during camp hours (9:00AM-5:00PM):

* Package medication in a plastic bag/container with instructions on use, time of consumption, method of consumption, and camper’s name
* During morning drop-off, sign in the medication with the Lead Counselor to hold onto until proper time of consumption.

**NUT-AWARE CAMP**

For the safety of our campers, we are a Nut-Aware camp. Please do not send any nut products to camp with your child. While we are a “Nut-Aware” camp, we cannot guarantee a nut-free environment.