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**General Workshop & Camp Policies and Procedures**

Our staff review our camp expectations with all students 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 scheduled program.

**FAQ**

**What time does camp begin and end?**  
**9:00am-3:30pm**  
  
**What time should I drop off and pick up my camper?**  
Drop-off is between 8:45-9:00AM. Programming begins at 9:00AM.  
Full-Day Pick-up will begin at 3:30PM and be completed no later than 3:45PM.   
  
\*After 3:45PM, parents will be charged $10.00 for each additional 5-minute period after 3:45PM to be billed at the end of the camp session.

\*Early drop off and late pick up are available at an additional fee upon request. Please email [edu@ashevillscience.org](mailto:edu@ashevillscience.org) to request these additions.

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

The lead instructors for each age group are highly qualified expert STEM educators. All staff have experience with STEM education, camp and classroom management, and are First Aid and CPR certified. Students 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 will be in the lobby of Asheville Museum of Science. Programming will be held in The Collider (4th floor, can be accessed through Wells Fargo lobby elevator).

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

AMOS practices positive and proactive education and management tactics. We emphasize positive hands-on activities to keep students engaged and focused in a fun environment. AMOS 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

**How do I add an authorized person to my campers approved pick up list?**  
To add an authorized person to your student’s 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)

Snacks

Water Bottle

Sunblock/Sun Exposure Prevention

Hat

Sweatshirt or jacket

Museum 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 with a nonrefrigerated lunch and a morning snack each day that does not require refrigeration! Students will have two designated snack times daily. We ask for parents to pack snacks for these breaks.   
  
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. 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 staff in advance to students and parents.

**DROP OFF/PICK UP**

To ensure the safety of students, 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 student has an optimal amount of time for the day’s activities.

For a student to be picked up, a pre-authorized person (each student 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: 3:30-3:45PM

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:**

Asheville Museum of Science (AMOS)

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.

**Pick Up/Drop Off Resources:**

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

**EXPECTED BEHAVIOR**

AMOS emphasizes a safe, fun, and healthy environment that fosters learning and friendship. Appropriate behavior is essential to a great overall experience for everyone involved. It is imperative that every student feels included, safe, and part of our community. For behaviors that distract staff 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 in 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 programming. The conference will be documented by staff.

**AMOS reserves the absolute right to dismiss a student 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 programming

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

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

\*Bullying: While there will be many various challenges that students will have to navigate (with help from their educators), 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 will be thoughtful mediation and problem-solving with an adult (counselor, staff members, supervisor, etc.) with careful follow-up with the parent and student. 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, students may be dismissed. If you are aware of bullying, suspect a situation that could arise, or if you have specific concerns, we strongly encourage you to raise these issues with our 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 Your Student’s Educators**

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

Education Coordinator

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

To contact educators please call 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:

* Students will stay in their home-base location
* Staff will call or text the parents of campers with 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

**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.

\*We put the ‘T’ in STEAM! For certain programs, exceptions will be made and encouraged to further incorporate technology into the classroom.

**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, staff hold the right to confiscate said item until the end of the day and item will be returned to an adult during pick-up.

Students are prohibited to bring inappropriate items 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. All “Lost and Found” items/equipment will be held until the last day of the program. All “Lost and Found” items/equipment that are not picked up by the last day of the program 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 student. AMOS workshops, intensives and camps are designed to be a fun and exciting learning environment however small injuries may not be avoidable.

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

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

It is expected that parents will notify AMOS before programming of any pre-existing conditions a student 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 programming hours:

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

**NUT-AWARE PROGRAMMING**

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