



Explorer Camp Handbook

Thank you for participating in the Building for Kids' Explorer Camp! We are so excited to welcome your child to these unique camps encouraging hands-on learning, problem solving, and social/emotional development through the exploration of art, science, and mindfulness.

The Building for Kids is committed to providing the best possible experience for you and your child. In this handbook you will find:

- **Who can attend Explorer Camps?**
- **When are Explorer Camps?**
- **What do Explorer Camps cost?**
- **Session Dates**
- **Policies & Procedures:**
 - **Participation**
 - **Supervision**
 - **Accidents/Illness/Emergencies & COVID Policy**
 - **Child Drop-off & Pick-up**
 - **Attendance & Late Pick-up**
 - **Behavior Policy/Expectations**
 - **Transportation**
 - **Food & Drink**
 - **Allergies**
 - **Medications**

If at any point you have questions or concerns regarding the BFK's Explorer Camps, please contact our Director of Programs & Community Engagement:

Carolyn Nelson
cnelson@buildingforkids.org
920-734-3226 ext. 125

Who can attend Explorer Camps?

Explorer Camps are open to children currently in 1st, 2nd, or 3rd grade.

When are Explorer Camps?

Explorer Camps are held Tuesdays and Thursdays from 3:00pm-6:00pm and Saturdays from 8:00am-12:00pm. Tuesday/Thursday Explorer Camps are held for 8-week sessions and Saturday camps are held for 4-week sessions.

Drop-off times: 3:00-4:00pm (Tuesdays and Thursdays) and 8:00-9:00am (Saturdays)

Pick-up times: 5:00-6:00pm (Tuesdays and Thursdays) and 11:00-12:00pm (Saturdays)

What do Explorer Camps cost?

Explorer Camps:

- Members: Free
- Non-Members: \$25 (per child, per multi-week session)

Sessions Available for Registration:

STEM Explorer Camps: Explore ideas and concepts in science, technology, engineering, and math. Each week, participants will learn how to apply STEM concepts through hands-on activities.

- Tuesday Explorer Camp – Session 1: September 28 – November 16
- Thursday Explorer Camp – Session 1: September 30 – November 18
- Saturday Explorer Camp – Session 1: October 30 – November 20

Art Explorer Camps: Explore different art concepts and media. Each week, participants will have access to all art supplies and will be able to experiment with different tools and techniques for creating art.

- Tuesday Explorer Camp – Session 2: November 30 – December 14; January 11 – February 8
- Thursday Explorer Camp – Session 2: December 2 – December 16; January 13 – February 10
- Saturday Explorer Camp – Session 2: November 27 – December 18

Explorer Camps Policies & Procedures

- **Participation:**
 - Building for Kids Explorer Camps do not discriminate against participants on the basis of race, color, national origin, sex, age, religion, or disability status.

- The services for special needs children is in compliance with the American Disabilities Act.
- **Supervision:**
 - We are always with the children. We do a count of children at the beginning of each session and match it to the number of children signed in. We do a count any time we move locations.
- **Accidents/Illness/Emergencies & COVID Policy:**
 - If a child is absent from school due to illness, they may not come to Explorer Camp that day. In general, a child must have attended school during the school day to attend Explorer Camp. If a child becomes ill or is injured during Explorer Camp or exhibits any of the following conditions, their parent/guardian or emergency contact person will be contacted and asked to pick up the child within one hour of notification:
 - contagious disease (see COVID-19 Mitigation)
 - fever over 100.4 degrees Fahrenheit
 - vomiting or diarrhea
 - accident requiring medical attention
 - head lice
 - If a child is in need of urgent hospital attention, staff will call 911, the child will be transported to the hospital by ambulance, and the child's parent/guardian will be held responsible for all costs incurred.
 - Please report any changes of emergency contact information, employment, telephone numbers, or addresses to Explorer Camp coordinator as soon as they become available. Although this information will be kept confidential, it will be shared with appropriate staff members to facilitate communication with parents or guardians in emergency situations.
 - **COVID-19 Mitigation:**

The Building for Kids works closely with local public health officials to ensure our operations align with current CDC guidelines and what is most safe for our community.

 - Students enrolled in weekday Explorer Camps will be the only visitors in the museum at that time
 - Each Explorer Camp session is capped at 30 students
 - All students will be masked
 - Students will be in pods during snack time
 - All BFK staff will be masked
 - In children, symptoms of COVID-19 infection may be nonspecific, and illness may mimic a number of other childhood viral infections. The most common COVID-19 symptoms for children are fever and cough. However, children are less likely than adults to present with a fever, and are more likely to have mild or even sub-clinical infection. Teachers and caregivers are encouraged to keep/send a child home when they appear ill and consider that if a child is displaying mild symptoms, it may be best to not

attend school/care in case it is the beginning of a COVID-19 infection. This decision-making can reduce the risk of the virus transmitting to one or more students or staff in the school/center.

- **Caregivers or teachers should keep/send children home if:**
 - They have tested positive for COVID-19 with or without having symptoms; or have been diagnosed with COVID-19 by a health care provider and have not yet finished their isolation period per public health recommendations.
 - They are not fully vaccinated and were in close contact with someone who had COVID-19 in the past two weeks OR
 - Within the last 48 hours, they have experienced one of the following symptoms above their baseline:
 - Either cough, shortness of breath, difficulty breathing, new loss of smell or taste OR
 - At least two of the following symptoms:
 - Fever of 100.4, chills or rigors
 - Headache
 - Sore throat
 - Fatigue
 - Muscle or body aches
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- These symptom criteria apply to COVID-19-related exclusion and a health care provider should be consulted for next steps and if testing is advised. Keep in mind, other symptoms may also require exclusion for a different communicable disease. Generally, children with fever, diarrhea, or vomiting alone should be sent home for at least 24 hours, even if it is unrelated to COVID-19 infection.

- **Child Drop-off & Pick-up:**

- Drop-off Times:
 - Tuesday/Thursday Explorer Camps: 3:00-4:00pm
 - Saturday Explorer Camps: 8:00-9:00am
- Pick-up Times:
 - Tuesday/Thursday Explorer Camps: 5:00-6:00pm
 - Saturday Explorer Camps: 11:00-12:00pm
- Children must sign in upon arrival at the Explorer Camp and parents must sign the child and notify a staff member when a child is leaving. Parents are required to come in and pick-up their child and sign the child out. Parents will give the Explorer Camp the names of all persons authorized to pick up their children. Staff

will ask for picture ID of anyone they do not know. Persons not listed as authorized to pick up will not be allowed to check out a child.

- **Attendance & Late Pick-up:**
 - Parents must notify staff if their child will be late or absent. This is for the safety of the child. If the child is registered to come and does not appear, we will call the parent to locate the child.
 - Late pick-up is not permitted. Please call the BFKCM if an unplanned circumstance will cause a late pick-up. Repeated calls will result in removal from the program.
- **Expectations for Explorer Camp**
 - Have fun!
 - Be safe (be safe with the materials and with your body)
 - Be kind and respectful (listen and follow directions)
- **Behavior Policy:**
 - It is our hope that all children attend and enjoy Explorer Camp. In order for our camps to be successful, we expect children to follow the expectations above to create an engaging, safe environment for learning and exploring. Our staff will work to remind children of expectations and redirect disruptive behaviors when necessary.
 - Disruptive behaviors include
 - Repeated interruptions either verbally or by moving throughout the space when directions are being given
 - Repeated disrespect to staff and peers
 - Creating an unsafe space for self or peers
 - Refusing to comply with mask wearing
 - *Bullying and violent behaviors toward self or others will not be tolerated
 - Any repeated disruptive behaviors will result in the following consequences:
 - Reminders and redirection from staff
 - Conversation with parents at pickup or a phone call to discuss disruptive behaviors and make a plan for how to proceed in future situations
 - Suspension from one camp session
 - If behaviors continue, BFKCM may determine removal from program
- **Transportation:**
 - Children attending Explorer Camps must have transportation to and from their camp.
 - If a barrier to transportation has been identified for a child, arrangements should be discussed with the BFKCM.
- **Food & Drink:**
 - Children will receive a nutritious snack when they arrive for Explorer Camp. The BFKCM will do its best to avoid some of the more common food allergens (nuts/peanuts). However, if your child has any food allergies, dietary restrictions, or prefers different or additional food, please feel free to send a snack with your child.

- **Allergies:**
 - BFKCM staff must be notified of any allergies a child has upon registration in the program.
- **Medications:**
 - In accordance with state law, we will not dispense any medication to any child without advance written consent from the parent or guardian. Prescription medication may be given only to the child for whom it is prescribed. Over the counter medication must have the child's name clearly printed on the container. The parent must sign a "Parent Permission to Administer Medication" form, and give the form and the medication directly to the BFKCM staff. All medication must be in its original container. If these steps are not completed, medication will not be administered. Children who are required to take medication during Explorer Camp hours must have a written consent from the parent and the doctor administering the medication. Forms for this purpose are available from the director. All medication must be in its original container with an accurate pharmacy label intact.

updated 12/1/2021