



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:

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If at any point you have questions or concerns regarding the BFK's Explorer Camps, please contact:

Director of Programs & Community Engagement: Beth Vanderloop bvanderloop@buildingforkids.org 920-734-3226 ext. 122	Community Access Coordinator: Eshalon Mayer emayer@buildingforkids.org 920-734-3226 ext. 127
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Who can attend Explorer Camps?

Explorer Camps are designed for children in kindergarten through 4th grade.

When are Explorer Camps?

Explorer Camps are held Tuesdays or Thursdays from 3:15pm-5:45pm. After-School Explorer Camps are held for 6-week sessions.

Drop-off times: 3:15-3:30pm

Pick-up times: 5:30-5:45pm

What do Explorer Camps cost per session?

After-School Explorer Camps:

- Members: \$80 per 6-week session
- Non-Members: \$130 per 6-week session
- Thanks to a community impact grant from United Way Fox Cities, made possible through the generous support of community donors, the Building for Kids is now offering **FREE After-School Explorer Camp registration to students attending the following AASD Schools: Badger, Columbus, Dunlap, Edison, Foster, Horizons, and Jefferson.**

Sibling discount: First child is full price, and any additional siblings are 15% off

The Building for Kids aims to make Explorer Camps accessible to all families. Please contact us to find out if scholarship funds may be available to you.

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 are 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 attend 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
 - 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 museum staff 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 Policy:

The BFK continues to follow CDC guidance for COVID-19 best practices.

- **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.
 - The Building for Kids will notify families if their child is exposed to COVID-19 as a result of their participation in Explorer Camps, with any recommended course of action to follow.
- **Registration Information:**
 - Registration for After-School Explorer Camps will become available starting August 1st.
 - Registration for Summer Explorer Camps will become available starting March 1st.
 - Registration will close at noon the Friday before the session begins.
 - Registration can be done online via our website, by calling the BFKCM, or by registering in person at our Welcome Desk.
- **Child Drop-off & Pick-up:**
Most drop-off and pick-ups time coincide with free-play in the museum
 - Drop-off Times:
 - Tuesday/Thursday Explorer Camps: 3:15-3:30pm
 - Pick-up Times:
 - Tuesday/Thursday Explorer Camps: 5:30-5:45pm
 - Children must sign-in upon arrival at BFK Explorer Camp, and parents must sign-out the child and make contact with 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 BFK 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 sign-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.
- **Cancellation Policy:**
 - Cancel up to 2 weeks prior to the start of a session to receive a full refund.
 - Cancel at any time during a session, with no refund guaranteed – Circumstantial exceptions may be made, including cancellations due to COVID and/or unforeseen life changes/family events.
 - Email reminders will be sent to registered families 3 weeks before the start of a session to remind of cancellation.

- **Expectations for Explorer Camp**
 - Be Respectful
 - Be Safe
 - Be Kind
 - Have Fun!
- **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 of staff and peers
 - Creating an unsafe space for self or peers
 - *Bullying and violent behaviors toward self or others will not be tolerated
 - Any repeated disruptive behaviors will result in the following course of action:
 - 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:**
 - Snacks will be provided to children by the BFKCM. 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 with an accurate pharmacy label intact. If these steps are not completed, medication will not be administered. Children who are required to take medication during Explorer Camp hours must have written consent from the parent and the doctor administering the medication. Forms for this purpose are available from the director.

updated 12/13/2022