Dear Parents and Guardians,

Hello, and welcome to Summer Science Camps at Carnegie Science Center! We are excited to have your child joining us for a summer full of fun and discovery. This packet will provide you with all the information you need for your child’s summer camp experience.

Please carefully review all of the information in this packet and call 412.237.1637 with any questions or concerns.

You can also visit our website at http://www.carnegiesciencecenter.org/programs/summer-camps/

Please return the permission slip included in this packet by May 15 or within two weeks of receiving this letter to:

Summer Camps
Carnegie Science Center
1 Allegheny Avenue
Pittsburgh, PA 15212

How to Contact Us

Questions or concerns about registration? Please call 412.237.1637.

Do you need to contact your child or their counselor? Please call the Summer Camp cell phone at 412.926.2316. A member of our staff will respond to all calls received to this number between 7:30 AM – 5:30 PM during the weekday.

In the event of an emergency, please call the front desk at 412.237.3400 and they will get in touch with us as soon as possible.

Katie Brunecz, Camp Manager
412.237.1677
PARKING, CHECK-IN, & CHECK-OUT

Full Day Camp Hours

Pre-Camp  7:30 – 8:30 AM
Check-In     8:30 – 9:00 AM
Check-Out    3:00 – 3:30 PM
Post-Camp   3:30 – 5:30 PM

Half Day Camp Hours

AM Check-In  8:30 – 9:00 AM
AM Check-out 12:00 – 12:15 PM
PM Check-In  12:45 – 1:00 PM
PM Check-out 4:00 PM – 4:15 PM

*Pre- and Post- camp are available for Half Day camps as well.

Check-In & Check-Out

Summer Camp check-in and check-out will be held in our Group Services area, located on the ground floor of the Science Center. The main doors will be locked until 10:00 AM, so you must enter via the ground floor. All campers must be signed in by an adult. Please plan to drop off your camper between 8:30 – 9:00 AM so that camp programs may begin on time. Each camp will have a spot at the check-in table, organized according to age group. Please know the name of the camp that your camper is attending to help with the check-in process.

Summer Camp check-out will also be held in the Group Services area. Please bring a photo ID – proper identification is required of all adults who will be picking up campers. Your child will not be released to an adult not listed on your authorized contacts list or to anyone that does not bring an ID. Please pick up your campers between 3:00 – 3:30 PM. Campers that are not signed out by 3:30 PM (or 4:30 PM for Half Day Camps) will be charged the post-camp care fee of $50 for the week.

Check-in and check-out for the 4-5 year olds will be held in Highmark Sportsworks®. Please head directly to the upper entrance of Sportsworks when dropping off and/or picking up your child.

Late Arrivals and Early Pick Up

We expect campers to stay for the entire camp day. If you know ahead of time that your child needs to leave camp early or will arrive late, please inform his or her camp counselor. When you arrive at the Science Center, please call the camp cell phone at 412.926.2316 and a staff member will assist you. Please be aware that this process may take up to 15 minutes.

We discourage early pick-ups between 2:30 – 3:00 as this is when our camps are busy wrapping up, cleaning up, and heading down to the check-out area.

If your child is ill, running a fever, and/or suspected to be contagious, please DO NOT bring him/her to camp. Please call us and let us know if your child will be absent from camp.

Parking

When you arrive, please take a ticket from the parking meter. If you are in the parking lot for less than 45 minutes, you will not be charged for parking. Simply insert your entry ticket back into any gate to exit. If you plan on staying past 45 minutes, you will need to pay the $5 fee for parking.

Pre-Camp and Post-Camp Care

For your convenience, Carnegie Science Center offers child care before and after summer camp. Campers can be dropped off as early as 7:30 AM for an additional charge of $25 per week. Campers can also be picked up as late as 5:30 PM for an additional charge of $50 per week. Please be aware that this fee is a weekly charge and is not available for individual days. Pre- and Post-Camp are a time of unstructured play, supervised by summer camp instructors and assistants.

NOTE: If no one has picked up your child by 5:30 PM, we will call all emergency contacts listed on your child’s permission slip. Any child remaining after 5:30 PM will be subject to a late fee of $1 per minute. If you know you will be later than 5:30, please call the camp cell phone immediately.
Sample Camp Schedule

9:15 – 9:30 Icebreaker Activity
9:30 – 10:30 Classroom Activities
10:30 – 10:45 Snack
10:45 – 12:00 Classroom Activities
12:00 – 12:30 Lunch
12:30 – 1:00 Exhibit Exploration
1:00 – 1:45 Theatre Show
1:45 – 2:30 Classroom Activities
2:30 – 2:45 Clean-up!

This is just a sample of what a camper may experience during camp. Time spent on specific activities may vary depending on the nature of the camp. Throughout the week, campers will have opportunities to attend a planetarium show, a laser show, a live theatre show, or see an educational Omnimax movie. Campers will also spend time exploring all parts of the museum, including Highmark Sportworks® and the USS-Requin Submarine. Schedules are subject to change so that our campers are exposed to everything Carnegie Science Center has to offer.

Lunch

Campers that are attending full day camps as well as campers who are signed up for both a morning and afternoon session of half-day camps will need to bring their own lunch. Campers will not have time to purchase their lunch at the café. Refrigerators and microwaves are not available.

Please send your child’s lunch in a disposable lunch bag! Our storage space is very limited, as we have 200+ campers each day. Paper brown lunches can be recycled and allow for much more storage space. Backpacks and coolers simply take up too much space and should not be brought to camp.

Vending machines are only accessible to campers when accompanied by their parents/guardians. In an effort to promote healthy food choices, we will not be allowing our campers to use any vending machines during camp hours.

Due to the public nature of Carnegie Science Center, we cannot guarantee a nut-free environment.

Snack and Other Food

Campers are provided with a snack and access to water during the day. If a camper has allergies or a special diet, please send an alternative snack with them.

Our usual snacks include:

- Cheese Crackers
- Pretzels or Chex Mix
- Gummy Fruit Snacks
- Popcorn (from Omnimax concession stand)
- Nutri-grain bars

Some camp activities will involve the use of food. Please be sure to address ALL allergy concerns and dietary restrictions on your child’s permission slip. For the safety of our campers, outside food is not permitted and cannot be shared with other campers.

Medications

Our staff is not permitted to administer any medications. If your camper requires medications during camp hours, please make arrangements to administer the medicine yourself or fill out a Medication Self-Administration Form. Please make sure to also discuss the usage of any medications that your camper will be taking with your child’s camp counselor.
**What to Bring to Camp**

- Lunch (in a recyclable bag)
- Reusable water bottle
- Permission Slips and all other important forms (field trips, etc.)
- Close-toed shoes (sneakers are ideal)
- Comfortable Clothes

All campers will be wearing a Summer Camp T-Shirt over their own shirts. Summer camp can get very messy, so please wear clothes that are all right to get messy!

**What to Leave at Home**

- Valuable items
- Electronic devices (tablets, iPads, eReaders, handheld gaming devices, iPods, etc.)
- Toys
- Bookbags and backpacks

We do not have a secure location for your child to store valuable items, such as iPads, tablets, and other electronic devices. As such, we cannot be responsible for any items left in Group Services during the camp day. Only campers who are required to keep medication on their person may carry backpacks with them. Unless you are going on a field trip, please leave all bookbags and backpacks at home.

**Behavior Agreement**

Camp provides a wonderful opportunity to create new friendships, explore lots of hands-on exhibits, and build a safe and positive community of peers. Cell phones and other electronic devices distract campers from these opportunities. We strongly discourage their use during the camp day. If our staff notice that electronic usage becomes a problem, particularly during classroom activities, we will address the issue as needed.

All campers are expected to follow basic rules of behavior, including respecting themselves, others, museum property, and camp materials. Each camp will review the rules with all campers at the start of the week. We will not tolerate disrespectful behavior, bullying, foul language, or violence of any sort. These behaviors include, but are not limited to, hitting, kicking, biting, sexual harassment, and/or possessing weapons or illegal substances. We reserve the right to ask campers to leave the program without a refund.

**Refund Policy**

Carnegie Science Center summer camps are very popular and fill quickly. If you cancel your camp registration at least 14 days in advance of the camp start date, you will receive a refund equal to the cost of camp minus a $50 service ($25 for half-day camps) fee per program. Cancellations made less than 14 days before the first day of camp will not receive a refund.

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For more Summer Camp FAQs, check out our website at CarnegieScienceCenter.org
Camper’s Name ____________________________________________________________

Age (as of June 1st) _______ Birth Date __________ Grade Entering _______ Gender _______

Parent/Guardian Names _____________________________________________________ Phone ________________________

Address _________________________________________________________________

Camp(s) Attending:

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Emergency Contact Information

Name/Relation ___________________________________________________________ Phone ________________________

Name/Relation ___________________________________________________________ Phone ________________________

Person(s) to whom the child may also be released to (in addition to Emergency Contacts)

*Only those listed will be allowed to sign out your child. Proper ID must be shown at time of pick up.*

Name/Relation ___________________________________________________________ Phone ________________________

Name/Relation ___________________________________________________________ Phone ________________________

Medical Information

Please list any medications your child is taking **now**.

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Does your child need to take a prescription or over-the-counter medication during camp hours? ___ Yes* ___ No

Will your child be self-administering any of these medications during camp? ___ Yes ___ No

*If YES, please fill out the Medication Self-Administration Form.*

Allergies (please note whether the allergy is an ingested or a contact allergy)

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Does your child carry an Epi-Pen? ___ Yes** ___ No

If yes, what is the allergy? ____________________________________________

Dietary Restrictions ____________________________________________

*Please refer to Carnegie Museums of Pittsburgh Policy and Consent for Self-Administration of Medication form

**Please refer to Carnegie Museums of Pittsburgh Epinephrine Auto Injector Policy and Consent form

CARNEGIE SCIENCE CENTER
Emergency Medical Information
Child’s Physician/Medical Care Provider & Phone Number

Other Information You Think We Should Know
(Relevant information may include: other medical conditions, mobility accommodations, special needs, learning disabilities, child’s primary language if not English, etc.)

Does your child use wraparound services during the school year? If yes, will they be attending camp with your child? If not, what are some helpful supportive strategies you can give us to help your child?

Authorization for Camp Participation
I authorize my child to participate in Carnegie Science Center’s Summer Camps program. I release Carnegie Science Center, a component of the Carnegie Institute, from any and all claims, costs, and liabilities due to accidents, injury, or other harm to my child.

Signature of Parent/Guardian _____________________________ Date ____________

Photo Release
I grant permission to Carnegie Science Center to use, reproduce, and/or publish for the promotion of Carnegie Science Center and its programs (e.g. catalogs, magazines, website, videos, text panels, etc.), photographs and/or film footage taken during the summer. The use of these photographs is strictly limited for use by the Carnegie Science Center. They will not be sold or reproduced for sale in any form.

Signature of Parent/Guardian _____________________________ Date ____________

Behavior Agreement
I understand that any child exhibiting behavior that may cause harm to themselves, other camps, or camp staff will be asked to leave the program without a refund. These behaviors include, but are not limited to, hitting, kicking, biting, sexual harassment, and/or possessing weapons or illegal substances.

Signature of Parent/Guardian _____________________________ Date ____________

Late Pick-Up Policy
Post-camp care runs from 3:30 – 5:30 PM daily at an additional fee of $50 per child per week. Full-day campers that are not signed out by 3:30 PM and half-day campers that are not signed out by 4:30 will be considered staying for post-camp and will be charged the full post-camp care fee. Any child remaining after 5:30 PM will be subject to a late fee of $1 for every minute late. If we are unable to contact a parent/guardian by 6:00 PM, we will contact the Allegheny County Department of Human Services Offices of Child, Youth, and Families.
By signing below, I certify that I have read and understand the late pick-up policy.

Signature of Parent/Guardian _____________________________ Date ____________