Discovery Camp
Survival Guide

Camp Season 2020

Jessica McDermott
Camp Director
215.448.1133
jmcdermott@fi.edu

Registration
215.448.1200 (option 5)
INTRODUCTION

Dear Parents and Guardians,
Hello! The Franklin Institute would like to officially welcome you and your children to Discovery Camp.

We hope you are as excited as we are to explore all that the Institute has to offer! This booklet will provide you with the information you need about your children’s upcoming camp experience. You can also find this Survival Guide on our website at www.fi.edu/summer-camp

Please read over all of the enclosed information very carefully and keep it close at hand when your children are at camp.

In the event of an EMERGENCY, please call our main security desk at 215.448.1311, and ask for Museum Security to page Discovery Camp over the walkie-talkie.

If you have any questions about this Survival Guide, please call or email us (discovery.camp@fi.edu). We look forward to seeing you in 2020!

Sincerely,
Jessica McDermott
Camp Director

Discovery Camp’s goal is to provide an immersive and fun experience that allows campers to practice the scientific process while developing their confidence in and enthusiasm for STEAM learning.

NOTE:
It may be difficult to reach us by telephone during camp hours, as it is often necessary for us to be in different areas of the museum with campers. However, we check our voicemail throughout the day.

HOW TO CONTACT US

If at any time during camp, you must get in contact with your child or with Camp Administration, please call either of the following numbers:

Jessica McDermott
Camp Director
215.448.1133

Charles (Buddy) Muhler
Camp Supervisor
215.448.1108

For tax reporting purposes, our tax ID# is 23-1370501

The Franklin Institute
DROP OFF AND PICK UP

Our daily drop-off and pick-up area is at the The Elaine Levitt and Joel Gershman Education and Conference Entrance of the museum on 20th Street.

The Education and Conference Entrance is directly to the left of the main steps if you are facing the building. During drop-off and pick-up, camp staff will be waiting inside or outside this entrance (weather and activity dependent).

Upon arrival, sign your child in with the staff member stationed at the Education Entrance. We make every effort to ensure that this process runs as quickly as possible, but we ask for your patience, each parent will be asked to verify the names of adults they have authorized to pick up their child(ren). Having your Permission and Information Form submitted ahead of time will help to expedite your first day sign-in process.

You can park on 20th Street in the “Bus Loading Zone” during regular drop-off and pick-up hours. Discovery Camp registrants receive one 10-minute courtesy parking placard per vehicle to be placed visibly on your dashboard. If you leave your car for an extended amount of time, you may be ticketed. Likewise, please pay attention to all Philadelphia Parking Authority regulations posted. Be aware that the Philadelphia Parking Authority (PPA) is vigilant and The Franklin Institute is not responsible for parking tickets. If you decide to stay for any portion of the day and park in the museum garage, standard garage fees will apply. For more parking information, check our webpage at www.fi.edu/directions-parking.

Each child must be signed out with a time stamp. Any authorized adult picking up your child MUST SHOW A PICTURE ID. Your child will not be released to an adult who is not on your authorized release list or to anyone who does not have a picture ID. Please check the sign-in sheets to make sure the person picking up your camper(s) is listed.

If your child will be walking, biking, or taking public transportation to and from camp, please provide this information on the Permission and Information Form. Your child’s safety is our primary concern.

LATE FEES
If you pick up after 4:15 pm and haven’t previously registered for Late Care a $15 fee will be assessed.

If your child is not picked up by 5:30 PM, we will call all people you have listed as emergency contacts. A $15 fee will be assessed for campers picked up after 5:30 PM.

NOTE:
We expect campers to attend the entire camp day. If your camper needs to be dropped off after 9:15 AM or picked up before 4:00 PM please go to the Business Entrance of the museum, located on 20th Street, to the right of the main steps, and ask Museum Security to page Discovery Camp on the walkie-talkie. This process may take 15 minutes or longer.

We discourage early pick-ups between 3:30-4:00 PM as groups are at their busiest wrapping up and preparing for the end of the day.
DAILY ACTIVITIES

Discovery Camp believes in hands-on learning for all ages. We encourage campers to try activities multiple times and to build larger projects out of single experiments.

While science themes are the same for all grades, activities and introduction are thoughtfully modified to be grade appropriate. Our Mini Molecule classes (K-2) rely heavily upon stories and games to complement science learning, while our Excited Electrons (7-9) take a more project-based approach. Throughout the week, campers will also have opportunities to attend live science shows, educational IMAX films, take off-site trips, and attend presentations or workshops led by guest speakers, typically local scientists.

Prior to each session, you will receive a link to our Discovery Camp Updates web page via email. This site includes an overview of the week including big ideas, special events, field trips, and scheduled show times. Classes occasionally take unscheduled walking outings to neighborhood attractions like playgrounds, Logan Fountain, or other sites.

During Early Care or Late Care, campers will be able to take part in grade-appropriate free play activities such as building, arts and crafts, games, or reading. Late Care will take place outside, weather permitting. The camp day begins at 9:15 AM. At this time, campers will be divided up into individual camp groups based on grade level.

SAMPLE CAMP DAY

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 - 9:15</td>
<td>All Camp Introductions and Rules</td>
</tr>
<tr>
<td>9:15 - 9:30</td>
<td>Move to Classrooms</td>
</tr>
<tr>
<td>9:30 - 10:00</td>
<td>Ice-Breakers / Classroom Culture-building</td>
</tr>
<tr>
<td>10:00 - 10:30</td>
<td>Museum Exploration</td>
</tr>
<tr>
<td>10:30 - 11:30</td>
<td>Science Activity</td>
</tr>
<tr>
<td>11:30 - 12:00</td>
<td>Outdoor Play</td>
</tr>
<tr>
<td>12:00 - 12:30</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30 - 1:00</td>
<td>Free Play</td>
</tr>
<tr>
<td>1:00 - 1:30</td>
<td>Science Activity</td>
</tr>
<tr>
<td>1:30 - 2:00</td>
<td>Museum Exploration</td>
</tr>
<tr>
<td>2:00 - 2:30</td>
<td>Live Science Demonstration</td>
</tr>
<tr>
<td>2:30 - 3:00</td>
<td>Science Activity</td>
</tr>
<tr>
<td>3:00 - 3:30</td>
<td>Science Journal Time &amp; Snack</td>
</tr>
<tr>
<td>3:30 - 3:45</td>
<td>Clean Up</td>
</tr>
<tr>
<td>3:45 - 4:00</td>
<td>Move to Sign Out</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

FOOD

There are some activities that will involve the use of foods (for example, designing an egg drop parachute or conducting a food preservation experiment). Please be sure to address ALL allergy concerns and dietary restrictions on your Permission and Information Form. For the safety of our campers, NO OUTSIDE FOOD is to be shared with other campers. Please refrain from bringing any birthday snacks or shared foods.

LUNCH: Please send your camper with a packed lunch each day. We do not have the ability to heat or refrigerate food.

SNACK: Campers will be provided with a snack each day. A list of provided snacks is found on the Permission and Information Form. If your child will not want or cannot have this type of snack, please pack an alternative.

VENDING MACHINES: Vending machines are only accessible to campers accompanied by their adult. We encourage packing extra snacks instead.

DAILY MEDICATION

If your camper needs them, please send only medicines that absolutely must be taken during camp hours (i.e. if it can be taken before or after camp, please make all efforts to do so). Required medication must be placed in a sealed bag and clearly labeled with both the child’s name and dosage. Please include the details explaining what the medication is for, when and how it should be taken, and any specific storage information. If medication must be taken during camp hours, please notify the Camp Director prior to your child’s first day of camp. This ensures that the staff are aware of your child’s needs. We ask that you talk to your child’s counselor (or the staff member present when you drop off the medication) regarding your child’s safe use of the medication. We do not distribute ANY medication without parental consent.

LOST AND FOUND

Discovery Camp keeps found items for the length of camp. Please check with the camp staff directly for items lost at Discovery Camp. If your item is not with Camp lost and found, we will direct you to general museum lost and found in the Atrium (215.448.1285).

REFUND POLICY

Cancellations made more than 2 weeks in advance will result in a refund. We will, however, retain 5% of the total registration fees for processing costs. No refunds will be given for cancellations made less than two weeks in advance.

WHAT TO BRING

• Lunch
• Extra snack
• Comfortable clothes
• Sweater or sweatshirt (museum spaces can be chilly)
• Closed-toe shoes (sneakers are best)
• Sunscreen / hat
• Book bag (for bringing home projects)
• Reusable water bottle
• A complete change of clothes (for grades K-2)

WHAT TO LEAVE AT HOME

• Flip-flops
• Valuable items
• Cell phones
• Electronic devices

Camp provides an opportunity to build a community. The use of cell phones and electronics distracts from this process. Though not banned, if camp staff notice that electronics are a problem, we reserve the right to hold the device in the camp office until adults pick up their camper.

The Franklin Institute is not responsible for lost valuable or electronic items that campers choose to bring to camp.
At Discovery Camp, we have high expectations for campers’ ability to monitor their own behavior and strive to keep disciplinary actions to a minimum. We ask all campers to follow our three Discovery Camp rules at all times.

### BEHAVIOR EXPECTATION POLICY

The following guidelines will be followed in the case of camper misbehavior.

<table>
<thead>
<tr>
<th>Campers will be made aware of where they stand for each infraction.</th>
<th>The slate is wiped clean each day, but if a camper reaches 4 strikes on multiple days (not necessarily consecutive), then:</th>
<th>For cases of physically aggressive* behavior towards others or themselves (*defined as purposeful and leaves a mark):</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st &amp; 2nd strike</strong> — Verbal warning or redirection if age appropriate</td>
<td><strong>2nd day</strong> — Phone call to parents from camp administrator</td>
<td><strong>1st strike</strong> — Time out with camp administrator &amp; note home</td>
</tr>
<tr>
<td><strong>3rd strike</strong> — Time out of an exhibit or activity (2-10 minutes depending on age and situation)</td>
<td><strong>3rd day</strong> — Camper must take 1 day off from camp</td>
<td><strong>2nd strike</strong> — Time out with camp administrator &amp; phone call to parents from camp administrator</td>
</tr>
<tr>
<td><strong>4th strike</strong> — Time out with camp administrator &amp; note home</td>
<td><strong>4th day</strong> — Camper is asked not to return to camp</td>
<td><strong>3rd strike</strong> — Camper must take 1 day off from camp</td>
</tr>
<tr>
<td><em><em>For cases of physically aggressive</em> behavior towards others or themselves (<em>defined as purposeful and leaves a mark):</em></em></td>
<td></td>
<td><strong>4th strike</strong> — Camper is asked not to return to camp</td>
</tr>
</tbody>
</table>

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### 1 Respect The Franklin Institute

Treat our exhibits, artifacts, supplies, and equipment with care; clean up your classroom.

### 2 Respect your fellow campers

Be kind, use polite and respectful language, share, take turns, and keep all body parts outside of others personal space.

### 3 Respect your counselors

(including all camp staff and volunteers) Listen and then follow instructions, use polite and respectful language, stay with your class at all times.
CONTACTING DISCOVERY CAMP

Jessica McDermott, Camp Director  ........................................... 215.448.1133
Charles Muhler, Camp Supervisor  ........................................... 215.448.1108
Museum Security:  ................................................................. 215.448.1311

In the event of an emergency, please ask Museum Security to page Discovery Camp over the walkie-talkie.

Discovery Camp Email: ...................................................... discovery.camp@fi.edu
Discovery Camp Website: ...................................................... www.fi.edu/summer-camp

CAMP HOURS

Early Care  ................................................................. 8:00-8:45 AM
Regular Drop-off  ....................................................... 8:45-9:00 AM
Regular Pick-up  ........................................................... 4:00-4:15 PM
Late Care  ................................................................. 4:15-5:30 PM

During regular drop-off and pick-up times, The Discovery Camp drop-off and pick-up location is at the street level Education and Conference Entrance on 20th Street, to the left of the main steps. Any other time, please go to the 20th Street Business Entrance, to the right of the main steps. Please be sure to bring photo ID for all pick-ups.
PERMISSION AND INFORMATION FORMS

The following pages contain forms for you to return to us. Please be sure you have double-checked the following sections:

☐ Read and check off the Behavior Expectation Policy

☐ Snacks – check all boxes that apply

☐ Photo release – reminder that checking “NO” will exclude your camper from all camp photos

Please return Permission and Information Forms to:

Discovery Camp
The Franklin Institute
222 N. 20th Street
Philadelphia, PA 19103

Or email to: discovery.camp@fi.edu
Or fax to: 215.448.1235
2020 PERMISSION AND INFORMATION FORM

YOU MUST RETURN THIS FORM BEFORE YOUR CHILD MAY ATTEND CAMP.

Please complete a separate form for each child attending camp. Thank you!

CAMPER INFORMATION
Child’s Name _________________________ Grade in Jan. 2020 _____ / Grade in Sept. 2020 _____
Requested t-shirt size (Youth XS-L or Adult S-XL) ____________________________________________
Parents/ Guardian Names ________________________________________________________________
Operations or serious injuries (dates) _______________________________________________________
Chronic or recurring illness(es) ___________________________________________________________
Comments _____________________________________________________________________________
Dietary Restrictions _____________________________________________________________________
Current medications _____________________________________________________________________
Allergies: (Please note whether the allergy is an ingested or a contact allergy) __________________________

Does your child carry an Epi-Pen?   Y  or   N   if Yes, what is the allergy? ___________________________

Please include a copy of your child’s Allergy Action Plan.

SNACK
Please check off the snacks your child is permitted to eat.
If your child can not have that snack, please pack an alternative.
*PreK/K classes will be offered Multi-Grain Cheerios as a morning snack daily.
Monday  ❑ Pepperidge Farm Goldfish  Thursday  ❑ Herr’s Variety Pack snack
Tuesday  ❑ Herr’s Variety Pack snack  Friday  ❑ Honey Maid Graham Crackers
Wednesday  ❑ Fruit Snacks  Supplemental Options  ❑ Mott’s Applesauce OR  ❑ Multi-Grain Cup
Supplemental Options  ❑ Multi-Grain Cheerios

SPECIAL NEEDS
Please list any mobility accommodations: ______________________________________________________
Learning ability/developmental needs:
❑ Autism/Asperger’s  ❑ ODD/PDD  ❑ ADD/ADHD  ❑ Other: _________________________________
Does your child require wraparound services during the school year? If yes, will they be attending camp with
the child? If no, what are some helpful support strategies? ______________________________________

Comments ______________________________________________________________________________

FIELD TRIP RELEASE
I grant permission for my child to participate in field trips during the camp day. Parents will be informed of all field
trips in advance.  ❑ Yes.  ❑ Yes, but only for walking field trips.  ❑ No, I do not.

PHOTO RELEASE
I grant permission for my child to be photographed, filmed, videotaped, or otherwise recorded and for my child’s likeness,
image, appearance, and/or voice to be used in Camp materials, productions made by or on behalf of TFI, or in advertising
or trade in promoting and publicizing the Camp, TFI, or its or their operations, affiliates, and business partners.
❑ Yes, I do.  ❑ No, I do not.

BEHAVIOR EXPECTATION POLICY
❑ I have read and understand the Behavior Expectation Policy on page 6 of the Survival Guide.

SURVEY RELEASE
I grant permission for my child to participate in short surveys about their perspectives on science and
satisfaction with camp. There is no risk to your child.  ❑ Yes, I do.  ❑ No, I do not.
CONTACT INFORMATION
Parents/Guardian ____________________________ Phone __________________ Cell Phone __________________
Email Address that is checked regularly ________________________________________________________________
Parents/Guardian ____________________________ Phone __________________ Cell Phone __________________
Email Address that is checked regularly ________________________________________________________________
Alternate Contact ____________________________ Phone __________________ Cell Phone __________________

ALTERNATIVE DEPARTURE
Please list anyone who will pick up your child. Only listed adults will be allowed to pick up. All adults authorized for release must present a photo ID at pick up. I grant permission for my child to leave with the following adult guardians in addition to those listed above:
Name: ____________________________ Phone __________________
Name: ____________________________ Phone __________________

UNACCOMPANIED DEPARTURE (Campers 12 and over only)
I grant permission for my child to leave the museum unaccompanied (either by walking or taking public transportation) at the end of Camp at 4:00 PM.  

RELEASE
I/We, (Parents / Guardian name), ________________________________ being the parent(s) or legal guardian(s) for, ________________________________, hereby give The Franklin Institute (TFI) staff permission to administer basic first aid when applicable, including the treatment of minor cuts, scrapes, burns (including sunburns) and stings. Medication will not be administered by TFI staff at any time. I hereby give permission to medical personnel and Emergency Medical Services selected by the staff of TFI to provide transportation and treatments, including X-rays and routine tests, for my child. In the event that I cannot be reached in an emergency, I hereby give permission to the physician/hospital where my child is transported to secure and administer treatment, including hospitalization and surgery, for my child. The completed forms may be photocopied for trips out of camp. I agree to assume financial responsibility for all medical and hospital expenses.

On behalf of the child / minor, I hereby release, discharge, and hold harmless, The Franklin Institute, and their officers, trustees, agents, and employees from and against all losses, claims, actions, costs, expenses and or damages, including attorney fees, arising out of my / our child’s participation in The Franklin Institute’s Discovery Camp, except for the willful misconduct or gross negligence of The Franklin Institute.

I / We have carefully read this release prior to its execution and I / we fully understand its contents.

__________________________________________  __________________________________________
Signature of Parent / Guardian     Relationship to Child

__________________________________________
Date

A 2020 PERMISSION AND INFORMATION FORM MUST BE ON FILE BEFORE YOUR CHILD CAN ATTEND A CAMP SESSION. IT WILL BE VALID FOR THE ENTIRE 2020 CALENDAR YEAR.

Please return Permission and Information Form to:
Discovery Camp
The Franklin Institute
222 N. 20th Street
Philadelphia, PA 19103

Or email to: discovery.camp@fi.edu
Or fax to: 215.448.1235
Please note:

• This placard must be displayed on your dashboard.
• Please turn on your hazard lights.
• No Double Parking: Additional spots are available on Woodstock and Race Streets.