Dear Parents and Guardians,

Hello! The Franklin Institute would like to officially welcome you and your children to Discovery Camp at the Katz JCC. We hope you are as excited as we are to explore all that Discovery Camp 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/Discovery.

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

HOW TO CONTACT US:

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

Jessica McDermott, Camp Manager
215.448.1133

Charles Muhler, Camp Supervisor
215.448.1108

NOTE: It may be difficult to reach us by telephone during camp hours, as it is often necessary that we be in different areas of the museum with campers. However, we do each check our voice mail throughout the day. In the event of an EMERGENCY, please call our Main Security 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 2014!

Sincerely,

Jessica McDermott
Camp Manager

For tax reporting purposes, our tax ID# is 23-1370501
DROP OFF AND PICK UP

Our daily drop-off and pick-up area is at the Main Entrance of the Katz JCC. The Main Entrance is located at 1301 Springdale Road, Cherry Hill, NJ 08003. During drop-off and pick-up, camp staff will be waiting immediately inside this entrance.

Upon arrival, sign your child in with the staff member stationed at the Main Entrance. We make every effort to ensure that this process runs as quickly as possible, but we ask for your patience, as 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 must sign your child out each day before leaving the grounds. Any authorized adult picking up your child MUST HAVE A PICTURE ID. Your child will not be released to an adult not on your authorized release list or to anyone that does not have a picture ID. Please check the sign-in sheets to make sure the person picking up your camper(s) is listed. Your child’s safety is our primary concern.

CAMP HOURS

Early Care  7:30-9:45 AM
Regular Drop-Off  9:45-10:00 AM
Regular Pick-Up  4:00-4:15 PM
Late Care  4:15-6:00 PM

NOTE: Campers not registered for Early Care or Late Care will automatically be charged an extended-day fee of $15 per day should they arrive before 9:45 AM or leave after 4:15 PM.

If no one has picked up your child by 6:00 pm, we will call all people you have listed as emergency contacts. The late fee is $1 per minute.

NOTE: We expect campers to attend the entire camp day. If your camper needs to be dropped off after 10:15AM or picked up before 4:00PM please go to the Main Entrance of the Katz JCC. This process may take 15 minutes or longer. We also discourage parents from taking their campers out to lunch and bringing them back, as camp groups are frequently away from their classrooms during the mid-day.
DAILY ACTIVITIES
You will receive a session schedule for each Discovery Camp session. The schedule includes daily activity themes, special events, field trips, scheduled shows and presentations. Schedules are subject to change.

The camp day begins at 10:00 AM. At this time, campers will be divided up into individual camp groups based on grade level.

SAMPLE CAMP DAY
10:00-10:15 Safety reminder and camp rules
10:15-10:45 Classroom games/Ice breakers
10:45-11:30 Science Activities
11:30-12:00 Free Time
12:00-12:30 Lunch
12:30-1:30 Free Play/Pool Time
1:30-2:15 Science Activities
2:15-3:00 Free Time/Quiet Time
3:00-3:30 Snack/Science Journal
3:30-3:45 Clean up

Discovery Camp believes in hands-on learning that builds on campers’ prior knowledge. We encourage campers to try activities multiple times and to build and test larger projects out of single experiments. Throughout the week, campers will do activities based on classic Franklin Institute exhibits and themes. One day during the week, campers will go on a field trip to The Franklin Institute to experience these exhibits first hand. Parents will be notified in advance when the trip will occur.

CAMP OPEN HOUSE/FAREWELL
August 22nd
Katz JCC Campers are invited to join us for an evening of specialized Discovery Camp programming. This will take place at The Franklin Institute, 222 N. 20th Street, Philadelphia, PA 19103. We will celebrate the end of summer, showcase camper activities and offer live shows. Light refreshments will be provided.
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. A PERMISSION & INFORMATION FORM FROM THE CURRENT CALENDAR YEAR MUST BE ON FILE FOR YOUR REGISTRATION TO BE FULLY PROCESSED.

LUNCH: Please send your camper with a packed lunch each day. We do not have the ability to heat or refrigerate food. Lunch may be purchased from Katz JCC Deli, choices can be made in the morning and may run between $10-15.

SNACK: Campers will be provided with a snack each day. Snack is typically crackers, fruit, or pretzels. If your child will not want or cannot have this type of snack, please pack an alternative. We provide nut-free snacks and encourage frequent hand-washing.

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 Ziploc 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. If medication is not handled properly, Discovery Camp reserves the right to ask campers not to return to camp.

WHAT TO BRING
- Kosher Dairy (NO MEAT) Lunch
- Extra Snack
- Comfortable clothes
- Sweater or sweatshirt (indoor spaces can be chilly)
- Close-toed shoes (sneakers are best)
- Sunscreen / Hat
- Book bag (for taking home projects and artwork)
- Reusable water bottle
- Swim suit and towel (if going swimming)
- Complete change of clothes

WHAT TO LEAVE AT HOME
- Valuable items
- Cell Phones
  Camp provides an opportunity to build a community. Unlimited texting and use of cell phones distracts from this process. If camp staff notice that cell phones are a problem, we reserve the right to hold the cell phone in the camp office until parents pick up their camper.
- Electronic devices
- Flip-flops

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 lost and found for the Katz JCC.

REFUND POLICY
When a camp registration is cancelled by the camper(s) and/or the family, a refund will be provided only if we receive notification two weeks in advance. 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.

BEHAVIOR EXPECTATION POLICY
Discovery Camp has basic rules of behavior, including respecting others, facilities and camp materials. These rules are reviewed with the campers each day before the start of camp. Disrespectful behavior, foul or hurtful language and violence will not be tolerated. Discovery Camp reserves the right to ask campers not to return to camp.

PERMISSION AND INFORMATION FORMS
The following pages contain forms for you to return to us. Please return Permission and Information Form to:

Discovery Camp
The Franklin Institute
222 N. 20th Street
Philadelphia, PA 19103
Or fax to: 215.448.1235
Or email to: discovery.camp@fi.edu
2014 Permission & Information Form

A CURRENT PERMISSION & INFORMATION FORM FROM THE CALENDAR YEAR MUST BE ON FILE FOR YOUR REGISTRATION TO BE PROCESSED. Please complete a separate form for each child attending camp.

Thank you!

Dates your camper will be attending:________________________________________________________________________

CAMPER INFORMATION

Child’s Name_____________________________________ Current Grade / Grade entering__________

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 ingested or contact allergies)________________________________________

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

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(ren) 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(ren) to be photographed during Camp. I fully understand that these photos may be used for our Camp newsletter or for advertising purposes.

☐ Yes, I do.  ☐ No, I do not.

UNACCOMPANIED DEPARTURE (Campers 12 and over only)

I grant permission for my child(ren) to leave the facilities unaccompanied (either by walking or taking public transportation) at the end of Camp at 4:00 PM.

Katz JCC  ☐ Yes, I do.  ☐ No, I do not.

The Franklin Institute  ☐ 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__________________________________________________________

Alternative Contact _________________________ Phone __________________ Cell Phone__________________

### ALTERNATIVE DEPARTURE

Please list anyone who will actually pick up your child(ren). Only these names will be allowed to pick up. All adults authorized for release must still present a photo ID at pick up. I grant permission for my child(ren) to leave with the following adult guardians other than myself:

Name: ______________________________________ Phone: ________________________________

Name: ______________________________________ Phone: ________________________________

### 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 ________________

Please return Permission and Information Form to:

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

Or fax to: 215.448.1235
Or email to: discovery.camp@fi.edu
Important Information Fridge Sheet

CONTACTING DISCOVERY CAMP
Jessica McDermott, Camp Manager ........................... 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/Discovery
Discovery Camp Facebook page: ...................... http://www.facebook.com/fi.discoverycamp

CAMP HOURS
   Early Care 7:30-9:45 AM
   Regular Drop-off 9:45-10:00 AM
   Regular Pick-up 4:00-4:15 PM
   Late Care 4:15-6:00 PM

The Discovery Camp at the Katz JCC drop-off and pick-up location is at the Main Entrance of the Katz JCC. Please be sure to bring photo ID for pick up.

OPEN HOUSE
Join us on August 22nd for a special evening of Discovery Camp programming at The Franklin Institute, 222 N. 20th Street, Philadelphia, PA 19103.