

Discovery Place School Camp Procedures & Protocols

*Effective for the 2020 School Camp season
August 31-December 18, 2020*

Mission and Focus for School Camps

School Camp is a full-day program designed to help children get through the virtual school day while caregivers get through their workday.

At School Camp, children in grades K-5 can attend school virtually from Discovery Place Science or Discovery Place Nature. In quiet spaces, under the supervision of our dedicated team, students will participate in their classroom lessons and work on their daily assignments. When live sessions are over, science will take center stage with a grade-appropriate enrichment program featuring engaging activities that align with Charlotte-Mecklenburg Schools curriculum. Students will also have the chance to explore the Museum from time to time under supervision and in accordance with safety protocols. The day will end with independent learning time for students to work on asynchronous assignments.

The program aims to ensure kids remain focused and on task throughout the virtual school day as well as providing them with basic educational assistance when needed. *Please note that we consider your child's teacher to have primary responsibility for their educational needs. Our educators are science specialists who can provide basic support but are not tutors or classroom educators.*

We are continuing to follow all federal, state and local guidelines related to COVID-19, and these guidelines are at the center of our ongoing work to create and maintain a safe environment for all Campers and staff throughout the semester. Guidance for our COVID-19 School Camp Safety protocols comes from the U.S. Center for Disease Control and Prevention (CDC); the North Carolina Department of Health and Human Services (NCDHHS); and the American Camp Association (ACA).

Camps will be taking place at both Discovery Place Science and Discovery Place Nature as well as at our Education Studio, which is located on our Discovery Place Science campus.

As of the start of school, all Discovery Place museums are closed to public visitation. It is possible that our Museums may open back up to the general public during the School Camp semester. Should that be the case, Discovery Place is committed to continuing to keep students as safe as possible through all CDC-recommended guidelines.

Essential Functions of a School Camp Participant

A student must have the following capabilities to participate in School Camp at Discovery Place:

- Be able to move independently from place to place
- Take care of their own personal needs
- Have effective interactions in our group-based environment (pair work, group projects, etc.)
- Abide by the code of conduct and behavior guidelines

If you have any questions about the essential functions listed above, please contact us. We would be happy to talk to you about your Camper's specific needs. Please note:

- Discovery Place is not a therapeutic setting, however we work with families to accommodate their children's needs as long as they can abide by the essential functions of a participant (above).
- If a student has a current IEP issued from the school system that requires an aide or other resources, Discovery Place will accommodate those individuals. Caregivers or members of the family are not considered a licensed aide or support person.
- Discovery Place does not administer oral or topical medications. Students must be able to administer their own medications during the program hours.

Prior to the Week of Camp

There are several things registrants will need to do and be prepared for before the Camp week begins. These include:

- Mandatory electronic health forms must be filled out by the Friday before a student's first week of Camp. This form includes several questions related to COVID-19. It can be found [here](#).
- Several student requirements are in place to best protect all of our students and staff. These include:
 - All students must come to Camp with a face covering (gator style, cloth mask or bandana) each day. Discovery Place will not provide masks to those who forget to bring one.
 - Students must bring lunch and snacks for the day, as no food options will be offered onsite.
 - Students should bring a refillable water bottle with them. Water fountains will not be utilized by individuals at the Museums.

Students will be required to bring their own school supplies, including a computer/tablet, charger/cord, headphones and all school learning packets. Additional supplies to bring each day



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include lunch and snacks, water bottle, a book or quiet activity, a change of clothes and a sweatshirt or jacket.

School Camp Drop-Off and Arrival

Drop-off times and locations

At Discovery Place Science, drop-off will take place at the 6th Street entrance between 7:30-8:00 a.m. daily. If your student needs to be dropped off outside of this window, please contact Discovery Place Science at 704.619.4062.

At Discovery Place Nature, students should be dropped off at the front entrance between 7:30-8:00 a.m. daily. If your student needs to be dropped off outside of this window, please contact Discovery Place Nature at 704.619.0576.

Health screenings

- Temperature checks of students will take place prior to entering the Museum. Those students who record temperatures of 100.4 degrees (F) or higher will not be allowed inside.
- Parents/Guardians will be asked a series of questions regarding their student's health. Depending on the results of the screening, your student may not be allowed to participate in Camp.
- If a child fails to pass a health screening and/or temperature reading, or is sent home due to illness, that student will not be allowed to return until they meet the NCHHS guideline around schools and camps found here.
- Siblings of students who fail to meet screening criteria will also be unable to participate until the affected student is free of symptoms for the prescribed windows of time.
- Students are required to wear a face covering and will not be permitted inside without the mask being properly positioned on his/her face. Discovery Place will not provide masks to those who forget to bring one.

The Camp Day

Our camps will operate on a schedule similar to the one below. It may vary based on CMS schedules.

7:30 - 8:30 a.m. | Camp Check-in

7:30 a.m. -12:00 p.m. | Live virtual learning via electronic device - independent learning

12:00 - 12:45 p.m. | Lunch

12:45 - 2:00 p.m. | Live virtual learning via electronic device - independent learning

2:00 - 4:00 p.m. | Science enrichment

4:00- 5:00 p.m. | Homework or independent learning



4:00 – 5:00 p.m. | Camp pick up

Snack times and breaks will be included throughout the day

*Please note that due to varying bell schedules Discovery Place will work with each student to ensure they are online for all live virtual sessions and will complete independent assignments during the school day as time provides.

Classroom Management Strategies:

Staff will employ the tools of Pro-Action, Redirection and Intervention. Additionally, our program employs a behavior management system that will help support classroom rules while also reinforcing the idea that each day is a new opportunity to thrive. Instructors and staff work diligently to reward students for positive behavior and continually strive to identify any situation that might prevent them from having a successful day.

COVID-19 Protocols & Procedures

We have implemented health and safety procedures and protocols related to COVID-19. These protocols, which were tested during our recent Summer Camp season, primarily fall into the categories of intensified cleaning, health and hygiene best practices and social distancing efforts.

Limiting exposure

- Camps will practice social distancing of six feet as much as possible. Certain activities or care may make this unrealistic for the entirety of the Camp week. Contact will be minimized.
- The members of each Camp, both the students and the staff, will remain the same all week, to the extent this is feasible. If you are registered for multiple weeks, the group of students and staff may change week to week.
- Lunch and snack times will be held within the individual classrooms.
- To limit the number of communal items being used, students need to bring all items they require to conduct their schoolwork. Discovery Place will provide all materials for enrichment activities. These will be provided in an individual kit that only the student will use throughout the week. These kits may include a pair of scissors, crayons, markers, glue sticks, etc.
- Areas being used for multiple Camp groups, like exhibition spaces, will be scheduled to prevent group overlap and will be thoroughly cleaned between each use. Should the Museum open to the public, this will no longer be possible.
- Water fountains will not be available for use by students.
- Theatres and planetarium spaces will not be used for School Camps.
- Parents/Guardians will not be permitted to stop in during the Camp day.



Cleaning protocols

- Throughout the day, classrooms will be cleaned regularly, including before students arrive, after each Camp activity, and before and after snack times and lunch. Among other things, cleaning will include disinfecting of surfaces such as door handles, tables and sinks within each classroom.
- Bathrooms will be cleaned throughout the day in between class use.
- Classrooms and other Camp spaces will be deep-cleaned at the end of each day.
- All cleaning products meet local and national guidance regarding treating against COVID-19.

Hygiene protocols

- Students will be required to wash their hands upon entering their classrooms, before and after consuming food, before and after activities, as part of all bathroom breaks and upon re-entering the classroom from another area of the Museum.
- All classrooms will have sinks within the room.
- Students and staff who display signs of illness will be sent home. Students who show signs of illness will be immediately removed from their group and kept in a safe space under adult supervision. Parents/Guardians will be contacted to come and pick them up. Depending on the type of symptoms they may be required to self-quarantine for up to 14 days. If the student is attending Camp with siblings, those children will also be gathered for pick up.

Staff procedures and requirements

- All School Camp staff are required to wear masks while working with students at our Museums.
- School Camp staff will undergo daily temperature checks and health screenings. Staff who do not pass the check and/or screening will not be allowed inside.
- School Camp staff will keep cleaning and handwashing logs.

School Camp Pick-Up and Departure

Pick-up times and locations

- Students may be picked up between 4:30-5:00 p.m. each day at the same location as drop off. Picking up a Camper will be a contactless process. Parents/Guardians will not be required to sign out their student. A pass will be provided to registrants that must be displayed in their vehicle at the time of pick-up.
- Any need for an early pick-up (prior to 4:30 p.m.) must be arranged in advance and can be done so by contacting Camp management at the site numbers provided below. Early pick-up will be unavailable beginning at 4:15 p.m. so staff may begin readying for regular dismissal.
- **All students must be picked up on time. Any pick-up at 5:15 p.m. or later will be subject to a \$50 late fee. Consistent late pick-ups are grounds for dismissal from the program.**



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Authorized Persons for Pick-Up:

Adults authorized for pick-up must be listed as an emergency contact on your student's Wufoo form and present an issued pick-up pass or valid photo ID at check-out. Changes to your approved pick-up list may be updated at any time by calling the School Camp phone.

Contact Numbers:

Discovery Place Science – 704.619.4062

Discovery Place Nature – 704.619.0576

Notifications

Discovery Place is committed to keeping families in the loop. If a child is sent home with a temperature of 100.4 or higher, all students in that class will be notified. In the event that Discovery Place **becomes aware of a COVID-19 exposure at School Camp, families with a student at the impacted site will be notified as soon as possible. Please be sure that Discovery Place has an email address on file that you check regularly.**

Personal Property

- Students are prohibited from bringing toys, stuffed animals, gaming devices, trading cards, personal sports equipment or live animals.
- Discovery Place is not responsible for personal property lost or stolen during School Camp.
- Cell Phones: If a cell phone must be brought to Camp, it must be put away during Camp hours (7:30 a.m.-5:00 p.m.). This also includes Smart Watches with messaging capabilities.
- It is strongly recommended that all items, including sweaters, lunch boxes and water bottles, be labeled with the student's first and last name.

Cancellations, Refunds and Reschedule Policy

Two-week notice is required to cancel. You must notify us of cancellation by Monday at 5:00 p.m., two weeks prior to start date. A \$35 administration fee applies. Changes to the week of your School Camp are not subject to the administration fee but still require a two-week notice and are subject to availability.

School Camp is in session Monday through Friday from August 31 through December 18 and will be closed Thursday, November 26 and Friday, November 27. No refunds or discounts are provided for other holidays or teacher workdays.

Should schools go back to some form of in-person learning during the first semester, we will work with families to refund or reschedule booked weeks of Camp. For additional questions, please call 704.372.6261 x300 or KSinclair@discoveryplace.org.

Please note: Our procedures and protocols may change as the conditions around COVID-19 change. We will send out an updated policy should changes occur.