



Welcome to our Camp! We look forward to providing an exciting experience for your child. Camp sessions will be full of activities and visits to aquarium exhibits relevant to the day or week's particular theme. Listed below is important information that you need to know in order for the program to be fun and safe.

Forms

We will be using Campdoc for all forms including health exams and medication forms. We are no longer accepting paper copies of forms. All forms must be submitted into your Campdoc account before the start of your child's session. Failure to do so will result in the child not being able to attend camp programs.

Required forms include:

- Health Exam with immunization records (completed within the past 3 years)
- Authorization of Medication Form (if the child is bringing any medications to camp)

Health Forms & Medications

As a state certified camp, we require a *health form with immunization records* to be on file for every camper during the duration of camp. We do accept school health assessment records completed within the last three years.

If your child needs prescription *or* nonprescription (over the counter) medications (epipen, benadryl, in-halers, Tylenol, etc) during camp we need a completed *authorization of medication form* by the child's physician and parent/guardian for each medication. The correct form is available through Campdocs or by e-mailing campdirector@maritimeaquarium.org. We are not able to accept "school personnel" authorization forms.

Prescription medications must be in a pharmacy prepared container, labeled with the name of the child, name of the medication, strength, dosage, frequency, authorized prescriber and date of the original prescription.

Nonprescription (over the counter) medications must be in the original container, labeled with the child's name, dosage and frequency of administration.

Place all medication in a Ziploc bag labeled with the child's name. *All medications are given to camp staff at check-in. Even if the child can self-administer, all medications are required to be stored in a first aid backpack with the counselors.*

Sunscreen and bug spray do not need an authorization of medication form, but need to be applied before camp begins or self-applied by camper during the day. Camp staff are not able to assist campers in applying sunscreen or bug spray.

Snack & Lunch

Campers will not have access to the vending machines, café, or microwaves. *Snack and lunch need to be packed separately in labeled containers or bags.* We have snack up in our classrooms and lunch in our multi-purpose room. All lunches are refrigerated. Please remember to pack eating utensils. We are not a peanut free facility; however, we strongly discourage peanut products from coming to camp.



Drop off & Pick-up

The Aquarium will be constructing a new theatre in 2019. We are working to finalize locations for drop-off and pick-up. We will send out communications closer to the start of the season with specifics on this. Below is general information about drop-off and pick-up.

Pre-Care:

Pre-care starts at 8:30 AM. If you arrive earlier, you must wait until 8:30 AM to drop-off your child. A counselor will supervise children and we will have a variety of games, coloring, and activity sheets available for the children to do. Pre-Care is not available for Teen Apprentice sessions.

Drop-off:

Regular camp drop-off is at 9:30 AM with the exception of a few field trip days, (check your session schedule for early drop-off days). Drop-offs before 9:30AM without paying for pre-care are not allowed. Drop-off on the first day of a session may take a little longer than usual, as we need to verify roster information and check medications (if applicable). Please have your child's snack and lunch (*packed separately*) out and ready to be placed in bins.

Teen Apprentice Program drop-off is at 8am

Pick-up:

Regular camp pick-up is at 4 PM.

Teen Apprentice, Tide Pool Tots, and Ocean Mammals pick-up is at 2PM

Extended-Care:

You can pick-up your child any time between 4PM and 5:30PM (2PM -5:30PM for Teen Apprentice). If you are picking-up before 5:30PM go to the Membership window and let the staff member know you are picking up a child from camp. The staff member will call up to camp staff and we will bring your child to you. If you are picking-up at 5:30PM we will be waiting at the designated pick-up location. *Extended-care is not available for Tide Pool Tots or Ocean Mammals.*

Change in pick-up person

If someone that is not indicated on the registration form or roster will pick up your child, we must have a note stating the name and phone number of the person you authorize to pick up your child.

Early Pick-up

We understand there are times when a child needs to be picked-up early from camp; however, we do discourage early pick-ups because they are disruptive to the group and activities planned.

If you need to pick-up before normal dismissal, please let the counselors know that morning during check-in. When you arrive to pick-up go to the Membership Window at the main entrance and let the staff member know you are picking up a child from camp. The staff member will call up to camp staff and we will bring your child to the main entrance.

Early pick-ups 15 minutes prior to the end of the camp day will not be granted, unless we are notified in the morning.



If you are late to pick-up:

Please call the aquarium to let us know if the pick-up person is going to be late. If we do not hear from the pick-up person there is a penalty of \$15 for every 15-minutes of tardiness. . Late fees will be posted to the child's CampDoc account and payments need to be received before the child can return to camp.

What to Bring

Snack and lunch (*packed separately*), a light jacket or sweatshirt, reusable water bottle, bug spray and/or sun screen for field trips days.

What NOT to Bring

Peanut products, money, valuables, video games, toys, stuffed animals

The Maritime Aquarium is not responsible for lost or stolen property during summer camp sessions.

Gift Shop

A visit to the gift shop is not included in the program. However, you and your child are welcome to visit the gift shop after the program.

Cell Phones

We understand most children have cell phones. We have a time and place for them to be used during our program. Children are encouraged to take pictures of their projects, animals, and other activities. Cell phones should not be used to play games or go on social media during program hours. This can become disruptive and distracting to the other children in the program. If cell phones become disruptive cell phones will be collected and returned at the end of the day.

Cancellation/Refund Policy

Spring: Refunds will be issued (minus a \$25 processing fee) if notice of cancellation is received by April 5, 2019. No refunds will be issued after that date.

Summer: Refunds will be issued (minus a \$50 processing fee) only if notice of cancellation is received more than 4 weeks in advance of the session. If your child becomes ill and is not able to attend camp, we require a doctor's note before issuing a refund.

Switching Sessions

There will be a \$25 processing fee to switch sessions.



Field Trips

Field trip permission and itinerary forms are included in the session information (if applicable). We encourage parents/guardian to print field trip forms for their records. Be sure to read the information as some days do require earlier than normal drop-off times.

We greatly appreciate the support from parents, however, due to state regulations, we cannot allow parents to act as chaperones on camp field trips.

Calling the Aquarium

Please feel free to call if you have any questions. Our generic voicemail box is 203.852.0700 ext. 1201. A camp staff member will return your call within a few days. Messages left on weekends will be returned the next business week.

If it's an emergency and you need to speak to a camp staff member immediately, please call 203.852.0700 ext. 0 and ask the operator to page the camp director. We are not always at our desks as we spend a lot of time in the classrooms and exhibits with the campers and counselors.

We look forward to providing your child with a great camp experience!

Thank You,
Camp Director
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203.852.0700 ext. 1201
campdirector@maritimeaquarium.org