

Children's Discovery Museum Program Policies



PLEASE MAKE SURE TO REVIEW ALL POLICIES PRIOR TO CAMP

Registration

All programs must be paid in full at the time of registration. Registration deadline is one week prior to the start date of the program. Age/grade requirements will be strictly enforced for all programs. It is at the discretion of the museum to split Day Camps into age-appropriate groups when enrollment numbers exceed a comfortable class size. There will be no special accommodations for these class splits.

Cancellation

Cancellations must be made at least 72-hours in advance of the program/class start date to receive a full refund or credit. Cancellations made less than 72-hours in advance will not receive a refund. The Children's Discovery Museum reserves the right to cancel any program/class one week prior to the start date due to low registration numbers. In this case, participants will receive a full refund or credit.

Drop-Off & Pick-Up Policy

An adult must accompany your child to and from the classroom and sign the child in and out on our rosters. Programs do not start until the publicized time. Do not drop off children prior to this start time.

Only those listed on the Pick-Up Authorization section of the form will be allowed to pick up your child from program. Please have a photo identification handy. Anyone not recognized by the instructor will be asked for identification. This procedure is for the security and safety of your child.

Handwashing

All children and staff will need to immediately wash their hands when entering the classroom. Handwashing breaks will be taken throughout the program and hand sanitizer will be available.

Masks

Masks will be required during the entirety of the program except during lunch and snack for all day programs. Anyone entering the building for drop off and pick up will also be required to wear a mask.

Classrooms

Class sizes will be limited to maintain a minimum of 3 ft distance between students. Classrooms will not be permitted to combine with each other for any reason. Children will be assigned a table in the classroom where they will participate in their activities.

Museum Play

For Day Camp, students will be given limited opportunities during the week to play in the museum exhibits. Manipulatives and exhibit surfaces will be sanitized at the end of each day.

⚙️ **Lunch & Snack**

All Day Campers should bring their own lunch and water bottle. Water fountains will not be available. The museum will provide a snack near the end of each day. Please let staff know of any food allergies or special diets. Your child may bring their own snack if diet or allergies are a concern.

⚙️ **Cleaning**

Classroom tables and chairs will be wiped down periodically throughout the day as we transition from different activities. At the end of each day, our facilities management team will come in to sanitize all surfaces in the classrooms and bathrooms.

⚙️ **Late Pick Up**

The Children's Discovery Museum reserves the right to assess a late pick-up fee of \$1.00 per minute, beyond the program hours at the discretion of the program instructors. This will be strictly enforced. Please plan for plenty of time to find parking and make your way to the classroom by the end of the program. A courtesy phone call to let us know you are running late is appreciated. Late fees will be added to your household balance and must be paid prior to registration of future programs.

⚙️ **Child Information Forms**

The Children's Discovery Museum requires a completed Child Information Form on each child enrolled for any drop-off program. Please include all medical and food allergies. Museum staff will keep these forms on file. Please let museum staff know of any changes or updates. If you did not receive a form with this letter, then we already have a form on file.

⚙️ **Illnesses**

Children may not come to a program until they are 24hrs free of a fever and/or vomiting. A credit will be issued if you need to cancel a program due to an illness if a courtesy call or email is made at least 1 hour before the start of the program.

⚙️ **Severe Weather Cancellation**

The Children's Discovery Museum reserves the right to cancel a program due to severe weather. You can find weather cancellation updates on WJBC, WBNQ, Normal Parks & Recreation and the Children's Discovery Museum websites.

⚙️ **Parking**

Some street parking is available around the Uptown Normal area. The Uptown Station Parking Deck is located off of Beaufort Street or College Avenue Parking Deck is located off of College Avenue. Both are a short walk to the museum. The Parking Deck will be free for those who park an hour or less. Please allow plenty of time for parking and walking to the museum in order to pick-up and drop-off your child on time.

Please feel free to call or email the education team if you have any questions or concerns about these new procedures. Thank you and we look forward to seeing you soon!

ChildrensDiscoveryMuseum.net

Rachel Carpenter
rcarpenter@normal.org
309-433-3449

Jenny Raisbeck
jraisbeck@normal.org
309-433-3450

Erin Wiese-Reichert
ewiese@normal.org
309-433-3452

101 E. Beaufort St.
Normal, IL 61761

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museum