

FROST
SCIENCE

Camps

Parent Guide

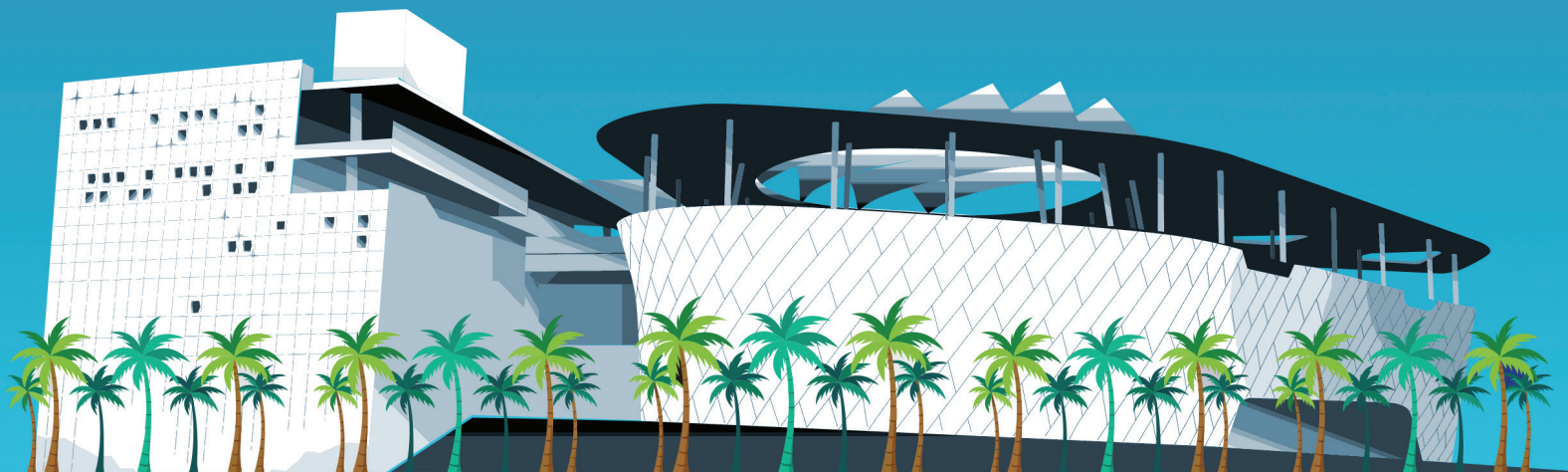


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Pro Camp Parent Tip

Get in touch!
**Camp parents can
call or text camp
leadership at
305-929-3789.**

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Preparing for Camp

CampDoc

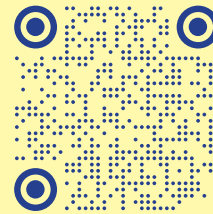
CampDoc is a secure camp management software that securely stores medical information and important authorization forms that you provide on behalf of your camper. Once your CampDoc account is activated, primary parents/guardians must submit all required camp forms and authorizations.

Registration is a two-step process completed online. Registrations are accepted on a first come, first serve basis.

PRO CAMP PARENT TIP



Watch this short video to help you get started on logging in to your account and completing your participant's electronic health forms.



Step

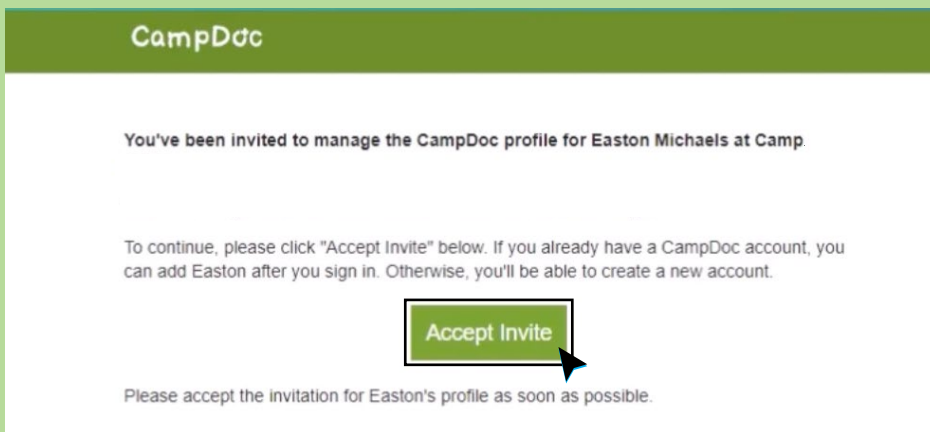
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Register and pay for the Frost Science Camp event through the Frost Science website. Event links can be accessed through the applicable Frost Science Camp webpage. Museum members must be logged into their online membership accounts to receive a discounted rate.

Step

2

Accept the email invite from CampDoc to set up your account and submit all required camp forms and authorization before the start of camp. Click on the green "Accept Invite" link within the email to create your CampDoc account.



Camp Attire

Each registered child will receive two (2) camp t-shirts per week as part of their tuition. All campers are required to wear this camp t-shirt each day for security purposes. Additional shirts are available for sale for \$10 each. Campers should wear shorts or jeans and comfortable closed-toe shoes. We recommend all campers come prepared with layered clothing, including a sweater or jacket, as campers will participate in both indoor and outdoor activities and the building is air-conditioned. Please note that campers may use materials like clay, glue, or paint. They should wear clothing that can get dirty, wet, or messy.



What to Bring

We recommend that you pack the following items for your camper:

- ✓ Refillable water bottle labeled with camper's name
- ✓ Backpack
- ✓ Sunscreen for outdoor activities
- ✓ Change of clothes, if needed (recommended for Lil' Aquanauts and Lil' Astronauts class)

Please keep in mind that campers are responsible for their own personal items. Frost Science makes every reasonable attempt to safeguard campers' possessions. However, the museum will not be held responsible for the loss, destruction, or theft of any personal items your child may bring to camp.

PRO CAMP PARENT TIP

Leave electronics and toys at home. Campers will not be allowed to use any electronics, including but not limited to phones, tablets, or game consoles, during camp hours or after care to ensure the safety of all camper belongings. If camp staff determines that the presence of these items is disruptive to the class, they may be confiscated and held until the end of the day.



Camp Classes

Our campers are separated into groups by age so that they can engage in age-appropriate science activities. Your camper's class is determined during the registration process and cannot be changed. Before arrival, please ensure you registered your child for their correct age group. Parents that accidentally register children for a group that does not correspond with the child's age will be issued a refund. You may then re-register for the correct group if space allows. Campers will have the opportunity to spend time with other classes during lunch, recess, special experiences, and after care.

Our camp groups are:

- ✓ Ages 5-6: Lil' Aquanauts
- ✓ Ages 5-6: Lil' Astronauts
- ✓ Ages 6-7: Jr. Biologists
- ✓ Ages 7-8: Engineers
- ✓ Ages 9-11: Investigators
- ✓ Ages 12-15: Curators-in-Training (CIT)

PRO CAMP PARENT TIP

Your camper cannot change camp classes! Please ensure that you are registering for the same camp class as any friends or family members who are the same age as your camper. We will NOT be able to change classes during the first day of camp.



Drop-off, Pick-up & Parking Procedures

Drop-off Procedures

Campers must be dropped off from 8:30 a.m. – 9:00 a.m., at the Level 5 camp checkpoint located to the right of the guest elevators. For safety reasons, a parent/guardian must accompany their child(ren) to camp check-in. Campers are not allowed to sign themselves in.

Late drop-off

If you arrive late for drop-off, please proceed to the entrance kiosk in the museum's Atrium. Provide the Guest Ambassador your child's name and inform them that they are in the Frost Science camp program. The Guest Ambassador will then contact camp staff so you can complete the check-in process.

Pick-up Procedures

Campers must be picked up between 3:30 p.m. – 5:30 p.m. at the Level 5 camp checkpoint. Parents/guardians must present a photo ID to camp staff at pick-up each day. Campers will ONLY be released to individual(s) who were authorized for pick-up on CampDoc. Once an ID is verified, it will take about 5 minutes for your campers to be brought from their classroom.

Late pick-up policy

Parents/guardians of campers who remain after 5:30 p.m. will be charged \$5 per minute until they are picked up.

Early pick-up

If you arrive early for pick-up, please proceed to the entrance kiosk in the museum's Atrium. Provide the Guest Ambassador your child's name and inform them that they are in the Frost Science camp program. The Guest Ambassador will then contact camp staff so you can complete the check-out process.

Parking Protocol

Temporary parking for camp drop-off and pick-up is located in the bus lanes across from the Museum Park Metromover Station, before the museum garage entrance. If you park in the garage, you will be charged the regular parking fee; we will not provide complimentary parking. Once parked, please leave your car and walk through the Science Plaza to the museum entrance. At the museum's Atrium, take the yellow guest elevators to Level 5 for camper drop-off/pick-up.

PRO CAMP PARENT TIP



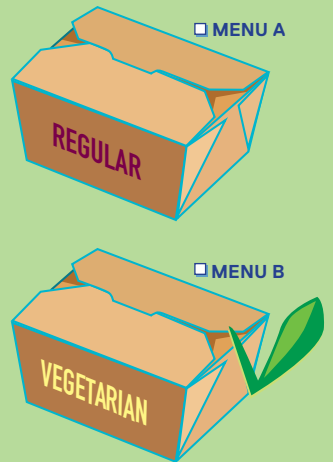
Late pick-up policy

Parents/guardians of campers who remain after 5:30 p.m. will be charged \$5 per minute until they are picked up.

Lunch & Snack

Lunch

All campers have a 30-minute lunch period each camp day. Lunch is INCLUDED in the cost of camp. Parents can choose from a regular lunch menu (Menu A) or a vegetarian lunch menu (Menu B) at the time of registration. We do not offer vegan or kosher menus. A PDF version of our menu is available for viewing and download on the camp webpage, along with a list of allergenic ingredients. We recommend that you bring lunch from home if your camper is allergic to wheat, dairy, eggs or soy. All campers are welcome to bring food from home to supplement their camp lunch and snacks. This food must be nut-free. Should a camper bring a product with nuts to camp, we reserve the right to remove the product from your camper's possession and return it to you at the end of the day. This is for the safety of any campers who are highly allergic to nuts.



Snack

Included in the price of camp registration are three snacks (one in the morning, one in the afternoon, and one during after care) that campers will select from a variety of allergy-sensitive options. Campers may bring their own nut-free snacks from home.

PRO CAMP PARENT TIP

We are a nut-free camp! Food must be nut-free. Should a camper bring a product to camp with nuts, we reserve the right to remove the product from your camper's possession and return it to you at the end of the day. This is for the safety of any campers who are allergic to nuts.



Camper Behavior & Safety

Behavior Policy

Good behavior is a key component to a successful camp experience. To provide all campers with a safe and fun-filled camp experience, it is important that campers exhibit proper behavior and self-control. Campers are expected to respect their instructors, staff, and fellow campers always. During the second step of registration through CampDoc, your camper agrees to abide by the Frost Science Camp Behavior & Disciplinary Policy. Please see below for our Three-Strike Policy:

- 🔹 **Strike 1:** Camper is separated from the situation within their classroom for 5 minutes. Staff will discuss the incident with guardians at pick-up.
- 🔹 **Strike 2:** Camper is separated from the situation for 10 minutes and speaks with the camp administrative staff. Guardians are contacted by telephone.
- 🔹 **Strike 3:** Camper is brought to the museum's administrative offices. Guardian(s) will be contacted for immediate pickup. Campers who cannot go home immediately will be supervised by administrative education staff until the end of the day. Once dismissed, campers will not be allowed to return to Frost Science Camp.

Examples of inappropriate behavior include, but are not limited to hitting, fighting, name calling, foul language, bullying, reckless endangerment, disrespectful actions, and stealing.

Frost Science reserves the right, upon notification of parents/guardians, to dismiss any student for conduct deemed detrimental to the well-being of other students, staff, or to the overall operation of the camp. No refund/credit will be issued if your child is dismissed.

Restroom Expectations

We require all campers be able to independently use the restroom. All campers must be capable of asking to go to the bathroom when needed. All campers must be able to dress and clean themselves independently. There will be set opportunities for campers to use the restroom during the camp day. Campers may also use the restroom at their own request. Campers are expected to use the restroom facilities for personal use only and not to play or socialize. Additionally, campers are expected to respect the restrooms and refrain from throwing paper on the floor, spreading soap on the counters, or playing with the water.

Restroom Policy

When campers are using the museum's restrooms, Frost Science staff will first check the stalls to ensure there are no other adults or museum guests present. Once the restrooms have been cleared, campers will be sent inside in small groups. Frost Science staff will wait outside the restrooms and will not enter the restrooms when campers are using the facilities except in case of an emergency.

Health and Safety

Camper health and safety is an integral part of our camp program. To ensure your camper's safety, our camp staff are trained in CPR and First Aid. If a camper is injured or feels sick during the camp day, camp staff will tend to your camper as needed and contact their parent/guardian as soon as possible.

We ask that all parents who have campers with allergies provide us with all necessary allergy information through required forms on CampDoc. This information will be reviewed by your camper's instructor and teaching aide.

Please note that camp instructors are not permitted to store or administer medications to your camper, with the exception of EpiPens. In the event of an emergency, trained staff will assist with or administer your camper's prescribed EpiPen, as needed. If you have any concerns, reach out to the camp team at camp@frostsscience.org. If your camper must take medication during the camp day, you must inform the camp manager before the program start date. If campers are not able to administer medication on their own, parents/guardians can schedule a time to administer medication to their camper during the day.

In the event of a medical emergency, museum staff will contact emergency medical personnel and then the child's parent or guardian. Based on the medical personnel's assessment, your child may be transported to a local hospital to receive further medical attention. Please note, emergency medical personnel cannot honor requests to bring children to specific hospitals, doctors, or medical establishments.

Accessibility

All Frost Science camps are inclusive, and we welcome individuals with diverse needs. We are proud to share that Frost Science is recognized as an "Autism Friendly Partner" by the Center for Autism and Related Disabilities (CARD) at the University of Miami and Nova Southeastern University. Each classroom is equipped with a sensory backpack containing noise-reducing headphones and sensory toys that can be requested by campers throughout the day. Additionally, camp staff have received training in adapting lessons to accommodate campers with autism and related disabilities.



If preferred, campers can also be accompanied by a Registered Behavior Technician (RBT) during their time at camp. The RBT must present the below before the start of the camp program:

- ✓ A copy of their certification
- ✓ Level 2 background check
- ✓ Photo ID

If the RBT plans to drive and park at the museum, please be aware that there is an \$18 flat rate to enter the museum garage each day.

If possible, please disclose any accessibility needs to the camp team via CampDoc. This information will only be shared with the camp instructor and select camp staff and will be used to ensure that your child has an optimal camp experience.

Camp Photos

By signing your child up for camp, you authorize the Phillip and Patricia Frost Museum of Science to photograph and/or videotape your child for marketing purposes. Please note that these materials will not be sold or loaned and will be used only to promote Frost Science's education programs. If you do not want your child to be photographed for marketing purposes, please note this during the second step of the registration process via CampDoc.

At the end of each week, camp parents/guardians will receive a weekly Camp Newsletter via email with a link to the photos taken at camp that week.

PRO CAMP PARENT TIP

You must complete the photo authorization form on CampDoc to see images of your camper at the end of the week! Camp parents/guardians will receive a weekly Camp Newsletter via email with a link to the photos taken at camp that week. Only campers whose guardians authorize Frost Science to take photos of their camper(s) will be photographed and included in the newsletter.



Severe Weather

Camp classes/activities may take place outdoors or involve outdoor activities. In the case of a heat advisory or thunderstorm, these activities will be relocated to our indoor classrooms.

In case of an emergency, such a fire or severe weather, the safety of all campers will be a priority. Once the camper(s) are safe, and Frost Science's Emergency Action Plan procedure is followed, parents will be notified as quickly as possible using the emergency contact information provided for each camper at registration.

Frost Science Camp Quality Guidelines *(Updated April 2023)*

To provide a program of the utmost quality, Frost Science Camps will abide by the following guidelines:

1. Programs will serve campers 5 years of age and older. Aligning with camper minimum age, Frost Science Camps will comply with Chapter 409.175 and 435 of the Florida Statutes (2022).
2. Each class will maintain a ratio of 1 counselor to 10 campers as supported by the U.S. Health and Human Services Department, Administration for Children and Families, Office of Child Care (OCC) (Ratios and group sizes, 2022).
 - a. Counselors are defined as museum educators, teaching aides, and Education volunteers.
3. Each class will maintain a maximum capacity of 25 campers per classroom as supported by the U.S. Health and Human Services Department, Administration for Children and Families, Office of Child Care (OCC) (Ratios and group sizes, 2022).
 - a. The maximum number of students recommended by the U.S. department is 24 children in one classroom. We have modified this to a maximum of 25 campers because we want our camps to reach as many children as possible but still maintain a safe, high-quality environment with a low student-to- teacher ratio. We cannot have more than 25 campers in our classrooms.
4. Frost Science Camp commits to the following bathroom guidelines:
 - a. Camp staff will ensure that campers are the only users in an intended bathroom by clearing the room beforehand and asking museum guests/staff to use an alternate bathroom.
 - b. Camp staff will provide easily accessible, clean bathrooms at a height usable by children. Platforms are provided if needed.
5. Frost Science Camp management will allow a break period of 30 minutes for minors (age 17 or younger) after 4 hours of work per the American Camp Association guidelines (2022).
 - a. To ensure a healthy environment for both campers and staff, we will require that full-time counselors also receive a 30-minute break and that our staffing model reflects this.
6. In alignment with Florida Department of Children and Families, our staffing model will include the required number of staff with Pediatric CPR and First Aid certification (Childcare Facilities Handbook, 2021).

Youth Protection Guidelines

1. Zero Tolerance Policy Statement:
 - ✔ Our institution maintains a strict zero-tolerance policy against verbal or sexual abuse, and we are committed to taking immediate action against any offenders to ensure a safe and respectful environment for all.

2. No Child Left Alone:

- ✔ We are dedicated to ensuring that no child is left unsupervised at any time by maintaining appropriate staff-to-child ratios and implementing designated pick-up and drop-off areas for children.

3. Appropriate Physical Training for Staff:

- ✔ We require all staff working with minors to undergo mandatory child safety training, including first aid and CPR certification, and to understand the importance of age-appropriate physical contact.

4. Investigation and Follow-up Procedures:

- ✔ Our institution is committed to promptly and thoroughly investigating all allegations of misconduct, taking corrective action when necessary, and providing ongoing support and resources for victims.

5. Reporting to Law Enforcement or Child Protective Services:

- ✔ We adhere to mandatory reporting requirements for suspected abuse or neglect and collaborate with law enforcement or child protective services as required, ensuring all staff are properly trained in reporting procedures and guidelines.

Cancellation Policy

If a student withdraws from a camp for which they are registered two weeks prior to the first day of camp, a museum credit (but no refund) will be given. This credit will be good for one year from the date of issue and may be applied to a Frost Science camp or educational program. If a student withdraws from the camp for which they are registered within two weeks of the first day of camp or during or after the first day, no credit or refund will be issued.

Camps that do not meet minimum enrollment requirements are subject to cancellation. If we must cancel your camp, we will contact you to inform you of other camp or educational program options.

If you register a child under 5 years old, a refund will be issued, and your child's registration will be cancelled.

Meet the Team & Communication



Mikaela Arena

Science Education Manager

Mikaela has worked at Frost Science for three years. She holds a Master of Professional Science degree in Marine Conservation from the University of Miami and has experience in both marine science and informal science education. This will be Mikaela's fourth year of leading science camp. She loves science camp because she gets to provide opportunities to young learners to engage in science in a fun and memorable environment.



Analisa Duran

Knight Senior Director of Science Education

Analisa has 15+ years of experience designing, developing, facilitating and leading science camp experiences. She holds a Ph.D. in science education from Florida International University and a master's degree in fisheries and aquatic sciences from the University of Florida. Analisa has worked at Frost Science for four years. She loves science camp because she gets to see children discover a love of science and explore the natural world through instigations and activities that were created specifically for them at Frost Science.



Michelle Martinez-Bonilla

Museum Educator II and Camp Instructor

Michelle has been on the Frost Science education team for over two years. She holds bachelor's degrees in English writing and rhetoric and in sustainability, both from Florida International University. Michelle has experience working at and designing science camps in Miami as well as in marine conservation. She loves science camp because it gives children of any age an opportunity to engage with different sciences in an exciting and memorable way.

Camp Communication

If you need to communicate with the camp team during the day, you can call or text the camp phone at 305-929-3789 or email camp@frostsscience.org.

Please be advised that the camp team may contact parents/guardians via call or text during the camp day for any the following reasons:

- Behavioral incidents
- Refusing lunch
- Minor injury
- Sadness
- Sickness

Please note that these calls or messages may be sent using the camp phone or a non-local number. If parents/guardians cannot be contacted throughout the day, staff will discuss the incident with guardians at pick-up.

**Pro Camp
Parent Tip**



***Need to contact
us during the camp
day? Call or text
the camp phone at
305-929-3789.***

PHILLIP & PATRICIA FROST MUSEUM OF SCIENCE

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@FROSTSCIENCE



The Phillip and Patricia Frost Museum of Science is supported by the Miami-Dade County Department of Cultural Affairs and the Cultural Affairs Council, the Miami-Dade County Mayor and Board of County Commissioners of Miami-Dade County. This project is supported by the Building Better Communities Bond Program and the City of Miami. Sponsored in part by the State of Florida, Department of State, Division of Arts and Culture, the Florida Council on Arts and Culture, and the National Endowment for the Arts. The museum is accredited by the American Alliance of Museums, is an affiliate of the Smithsonian Institution and a member of the Association of Science and Technology Centers.