



# 2021 WINTER CAMP POLICIES

## COVID-19 POLICIES AND PROCEDURES – UPDATED OCTOBER 29, 2021

- In accordance with other museum policies regarding COVID-19, campers are not required to wear masks or face coverings, however masks are strongly encouraged and welcome.
- By sending your child to summer day camp, you agree to abide by all of the museum’s policies and procedures regarding COVID-19.
- There will be daily temperature checks upon arrival. Campers with a temperature of 100.4 degrees F or higher will not be permitted to attend camp.
- You will receive a Health Screening Form in your pre-camp information email. This form must be turned in at the start of camp. If you answer “yes” to two or more questions, your camper will not be permitted to attend camp. You must fill out a screening form for each child attending camp.
- Camps will have small group sizes. Groups will be distanced from one another as much as possible.
- We have enhanced the cleaning and disinfecting at each camp site.
- There will be frequent hand washing with soap and water, or use of hand sanitizer when soap and water are not readily available.
- We have modified activities and crafts to minimize sharing supplies.
- Museum and camp staff and volunteers will wear face masks and complete daily health screenings.
- If your camper is feeling sick in the morning, please refrain from sending them to camp. If they develop symptoms during the day while at camp, they will be isolated and you will be notified.
- Any changes to this policy will be communicated via our website. Check this page on the Friday before your camp session begins to make sure you have the latest information.

## AMERICAN CAMP ASSOCIATION

Living History Farms’ Day Camp program is accredited by the American Camp Association, the only nationwide organization that accredits all types of organized camps. Living History Farms adheres to ACA policies, procedures, and recommendations regarding COVID-19. We also follow any and all guidelines from the U.S. Centers for Disease Control and Prevention (CDC) and the Iowa Department of Public Health (IDPH).



Disclaimer from American Camp Association: “The COVID-19 Pandemic is ongoing. The novel coronavirus, COVID-19, is an extremely contagious virus that spreads easily through person to person contact. Federal and state officials recommend social distancing as a means to prevent the spread of the virus. COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Participation in this organization’s programs or accessing their facilities could increase this risk. This organization in no way warrants that COVID-19 infection will not occur through participation in our programs or accessing our facilities.”

## REGISTRATION

- Choose the camp you want and sign up.
- Fill out [Participant Info, Health & Consent Form](#) (required)
- Check your email for confirmation of purchase and camp info.

## CANCELLATION & SWITCHING POLICY

- Cancellations must be made in writing to [education@lhf.org](mailto:education@lhf.org).
- Cancellations 10 business days or more prior to the camp will be subject to a 50% cancellation fee.
- Cancellations less than 10 business days prior to the camp will not receive a refund.
- If a camp runs as scheduled, no refund will be given for your absence.
- If the camp is canceled by Living History Farms, registered participants will receive a refund of 100% of their fees.
- If you need to switch the camp you are registered for, you will be assessed a \$25 fee, payable when the switch is made.
- Exceptions will be made for medical necessities.

## PARTICIPANT INFO, HEALTH & CONSENT FORM REQUIRED

- Registration is not complete until we receive a [Participant Info, Health & Consent Form](#).
- Each child registered for camp must have a completed form from a parent or guardian within 5 business days of signing up for camp. Failure to fill out and return the form will result in your registration being canceled.
- Children registered for camp must have the [Participant Info, Health & Consent form](#) completed by a parent or guardian regarding allergies, chronic illnesses, or medications.
- A physical is not required to attend camp.

## MEMBERSHIP DISCOUNT

- To receive the day camp member discount, the child attending camp must be listed on an LHF membership.
- For One Plus One members, the discount applies for one child in the household.
- Any One Plus One memberships with more than one child registered for camp will be asked to upgrade their membership to a Family or Family Plus membership or pay for the non-member rate of camp (per additional child). To upgrade your membership, please call 515-278-5286.
- For Family Plus, Family, Grandparent Plus, and Grandparent memberships, the discount applies only for the children or grandchildren covered under the membership.

## WAIT LIST POLICY

- If a camp is full, you may email [education@lhf.org](mailto:education@lhf.org) to be placed on the wait list.
- If there is enough demand, we may be able to open another session.
- If a spot becomes available, we will contact the first name on the list.
- If we are unable to reach that person within 24 hours, we will go to the second name, and so on.

- You do not need to pay to be placed on the wait list.

## COMMUNICATION

- Communication will come from these official email addresses; be sure to add them to your email contacts so that you receive the necessary emails:
  - General program and registration questions: [education@LHF.org](mailto:education@LHF.org)
  - Day Camp office: [daycamp@LHF.org](mailto:daycamp@LHF.org)
  - Ticketing/receipt questions: [ticketing@LHF.org](mailto:ticketing@LHF.org)
- You will receive an email receipt when you pay for camp. Please make sure you have received this. If you don't, you may have mistyped your email address. Contact us at [education@LHF.org](mailto:education@LHF.org) to correct the email address.
- A pre-camp information email will be sent out approximately two weeks prior to camp.
- This email will be sent to the email address you provide at the time of registration. It is vital that you read and review this email to prepare for camp.
- About one week before, you will receive a phone call from camp staff to review items and answer any questions.

## DROP OFF AND PICK UP; ARRIVING LATE OR LEAVING EARLY

- Please drop off and pick up your child on time each day. We cannot assume responsibility for supervising children outside camp program hours.
- Campers must arrive on time and leave at the scheduled end time. We are unable to escort campers to join their group after camp has begun, and we are unable to escort campers to the pick up area while camp is still in session.
- Need to arrive late or leave early? For full day camps, if you will be unable to drop-off by the start time, you can drop-off your camper at noon. If you need to pick up your camper before the end of the day, you can do so at noon. Please send an email to [daycamp@LHF.org](mailto:daycamp@LHF.org) or call (515)645-9810 to let us know so that we can be prepared. If a half-day camper needs to be dropped off late or picked up early, they will need to miss the day.

## MEDICATIONS

Camp staff are not authorized to dispense medications. They may, however, remind campers when to take medication. Please note any medications on the [Participant Info, Health & Consent Form](#). Only send medication for one day with your camper.

## CAMP BEHAVIOR

Camp is a social situation, and campers are expected to behave appropriately. You may hear us use the term "camp-appropriate." Living History Farms is a Character Counts!® organization. As such, we follow and model the Six Principles of Character: Trustworthiness, Responsibility, Fairness, Caring, Citizenship. We expect all campers to do the same.

Rules are reviewed on the first day of camp. Rules are as follows:

- Have fun!
- Listen and follow directions.
- Participate in camp activities.
- Respect others.
- Respect property.

## **CHILD BEHAVIOR MANAGEMENT**

Counselors work to prevent challenging or disruptive behaviors through environmental design, schedules that meet the needs and abilities of campers, effective transitions, and engaging activities. When a need for correcting behavior arises, one or more of the following measures may be taken:

- Talking to the child and working with the child to find an appropriate solution.
- Making an effort to redirect the child to another activity or expression.
- Offering alternative choices, if such can be offered.
- Removing the child from the group to a quiet space to calm down privately.
- Discussing the problem and possible interventions with parents and camp staff.
- If problems continue and the safety or experience of other campers in the group is at risk, we will ask that the camper be removed from camp. We do not tolerate verbal or physical abuse. We reserve the right to terminate registrations. LHF will make every effort to exhaust all avenues for addressing difficult behaviors in our program.
- Reasons for termination of registration include, but are not limited to:
  - Excessively disruptive behavior by the camper or parent
  - Failure to cooperate with LHF policies
  - Severe behavioral problems which cannot be controlled and may endanger other campers or staff

## **BULLYING**

Bullying is defined as unwanted, aggressive behavior among school-aged children that involves a real or perceived power balance. The behavior is repeated, or has the potential to be repeated over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. We take bullying seriously. If we witness any such cases, parents of both parties will be notified. Continued or severe bullying behavior can result in the bully being expelled from camp.

## **TECHNOLOGY**

Devices such as cell phones and games can be disruptive and divert attention from camp activities. We encourage you to leave these at home. Living History Farms is not responsible for any lost or damaged device.