

PARENT & GUARDIAN SUMMER CAMP GUIDE

Thank you for registering your child for a summer camp at LeMay – America's Car Museum. To prepare for camp, please review the policies below and let us know if you have any questions or concerns ahead of time. We are excited about meeting campers soon and guiding them through a variety of fun and educational activities!

DAILY PREPARATION:

What to Bring/Wear:

- Lunch and 2 small snacks (in a container that does not need refrigeration)
- Comfortable athletic shoes
- Reusable water bottle
- Sunscreen and/or brimmed hat
- All properly labeled medications that will be taken at camp

What NOT to Bring/Wear:

- Valuables that may get lost or damaged
- Items that may cause danger to oneself or others

- Campers are allowed to bring their own cameras.
- Cell phones may be used to take pictures, but otherwise should be placed on silent and stored out of sight during camp activities.
- During check-in each day, campers will receive a nametag and lanyard that identifies them as an ACM camper. Since ACM is a public area, wearing the camp nametag and lanyard is necessary to easily identify campers and ensure that they stay together as a group for their safety.
- Campers will receive a t-shirt that they are encouraged to wear on Friday for an optional group photo.



MORNING DROP-OFF & AFTERNOON PICK-UP PROCEDURES

Where: Level Two

(Banquet Room Entrance)

When:

- Check-in: 9 — 9:15 am
No earlier than 9 am
- Check-out: 4 — 4:15 pm
A late fee of \$10 for every 10 minutes past 4 applies. This fee is applicable for each program day.

Check-in and check-out will occur at the Level Two entrance. When you arrive, there will be a sign on the Plaza Level directing you to take the outdoor stairs down to the Level Two Banquet Room entrance, which is adjacent to the Show Field. Parents/Guardians do not need to pay for parking while picking up or dropping off a camper. Please temporarily park in the main lot as opposed to leaving a vehicle unattended in the fire lane.

Whoever picks up the camper must have a photo ID and be listed as an authorized check-out person on the "Camper Information Form."

CAMP CLOSING CELEBRATION:

On the last day of camp, families are invited to a special event where campers will share what they've learned and made over the course of the week. When arriving for the Camp Closing Ceremony, please enter from the Plaza Level (Level Four) and inform a member of the guest services staff of your parking stall number to receive complimentary parking from 4 — 5 pm.

You're Invited!

What: Camp Closing Ceremony
When: Friday, last day of camp
Program begins at 4:15 pm
Who: Campers and family
Where: Education Studio at ACM
Level One, by Family Zone

Refreshments provided!

CAMPER BEHAVIOR EXPECTATIONS:

At ACM, we strive to create a safe and friendly environment where every participant can enjoy their camp experience. Parents/Guardians are strongly encouraged to note special needs on the "Camper Information Form" so that camp staff and volunteers can provide appropriate accommodations. Behavior that negatively impacts other participants' experiences and/or compromises their safety will not be tolerated. On the first day of camp, we will go over the following expectations:

- Campers should listen and follow directions by camp staff or volunteers.
- Campers should show respect and a positive, non-violent attitude to all fellow campers, staff, and volunteers.
- Campers should keep their hands and feet to themselves at all times. In addition, the personal belongings of others should not be touched without their permission.
- Campers must participate in scheduled camp activities, unless excused (in writing) by a parent/guardian.
- Food, beverages, backpacks, and jackets should remain in an area designated by staff and should not be taken into the Museum galleries.
- Walking feet, inside voices, and eyes only should be used while exploring the museum galleries.

If inappropriate behavior occurs, the camper will review expectations with a camp staff member or volunteer. If the camper continues to make poor choices, then they will meet with the Education Manager to further discuss their actions. The Education Manager will also speak with the parent/guardian. If the camper's behavior continues to be inappropriate after meeting with the Education Manager, then the parent/guardian may be called and asked to pick up the camper immediately. No refunds will be provided for camp activities that are missed due to camper misbehavior.

CAMP REGISTRATION & PAYMENT POLICIES:

Camp registration and payment can be completed online at americascarmuseum.org. The "Camper Information Form," which is also available online must be completed, signed, and returned at least two weeks before the start date of camp. Changes or cancellations must be made in writing at least two weeks in advance of the camp start date to receive a refund. A cancellation fee of \$50 per person per camp will be deducted from the refund amount. Cancellations made less than two weeks in advance will not receive a refund. LeMay - America's Car Museum reserves the right to cancel any camp two weeks prior to the start date due to low registration numbers. In this case, participants will receive a full refund.

HEALTH & SAFETY:

Safety is a main priority for ACM staff. All camp staff and volunteers have passed a state and national criminal history and background check. Additionally, camp staff are trained in First Aid and CPR. In the case of minor injuries, a member of the security department will help treat the camper and file an incident report. This information will be shared with the camper's parent/guardian during that day's pick-up. In the case of a non-life threatening injury, we will make every attempt to contact you as soon as possible before securing and administering treatment. In the case of a medical emergency, we will call 911 immediately and then make every attempt to contact you.

CONTACT INFORMATION FOR CAMP STAFF:

Office Location: 2702 East D Street, Tacoma, WA 98421

Office Phone: 253-779-8490

Office Fax: 253-779-8499

Website: americascarmuseum.org

General Education Email: education@americascarmuseum.org

Debbie Kray, Education Manger

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Carolyn Dunand, Education Coordinator

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