

Welcome to the
DAY CAMP PROGRAM
at the **Wisconsin Historical Museum**

We are very excited to introduce this brand new program. We will be sending out surveys on your experience (as well as surveying your children while they are here). We look forward to your feedback.

This handbook is a reference for you as well as your child. We want your child to have a great time and be completely safe, so please review all of our rules as well as our behavior policy with your child prior to attending the camp. If you have any questions feel free to contact us at **608-264-6557** or at **museumeducation@wisconsinhistory.org**



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RULES FOR CAMPERS

We are very excited to welcome your child to their day camp. To make sure that every camper and visitor to our museum has the best experience possible, we have a few rules.

1. **Show respect to everyone you meet as well as to all of the objects we use during the camp.**
2. **Use appropriate language at all times.**
3. **Keep all hands, feet, head, and other body parts to yourself.**
4. **Participation is expected in all activities. Playing with us makes the camp so much more fun!**
5. **You must stay with your camp leaders. We will also assign each camper a partner; you must always stay with your partner and the group.**
6. **You must always wear shoes.**
7. **We expect cooperation and that you listen to their camp leaders.**

ELECTRONIC DEVICES

If campers bring electronic devices, they must put them away when the camp leader says to do so. Photography is also allowed, but no flash can be used inside the museum. The museum is not responsible for any device that may be lost, stolen, or damaged.

POLICIES AND PROCEDURES

Registration

To register your child(ren) please fill out the registration form and drop it off, mail it, or email it to the Wisconsin Historical Museum at 30 N. Carroll Street, Madison WI, 53703 or museumeducation@wisconsinhistory.org

Day Camp Registration Form

A signed Day Camp Registration Form will be required for each child participating in the day camp.

Payment

A \$25 deposit is required to register. The remaining sum will be due the morning of the camp.

Sign-in/Sign Out

Parents and/or guardians must sign in their child(ren) every morning and sign their child(ren) out each night. This means, you have to come into the museum with your child(ren). We will check your identification when you pick your child(ren) up, so **be sure to bring photo identification.**

Camp Locations

Most of our day camps include a walking field trip to a nearby location. When you sign your child(ren) in, we will give you a detailed itinerary of where we will be going and when.

Camp Hours

The day camp runs from 9 am until 2 pm. We ask that you pick your child(ren) up promptly at 2 pm.



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Emergency pick-up

In case of an emergency, you will have a detailed itinerary. Most of the time we will be in the Wisconsin Historical Museum. Even if we are on a field trip, please call 608-264-6555. Our Office Manager will be able to get in touch with us at all times.

Staff

All of our camp leaders are experienced educators and state employees. We have CPR and First Aid certified staff on site and with your child(ren) at all times.

Weather

If there is inclement weather, our itineraries will be adjusted and we will not take our field trips. Thunder will cancel field trip plans, but a light rain will not.

Possessions

We do not recommend that your child(ren) brings many possessions with them. Lunch boxes will be stored in bins except during lunch and snack times. We also recommend they do not bring electronic devices. Camp leaders will largely ask that these devices not be used and the museum will not be responsible for any lost, stolen, or damaged items.

What to bring

Campers should be appropriately dressed for the weather conditions. We ask the following be supplied by parents as the museum will not supply:

- Close-toed shoes
- Sunscreen
- Refillable water bottle
- One snack and a lunch
- Rain jacket (depending on weather forecast)

Lunch

We will take a lunch break at the museum. Campers will eat what they bring.

Discipline Policy

It is our intention to keep the day camp a pleasant, safe, and secure environment for everyone who participates. Campers are expected to practice the social skills that allow for a fun, comfortable environment for all. If a camper is not behaving in a way that meets expectations of the camp, they will be given a verbal warning and then may face a time out or be held back from participating in an activity. If this takes place, the parent or guardian will be notified when they come to pick up the child.

If a behavior endangers the safety of the others or the child, parents will be called and notified immediately. The child will not be allowed to continue in the camp.

Cancellation Policy

We will accept cancellations up to 72 business hours before the camp begins for a full refund of the \$25 deposit.

If less than three children register for the camp, we will cancel that camp and notify you within 48 business hours. If possible, we will reschedule your child(ren)'s camp. Otherwise, we will refund the deposit.

