



## **POLICIES AND PROCEDURES**

Frontiers of Flight Museum (FOFM) fosters a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, educators, and Museum personnel. The Museum wants all students to have a great experience at their chosen Camp class and expects all parents and students to read and adhere to the policies listed below.

### **GENERAL RULES**

#### **Treat others with respect**

Respect the rights and feelings of all other students, educators, and museum personnel

#### **Conduct yourself in a responsible manner**

Behave in a manner that does not disrupt others

Do not yell, shout at or in any way hurt others

Do not share or trade food - some students may have allergies

Do not use electronic devices such as cell phones or games during class.

Obtain permission from your educator/Museum personnel to use electronic devices at lunch

#### **Have a positive attitude**

Be polite and cooperative

Listen to and follow all instructions from your educator and Museum personnel

#### **Take responsibility for Museum property**

Respect the building, equipment, aircraft and exhibits at the Museum

No food or drinks are allowed outside designated areas (absolutely no food or drinks are allowed in the Flight Simulator Lab).

### **CHILDREN ARE EXPECTED TO FOLLOW ALL RULES AT ALL TIMES.**

If your child is having trouble following rules and/or his or her conduct is disrupting the learning process or safety of others in the class, we will notify you, and work with you to help alleviate the problem. The Museum reserves the right to dismiss students from camp at any time due to behavioral problems. If this occurs, any tuition paid for time not attended will be refunded. If a child accidentally or intentionally damages, destroys, or otherwise harms Museum property or the property of another child or person, you may be required to pay for the repair or replacement of the item(s).

### **HEALTH AND SPECIAL NEEDS**

The health and safety of our guests is always our first priority. The Museum has extensive health and safety procedures and staff training in place every year. This, in light of COVID-19, FOFM Camp has updated these procedures extensively, informed by current recommendations from local, state, federal health officials, agencies, and authorities, including CDC guidelines.

### **SOCIAL DISTANCING AND CROWD LIMITATIONS**

- Reducing the number of campers per classroom to a maximum of 12.
- No more than one camper per classroom table.
- Only campers and staff will be allowed in the classrooms. Sign In and Sign Out with ID checks will be conducted outside the classrooms.

### **CLEANING AND SANITIZATION**

- Upon entering and exiting the Museum, all campers must wash or sanitize their hands.

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- Campers will wash or sanitize their hands often throughout the day especially before returning to the classroom from exhibit hall tours or bathroom trips.
- All non-vaccinated staff who engage with campers will wear face masks.
- All non-vaccinated campers will be required to wear a face mask. Campers that are vaccinated are recommended to wear mask but not required.
- The Museum has installed more hand sanitizing stations and has heightened cleaning protocols, including frequent environmental cleaning and disinfection of “high-touch” door handles, elevators, and restrooms.
- Classrooms will be cleaned and sanitized each day.
- Campers will have an assigned seat and space in the classroom.
- Campers will have their own set of basic materials for the week. Campers will be encouraged not to share personal supplies.

## ILLNESS

- The temperature of all campers will be measured at drop-off before entering the Museum and being signed-in; any camper exhibiting a fever of 100.4 or above will be sent home with their parent or guardian.
- We will send all children belonging to a family home if any child in that family exhibits a fever of 100.4 or above.
- The temperature of all employees will also be measured before entering the Museum; any employees exhibiting a fever of 100.4 or above will be sent home.
- Do not send your child to camp if they have any symptoms associated with the COVID-19 infection, a confirmed case of the COVID-19 infection, an exposure to the COVID-19 infection (as defined by CDC guidelines), a suspected case of the COVID-19 infection, or traveled internationally within the 14-day period preceding the particular camp.
- If a camper becomes ill with symptoms associated with the COVID-19 infection during the camp day, the Camp Coordinator will contact their parent or guardian and the child and any other camper belonging to that family will be sent home with their parent or guardian.
- If a camper is sent home with symptoms associated with the COVID-19 infection and that camper does not get evaluated by a medical professional and tested for COVID-19, the child is assumed to have COVID-19 and the child cannot return to camp until they have met the following criteria: at least 3 days (72 hours) have passed since recovery (resolution of fever above 100.4 without the use of fever reducing medications); and the child has improvement in symptoms; and at least 14 days have passed since symptoms first appeared.
- If a camper is sent home with symptoms associated with the COVID-19 infection and that camper does get evaluated by a medical professional and tests positive for COVID-19, the child cannot return to camp until they have met the following criteria: at least 3 days (72 hours) have passes since recovery (resolution of fever above 100.4 without the use of fever-reducing medications); and the child has improvement in symptoms; and at least 14 days have passed since symptoms first appeared.
- If we are notified of a camper, or staff member with confirmed case of the COVID-19 infection, the Camp Coordinator will notify families that day via email. According to the State Texas Health Protocols the following are possible symptoms of COVID-19:
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain

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- Headache
  - Sore Throat
  - Loss of taste or smell
  - Diarrhea
  - Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit.
- We record attendance each day, so please call or email us if your child will not be attending camp because of illness or other reasons.
  - In the event your child becomes ill at the Museum or has an accident that requires a doctor's attention, we will notify you immediately. If you cannot be reached, we will call the individual(s) listed on your Waiver/Release Form. For the comfort and wellness of your child, we will expect you to pick your child up within one hour of that call.
  - If a child has an accident that causes a scrape, small cut, bump, etc., we will take care of it and notify you when you pick up your child or by phone or email the same day.

### **SPECIAL NEEDS AND MEDICATIONS**

The Museum is happy to accommodate children with limited special needs. In order for us to be able to help your child have an enjoyable experience in our programs, we ask that you notify us of your child's needs prior to the start of camp. Please notify us of any allergies, accessibility concerns, behavioral, psychological, or emotional conditions, or other special needs. If your child has a severe allergy and is susceptible to anaphylactic shock, you are required to provide epinephrine (adrenaline) injections to the camp staff. Some (not all) of our staff are trained in CPR/First Aid and the use of "epi" pens, so please notify us beforehand so we may make appropriate arrangements. While we hope to offer these camps to as wide a range of children as possible, it is not possible for us to offer one-on-one care. Camp staff is NOT allowed to administer any medication to children; if your child needs to take medication it must be taken before or after camp, or they must take it themselves.

### **PICK-UP AND DROP-OFF PROCEDURES**

- At drop-off and pick-up you will be required to sign your child in and out. Museum staff will not release students to anyone other than who is specified on registration paperwork.
- Photo identification is **required** at pick-up each day.
- Camp drop-off begins at 8:30am and pick-up begins at 2:45pm. Please have your child(ren) picked up by 3:45pm at the latest.

### **LUNCH AND SNACKS**

Lunch and snacks will not be provided by the Museum, though lunch time and at least one snack time are scheduled into each day. Parents and guardians are responsible for providing a small snack(s) and a nutritious, full lunch for their child(ren) each day. Label all food and other personal items with your child's name. Please make sure all food items do not need refrigeration or microwave heating. Please send a reusable water bottle to keep your child hydrated throughout the day.