

Great Explorations Play Days Policies and Procedures

2017 Parent Handbook

Hello and welcome to Great Explorations 2017 Summer Play Days! I am very excited you and your child have chosen to spend a part of your summer with us. Our most important priorities are your child's safety and providing a quality experience. With new themes and activities we will strive to make this summer a memorable one for both you and your child!

At Great Explorations our mission is to stimulate learning through creativity, play and exploration. Throughout the summer, we will provide children with opportunities for learning and exploration in a relaxed, fun and playful environment.

Please read through the information below and contact me if you have additional questions about this program. I'm very much looking forward to seeing familiar faces and meeting new ones this summer! Thank you again for choosing Great Explorations Children's Museum - "where St. Pete comes to learn and play"!

Lauren Leavine
Assistant Director of Education
lleavine@greatex.org
727.821.8992 ext. 226
Cell: 727.831.1150

Table of Content

- I. Injuries at Summer Play Days
- II. Illness Policy
- III. Medication Policy
- IV. Emergency Closing Procedures
- V. Evacuation
- VI. Sign In and Out
- VII. Discipline Policy
- VIII. Outside Toys
- IX. Appropriate Attire
- X. Communication Board
- XI. Snacks
- XII. Gift Shop
- XIII. Movies at Play Days
- XIV. Adult to Child Ratios
- XV. Parent Communication

Injuries during Play Days

While we take great care in ensuring that children are safe, children at play may have accidents. Great Explorations Play Days program has the following procedures in the event of an injury:

- An accident report will be filled out for children who have been injured. The original form should be signed by the parent and left with the Play Days Teacher.
- In most cases, parents will not need to remove their child and will be informed of the incident at pick up.
- Should an injury occur which requires medical attention; the parents will be notified immediately. If necessary, staff will contact EMS.

Illness Policy

We use our best judgment to determine when children are ill. Please remember that we are not pediatricians and are not permitted to diagnose; we use our best judgement based on symptoms.

If the following occur, parents should keep their child at home or remove their child as soon as possible from camp:

- A temperature over 100 degrees or
- Any other factor indicating illness.

If a child complains of feeling ill, has a fever, or shows symptoms of illness parents will be notified that they must remove their child for the remainder of the day. Children who were sent home must be vomit, diarrhea, and fever-free for 24 hours **without** medication prior to re-entry.

Medication Policy

If your child requires medication during the day please speak with the Play Days Director regarding necessary paperwork and instruction for administration of medication prior to beginning Play Days camp. The Director and Teacher will administer epi-pens and inhalers in case of emergency. Epi-pens, medication and inhalers require signed documentation before they will be accepted.

Emergency Closing Procedures

Great Explorations Educational Programs follow the Pinellas County School Board's policies for closing of our Play Days, Camp and Preschool Programs. When possible, parents will be alerted about closing at pick-up the day prior. If an unexpected Emergency Closing occurs due to severe weather, parents can find out by calling the Great Explorations main phone line (727.821.8992). An automated recording will alert parents if Preschool, Play Days and Summer Camp programs are closed. Please note that the museum may stay open for guests accompanying their children even when Great Explorations Programs have closed.

Evacuations

In the unlikely event that emergency personnel require evacuation of Great Explorations Children's Museum, a sign will be posted on the doors of the museum and The Play Days Director will contact guardians by phone.

Sign In & Out

Sign In:

- 1) Before 10:00 a.m., parents enter the museum through the lobby doors labeled "Emergency Exit Only". After 10:00 a.m. parents will enter the museum through the Gift Shop entrance.
- 2) Parents must accompany their child to drop off personal items in the museum classroom before signing their child in with the Play Days Teacher.

Sign Out:

- 1) Parents enter the museum through the Gift Shop entrance of the museum, please make the gift shop staff aware of the purpose for your visit and confirm the location of your child's group before entering the museum.
- 2) Any adult picking up a child **MUST show a picture I.D. and be on the pick-up list for the child. No Exceptions.** Parents can add names to the child's pick-up list during morning drop-off any day of the week.

Late Pick Up:

- 1) For any child picked up after 12:30 p.m., we reserve the right to charge **\$5.00** for every minute after 12:30. The child will not be allowed to return to camp until the late pick-up fee is paid.

Discipline Policy

Our discipline policy follows the practice of "social learning through guidance". Teachers and the Director view negative behaviors as opportunities to teach children constructive and effective ways to cope and work with others. Our goal is to teach responsibility through conflict resolution.

Play Days Teachers will abide by the following procedures for handling discipline:

- Teachers will give personal verbal correction and re-direct the child into an appropriate behavior at the first incident.
- If the behavior does not resolve, the Play Days Teacher will talk with the child outside of the classroom or away from the group. The Play Days Director will be notified, as will the parent/guardian at pick-up.
- If the same misbehavior continues the Play Days Teacher will notify the Director, who will remove the child from the activity for a limited amount of time. The Director will speak with the child and return the child to their group once the child appears calm and able to participate safely with peers. The Play Days Teacher will fill out a Behavioral Concern Form, which will be given to the parent/guardian at pick-up. The form must be returned when the child returns the following day.
- If the attitude and actions of the child have not shown improvement and the misbehavior, disruption, or disrespect continues, the Director will be notified immediately and the child will be dismissed from camp for the remainder of the day, week, or possibly for the summer.
- We want your child to be successful here. Please detail anything we can do to help your child on the Camp Enrollment Record form.

Great Explorations Play Days Program reserves the right to withdraw a child at any time should extreme behavior occur, or should the Play Days Director determine that the environment is not appropriate for the child's needs.

No refunds will be given for missed days regardless of circumstance.

Outside Toys

We have plenty of activities to keep your little one busy for the time they are with us each day. Please keep outside toys at home where they are safe from getting lost or left behind. Please note we are unable to lock up personal items throughout the day. If you choose to send your child to camp with toys, money, or electronics you do so at your own risk.

Great Explorations is not responsible for lost, stolen, or damaged items.

Appropriate Attire

Parents should send their child in play clothes since spills and messes during art projects are inevitable. We make every attempt to protect children's clothes from being ruined, however, occasionally paint

and other products may find their way onto clothes and be difficult to remove. Great Explorations cannot accept responsibility for damage done by art supplies or other craft activities.

To ensure the safety of all students, we require all children to wear close-toed, rubber-soled shoes. Sandals, flip flops, boots, slippers and dress shoes are not appropriate attire for our program.

Communication Board

Great Explorations will utilize a "Communication Board" to notify parents of important Play Days information. The Communication Board will be located in the lobby between the Museum Gift Shop entrance and the "Emergency Exit Only" double doors. It will be used to notify parents of the location of the Play Days group throughout the day.

Snack Time

Great Explorations will provide snack around 10:00 a.m. daily, typical snacks include goldfish crackers, graham crackers and animal crackers. Water is always available; however we would encourage you to send your child with their own water bottle to drink throughout the day. If you would like to provide your own snack for your child you are welcome to do so. If you wish to pack your child juice or milk in addition to a water bottle you may do so, however no soft drinks are allowed.

Gift Shop

Children will not be allowed to go into the gift shop for beverage or merchandise purchases. Please do not send your child to Play Days with money as there is no place for them to spend it during the day.

Movies

In rare circumstances "Magic School Bus" or a similar "G" rated movies may be used if outdoor time is canceled due to inclement weather. Movies will be appropriate for all ages attending the program.

Play Days Ratios

Great Explorations maintains a ratio of 1 staff member to every 9 children. At times, a counselor will be in the classroom with more than 9 children, but never more than 15 children. This happens in situations when one counselor is taking a child to the restroom, preparing materials for an activity, or on break. Florida Licensing requires ratios of 1:15 for children who are 3 years old.

Parent Communication

If parents have questions or concerns at any time they should contact the Play Days Director, Lauren Leavine, Monday - Friday at 727.821.8992 x226 or lleavine@greatex.org.

If the Play Days Director is not available to answer questions or discuss pertinent information at drop-off or pick-up, a face-to-face meeting can be scheduled.

Please save these numbers to your phone, as we will utilize them to contact you if needed while your child is attending Summer Play Days.

Museum phone: 727.821.8992

Play Days Cell Phone: 727.831.1150