



SACRED HEART UNIVERSITY'S
DISCOVERY
SCIENCE CENTER & PLANETARIUM

STEAM SUMMER INFORMATION & POLICIES

JUNE 24 - AUGUST 9 2024



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WHAT IS ON OFFER?

Welcome to the 2024 Sacred Heart University's Discovery Science Center Summer Program! We're excited that you have decided to join us for one or more sessions this summer. If you have any additional questions after reading this information, please feel to contact us.

Important Contact Information

Shannon Moss, Director of Education, education@shudiscovery.org, 203-416-3566

Katherine Alfaro, Summer Behavior Specialist, kalfaro@shudiscovery.org, 203-416-3558

Pia McMahon, Education Coordinator pmcmahon@shudiscovery.org 203-416-3567

Our summer programs are on offer for K- 8th Grade from 9:00am until 2:30pm, Monday through Friday.

We also offer morning extended care from 8:30am - 9:00am for an early drop off, as well as 2:30pm - 5:30pm in the evening. Extended care is an additional fee.

Week	Date	Theme
1	June 24 - June 29	Archaeology & Geology
2	July 1 - July 5 (no July 4)	Art & Design
3	July 8 - July 12	Crazy Chemistry
4	July 15 - July 19	Space & Astronomy
5	July 22- July 26	We're Only Human
6	July 29 - August 2	Engineering
7	August 5 - August 9	Save our Planet

PROGRAM OFFERINGS

Group Entering Grade	Brainiacs K & 1st Grade	Adventurers 2nd & 3rd Grade	Voyagers 4th & 5th Grade	Trailblazers 6th, 7th & 8th Grade
Date	Member: \$380 Non Member: \$450	Member: \$380 Non Member: \$450	Member: \$380 Non Member: \$450	Member: \$380 Non Member: \$450
June 24 - June 28	Dino - Roars	Dig it Up	Archaeology Rocks	Into the Unknown!
July 1 - July 5 (no program July 4th, enter coupon code Jul424)	Mini Makers	Crafty Kids	Maker Faire	Game Master
July 8 - July 12	Chemistry Creations	Kitchen Chemistry	Chemistry Matters	Forensic Chemistry
July 15 - July 19	I want to be an Astronaut	Space Awaits	Space Explorers	Senior Space Academy
July 22- July 26	Mini Med School	Med School	Brain Waves	Diagnose Me!
July 29 - August 2	Junior Builders	Junior Engineers	Wonders of the World	Coasters in Motion
August 5 - August 9	Recycle This!	Rescue, Recycle, Repeat	Em(power)ed Youth	Never Refuse to Reuse

PRICING

WEEKLY PROGRAM COST

MEMBER

\$ 380

Program from 9:00am - 2:30pm, 5 days per week. Cost is per week.

WEEKLY PROGRAM COST

NON-MEMBER

\$ 450

Program from 9:00am - 2:30pm, 5 days per week. Cost is per week.

EXTENDED CARE

EARLY DROP OFF

\$ 50

Early drop off from 8:30am - 9:00am only. Cost per week for 5 days.

EXTENDED CARE

ALL DAY

\$ 125

Early drop off from 8:30am - 9am and afternoon extended care from 2:30pm - 5:30pm included. Cost per week for 5 days.

Available Add-Ons

Monday - Friday Meal Plan

\$60 per week

Includes packed lunch with drink. Dietary and allergy friendly options available.

Pizza Friday Meal Plan Only

\$15 per week

Includes pizza, veggies, dip, drink and cookies.

Discounts

Discounts are available for the following participants:

STEM Accelerators Program Participants

Mighty STEM Girls Participants

Employees of Sacred Heart University

Military

Siblings - 5% off with code 2NDCHILD24

Family Membership for Discovery starts at \$140, if you are booking multiple weeks it pays to be a member!



THINGS TO KNOW

Drop Off/Sign In

All Program Participants (regardless of program) need to report to the cafeteria to be signed in each day. They must be accompanied by a parent or guardian over the age of 18 every day, unless the student is over 16 and drives themselves. Please do not send a rideshare service to drop off your child. Participants who arrive late should check in at the front desk of the Science Center. A counselor from their program will be called to pick up late arrivals. In order not to interrupt the activities that are taking place, we ask that no late participants be taken directly to classrooms.

Early drop-off is available only with extended care purchase, and opens at 8:30am.

What to Bring

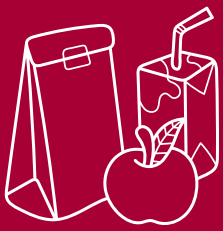
- Water Bottles
- Peanut/Tree Nut Free Lunch for K-8 (includes peanut butter, Nutella and Uncrustables)
- Peanut/Tree Nut Free Snack (two snacks for Extended Care participants)
- Sunscreen/Hat
- Spare set of clothing in a labeled plastic bag - required for Brainiacs and Adventurers
- Clothing that can be manipulated by the child independently to use the restroom.

What Not to Bring

- Hand-held Electronics (iPods, Video Games, etc...)
- Personal toys/games
- Draw string pants or other clothing your child cannot manipulate by themselves
- **DUE TO ALLERGY CONCERNS, ITEMS CONTAINING TREE NUTS, PEANUTS AND ITEMS PROCESSED IN A PEANUT/TREE NUT FACILITY ARE NOT ALLOWED.** This includes items that are labeled as “may contain” these allergens, or in a facility that uses shared equipment.

The Science Center is not responsible for the loss of or damage to any items participants choose to bring from home.

* Please contact us if you have any concerns and wish to confirm a lunch item is suitable.



LUNCH

Participants should make sure that they bring an adequate lunch from home if they are enrolled in grades K-8. Vending machines are not available for participant use. Refrigeration and microwaves are not available. Please do not send a delivery service to bring lunch/snack to your child. Participants in our programs eat snack/lunch in the cafeteria or at our outdoor picnic area, weather and schedule dependent.

As a reminder, no peanut or tree nut products or items are allowed. We are committed to providing a tree nut- and peanut-free environment for all of our students, and we ask for your support in maintaining this standard. Please remember that even if your child does not have allergies, there are other students in their classes who may.

Please note that though we operate under the honor system for this policy, we reserve the right to remove food products known to be unsafe if they are brought out and identified during snack or lunch. These snacks will be returned to your child at the end of the day for consumption outside of our summer programs.

Please check all ingredients and warnings on packing thoroughly; even if a food says it does not contain nuts or nut products, anything that says it “may contain” these products or is processed or manufactured on shared equipment will not be permitted. If children accidentally bring in any items that contain nuts, they will be separated from their group for snack and/or lunch. Below, please see our list of common snacks that are not suitable for our programs:

- Nature’s Valley Granola Bars
 - Snyder’s Pretzels
 - Ritz cracker sandwiches
- YoCrunch Yogurt with M&Ms
- Chewy Granola Bars Nutella
 - Uncrustables

* Please contact us if you have any concerns and wish to confirm a lunch item is suitable.



ALLERGIES & MEDICATION

Although we strive to provide a peanut-free and tree nut-free environment for all students, we cannot guarantee complete protection from cross-contamination. The Science Center is open to the public and all public spaces may be subject to visitors bringing in outside food and drink. If your child has a severe allergy, please call us to discuss potential accommodations before registering.

If your child requires any kind of emergency medication (EpiPen, asthma inhaler), please provide this medication labeled with their first and last name. Program staff will collect these medications from the adult who drops off each participant daily. Please do not put medications in your child's bag.

Emergency medications will remain with dedicated staff members who will be with the children throughout the day. Medications will be returned to you at the end of each program day and must be brought back each morning.

Any other medications you wish to provide your child will not be administered during the program day. Only emergency medications may be provided to program staff. Participants will not be permitted to administer their own medication. Should your child require other medications, a parent/guardian will need to come to the Science Center and administer the medication.

IMPORTANT: IF YOUR CHILD HAS AN ALLERGY, PLEASE BE SURE TO ADD THIS INFORMATION TO THE PARTICIPANT'S CAMPDOC ACCOUNT.



EXTENDED DAY

Extended Care is available to all participants for an additional fee.

Extended Day includes morning and afternoon extended hours. Extended Day is available for grades K-8 at a flat rate of \$125.00/child per 1 week session, regardless of the number of hours used. No daily discount is available. Extended care morning only is available from 8:30am to 9:00am, and all day options from 2:30pm to 5:30pm for all K-8 programs. Children participating in Extended Day will participate in games, science activities and science center exploration. Due to the limited amount of spaces and staffing requirements Extended Day must be booked and paid in advance, as an additional add on through camp doc.

Extended Care Dismissal

Children who are in extended care CANNOT be picked up from outside or in the general science center area. Parents and guardians who arrive prior to 5:20pm should report to the main desk and ask that their child be paged for dismissal. Regular dismissal will be at 5:30pm from the lobby.



PICK UP PROCEDURES

PLEASE NOTE: PROGRAM STAFF WILL ASK THE AUTHORIZED PICK UP PERSON TO SHOW IDENTIFICATION DAILY. EVEN IF THE SAME PERSON IS PICKING UP/DROPPING OFF DAILY.

In order to provide a safe environment for all our participants, any person picking up a child from programs will be asked by program staff to show identification daily. **Only adults listed on the child's contact form with written, advance permission will be allowed to pick up that child.**

Changes made over the phone will not be accepted. Any student who drives themselves to programs must have advance written permission from their parent/guardian to leave campus by themselves if they are under the age of 18, and they will not be permitted to leave until programs dismiss at 5:30pm. Please do not send a rideshare service to pick up children.

All 2:30 and 5:30 Dismissals – All children who are being dismissed between 2:00-2:30 will be dismissed from the cafeteria; all children who are being dismissed between 5:00-5:30 will be dismissed from the main lobby. In order for the process to move smoothly, parents/guardians are asked to remain in the front lobby until 2:00 for grades K-8. **All participants must be signed out by a parent/guardian or an adult who is listed on the contact sheet. Changes made over the phone will not be accepted. Students are not permitted to leave the pickup area until the adult arrives and cannot be picked up from the parking area.**

Early Dismissals - If it becomes necessary for your child to be dismissed early, please inform program staff in writing via email or note on the day of the early dismissal. When you arrive to pick your child up, inform the staff at the front desk, and program staff will deliver the student to the reception area. Please arrive a few minutes early to allow for your child to be packed up and dismissed from class. Due to the activity level at the end of each class, we request that early dismissals be picked up at least 30 minutes prior to the end of the program day.

Late Pick-Ups

Please contact the Science Center at 203-416-3564 if you are unavoidably delayed. Children who are not picked up within 15 minutes of the end of their program (after 2:45) will be placed in Extended Day, and a fee of \$25/child for each incidence. The \$25 late pick-up fee also applies to late pick-up at 5:30pm. This fee is added to your camp doc account and cannot be paid in cash at the time of pick up.



ADDITIONAL POLICIES

Illness

In order to provide the best possible experience to all of our program participants, we ask that sick children be kept at home. If a sick child is present during programs, the contact person on their registration form will be called to pick them up. If a student is out for 3 consecutive days of a specific session, the family may be offered the option of enrolling the student in another session (space permitting). A doctor's note may be required. COVID-19 Policies – Any questions, concerns, or exposures can be sent to education@shudiscovery.org or call 203-416-3566. COVID-19 policies are subject to change based on CDC and state guidelines. Any changes will be communicated in writing when they are implemented.

The Discovery Science Center strongly encourages all eligible individuals to receive a COVID-19 vaccine.

Students and staff will be asked to stay home on any day if they:

- Have any COVID-19 symptoms
- Have been diagnosed with COVID-19
- Are waiting for COVID-19 test results

Frequent hand-washing breaks will be available and strongly encouraged, and spare face masks will be available to all students and staff who need to replace their mask for any reason. Alcohol-based hand sanitizer meeting CDC and state guidelines for use will be made available under supervision if hand-washing with soap and water is ever not possible.

All Science Center surfaces will be cleaned daily, with frequently-touched surfaces cleaned additionally throughout the day. If you know your child or anyone in your household has been exposed, you must notify the Science Center as soon as possible.

Refunds

Each weekly program includes a \$100.00 non-refundable deposit per child (\$25.00 non-refundable deposit per child for extended day). Refunds will be issued only if notice of cancellation is received more than 1 week in advance of first day of session. There will be a \$25 processing fee to switch sessions. Placement in alternate sessions is not guaranteed and is subject to availability. An optional, third-party cancellation protection plan is available for purchase at the time of registration that may provide refunds after the cutoff date. There will be a non-refundable deposit of \$20 for the meal plan as well.



ADDITIONAL POLICIES

Dress Code

We ask that children wear comfortable clothing and we highly recommend dressing in layers. Please remember that children will be in classrooms in the science center, and outside each day (weather permitting). Please remember that being a scientist can be a messy job, and dress your child in clothing that can get dirty. Open toed shoes, sandals, slides, flip-flops and Crocs are not allowed. If your child is wearing unsafe shoes, they may be prohibited from participating in certain program activities. Participation problems due to shoe safety concerns will not be available for refund. Clothing must be such that a child can use the restroom independently.

If you feel your child may require a change of clothes at any point during the program week, please send a labeled change of clothes with your child on the first day of their program participation. Clothing will remain in your child's bag unless it is needed. Brainiacs and Adventurers are required to bring a full change of clothes (including undergarments). Students should be bathroom trained and able to change their own clothing if necessary.

Behavior Contract

A behavior contract must be reviewed and signed by the parent/guardian of each participant in the program. All children in grades 2 and up are required to sign the behavior contract as well. A child cannot start the program without a signed behavior contract.



BEHAVIORAL AGREEMENT

Discovery Science Center Behavior Policy

The Discovery Science Center Behavior Policy needs to be signed and returned before the start of your child's program.

The Discovery Science Center is committed to providing all participants in our summer programs with an educational, safe, and fun experience. The following policy outlines what behaviors are considered inappropriate at our summer program and what behavior management techniques and consequences will result from unacceptable behavior.

Please review the following information with your child:

Examples of unacceptable behavior at the Discovery Science Center Summer Program include but are not limited to:

- Not following program rules or a staff member's directions, particularly safety instructions
- Disrupting programs
- Using inappropriate language (such as racial/ethnic slurs, swearing)
- Bullying and threatening
- Physical violence of any kind
- Mistreatment of property or equipment
- Stealing
- Biting

We believe that all children deserve a chance to change problematic behaviors with guidance from both our staff and support from their parents/guardians at home. We utilize behavior management techniques such as time outs, behavioral contracting, and daily reports from staff, and communications with their parents/guardians.

Other behaviors, in addition to those listed above, may also be deemed inappropriate. Inappropriate behaviors, either continued or a one-time event, will be reviewed by the program director and may result in more stringent measures, including separation from the group, suspension or expulsion from the program.

In the event that these more forceful actions need to be taken, no refund will be issued. Should your child be excused from one session, they will be excused from all other sessions during the summer and no refund will be issued.

Be assured that this policy will be implemented fairly with the goal of providing your child with a quality experience this summer at the Discovery Science Center. Feel free to call us with any questions or concerns.



BEHAVIORAL AGREEMENT

Discovery Science Center Behavior Policy

The Discovery Science Center Behavior Policy needs to be signed and returned before the start of your child's program.

I have received, read, and understand the following policies:

- Drop-off and pickup procedures including proof of identification and late pickup fees
- Extended Day availability and pricing
- Allergy and medication information
- Peanut-free and tree nut-free lunch and snack requirements
- Illness policy and COVID-19 policies
- Refund policy
- Behavior policy
- Dress code policy

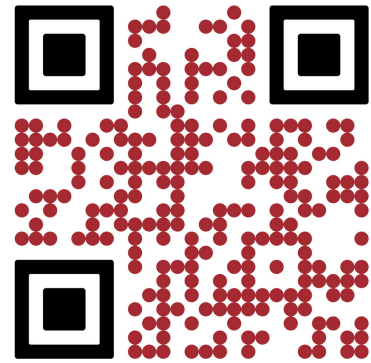
Signature of Parent/Guardian:

Signature of Participant:



HOW TO SIGN UP

- To sign up for Discovery Science Center and Planetarium Summer Programs:
- Visit our website, shudiscovery.org and select 'Summer Programs @ Discovery' under the "Learn" tab.
- Click the link under Summer Programs and you will be redirected to CampDoc, a third party website we use for registration and forms.
- You can also copy and paste this link into your browser:
- <http://app.campdoc.com/register/discoveryscience>
- If you don't already have an account, you will be asked to create one and then you will be asked to create a profile for each child you are registering.
- You will then go into the registration tab, select the appropriate rising grade (grade your child will be in Fall of 2024), and then select the weeks you would like to enroll in.
- At this point, you will be asked to put in any coupon codes you are eligible for. If you are a Discovery member, member of the military, a STEM Accelerator or Mighty STEM student, you must email education@shudiscovery.org to obtain your coupon code.
- Once you've put in all applicable codes, you will be asked to pay in full to register for your spot. You will then have access to your child's profile where we ask that you fill out every section with as much detail as possible. Please note your spot is not reserved until we have received payment for tuition.
- If you experience any issues with CampDoc, please contact CampDoc support for any technological issues with the software. They can be reached at support@campdoc.com or 734-619-8300.
- If you have any questions regarding policies or programs, please email education@shudiscovery.org
- Please be sure to make a note of your log in details and password for CampDoc.



SCAN ME

