



Welcome to the SHU Discovery Science Center and Planetarium Vacation Programs! We're excited that you have decided to join us. If you have any additional questions after reading this information, please feel to contact us.

Important Contact Information

Sarah Tropp-Pacelli, Director of Education and Strategy, education@shudiscovery.org, 203-416-3531

Michelle Lewis, Director of Community Science, mlewis@shudiscovery.org, 203-416-3565

Katherine Alfaro, Reservations Administrator, kalfaro@shudiscovery.org, 203-416-3558

Program Schedules

Full Day programs run 9:00am to 2:30pm. Extended care includes early drop-off starting at 8:30am and late pickup ending at 5:30pm.

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.** Participants who arrive late should check in at the front desk of the Science Center. A staff member 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 (such as 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

What Not to Bring

- Hand-held Electronics (iPods, Video Games, etc...)
- Personal toys/games
- Clothing items that your child cannot manipulate themselves for bathroom needs
- **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.

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Allergies and Medications

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.

Lunch/Snacks

Participants should make sure that they bring an adequate lunch from home if they are enrolled in grades K-8. Lunch time will NOT be available for grades 9-12, but snack time will be given. Vending machines are not available for participant use. Refrigeration and microwaves are not available. 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 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. 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

While this list contains several of our more commonly mistaken snacks, it is by no means exhaustive. We thank you for your diligence in helping us keep all of our children safe.

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Extended Day

Extended Day includes morning and afternoon extended hours. Extended Day is available at a flat rate of \$25.00/child per 1 day program, regardless of the number of hours used. Extended care is available from 8:30am to 9:00am, and from 2:30pm to 5:30pm for all K-6 programs. Children participating in Extended Day will participate in games, science activities and science center exploration. Due to the limited amount of space and staffing requirements Extended Day must be booked and paid in advance.

Pick Up

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.

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 science center main lobby. In order for the process to move smoothly, parents/guardians are asked to remain in the front lobby until 2:00. 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 Sarah Tropp-Pacelli 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.

Extended Day 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.

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 will be assessed to be paid at time of pick-up. The \$25 late pick-up fee also applies to late pick-up at 5:30pm as well (arrival after 5:45).**

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.**

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COVID-19 Policies – Any questions, concerns, or exposures can be sent to education@shudiscovery.org or call 203-416-3531. 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. **We strongly encourage all students and staff to wear face masks.**

Outdoor activities will be planned when possible, and eating outdoors will take place whenever the weather permits.

Anyone with a temperature above 100 degrees Fahrenheit will not be permitted to attend programs until they have remained fever-free for at least 24 hours without the assistance of fever-reducing medication. If any participant or staff member develops a fever or other symptoms during their time at the science center, they will be put into isolation and their contact person will be called to pick them up.

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
- Have been exposed to anyone with symptoms OR a confirmed or suspected case if unvaccinated

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. Water fountains will not be available for student or staff use, but a bottle-filling station is available for reusable water bottles brought from home. Students will be provided with individual sets of supplies whenever possible, and dedicated supplies will be kept for each student from day to day to reduce shared touchpoints.

If you know your child or anyone in your household has been exposed, you must notify the Science Center as soon as possible. In the event that any contact tracing concerns arise, impacted parties will be required to quarantine at home or provide a negative PCR test.

Refunds

Each program includes a \$20.00 non-refundable deposit per child (\$10.00 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.

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Behavior Contract

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

Dress Code

We ask that children wear comfortable clothing. Please remember that children will be in classrooms in the science center, and may go outside (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.

If you feel your child may require a change of clothes at any point during the program, 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.

Please make sure that your child has clothing (and spare clothing) that they are able to move in and are able to use the restroom unassisted.