



Camps and Workshops at KiDiMu

2024 Family Handbook



Play is the child's most natural form of expression



301 Ravine Lane NE
Bainbridge Island, Washington

www.kidimu.org

Philosophy

Play is essential throughout our lives and a fundamental building block in early childhood. We believe every child should have access to playful learning experiences and a right to safe, secure environments to help them thrive. Our camp programming specifically caters to children as young as three to provide a spectrum of developmentally appropriate experiences centered around play that foster and nurture their development.

Policies & Procedures

We have made every attempt to create a comprehensive handbook to support our families. If amendments and changes are made to the policies and procedures, families will receive an electronic copy of an updated document. Please note the date at the bottom of each page when referencing future versions. Throughout this handbook, Kids Discovery Museum and KiDiMu are used interchangeably.

Arrival and Dismissal

Please adhere closely to the arrival and dismissal times outlined for the camp or workshop your child is registered. Program/camp check-in begins ten minutes before the start of each session and pick-up/d dismissal is at the designated time. We will only release program participants to those caretakers listed on their registration forms and we will confirm names with proof of identification if the need arises. We reserve the right to bill for chronic late departures at the rate of \$15 per 15 minutes after the indicated dismissal time.

Parking

We are located in the active Island Gateway Plaza. We share driveways and parking with our neighbors. For arrival and departure, please utilize one of two options to assist us in a smooth transition for your child. We may have limited parking available in the front of the building on any given day, particularly at dismissal. For that reason, we ask parents who can park behind the building to do so and walk down to our entrance using the path. This will allow parents of multiple children in their vehicle to utilize the parking in front of the museum and drop off/pick up more easily.

Dress Code

Please dress your child in clothes that allow for free movement and play and that your child can undo snaps, zippers, and buttons independently. Children should wear closed-toed shoes and dress in weather-appropriate attire to spend time outdoors.

Lunch, Snack, and Water Bottles

Children should bring their snack/lunch and filled water bottle to camp each day. Children will not have access to a refrigerator or a microwave, so plan accordingly to use a thermos for hot food and ice packs for cold food. If your child has a severe food allergy, we will notify all parents before camps begin to ask children to avoid bringing that food item to camp. We cannot guarantee your child will not come into contact with that item and we will create an emergency care plan with you. As a universal precaution, please **do not include peanuts** in the food you send with your child.

Enrollment

KiDiMu opens enrollment for school break, after-school, and one day workshops 2–6 weeks in advance of programming and summer camp enrollment begins on February 24, 2024 for our member families. The enrollment registration system has changed in 2024 and the museum will utilize Active Network as its registrar software. For camp registration, priority is given to current museum members, including Museum For All member families, then opens to the public shortly thereafter. Camp registration dates and other information will be updated via our website and newsletters in January 2024.

Children enrolling in our camps and workshops must be 3 years of age before the start of the program they are enrolling and fully able to use the toilet independently.

Non-Discrimination Policy

KiDiMu admits children of any race, color, gender, sexual orientation, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational or admission policies.

Withdrawal and Refund Policy - Workshops

We recognize that circumstances arise that require withdrawal from our programs and our program cancellation policies have been updated to best allow for successful programming and the sustainability of our organization. Registrations can be canceled within 48 hours for a full refund. Participants canceling after 48 hours and up until 28 days before the start of a workshop or program are eligible to a refund of program fees paid, minus 25%. No refunds will be given to withdrawals made less than 28 days of the start of a program or workshop. Exceptions do occur and will be at the discretion of the executive director.

Withdrawal and Refund Policy - Summer Camps

Summer camp withdrawal policies vary from our workshop and programs. Registrations can be canceled within 48 hours for a full refund. Participants canceling after 48 hours and until June 1, 2024 are eligible to a refund of camp program fees paid, minus 25%. No refunds will be given to withdrawals made after June 1, 2024. Exceptions do occur and will be at the discretion of the executive director.

Cancellation Policy

All programs, camps, workshops or programs can be changed or cancelled by Kids Discovery Museum without notice. If KiDiMu cancels a fee-based program, the participant will be issued a credit to be used towards another session, membership, or museum purchase. Credit is valid for 12 months towards a future program or service (including membership renewal). Upon written request via web form, a refund will be provided to the original form of payment. Alternatively, a family can request their credit be converted to a tax-deductible donation to KiDiMu and a donation receipt will be provided.

No refunds or credits will be provided if a program is canceled due to events outside of KiDiMu's control (i.e. weather, environmental hazard, civil emergency, state-mandated closures, etc.).

Inclement Weather Policy

Inclement weather is inevitable. We will do our best to alert families via text and email by 6:30am the day of a potential cancellation. Typically, we will follow the cancellation decisions of Bainbridge Island School District as well as Kitsap County safety measures and precautions. Due to our program time, we will only cancel and not have delayed starts. In the event of a power outage, we are required to cease programming and you will be contacted to pick up your child.

Volunteers

Kids Discovery Museum volunteers are a near and dear asset to our community. At times, volunteers will be present during your child's school day either assisting in the program or assisting with other mission critical projects within our museum. Volunteers participate in a comprehensive training program and we run background checks on all our volunteers.

Health and Wellness

We recognize that children will experience an array of symptoms that may or may not be contagious at any given point; however, we ask that you follow the below medical guidelines in determining if your child should attend school.

Please **do not** send your child to camp if they have:

- **Cough** (not related to seasonal allergies): A persistent cough. Conditions may be contagious and may require treatment from your health care provider. A child or staff may return when the cough is not present.
- **Runny nose** (not related to seasonal allergies): Persistent nasal discharge. Conditions may be contagious and may require treatment from your health care provider. A child may return when the discharge is not present.
- **Sore throat:** Sore throat or loss of voice, especially with a fever or swollen glands in the neck. A child may return when symptoms are gone or they have been on antibiotics for 24 hours, if diagnosed with a condition such as strep throat.
- **A fever** (an oral temperature of 100.4 degrees Fahrenheit or higher). A fever is a common symptom when it occurs with sore throat, an earache, nausea, listlessness or a rash. You **MUST** keep your child home during the course of a fever - and for an additional 24 hours after the fever has passed without the use of fever reducing medication.
- **Vomiting** during the night or more than twice in the past 24 hours.
- **Diarrhea** during the night or more than twice in the past 24 hours.
- **Bacterial Conjunctivitis, or Pink Eye** (Must have been taking an antibiotic for at least 24 hours before returning to school.)
- **Ear Infection** (Must have been taking an antibiotic for at least 24 hours before returning to school.)
- A bothersome body **rash**, especially with fever and/or itching that spreads quickly and has open, weeping wounds.