



Dear Parents

Thank you for enrolling your child in camp at Maine Discovery Museum. Please read the following information carefully. We are happy to answer any questions you have so please do not hesitate to contact us.

Please fill out and return a copy of the *Camp Medical & Permission* form prior to the start of camp.

**Payment and refund policies:**

- Your child's camp is confirmed upon receipt of payment.
- Your membership must be active at the start date of camp to receive the **member discount**.
- **There are no refunds for last minute cancellations.**
- If the museum receives at two weeks' notice, credit will be applied to a future program.
- A late pick-up fee of \$5/ each quarter hour will be added to your account if you arrive late for pick-up.



During winter and spring vacation camps children may sign up by the day or for the week.

- A \$50 deposit per camp/per child is required to reserve your spot
- Full payment is due two weeks before the start of camp.

Summer Camp registration is by the week only.

- A \$50 deposit per camp/per child is required to reserve your spot
- Full payment is due two weeks before the start of camp.

**Drop-off/Pick-up:**

- **Full day camps run from 8am-4:00pm.**
- Children can be dropped off as **early as 7:45am**
- You must come into the museum to sign your child in/out with a staff member.
- We cannot assume responsibility for children dropped off outside the museum and will not send children out of the museum without a parent/guardian.
- If any person other than the custodial parent/guardian is picking up a child you must send ahead a written note. We may ask for picture I.D. from unfamiliar persons picking up children. We will not release children to anyone under the age of 18.
- Child absent or late? Please call (207)262-7200 and speak to a camp teacher or manager.
- **Camp ends at 4pm with pick up from 3:30pm-4pm.** If you are going to be late picking up please let us know as soon as possible, (207)262-7200. There will be a 5 minute grace period, after which parents will be charged a **late fee** of \$5.00 per quarter hour late.



**Dress:**

- Please dress your child appropriately: old clothes for painting activities, a sweatshirt, comfortable, safe shoes and **please put your child's name on all belongings.**

**Food:**

- MDM will provide a morning snack. Please pack a cold lunch and afternoon snack.





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mainediscoverymuseum.org  
P (207)262-7200  
F (207)947-6281

- We will make reasonable efforts to accommodate children with food allergies but prefer you provide all meals in case of life-threatening allergies.
- **Please don't send food containing peanut butter or any other nut products.**



**Staff:**

- Our camp staff are teachers with specific training in art, science and early childhood education.
- All camp teachers are finger printed and background checked
- We encourage you to take the time to meet your camp teachers and ask them any questions you have.
- **We can't provide one-on-one supervision.**

**More:**

- Should we have to cancel a camp day due to inclement weather, insufficient enrollment or any other emergency situation; we will make every effort to notify you as soon as possible.
- Leave toys, games, trading cards, cell phones, money etc. at home.
- If your child is showing signs of illness, please keep him/her home. **Children may not attend camp with a fever of 100 degrees Fahrenheit or higher and must be fever-free for 24 hours before returning to camp.**



**If you have questions please contact us (207)262-7200.**