

Camps and Workshops Handbook and Registration The Museum of Aviation, Warner Robins, GA. 31099



The Museum of Aviation Education Department Programs are packed with challenging, interactive, hands-on activities led by our enthusiastic staff. The purpose of this parent handbook/guidelines is to ensure all participants have an enjoyable experience.

Enrollment: Enrollments are limited and prior registration is required.

Payment: Please send payment along with completed Registration Forms to ensure enrollment.

Refund Policy: Cancellations accepted and refunds are made up to 3 weeks prior to start date. (Less the Deposit)

Hours: Camp and Workshop hours are from 9am-12noon. Please do not drop off students prior to 9AM as teachers are preparing for the day. Parents are welcome at all times. It is very important that your participant arrives and is picked up on time. All participants must be picked up no later than 15 minutes after the program ends. Pick-up after this time will result in a late fee of \$1 per minute per child. Late fee must be paid at the time of pick-up.

Sign-In and Sign-Out: Participants may be signed in and out by the same adult each day without photo ID. Otherwise only adults listed on the "authorized pick-up list" section of the Registration Form with photo ID will be permitted to pick-up your participant. Please be sure to include anyone that you may want or need to pick-up your participant on the Camp Registration Form.

Emergency Contacts: Emergency contacts information must be completed as part of your participant's registration packet. Should any numbers or contacts change, please update your participant's registration form immediately.

Personal Items: Participants should not bring toys, electronic devices or unsecured personal items.

Camp Dress: Participants will be most comfortable in appropriate shorts, t-shirts and sneakers. Please be aware that some activities involve messy materials.

Safety: Our campus is a public facility with many aircraft on display. Participants must follow all proper safety instructions.

Medication: We have a **NO MEDICATION** policy. Exceptions may be made for life sustaining medication. If accepted, a consent form must be filled out and put on file.

Discipline Policy: Staff and parent/guardian communication is encouraged to resolve issues quickly. However, if a participant is disrespectful to other participants, staff and/or property, or does not follow the rules, the Museum of Aviation reserves the right to remove participant without refund.

Staff and Volunteers: All Instructors are currently employed by the Museum of Aviation. All volunteers and Assistant Instructors are of ages 16 years and older. All instructors and volunteers receive training prior to the first day of camp.

Diets: We have a limited ability to accommodate special diet requests. **We must be aware of any food allergies in advance.**

Museum of Aviation Camps and Workshops Registration Form

Name of Participant: _____ Age: _____

Name of Parent/Legal Guardian: _____

Current Grade Level _____

Address: _____

City _____ State _____ Zip _____

Phone: (h) _____ (c) _____ (w) _____

E-Mail Address _____

List individuals you give permission to pick-up your child. Your child will not be released to anyone not listed below. Those listed will be required to show a picture ID.

Authorized Pick-Up List

<u>Name</u>	<u>Relationship</u>
_____	_____
_____	_____
_____	_____

Emergency Contacts (Please List 2)

Name _____ Relationship _____

Phone #1 _____ Phone #2 _____

Name _____ Relationship _____

Phone #1 _____ Phone #2 _____

Camps I would like to attend:

I give Permission for my child to be photographed and use the photograph in any publicity related to the Museum of Aviation. (Initial) _____

Payment

Total Amount Due: \$ _____ **Amount Enclosed:** \$ _____ **Ck#:** _____

Please call the office (478-926-5558) or bring in your credit card information.

Museum of Aviation Camp Medical Form

Name of Participant: _____

Name of Parent/Legal Guardian: _____

List Present Medications:

Medicine	Taken For
_____	_____
_____	_____

Should your child be restricted from any activity? If so, please list. _____

_____ Medication Administration: The Museum of Aviation has a **NO MEDICATION** Administration Policy. If your child requires a life sustaining medication a Consent form for administration of medication must be completed by parent/legal guardian and given to the Education Director for approval.. The Museum of Aviation has the right to refuse to accept medication and/or refuse to administer medication. If accepted all medication must be in original packaging and labeled indicating dosage prescribed by physician, this includes over the counter medications.

_____ If child has suffered a serious accident or illness within the past twelve months or is subject to a more serious health condition or if there is any question about activity restriction, at the discretion of the Education Director further information or specific Registration to participate in activities may be required for which the doctor may be contacted and a written physician consent obtained. The staff and volunteers may not be qualified to care for some special needs therefore further services evaluation may be necessary for care to be provided. Reasonable accommodations that do not alter Museum of Aviation’s program may be made.

_____ In the event my child suffers any illness or accident requiring emergency treatment while involved in any Museum of Aviation activity, I hereby give Permission for any necessary hospitalization, medication, or surgery on recommendation of medical personnel, in which case all such expenses shall be paid by me except where covered by board accident insurance policy. In the event of sickness or accident, I waive all claims against volunteers, staff, Museum of Aviation Board Members, or operators of the Museum of Aviation or its agents that may arise from participation in the activities of the Museum of Aviation.

Please state any additional information we may need to be aware of. If your child has special needs, please let us know in order to help our staff handle those needs.

RELEASE AND WAIVER OF LIABILITY

The undersigned hereby acknowledges that Participation in recreational activities involves inherent risks of physical injury, illness, or loss of personal property and assumes all such risk. The undersigned hereby agrees that for the sole consideration of The Museum of Aviation Flight & Technology Center, allowing the participant in programs for which or in connection with which the center has sponsored or made available any equipment, facilities, grounds or personnel for such programs or activities, the undersigned does hereby release and forever discharge The Museum of Aviation Flight & Technology Center, its members, officers, agents, and employees for all claims.

Parent/Legal Guardian Signature

Date

Please Mail Registration Forms to:
Museum of Aviation Education Department
P.O. Box 2469
Warner Robins, GA 31099

DISCIPLINE POLICY

We are excited to have your child attend our camps and workshops at the Museum of Aviation. Our goal is to provide an atmosphere that is safe and fun both physically and emotionally for everyone. Our staff will make every effort to design their program in a way that sets every child up for success. Most children will make mistakes at times but improve their behavior if they are reminded. Occasionally, however, a child continues to misbehave and actions have to be taken. If a participant does not follow the rules or is disrespectful to Instructors or other participants, the following actions will be taken. As it relates to discipline the Museum of Aviation subscribes to the "3 strikes policy."

Strike One – The Instructor will talk with the student about his/her behavior and document the situation in the log book. Participant will be encouraged to make a better choice. Participant will continue to be involved in the program. Instructors will make every effort to make sure participant is engaged in a way that sets him/her up for success.

Strike Two – The Instructor will talk with the student about his/her behavior and document the situation in the log book. The Instructor will notify the Program Director. Program Director and Instructor will talk with the participant about his/her behavior. Participant will be given time to think about how he/she is going to make better choices. The Program Director will contact parents and a plan will be developed to ensure an improvement in the level of respect/discipline the participant is showing.

Strike Three – The Instructor will talk with the student about his/her behavior and document the situation in the log book. The Camp Instructor will notify the Program Director of the situation. The student will be removed from the class and the Program Director will contact the parent/guardian to discuss further attendance. Depending on the situation, the student may be expelled. There is no refund if a student is expelled.

In addition, there are certain situations for which a "**No Tolerance Policy**" is in effect. Based on the desire to operate the Museum of Aviation activities in such a way that all participants, instructors, and members of the community enjoy their time at the Museum and are kept as safe as possible, there are certain behaviors that will not be tolerated. The behaviors not accepted: bullying, fighting, profanity and bringing weapons or any type of dangerous objects.

Any child who needs special attention or who has behavioral disorders must have notations made on the emergency form. A behavior action plan must be made available. This will help the Instructors better attend to the individual needs of the child.

General Classroom Rules

1. Camp Instructors are in charge at all times.
2. Students will respect peers and adults.
3. Students must not leave the classroom without an adult.
4. Students must keep hands to themselves at all times.
5. Students must report all injuries to Instructors.
6. Students must always walk inside the buildings.
7. Students should not bring items/toys unless requested by Instructors.
8. Students must keep workspaces orderly.
9. Instructors will initiate the Time-Out symbol to refocus the students in the classroom.
10. Students must always follow the rules and have fun!

I understand and agree with the discipline policy in place and the above steps of disciplinary action. I agree to take part in the steps necessary to ensure the welfare of my child.

Parent/Guardian Signature

Date

Participant Signature

Date