



Participant Eligibility

Spring Break STEAM Experience is for children ages 8 – 11 years.

Activities include a variety of hands-on, immersive activities and experiences based on space science, technology, engineering, art and math (STEAM). During **Spring Break STEAM Experience**, participants may be required to stand; walk; sit; use hands and fingers to complete activities and to handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; hear instructions; talk to communicate with others; utilize near-distance, far-distance and peripheral vision and depth perception; taste; and/or smell.

Spring Break STEAM Experience does not discriminate based on race, color, national origin, sex, or disability. We are dedicated to supporting the Americans with Disabilities Act. If your child requires special accommodations for participation, please let us know ahead of time.

Session Date, Time & Location

Spring Break STEAM Experience will be four full days from March 25 to March 28, 2019, from 9:00 a.m. to 4:00 p.m. It will be held at the Space Foundation Discovery Center located at 4425 Arrowswest Drive, Colorado Springs, CO 80907.

Dress Code

Spring Break STEAM Experience participants will be given an Explore Space Experience t-shirt to wear over the four days. If you would like more than one t-shirt, you can purchase one at cost. Any other clothing should not have inappropriate language or images. Participants must wear tennis shoes or other sturdy shoes which encase the entire foot. **Shirt, shoes, pants are REQUIRED.**

Lunch and Snacks

Parents must provide child attending the **Spring Break STEAM Experience**, a non-perishable lunch, snacks and a bottled water each day. Please mark all containers clearly, with full names. **Please note:** no outside beverages allowed except during allotted lunch and snack times.

In case of sensitive allergies: Please remind your child to not share their lunch or snack items with others.

Restroom Procedures

All participants will be escorted to and from the restrooms, and the restrooms will be checked regularly for safety and security purposes.

Medications

A child may self-administer prescription medication only if his/her parent has provided the Space Foundation with a completed and signed "Permission and Waiver to Self-Administer Medication" form. The form is required and can be found on the last page of the Program Guide. **Please fill out one form per child, forms that list multiple children or are missing information will not be accepted.**

Check In/Out

The Spring Break STEAM Experience does not allow for early drop off or late pick of any participant.

Blue Hallway in the back of the Space Gallery

Check-in: Come in with child and sign/date each morning

Check out- Come in- ID required and sign/date each evening

Only a parent or those listed as the Emergency Contact may pick up a child (must be 18 years or older). If a parent desires that their child leave with someone who is not listed as an emergency contact, the parent must supply written permission. Please keep the Emergency Contact/Pick-Up Authorization updated so that the **Spring Break STEAM Experience** staff can immediately reach the appropriate person(s).

Sessions dismissed promptly at 4:00 p.m.

A late pick up fee of \$1.00 per minute per child is strictly enforced with a \$25 minimum per occurrence.

Please call the Space Foundation if you will be late, fees still apply. 719.576.8000

If a child is not picked up on time:

- 1) The parents will be called at home, work, and cell numbers provided. If the parent cannot get to the Space Foundation within a reasonable length of time, the staff and parent will discuss who will come to pick up the child.
- 2) If no contact is made with a parent, staff will start to call the emergency contacts immediately to pick up the child.
- 3) If the parents and the emergency contacts cannot be reached, the Space Foundation Child Safety Lead will be called.
- 4) If all of the above steps have been exhausted and approximately one hour or more has passed, the staff will then call the local law enforcement for assistance in locating the parents.

Injuries, Illnesses and Accidents

Parents will be notified in the event of an emergency, injury, or sickness requiring medical attention. Several Space Foundation staff in the building are Adult and Pediatric First Aid, CPR, AED certified. If your child becomes sick or injured, you or your designated emergency contact person will be notified at once. If, in the opinion of the staff, your child appears to be feverish or contagious as to warrant concern, your child will be isolated. You or your designated emergency person will be asked to pick up your child immediately. In case of life-or-limb threatening situation, emergency services will be called. In case a parent needs to notify us of an emergency occurring while child is in attendance, please contact our main desk at 719.576.8000 or 800.691.4000.

Emergency Procedures

As required by the Department of Human Services, both Fire and Tornado drills may be conducted and recorded on a regular basis. All staff members are familiar with the location of the fire extinguishers, smoke detectors, pull stations and emergency exits throughout the facility. In the event of a fire emergency, the priority of the staff members is to ensure the safe exit of all program participants. In the event of a tornado all staff members and participants must sit on the floor against an interior wall away from any windows. Caution will be taken concerning overhead hazards that might fall from the ceiling. Staff members will make every effort to keep the participants safe and calm until they receive an all clear.

Discipline

Our staff members consider it their responsibility to curtail problems at any time. Adequate supervision is provided to redirect participants and provide suggestions before a problem occurs.

Appropriate social behavior is required for all programs and facility use. Participants are encouraged to act in a way that will not hurt another person physically, mentally or emotionally. A participant may be asked to withdraw from a class or program, or leave the facility if behavior does not comply with the Museum Rules and Regulations. There will be no reimbursement if child is removed for disciplinary problems

Email: SFDReservations@spacefoundation.org

Call: 719.576.8000 or 1.800.691.4000

Discovery Center Rules and Regulations

All are expected to follow the Rules and Regulations which are available for reference at:

<http://www.discoverspace.org/about/discovery-center-rules-and-regulations>

To ensure all children have an enjoyable **Spring Break STEAM Experience**, please take the time to share this information with your child.

Child Safety Policy

A PDF version of our policy is available at: www.discoverspace.org/explorespace

Reporting of Child Abuse and Neglect

Colorado State Law requires that all caregivers observing child abuse or neglect, or conditions which may result in abuse or neglect, must immediately report suspicions to the Department of Human Services. In the event that a staff member observes abuse, neglect or conditions that would result in wrongdoing to the child, the staff member is required by law to report this observation to the Space Foundation Child Safety Lead. If the observation appears to be valid, the Space Foundation Child Safety Lead will report the observation to the Department of Human Services and/or the local law enforcement agency.

Complaints

If you have a concern about the **Spring Break STEAM Experience** program or staff at any time, please notify:

Space Foundation Child Safety Lead

Shelli Brunswick

Chief Operating Officer

1.719.576.8000 or 1.800.691.4000

Availability of Inspection

As part of meeting the requirements of the Department of Human Services, inspection reports are kept onsite and will be made available upon request.

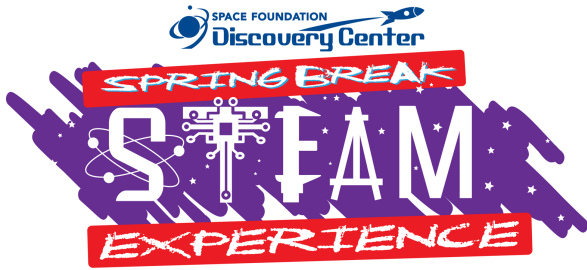
Cancellation Policy

100% refund for cancellations made more than 30 days in advance of program start date. No refund for cancellations within the 30 days leading up to the program start date.

Please note, if we don't reach a required number of students by February 28, 2019, the Space Foundation reserves the right to cancel the event. A full refund will be given.

Email: SFDReservations@spacefoundation.org

Call: 719.576.8000 or 1.800.691.4000



Space Foundation Child Safety Lead
 Shelli Brunswick
 1.719.576.8000 or 1.800.691.4000

Permission and Waiver to Self-Administer Medication (if applicable)

NOTE: ALL MEDICATION MUST BE IN ORIGINAL CONTAINER WITH PHARMACY LABEL.

I, _____, the Parent/Guardian of _____

(Please print parent names clearly)

give permission to the staff of the Spring Break STEAM Experience to allow my child to self-administer:

Medication Name	Dose(s)	Time(s)	Quantity Supplied	Dispensing and Storage Instructions	Possible Side Effects
1)					
2)					
3)					

I understand that it is my responsibility to give the medication directly to a Space Foundation staff conducting the **Spring Break STEAM Experience** in original prescription bottles. I further understand that it is my responsibility to provide a satisfactory storage container. *i.e.*, a portable cooler for insulin. In all cases, medication dispensing can only be changed or modified by completing another Permission and Waiver to Self-Administer Medication Form. I hereby acknowledge that the information provided for the dispensing of medication for my child is accurate. I also understand that it is my responsibility to inform the Space Foundation of any changes in the dispensing of medication. I understand that if it is necessary for my child to take medication, or to allow my child to self-administer medication, during the **Spring Break STEAM Experience** program, I recognize and acknowledge that there are certain risks of physical injury in connection with the self-administration by my child. Such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services. In consideration of the Space Foundation allowing my child to self-administer medication, I do hereby fully release or discharge the Space Foundation and its employees from any and all claims from injuries, damages, and losses I or my child may have (or accrue to me and my child), arising out of, or in any way associated with the self-administered medication.

Parent/Guardian Signature:

Date: