

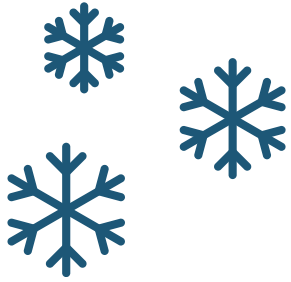
2023

# Winter Camp

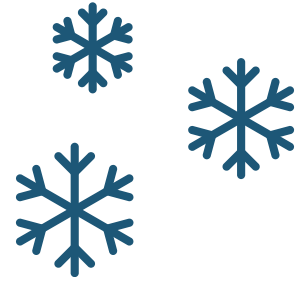


OPERATIONS  
GUIDE

SANTA FE  
CHILDREN'S  
MUSEUM



# 2023 WINTER CAMP OPERATIONS GUIDE



Last Updated: 12/1/23

This 2023 Winter Camp Operations Guide is provided to you as a resource. It's important for us to communicate our response to the COVID-19 pandemic, and share our efforts to care for your child's health and safety.

Santa Fe Children's Museum is CDC-compliant and since March 2020 has made changes to keep you, your family, and our staff safe and healthy. Some of the new operations include encouraging staff, interns and volunteers to be vaccinated, being outdoors as much as possible during programs and camps, adjustments to exhibit availability, upgrades to our HVAC system, and the purchase of new hospital-grade air purification systems.

As of February 17, 2022, New Mexico does not require face masks in all indoor spaces. This policy applies to our guests, staff, and volunteers. However, everyone may continue to wear a mask to protect themselves and others from getting COVID-19. If you feel more comfortable with your child wearing a mask, that is ok! Masks must be provided from home.

We will continue to monitor and modify all recommendations to ensure that all visitors have a comfortable experience at the Santa Fe Children's Museum. At the heart of all the policies of SFCM is abiding by the mission to keep all of your campers and staff as equitably healthy and safe.

We remain committed to delivering a fun and educational camp experience for all!

# EXPLORATIONS

Campers will be enchanted by our weekly themes and educated through art, science, and play each day! Featuring the return of the Stargazer planetarium, new projects, and enhanced exhibits to explore!

The jam-packed program includes STEAM activities led by our experienced museum educators, special private playtimes both inside and out, and special guests!

Drop Off: 8:45 am – 9:15 am

Pick-Up: 3 pm – 3:15 pm

1

**WEEK 1: Winter Wizard Explorers**

December 18th – 22nd

Enter the magical world of wizardry! Create a cloak, attend an alchemist's academy, engineer enchanted crystal soaps and make a real wand that floats! + Featuring Special Guest Professor Sprout from the Santa Fe Botanical Garden and a private screening of "How to Tame Your Dragon" at the CCA movie theater!

2

**WEEK 2: ARCTIC ANIMAL ADVENTURE**

December 27th – 29th

Wander into the wintery wild for three days of frozen fun! Craft a polar creature, come face-to-face with live animals from New Mexico Wildlife Center, fill your belly at a fireside feast, and excavate ice to unearth arctic artifacts!

WEEK

# Communication Prior to Camp



- The 2023 Winter Explorers Camp Operations Guide is provided via [santafechildrensmuseum.org](http://santafechildrensmuseum.org) and email.
- The final page of this guide must be signed and turned in on the first day your child attends camp.
- Questions? Email [programs@santafechildrensmuseum.org](mailto:programs@santafechildrensmuseum.org) or call (505) 795-3722

## Camp Refund Policy

All registrations canceled two weeks or more prior to the week of the camp start date will receive a refund minus the \$100 deposit. Cancellations within one week of the camp start date will only be refunded, minus the \$100 deposit, if the camper's spot can be filled from the waitlist.

The same cancellation policy is in effect for campers on a full or partial scholarship, however, the non-refundable deposit is \$25

Contact us at [programs@santafechildrensmuseum.org](mailto:programs@santafechildrensmuseum.org) to request a camp refund.



# Drop Off & Pickup



- Only one adult may walk children in for drop-off.
- Please respect distance between families entering.
- A delayed start time may be deemed necessary in the event of inclement weather. If so, families will be notified via email and text message.
- Parents will drop off through the Museum main entrance between 8:45 am – 9 am. Parents must escort their camper into the building and sign them in each day.
- Parents will pick up campers from our Sculpture Garden located in front of our Museum Office Entrance. (Due to tentative construction, we are unable to use the same exit procedure as in previous years.) Campers who stay for Aftercare are to be picked up using the main entrance and sign out through the front desk.

## Aftercare and Late Fees

- \$15 per day/per camper (\$12 per day/per camper for additional sibling)
- Available daily from 3 pm – 5 pm
- Any camper not picked up by 5:30 pm, will incur an additional \$1 per minute late fee.
- Families picking up children from aftercare will use the Main Entrance. Give your child's name to the Front Desk and make any needed payments. Your child will be walked forward by a camp staff or Youth Mentor.

# Campers

- Campers may be ages 5-9 (\*Must be potty trained\*)
- Each child will be provided their own individual supplies to complete projects and a selection of toys to use for the week. Supplies will not be shared outside of camp.
- Campers will receive a Health and Safety Orientation as part of the curriculum every first day of camp.
- Campers who repeatedly do not respect any of our camp policies, will have their parent/guardian called and may be dismissed from camp.

## Materials & Personal Property

- Filtered water will be available.
- No use of microwave will be permitted.
- Please label all personal items, jackets, hats, lunchboxes, etc. with the camper's name.
- Children will spend time outdoors and classroom temperatures can fluctuate, so please dress in layers.
- Kids getting creative can get messy, please dress accordingly.
- No electronics, please. Any valuable toys or items should be left at home. SFCM is not responsible for lost, stolen, or broken items brought from home.



# STRUCTURE



- 16 children: 1 adult ratio. 1 Youth Mentor per every 4 campers.
- Children will be in the same group and with the same staff member and youth mentor each day
- Mask-wearing regulations for campers will follow that of students in Santa Fe Public Schools. At this time, the Santa Fe Children's Museum highly encourages mask-wearing for all, but it will be optional for campers, staff, and Youth Mentors. Proof and/or knowledge of vaccination status is appreciated, but also not required for camp participation.
- Any child, staff, or youth mentor experiencing symptoms of illness is asked to stay home.
- Best practices for hand hygiene will be followed
- All toys and costumes will be disinfected between use.
- Eating times will be outside when possible in our outdoor classroom.

# Food and Drinks

- Campers will eat outdoors when at all possible.
- Drinking from fountains is prohibited. Campers may use the sink to refill water bottles.
- Campers must bring their own personal water bottles. Please mark with the camper's name in large letters!
- Every camper must bring their own lunch and a snack each day. Peanut-free preferred.
- We recommend packing additional snacks for campers staying for aftercare.
- Campers will NOT have access to the fridge or microwave during

lunch time.



# Cleaning and Disinfecting

- A janitor/cleaning service will complete a full sanitization of the museum after each camp day.
- Cleaning team completion records will be used.
- Camp tools and toys will be disinfected daily.
- If an area or object needs attention, we encourage our campers to notify our staff right away.





# Acknowledgment and Consent Form



I have read the Santa Fe Children's Museum 2023 Winter Camp Operations Guide, and have reviewed it with my child. I will print and turn in this signed consent form with my child on the first day of camp.

By signing below, I acknowledge that there is a risk that my child will be exposed to COVID-19 while at camp, and I expressly release SFCM, its officers, directors, employees, volunteers, agents, licensees, successors and assigns from any and all claims, demands, or causes of action which I have or may have relating to COVID-19.

Campers who repeatedly do not respect social distancing or hand hygiene requirements will have their parent/guardian called and may be dismissed from camp.

Camper's Name (Print)

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Age

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Date

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Parent/Guardian Name (Print)

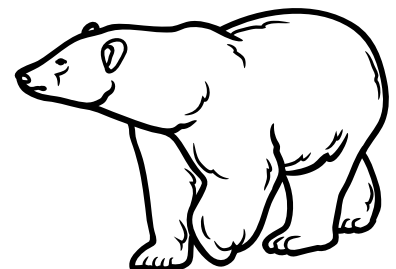
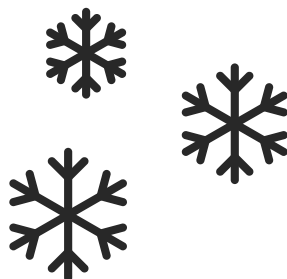
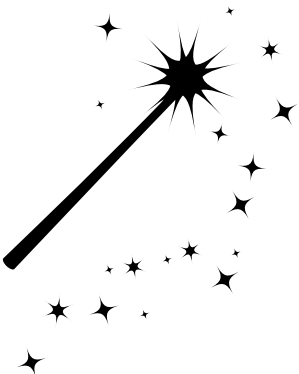
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Signature

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Phone Number

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If you have further questions, comments, or concerns, please contact us at:  
(505) 795-3722