

SANTA FE  
CHILDREN'S  
MUSEUM

2026

# WINTER WORKSHOPS

AGES 5-9

## OPERATIONS GUIDE



[programs@santafecildrensmuseum.org](mailto:programs@santafecildrensmuseum.org)  
505989.8359 ext. 115 | [santafecildrensmuseum.org](http://santafecildrensmuseum.org)  
1050 Old Pecos Trail, Santa Fe, NM



*Last Updated: 10/5/26*

# 2026 WINTER WORKSHOPS OPERATIONS GUIDE

This 2026 Winter Workshops Operations Guide is provided to you as a resource. It's important for us to communicate the policies and procedures we follow to ensure your camper(s) have a safe, joyful, and engaging time at camp. This manual offers more details to the disclaimers present in our registration process. You will also be asked to return a signed copy of an acknowledgement and consent form that indicates you have read this document and agree to adhere to our policies.

## HEALTH & 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.

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 our staff equitable, healthy, and safe.

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





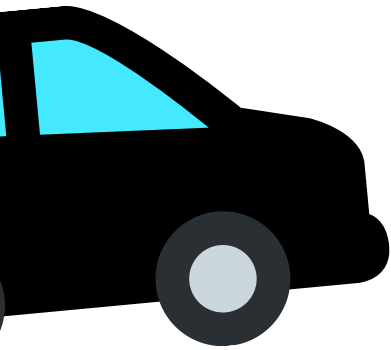
# TABLE OF CONTENTS

## PAGE

|                          |    |
|--------------------------|----|
| HEALTH & SAFETY          | 2  |
| TABLE OF CONTENTS        | 3  |
| REGISTRATION             | 4  |
| CAMP WEEKS               | 5  |
| COMMUNICATION            | 6  |
| COMING AND GOING         | 7  |
| CAMPERS                  | 8  |
| DAILY ACTIVITIES         | 9  |
| FOOD/DRINKS & CLEANING   | 10 |
| POLICIES                 | 11 |
| ACKNOWLEDGMENT & CONSENT | 13 |

# REGISTRATION

Registration may be completed online:  
[santafechildrensmuseum.org](http://santafechildrensmuseum.org)



By phone:  
(505) 989-8359

or In-person:  
1050 Old Pecos Trail at the Museum:  
Wednesday – Saturday (10 am – 6 pm)  
Sunday (12 pm – 5 pm)

**\$245 per child/per week**  
**MEMBERS: \$240 per child/per week**

**Drop Off: 8:45 am – 9 am**  
**Pick-Up: 3:45 pm – 4 pm**

**Camp Scholarship Information:**  
[programs@santafechildrensmuseum.org](mailto:programs@santafechildrensmuseum.org)

# DATES & THEMES

## Week



Thanksgiving Break: November 23-25  
MAKER MANIA

Calling all makers! Join SFCM for a ChompSaw-themed week of camp! Learn about the engineering design process, then spend your time crafting trinkets and decorations for this holiday season!



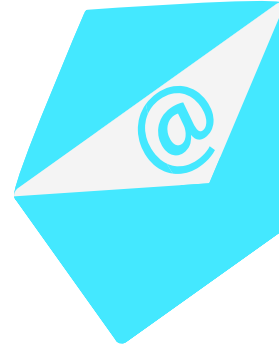
Winter Break #1: December 21-23  
WINTER WONDER

Help us turn SFCM into a winter wonderland! Build a village covered in baking soda snow, engineer a snowball launcher, and fashion a crown for the winter solstice!



Winter Break #2: December 28-30  
CREATIVITY COUNTDOWN

3...2...FUN! From eating lucky foods to wearing polka dots, get ready with us for the New Year! Make fireworks in a jar, design a noisemaker, and engineer a ball drop to celebrate the end of our week together!



# Communication Prior to Camp

- The 2026 Winter Workshops Operations Guide is provided via [santafechildrensmuseum.org](https://santafechildrensmuseum.org) and email.
- The final page of this guide must be signed and turned in 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 before the week of the camp start date will receive a refund minus the \$100 deposit. Cancellations one week or less before the camp start date will NOT be refunded, regardless of filling the spot.
- The same cancellation policy stands for campers on scholarship, however the non-refundable deposit is reduced.

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



# Coming and Going



## From the Parking Lot ~ DROP-OFF:

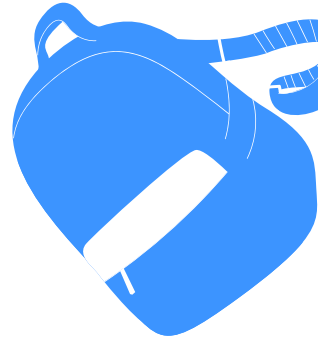
- Parents will drop off through the main entrance between 8:45 am – 9 am.
- Parents must escort their camper into the building and sign them in each day.
- Please, only one adult walking children in for drop-off.
- Personal belongings and name tags will be handled at our welcome table.
- A delayed start time may be deemed necessary in the event of inclement weather. If so, families will be notified via email and text.

## Pickup Procedure:

- Parents will pick up Campers from the main entrance
- At drop off you will indicate who will be picking up your child that day.
- ID is required upon pickup - If the ID does not match what is indicated on our pick up sheet, and the individual is not a parent/guardian or emergency contact, we will not release the child until we can call to verify pickup.
- If Pick up person changes during the day, please text “first & last name” as it will show on the person’s ID to the the camp phone #: (505) 795-3722

# Campers

- Campers are required to be ages 5 – 9
- Must be fully potty-trained
- Medical and allergy needs must be fully disclosed to staff for accommodations



## Personal Property

- Backpacks, lunchboxes, water bottles, hats, etc should all be labeled with the camper's name.
- Please provide your child with a hat/sunscreen/bug spray, as all children will be spending time outdoors.
- Campers should not touch each other's personal property or bring anything extra, including toys or electronics, unless absolutely necessary.
- If your child requires medication while at camp, please speak to the Camp Director at drop-off. All medications are kept in lock cabinets in the classroom. SFCM will not administer medications without parent authorization.

## Good to Know

- The Museum will be open to the public during camp, (Wednesday–Friday) although camp has their own private space during all this time they will be interacting with the public at some points during camp.
- Campers will play in the museum while it is open to the public during public playtimes campers will be required to wear identifying vests over their shirts and will be supervised at all times by camp and museum staff
- Personal water bottles are highly encouraged - tap water will be available for refills

# Daily Activities



- **Outdoor Play (The Backyard)**

- Each day includes a 30-minute morning playtime in our Woods Outdoor Classroom & Backyard and another 30-45 minute recess at lunch. Campers will be required to wear identifying vests over their clothes and will be supervised by camp staff and museum floor staff at all times during playtimes.

- **Indoor Play (Museum Floor)**

- Campers will enjoy a private playtime indoors before the museum is open to the public.
- On Monday and Tuesday Campers will have to option to play in the museum during lunch recess and free time.

- **STEM Activities and Art Projects**

- Each day will include at least one STEAM or Art project.
- Some projects will go home with campers some will stay at the museum.

- **Visitors, Guest Speakers, and Presentations**

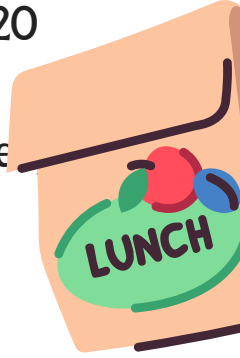
- Most weeks include a trip to the CCA theater (a short walk away) to view a movie or documentary that matches the week's theme.
- Most weeks will include a guest presenter or teacher to lead an activity or present on a topic matching the weeks theme.

- **Additional Activities**

- Free Time- each day Campers will have time to decide their activity. This time allows for valuable socializing and relationship building.
- Read Aloud - each day after lunch recess camp teachers will read aloud to Campers to help transition to afternoon classroom activities.

# Food and Drinks

- Campers will spend time outside as weather permits. Please apply sunscreen and/or bug spray before drop-off, and send your camper with a hat.
- Campers will have access to drinking fountains and filtered H2O stations are for water bottle refills.
- Packed lunch and snacks need to be sent with each camper every day of camp. Please label lunches and any thermos/bottles.
- Campers must bring their own personal water bottles. Please mark with the camper's name in large letters!
- Water bottles will be available in the gift shop for purchase (\$1.50)
- Every camper must bring their own lunch and two snacks each day. Nut-free is preferred.
- Campers will NOT have access to the fridge or microwave during lunchtime.
- Sometimes food is served during camp as part of an activity or treat. If you prefer that your child does not have sugar or certain foods please notify staff.



## Cleaning and Disinfecting

- A custodial service will complete a full sanitization of the museum after each camp day.
- Teaching staff will follow exhibit cleaning procedures throughout the day.
- If an area or object needs attention, we encourage our campers to notify our staff right away.
- Campers will help clean up spaces after use. They will help return toys to the correct place after playing on the floor and will be

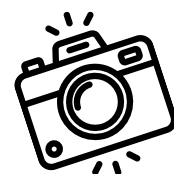


# Behavior Policy

Our mission is to engage children in the joys of learning, play, and community. In order to meet our mission, our camp must be a safe place for all children, staff, volunteers and guests. Our behavior policy is in place to ensure that our camp environment is safe, joyful, and playful.

Children are expected to behave appropriately. At SFCM appropriate behavior means being kind, respectful, and safe to fellow campers, staff, and museum facilities. If a child's behavior negatively impacts the camp environment making it unsafe or distressing for other campers or staff we will make our best effort to resolve the problem in a positive manner. If behavior does not improve, the parent/contact will be called to immediately excuse their child from the program. There will be zero tolerance for any instances in which a camper intentionally causes harm to another person. **NO REFUNDS OR CREDITS WILL BE GRANTED** if a child is removed from our programs due to a violation of the behavior policy.

# Photo Policy



Upon the registration of camp, all were presented with the following:

"I hereby grant the Santa Fe Children's Museum permission to use my child's likeness in a video, photograph, or other digital reproduction in any and all of its publications, including website entries, without payment or any other consideration. I further give permission to Santa Fe Children's Museum to share this image with other print and online media sources for use in any and all of their publications, including website entries and venues for screening without payment or other consideration."

Registrations that opted out of this release will be respected. If you have any further questions regarding this policy/permission, please notify the Camp Administrator.

# Non-Discrimination Policy

- The Santa Fe Children's Museum is committed to providing equal access to all individuals, including those with disabilities, and does not discriminate based on disability or on an individual's relationship to someone with a disability. We strive to ensure that everyone can fully enjoy the goods, services, facilities, and programs available at the museum.
- We are happy to make reasonable accommodations for individuals upon request, whether the request is made by the individual or, in the case of a child, by their parent or guardian. However, we may not be able to grant a request if it would fundamentally alter the nature of a program, such as child care, camps, before- and after-school activities, classes, or recreational programs.
- These accommodations are not limited to urgent or emergency situations.

The Santa Fe Children's Museum will assess each request individually and will consider each case based on its specific circumstances, without imposing any blanket restrictions on the types of accommodations that can be made.



# Acknowledgment and Consent Form



I have read the Santa Fe Children's Museum 2026 Winter Workshops Operations Guide, and have reviewed it with my child.

I will provide a signed copy of this Acknowledgment and Consent form before my child is able to participate in camp programming.

By signing below, I acknowledge the policies and procedures that have been outlined in the operations guide and understand that campers who repeatedly do not respect Summer Camp policies will have their parent/guardian called and may be dismissed from camp.

Camper's Name (Print)

---

Age

---

Date

---

Parent/Guardian Name (Print)

---

Signature

---

Phone Number

---



If you have further questions, comments, or concerns, please contact us at  
**[programs@santafechildrensmuseum.org](mailto:programs@santafechildrensmuseum.org)**