

2026-2027



CAMPS

OPERATIONS GUIDE

1050 Old Pecos Trail, Santa Fe, NM
505.989.8359 ext. 108
programs@santafechildrensmuseum.org
santafechildrensmuseum.org



Welcome!

The Santa Fe Children's Museum (SFCM) is CDC-compliant and has made changes to keep you, your family, and our staff safe and healthy since March 2020. 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. Current cleaning practices can be viewed [online](#).

Communication

Questions?

Send us an email at programs@santafechildrensmuseum.org
or call (505) 795-3722.

In case of emergency, please note the following numbers:

- Museum Front Desk: (505) 989-8359
- Camp Cell Phone: (505) 795-3722
- Education Office: (505) 989-8359 ext. 104

What to Bring and Wear

- We'll be getting messy! Please send your child to camp with a spare change of clothes. Note that all children must be fully potty-trained.
- 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.
- All belongings should be labeled with your camper's full name.
- Personal water bottles are highly encouraged. Tap water is available for refills. Water bottles are available for purchase from the gift shop.
- Every camper must bring their own lunch and two snacks each day. All SFCM Camps are nut-free programs. Campers will NOT have access to the fridge or microwave during lunch.
- Food is sometimes served during camp as part of an activity. If you prefer that your child does not have certain foods, please notify [Camp Staff](#).
- SFCM is not responsible for the loss, destruction, or theft of any personal items (including clothing, book bags, purses, toys, games, electronic devices, cell phones, money, etc.) that your child may bring to camp. We highly encourage campers to keep valuables and other personal items at home.



Drop-Off & Pick-Up

Drop-Off

[from the Parking Lot located on 1050 Old Pecos Trail]

- Caregivers will drop off through the main entrance between 8:45 am – 9 am.
- Caregivers must escort their camper into the building and sign them in each day. Please limit to 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.
- At drop-off, you will indicate who will be picking up your child that day.



Pick-Up

- Caregivers will pick up campers from our Museum main entrance.
- ID is required upon pick-up. 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 pick-up.
- If the pick-up person changes during the day, please text their first and last name to the camp cell phone: (505) 795-3722.



Late Pick-Up Procedure

- Campers who have not been picked up by 4:30 pm will be assessed a \$10 late fee.
- Campers who have not been picked up by 4:45 pm will be assessed a \$25 late fee.
- If a camper has not been picked up by 5 pm and we are unable to reach an authorized pick-up adult, the Santa Fe Police Department will be notified.

Refunds

- All registrations canceled 14 days or more before the camp start date will receive a refund, minus the \$100 deposit.
- Cancellations made less than 14 days before the camp start date will NOT be refunded at all.
- Scholarship registrations are not eligible for refund.
- No refunds or credits will be granted if a child is removed from our program due to a violation of the SFCM behavior policy.



Low Enrollment Policy

Camps that do not meet minimum enrollment requirements are subject to cancellation by SFCM. If your registered camp is canceled due to low enrollment, you will be issued a credit towards a future registration or a full refund, including the deposit.



Absence Policy

SFCM cannot pro-rate fees or offer refunds for missed days due to camper absence, scheduled or unexpected. Absences cannot be made up by having your child attend another camp on a different day.



Emergency and Weather Policy

In the event that SFCM closes due to inclement weather or any other uncontrollable emergency, camp may be canceled for the day for the safety of staff and campers. Campers' contacts and emergency contacts will be notified via email. If your camp is closed due to weather or any other uncontrollable emergency, you will be issued a credit towards a future registration or a full refund, including the deposit.

Health Information

Medication

New Mexico State law prohibits persons from giving medications to a child unless they are the child's parent or guardian, relative, or licensed health professional. Campers will self-administer inhalers and inject-able medication and apply sunscreen and bug spray when needed. All medications are kept in locked cabinets in the classroom. Medications needed in an emergency (e.g., inhalers, EpiPens, Benadryl, etc.) are kept with the camper's instructor at all times during the day. Children will only be allowed to self-carry medication with parent/guardian authorization.

Parents/guardians must complete a Medication Administration form (find at the end of this document). They must also provide the actual prescription bottle with the correct pharmacist label and matching medication inside the bottle, enough for the same day only.



Please note that all SFCM camps are nut-free programs (no peanuts or tree nuts of any kind).

Thank you for your cooperation in keeping our campers, staff, volunteers, and families safe and healthy.



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.



Extra Support

If your camper has a disability or needs extra support, please let us know during registration and provide details/suggestions on how we can assist your child in having the best possible experience with us. 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. 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. SFCM may not be able to grant a request if it would fundamentally alter the nature of a program.

In some cases, we may ask to meet before camp in order to best inform and prepare staff. The more detailed information and helpful "tips" you can give, the better prepared we will be to work with your child.

Please contact [Camp Staff](#) with any questions or concerns.

Please note that SFCM cannot provide 1:1 aides. Campers will be in groups of approximately 18 campers, with a staff-to-camper ratio of approximately 1:6. If your child's school district provides 1:1 support during the school year, they may provide the same services for camp programs. Please check with your child's district; SFCM gladly accommodates certified 1:1 aides at camp.

Contact [Camp Staff](#) right away, for approval and any additional items needed for the adult to attend.



Camp Behavior Guidelines

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.

No refunds or credits will be granted if a child is removed from our program due to a violation of the SFCM behavior policy.

As necessary, SFCM staff will take the following action steps to manage behavior incidents and/or chronic behaviors as problems arise and progress:

1. Camp Staff will address inappropriate behaviors and will redirect the camper to more appropriate behavior in a positive manner. Concerns will be shared with the caregivers of the camper(s) involved during pick-up at the end of the day.
2. If inappropriate behavior continues and is affecting the experience of other campers, staff, or volunteers, the camper will be referred to Camp Staff. Camp Staff will contact caregivers to inform them of inappropriate behaviors and discuss possible solutions.
3. If the inappropriate behavior continues, caregivers will be contacted to pick up the camper immediately, and the camper will be suspended for the remainder of the day (and possibly week, at the discretion of Camp Staff). Depending on the severity of the behavior, the camper may be dismissed from continuing camp programs at SFCM without a refund.
4. SFCM Camps have a zero-tolerance policy for physical violence, leaving the group without permission, and behaviors involving the endangering of self, staff, other campers, or any other individuals. These behaviors will result in disciplinary action, which may include immediate dismissal from the camp program.

Expectations

Dismissal Policy

Camp Staff reserves the right to immediately dismiss a camper from current and future camp sessions at any point for conduct that is deemed detrimental to the well-being of other campers and staff or the overall operation of the camp. Refunds will not be issued (for current or future camp sessions) if campers are dismissed from Summer Camp programs due to behavioral reasons.

.....

Interacting with Museum Guests

Camp operates in the Santa Fe Children's Museum, a public building. When the Museum is open, access to the Museum is not restricted. The museum will be open to the public during camp (Wednesday-Friday). Although Camp areas have their own private space, we will be interacting with the public at some points during the week. Visitors specifically to Camp are not allowed.

- 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. Vests will be provided by SFCM.
 - Campers will help clean up spaces after use. They will help return toys to the correct place after playing on the museum floor and will be responsible for tidying up after themselves in the camp classroom.
-

Reporting Child Abuse

New Mexico "Duty to Report Child Abuse and Child Neglect" law (32A-4-3) states that every person who knows or has reasonable suspicion that a child is being abused or neglected in New Mexico must report the matter immediately to CYFD's Statewide Central Intake (SCI) child abuse hotline (1-855-333-SAFE [7233] or #SAFE from a cell phone), law enforcement, or the appropriate tribal identity. If abuse or neglect is suspected, SFCM Summer Camp shall contact CYFD, Santa Fe Police Department, or other law enforcement agencies in Santa Fe County. If the suspected abuse occurred at a site outside of Santa Fe, staff shall contact the department of social services in the county in which the child resides or the local law enforcement agency in the community where the incident occurred.

Medication Administration Form

Only medications that are prescribed by a physician or necessary to treat a disability are allowed at camp. In order to bring an Epi-pen, inhaler, or other medication to camp, a parent/guardian must submit a completed Medication Administration Form prior to the start of the program.

Approved medications must:

- Be in the original prescription container.
- Be clearly marked with the child's name.
- Have current date (not expired).
- Be brought to camp staff upon arrival.

Camp staff are not medical professionals and are not authorized to administer medication (staff are CPR/First Aid certified).

- Children are required to self-administer medications whenever possible.
- Camp staff are trained in administering epi-pens and may assist with administration in an emergency.
- If a child is not authorized as self-carry, camp staff may hold the medication until the child asks for it.
- Camp staff are not authorized to remind children of medication times.



To be completed by Parent/Guardian or Health Care Provider

Child's Full Name: _____

Date of Birth: _____

Diagnosis: _____

Symptoms: _____

Instructions for Storage/Refrigeration: _____

Please initial all that apply. Children will only be allowed to self-carry medication with parent/guardian authorization:

_____ *I authorize my child to self-carry their prescribed medication listed above.*

_____ *I request that a staff hold my child's approved prescribed medication.*



Acknowledgement and Consent Form

I have read the Santa Fe Children's Museum 2026 Summer Camp 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 Summer Camp 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