

Camp Policies and Procedures

LICENSING INFORMATION

The District of Columbia does not have formal licensing requirements for summer camps. However, the National Building Museum is committed to providing the highest quality experience and safest atmosphere for your camper. Camp staff are selected based on educational and professional merits and go through extensive training including First Aid and CPR. All staff members have completed criminal background checks.

REQUIRED FORMS

All campers are required to have a complete set of forms submitted to the camp office prior to the start of camp.

Completed health and safety forms are due on or before June 1, 2025.

Completed Camper Conduct Agreement forms are due by the first day of camp.

By email: family@nbn.org

PAYMENTS AND REFUNDS

Full payment is required to hold your camper's spot.

Refund requests must be submitted in writing by **June 1**. Requests received after that time will be considered on a case-by-case basis.

Payments lost due to withdrawal from a program cannot be forwarded to the next year's program or to a sibling's account. There are no refunds for missed camp days.

DROP OFF / PICK UP

The National Building Museum has four entrance doors but only the 4th Street entrance (parking lot) can be used before the Museum opens to the public or after closure. Because of this, please only use the 4th Street entrance when entering the building for pick up and drop off.

An adult **must** accompany their child into the building. Since camp is housed in a federal building, be prepared to stop at the security desk to indicate to our security guards that you are here to drop a camper off.

Campers will not be released to anyone not listed on the Pick Up Authorization form. Authorized individuals must sign their camper IN and OUT each day. Camp staff are required to check ID of all

persons picking up children. If you need to add an authorized individual to your pick up list, contact the Youth Program Coordinator at [202.849.2467](tel:202.849.2467).

Drop Off for all campers is between 8:30 and 9 am, and camp check in will be outside the camp classroom (exact location to be provided the week before camp starts). Please do not arrive earlier than 8:30 am as there will not be a staff member ready to greet you.

Pick up is promptly at 3 pm. Extended Care pick up - for those enrolled - is anytime between 3 and 5:30 pm. Campers should be picked up from their classrooms.

Campers are not permitted to leave the museum to meet a parent or guardian in the parking lot or at the Metro. Staff are not permitted to transport campers home.

LATE PICKUP

After 3:15 pm, campers remaining (who are not enrolled in Extended Care) are considered a late pick up. After 5:30 pm, Extended Care campers remaining are considered a late pick up.

Our staff's time is as valuable to us as the time of our families. Therefore, late pick up fees are incurred beginning at 3:15 pm. Payment is due at the time of pick up, with no exceptions. Payments can be made by cash, check, or credit card in the office.

Late Pick Up Fees	
Pick Up Time	Fee
3:15-3:30 pm	\$15
3:30-4:30 pm	\$25
4:30-5:30 pm	\$35
5:30 pm or later	\$50

Extended Care campers picked up later than 5:45 pm will be charged an additional late pick-up fee of \$25.00.

Charges are per camper and will apply to each child.

PARKING

You may temporarily park in the Museum's parking lot at 4th Street NW while dropping off or picking up a camper; leave your hazard lights blinking to indicate you are temporarily parked and please use a parking space rather than stopping at the loading dock or blocking the throughfare.

PERSONAL ITEMS AND ELECTRONICS

The National Building Museum is not responsible for lost or stolen items; do not send your child to camp with anything valuable, precious, or irreplaceable.

Label all belongings that your child will bring to camp. Personal belongings should be kept in a backpack or bag labeled with the camper's name. Items left at the end of the camp season will be donated or disposed of.

Campers are not allowed to bring personal toys including games, LEGO® bricks, or other items to be used during camp programming. If your child wishes to bring a book, toy, or game to camp to be used after lunch or during extended care, they may do so, but the item(s) must remain stowed in their backpack until the appropriate time.

Electronics of any kind are not allowed at camp. If you wish to send your child to camp with a cell phone, please contact Museum staff to discuss.

FOOD

We provide one morning snack daily for each camper. Snacks are nut/peanut free, and are usually something like goldfish crackers, popcorn, or granola bars. Campers enrolled in extended care are provided with an additional nut/peanut free snack in the late afternoon. Campers with allergies or food restrictions may bring their own snack if discussed prior to the start of camp.

Campers are not allowed to bring their own morning snack, eat food at times other than snack time or lunch, share snacks with other campers, or take a food item from their lunch in lieu of camp provided snack. If your child needs an exception to this rule, contact Museum staff prior to the start of camp to arrange an exception.

SUNSCREEN

Camp staff are not permitted to apply sunscreens or lotions to children. Staff will supervise children in the application of their own and will remind campers to do so before an outdoor activity. Please provide your child with his or her own sunscreen. Campers are not permitted to share sunscreens or lotions with other campers.

MEDICATIONS

Campers requiring any emergency or day-time medication must have it noted on their Emergency and Medication Authorization Form. All medications must be in original containers labeled with the camper's name and should be handed to a camp staff member when the camper is dropped off on the first day.

Epi-pens and inhalers should accompany your child to camp. If your camper takes a daily medication during camp hours, they should be able to self-administer this medication under the supervision of camp staff.

The National Building Museum does not have medical staff on site, but all camp staff are trained in First Aid and CPR.

BEHAVIOR EXPECTATIONS AND DISCIPLINARY ACTIONS

In order to ensure camp at the National Building Museum is enjoyable and memorable for everyone, we have a strict behavior policy. We want all campers to have a positive experience, and we strive to work out potential problems with the children and their parent/guardian. The National Building Museum reserves the right to remove a child from camp if their behavior is destructive, disruptive, threatening, or creates a safety hazard.

All participants enrolled in the National Building Museum's summer camp must agree to follow the **Camper Conduct Agreement**.

If behavior becomes an issue, the following steps will be taken:

1st incident: The child will be given their first verbal warning, and the counselor will tell the child what behavior is unacceptable. Parents will be notified of the behavior issue at the time of pick up.

2nd incident: The child will be given their second verbal warning. The camper will sit down with their counselor to discuss the issues, review expectations, and create a plan of action either written or verbal. Parents will be notified of the behavior issue at the time of pick up.

3rd incidence: The child will be removed from camp activities and meet with the camp director to adjust the plan of action and create a written contract regarding behavior, in collaboration with their parent.

If the problem is corrected, the camper will return to the group to continue activities. If the behavior or attitude has not improved the parent/guardian will be notified and the camper will be asked to go home.

In the case of persistent behavior issues, or behavior of an aggressive or violent nature, the camper will go directly to the camp director, and the parent/guardian will be notified immediately.