

## Pioneer Kids Week

### POLICIES AND PROCEDURES

The following guidelines will help you prepare your child for participation in Storrowton Village Museum's *Pioneer Kids Week* and assist us in making the program successful for everyone. Awareness of and compliance with these procedures will aid in creating a positive environment for the children and the program staff. Please call the office at (413) 205-5051 with any questions or concerns.

#### **FORMS, FORMS, FORMS!**

***\*\*\* Please note that all forms must be completed, signed and returned by April 6<sup>th</sup> or your child will not be permitted to participate in our program. Forms are not accepted on first day of program. A complete set of forms must be filled out for EACH child attending.***

#### **ARRIVAL and DEPARTURE PROCEDURES**

Arrival is between 8:30am-9:00am each day, with activities beginning at 9am – please bring your child to the appropriate counselor in the Meeting House (on the Village Green if the weather allows). Children should not be on the grounds before 8:30am; no staff members will be available prior to this time. If you anticipate being later than 9:00am to drop off your child, please notify the museum office at (413) 205-5051 as soon as possible.

Each day children should be picked up between 4:00pm-4:30pm. For safety reasons, parents will pick up their children in the Meeting House (or on the Village Green if the weather allows). Children will not be allowed to go to the parking lot without a parent/guardian or other adult listed on the child's Transportation Authorization form. Extended pickup will be staffed until 5:30pm Monday-Thursday of the program; there is no extended day option on the last day of the program. If you have not selected "Extended Pickup Option," and your child is not picked up by 4:30pm, you will be charged a late pickup fee of \$10.00 per day.

***\*\*PLEASE NOTE: Anyone who may be picking up your child must be listed on the "Transportation Authorization" form, INCLUDING PARENTS - Children will only be released to an authorized adult.***

#### **COSTUMES**

Wearing a period costume is essential to the overall experience of our program and it's great fun! Costumes will be issued on Monday morning and your child should arrive each day dressed in costume and comfortable closed toe shoes or sneakers. Sandals or flip-flops may not be worn.

Children should bring a change of clothes with them on Friday so that they may return their costumes to their counselors. You are responsible for the good condition of the costume your child wears. Please notify the office or your child's counselor if any mending is needed, and an appropriate substitute for that costume item will be made until repairs can be completed. Do not pin trouble areas, as this may be injurious to the costume.

#### **GROUP ASSIGNMENT**

Children are assigned to groups according to age and ability. Every effort will be made to honor specific requests for group assignment, but please be aware that we cannot guarantee that your child will be assigned to any specific group. Group assignments will be posted on the first day of the program.

## **LUNCHES**

We provide refrigeration for all lunches, therefore heavy insulated lunch bags, boxes, and coolers are not needed and will not fit in our refrigerators. Please send your child's lunch in a **paper or plastic bag** with the child's name clearly written. If you send juice in your child's lunch, please be sure it is not in a glass container – juice boxes and pouches are fine. **Water is always available on demand throughout the day.**

## **MEDICAL and EMERGENCY INFORMATION**

Parents should not send sick or infectious children to Pioneer Kids Week. Please ensure that our Program Director is aware of any behavioral, physical, emotional or mental health issues that may pertain to your child. We require you to provide an emergency phone number other than your home or office - It is imperative that we are able to reach you or an authorized adult of your designation at all times while your child is at our facility.

**Each day, parents whose child needs medication must provide one day's medication in the original container with the original prescription attached. Be sure to fully complete the appropriate information on page 2 of the Health/Medication form.** All medications will be stored in the Village office; children are not permitted to carry medications with them during the program. Medications will be dispensed by the Program Director in the Village office. You may stop in the office and retrieve any containers at the end of each day.

Illnesses or injuries that arise during program hours will be responded to by Village personnel. A staff member will contact the parent/guardian or person listed as emergency alternate if a child's illness or injury requires further attention. In an emergency, when a parent/guardian cannot be contacted and further medical attention is considered to be necessary, the child will be transported by ambulance to Baystate Medical Center for immediate attention. You will be responsible for any and all medical expenses incurred.

## **FAMILY & FRIENDS SHOWCASE**

Friday is "Showcase" Day! We encourage families to set aside time to share your child's experiences at Storowton Village. Entertainment including skits, songs, and some surprises are scheduled to begin promptly at 3:30pm on the final day of the program. Following the entertainment, all families are invited to tour our museum and see the crafts made by the children - they are eager to show off what they've learned!

## **CANCELLATIONS & REFUND POLICY**

Cancellations must be in writing and sent to Storowton Village Museum, 1305 Memorial Avenue, West Springfield, MA 01089. A refund will be issued if the cancellation is received at least 10 days before start date of program. The only exception is when there is a note from a doctor stating that the child is unable to attend for a medical reason. Refunds are subject to a \$50.00 cancellation fee. Please allow 2-3 weeks for processing of refund.