



SACRED HEART UNIVERSITY'S
DISCOVERY
SCIENCE CENTER & PLANETARIUM

APRIL BREAK PROGRAM INFORMATION & POLICIES

APRIL 2025



WHAT IS ON OFFER?

Welcome to the 2025 Sacred Heart University's Discovery Science Center and Planetarium Vacation Week Programs! We're excited that you have decided to join us for one or more sessions this April. If you have any additional questions after reading this information, please feel to contact us.

Important Contact Information

Kate Oliver, STEM Learning Programs Manager, education@shudiscovery.org
203-416-3544

Jacob Marcus, Programs Educator, jmarcus@shudiscovery.org
203-416-3149

Camille Goodman, Programs Educator, cgoodman@shudiscovery.org
203-416-3548

Grades
K-2
3-5

Hours
9am-
2:30pm

Register for
the days you
need!

\$100 a day per child

**or book the full week for
\$450 per child!**

Members receive
10% off of all
registrations!

Discounts available for:

Military
Discovery Museum Members
STEM Accelerator program
participants
Mighty STEM Girls participants

| | |
|----------------|---------------|
| Monday 4/14 | Space Science |
| Tuesday 4/15 | Physics |
| Wednesday 4/16 | Biology |
| Thursday 4/17 | Engineering |
| Friday 4/18 | Chemistry |



THINGS TO KNOW

Drop Off/Sign In

All Program Participants (regardless of program) need to report to the cafeteria to be signed in each day. They must be accompanied by a parent or guardian over the age of 18 every day. Please do not send a rideshare service to drop off your child. Participants who arrive late should check in at the front desk of the Science Center. A staff member will be called to pick up late arrivals and escort them to the classroom. In order not to interrupt the activities that are taking place, we ask that no late participants be taken directly to classrooms.

What to Bring

- Water Bottles
- Peanut/Tree Nut Free Lunch (includes peanut butter, Nutella and Uncrustables)
- Peanut/Tree Nut Free Snack
- Sunscreen/Hat
- Spare set of clothing in a labeled plastic bag - required for K-2
- Clothing that can be manipulated by the child independently to use the restroom.

What Not to Bring

- Hand-held Electronics (iPods, Video Games, etc...)
- Personal toys/games
- Draw string pants or other clothing your child cannot manipulate by themselves
- **DUE TO ALLERGY CONCERNS, ITEMS CONTAINING TREE NUTS, PEANUTS AND ITEMS PROCESSED IN A PEANUT/TREE NUT FACILITY ARE NOT ALLOWED.** This includes items that are labeled as “may contain” these allergens, or in a facility that uses shared equipment.

The Science Center is not responsible for the loss of or damage to any items participants choose to bring from home.

* Please contact us if you have any concerns and wish to confirm a lunch item is suitable.



LUNCH

Participants should make sure that they bring an adequate lunch from home. Vending machines are not available for participant use. Refrigeration and microwaves are not available. Please do not send a delivery service to bring lunch/snack to your child. Participants in our programs eat snack/lunch in the cafeteria or at our outdoor picnic area, weather and schedule dependent.

As a reminder, no peanut or tree nut products or items are allowed. We are committed to providing a tree nut- and peanut-free environment for all of our students, and we ask for your support in maintaining this standard. Please remember that even if your child does not have allergies, there are other students in their classes who may.

Please note that though we operate under the honor system for this policy, we reserve the right to remove food products known to be unsafe if they are brought out and identified during snack or lunch. These snacks will be returned to your child at the end of the day for consumption outside of our programs.

Please check all ingredients and warnings on packing thoroughly; even if a food says it does not contain nuts or nut products, anything that says it “may contain” these products or is processed or manufactured on shared equipment will not be permitted. If children accidentally bring in any items that contain nuts, they will be separated from their group for snack and/or lunch. Below, please see our list of common snacks that are not suitable for our programs:

Nature’s Valley Granola Bars
Snyder’s Pretzels
Ritz cracker sandwiches
YoCrunch Yogurt with M&Ms
Chewy Granola Bars Nutella
Uncrustables

* Please contact us if you have any concerns and wish to confirm a lunch item is suitable.



ALLERGIES & MEDICATION

Although we strive to provide a peanut-free and tree nut-free environment for all students, we cannot guarantee complete protection from cross-contamination. The Science Center is open to the public and all public spaces may be subject to visitors bringing in outside food and drink. If your child has a severe allergy, please call us to discuss potential accommodations before registering.

If your child requires any kind of emergency medication (EpiPen, asthma inhaler), please provide this medication labeled with their first and last name. Program staff will collect these medications from the adult who drops off each participant daily. Please do not put medications in your child's bag.

Emergency medications will remain with dedicated staff members who will be with the children throughout the day. Medications will be returned to you at the end of the program day.

Any other medications you wish to provide your child will not be administered during the program day. Only emergency medications may be provided to program staff. Participants will not be permitted to administer their own medication. Should your child require other medications, a parent/guardian will need to come to the Science Center and administer the medication.

IMPORTANT: IF YOUR CHILD HAS AN ALLERGY, PLEASE BE SURE TO ADD THIS INFORMATION TO THE PARTICIPANT'S CAMPDOG ACCOUNT.



PICK UP PROCEDURES

PLEASE NOTE: PROGRAM STAFF WILL ASK THE AUTHORIZED PICK UP PERSON TO SHOW IDENTIFICATION DAILY.

In order to provide a safe environment for all our participants, any person picking up a child from programs will be asked by program staff to show identification upon arrival. **Only adults listed on the child's contact form with written, advance permission will be allowed to pick up that child.** Changes made over the phone will not be accepted. Please do not send a rideshare service to pick up children.

All children are dismissed between 2:00-2:30 from the cafeteria. In order for the process to move smoothly, parents/guardians are asked to remain in the front lobby until 2:00. **All participants must be signed out by a parent/guardian or an adult who is listed on the contact sheet. Changes made over the phone will not be accepted. Students are not permitted to leave the pickup area until the adult arrives and cannot be picked up from the parking area.**

Early Dismissals - If it becomes necessary for your child to be dismissed early, please inform program staff in writing via email or note on the day of the early dismissal. When you arrive to pick your child up, inform the staff at the front desk, and program staff will deliver the student to the reception area. Please arrive a few minutes early to allow for your child to be packed up and dismissed from class. Due to the activity level at the end of each class, we request that early dismissals be picked up at least 30 minutes prior to the end of the program day.

Late Pick-Ups

Please contact the Science Center at 203-416-3564 if you are unavoidably delayed. If a child is not picked up within 15 minutes of the end of their program (after 2:45) a fee of \$25/child will be added to your CampDoc account and cannot be paid in cash at the time of pick up. Late fees must be paid prior to registering for any additional Discovery programs.



ADDITIONAL POLICIES

Illness

In order to provide the best possible experience to all of our program participants, we ask that sick children be kept at home. If a sick child is present during programs, the contact person on their registration form will be called to pick them up. If a student is out for the day for which they are registered and recovers from illness prior to the end of all programs, the family may be offered the option of enrolling the student in another session (space permitting).

COVID-19 Policies – Any questions, concerns, or exposures can be sent to education@shudiscovery.org or call 203-416-3544.

Policies are subject to change based on state guidelines.

Students and staff will be asked to stay home on any day if they:

- Have or have had any COVID-19 symptoms in the past 7 days
- Have been diagnosed with COVID-19, flu, Norovirus, RSV in the past 5 days
- Are waiting for COVID-19 or other PCR test results for a communicable illness.

Frequent hand-washing breaks will be available and strongly encouraged, and spare face masks will be available to all students and staff who would like to mask for any reason. Alcohol-based hand sanitizer meeting CDC and state guidelines for use will be made available under supervision if hand-washing with soap and water is ever not possible.

All Science Center surfaces will be cleaned daily, with frequently-touched surfaces cleaned additionally throughout the day. If you know your child or anyone in your household has been exposed, you must notify the Science Center as soon as possible.

Refunds

Each daily program includes a \$25.00 non-refundable deposit per child. Refunds will be issued only if notice of cancellation is received more than 1 week in advance of first day of session. There will be a \$10.00 processing fee to switch sessions. Placement in alternate sessions is not guaranteed and is subject to availability. An optional, third-party cancellation protection plan is available for purchase at the time of registration that may provide refunds after the cutoff date.



ADDITIONAL POLICIES

Dress Code

We ask that children wear comfortable clothing and we highly recommend dressing in layers. Please remember that children will be in classrooms in the Science Center, and outside for recess (weather permitting). Please remember that being a scientist can be a messy job, and dress your child in clothing that can get dirty. **Open toed shoes, sandals, slides, flip-flops and Crocs are not allowed.** If your child is wearing unsafe shoes, they may be prohibited from participating in certain program activities. Participation problems due to shoe safety concerns will not be available for refund. Clothing must be such that a child can use the restroom independently.

If you feel your child may require a change of clothes at any point during the program day, please send a labeled change of clothes with your child on the day of their program participation. Clothing will remain in your child's bag unless it is needed. Students in grades K-2 are required to bring a full change of clothes (including undergarments). Students should be bathroom trained and able to change their own clothing if necessary.

Behavior Contract

A behavior contract must be reviewed and signed by the parent/guardian of each participant in the program. All children in grades 2 and up are required to sign the behavior contract as well. A child cannot start the program without a signed behavior contract.



BEHAVIORAL AGREEMENT

Discovery Science Center Behavior Policy

The Discovery Science Center Behavior Policy needs to be signed and returned before the start of your child's program.

The Discovery Science Center is committed to providing all participants in our programs with an educational, safe, and fun experience. The following policy outlines what behaviors are considered inappropriate at our program and what behavior management techniques and consequences will result from unacceptable behavior. Please review the following information with your child:

Examples of unacceptable behavior at the Discovery Science Center Vacation Program include but are not limited to:

- Not following program rules or a staff member's directions, particularly safety instructions
- Disrupting programs
- Using inappropriate language (such as racial/ethnic slurs, swearing)
- Bullying and threatening
- Physical violence of any kind
- Mistreatment of property or equipment
- Stealing
- Biting

We believe that all children deserve a chance to change problematic behaviors with guidance from both our staff and support from their parents/guardians at home. We utilize behavior management techniques such as time outs, behavioral contracting, and daily reports from staff, and communications with their parents/guardians.

Other behaviors, in addition to those listed above, may also be deemed inappropriate. Inappropriate behaviors, either continued or a one-time event, will be reviewed by the program director and may result in more stringent measures, including separation from the group, suspension or expulsion from the program.

In the event that these more forceful actions need to be taken, no refund will be issued. Should your child be excused from one session, they will be excused from all other sessions during the week and no refund will be issued. Be assured that this policy will be implemented fairly with the goal of providing your child with a quality experience at the Discovery Science Center. Feel free to call us with any questions or concerns.



BEHAVIORAL AGREEMENT

Discovery Science Center Behavior Policy

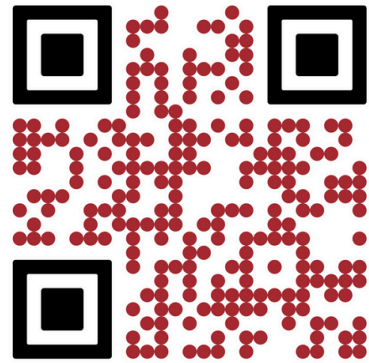
The Discovery Science Center Behavior Policy needs to be signed and returned before the start of your child's program.

I have received, read, and understand the following policies:

- Drop-off and pickup procedures including proof of identification and late pickup fees
- Allergy and medication information
- Peanut-free and tree nut-free lunch and snack requirements
- Illness policy and COVID-19 policies
- Refund policy
- Behavior policy
- Dress code policy

Signature of Parent/Guardian:

Signature of Participant:



SCAN ME

