

## ADVENTURES IN SCIENCE (AIS) INFORMATION SHEET

### POLICIES AND FREQUENTLY ASKED QUESTIONS

#### OUR TEACHING METHODOLOGY

The Adventures in Science program fosters an enthusiasm and appreciation for the natural sciences, and a connection to the natural world. Our activities and investigations center around understanding and participating in the process of science through inquiry and critical thinking. We aim to encourage a sense of wonder and spirit of curiosity, and empower children to ask questions, make observations, collect evidence, and draw conclusions about the world around them.

#### TYPES OF OFFERINGS

##### ***What is the difference between Workshops, Camps, and Selections?***

Workshops are held one day per week in three-week sessions for children in Pre-K through 1<sup>st</sup> grade. Selections are day-long experiences for children in grades 2 through 5. Camps are four- or five-day programs held during summer and select public school breaks.

##### ***How do the grade levels apply to workshops and camps?***

For workshops and camps offered during public school breaks, the grade level refers to the grade your child is in for the current school year. For summer camps, the grade level refers to the grade your child will enter in September.

##### ***Which workshops are for adults and children?***

Workshops for grades Pre-K through 1<sup>st</sup> grade are designed for adult involvement. A parent or caregiver must accompany each child enrolled in these adult-child workshops. If multiple children are registered together for the same workshop (e.g. twins, siblings, cousins), there must be *one adult for each child*. Adults do not participate in programs for grades 2 through 5.

##### ***What is the boy-girl ratio?***

It differs for each program. Children and caregivers are advised to choose a program by the topic — if your child thinks stars are cool, sign up for an astronomy program!

##### ***Who teaches the programs?***

Our instructors come from a variety of professional and academic backgrounds, including full-time teachers and Museum science educators. Teaching Assistants (TAs) are usually undergraduate students who are learning to teach science at the Museum.

##### ***Who writes program curricula?***

The curriculum for each program is developed by Museum educators and undergoes a thorough review process by full time managers or science staff.

## PRE-K THROUGH 1<sup>ST</sup> GRADE

### ***What is the child-teacher ratio?***

Each workshop has up to 15 children with 1 instructor and 1 teaching assistant.

### ***Where do we meet for the start of each program?***

For Pre-K and K/1 programs, we meet in the Grand Gallery, inside the 77<sup>th</sup> Street Entrance to the Museum. This entrance is between Central Park West and Columbus Ave., and can be accessed via a semi-circular driveway or stairs down from street level. When entering, you should use the door on the far right of the entrance, and let the security guard know you are there for an Adventures in Science program. Inside the Grand Gallery, you will see signage indicating where your group will meet.

### ***What do I do if I am late for the start of the program?***

If you are late, you must check in with the security guard at the 77<sup>th</sup> Street entrance. The security guard will call the appropriate staff member, who will then meet you in the Grand Gallery. As groups are not always in their classrooms, and not all classrooms are accessible to the public, you must wait until a staff member comes down to the hall. ***You may not leave the Grand Gallery on your own.*** Please note, depending on staff availability and location of the class, it can take up to 20 minutes to pick up latecomers.

### ***Is food provided during workshops?***

No food is provided during workshops. Please eat before coming to the Museum.

### ***Do you have camps for this age group?***

We have one camp for children entering 1<sup>st</sup> grade, First Discoveries, held at the beginning of the summer. This camp is a drop-off program (no parents/caregivers) and takes place from 9 am – 1 pm for three or four days, with a lunch break. Each First Discoveries camp has up to 20 children with at least three adults. For further information about the camp day, please see the 2<sup>nd</sup> – 5<sup>th</sup> grade section below or contact [adventures@amnh.org](mailto:adventures@amnh.org).

## 2<sup>ND</sup> THROUGH 5<sup>TH</sup> GRADE

### ***What is the child-teacher ratio?***

Each program has up to 24 children with 1-2 instructors and 1-2 teaching assistants.

### ***Where do we meet for the start of each program?***

Drop-off and pick-up for 2<sup>nd</sup> – 5<sup>th</sup> grade programs take place in the Theodore Roosevelt Memorial Hall. The easiest way to access the hall is through the 1st Floor Security Entrance on Central Park West and 79th Street. If you stand facing the steps leading to the main entrance of the Museum, you will see a semi-circular driveway that leads under the stairs on either side. This driveway will take you the 1st Floor Security Entrance, and directly into the hall.

***What do I do if I am late for the start of the program?***

If you are late, you must check in at the 1st Floor Security Desk. A security guard will call the appropriate staff member, who will then meet you in Theodore Roosevelt Memorial Hall. As groups are not always in their classrooms, and not all classrooms are accessible to the public, you must wait until a staff member comes down to the hall. ***You may not leave the 1st Floor Security Desk on your own.*** Please note, depending on staff availability and location of the class, it can take up to 20 minutes to pick up latecomers.

***Is there financial aid available?***

Limited financial aid for summer camp programs is available to eligible families. Requests for financial aid are not guaranteed and are subject to approval and availability. Please contact [adventures@amnh.org](mailto:adventures@amnh.org) for more information.

***Is food provided?***

Lunch is not provided. Campers need to bring a non-perishable, nut-free bag lunch and water every day. A nut-free snack (usually pretzels) is provided in the afternoon each day. Campers are welcome to eat a nut-free snack from home during this time as well.

***Will children leave the building?***

Weather permitting, students and staff eat lunch outside on the grounds of the Museum. Please provide your child with sunscreen, a hat, and insect repellent for their time outside. Camp staff cannot apply or provide sunscreen. Be sure to dress your child appropriately, as children may be active during this time.

Most camp activities take place inside the Museum or on Museum grounds. However, on occasion and when appropriate, camps may visit Central Park or another location. Parents will be notified in advance and required to complete a permission slip.

***Do you offer before and after care?***

We do not currently offer before or after care. Please make arrangements to have an adult drop off your child at 9 am and pick them up promptly at 4 pm.

**REGISTRATION AND FORMS*****How do I register?***

Please call Central Reservations at 212-769-5200. They are open Monday – Friday 9 am-5 pm, except on federal holidays.

***Do you have waitlists?***

Yes. Once a program fills, Central Reservations staff creates a wait list. If there is a cancellation, a reservations representative will call those on the waitlist to fill the open spot. Being placed on the waitlist does not guarantee that you will be contacted.

***Do I have to fill out any forms?***

After you register, you will receive an email with a link for paperless, online enrollment forms to authorize your child's participation. You must complete the enrollment forms in advance in order for your child to participate in the program. These forms can only be submitted online and must be done once a season (academic year programs, summer camp). If your child is registered in multiple programs during a season, you only need to complete the enrollment forms once. Separate enrollment forms must be completed for each child.

**CANCELLATIONS, EXCHANGES, OR REFUNDS**

*To cancel your registration in any of our programs, please call Central Reservations at 212-769-5200.*

***SUMMER CAMP CANCELLATIONS***

To receive a full refund (100%) for any summer camp, you must cancel by June 1<sup>st</sup>. If you cancel after this date, you will not receive a refund.

***CANCELLATIONS FOR PROGRAMS DURING THE ACADEMIC YEAR***

To receive a full refund (100%), you must cancel at least 30 days before the start of the program. To receive a partial refund (50%), you must cancel at least 15 days before the start of the program. If you cancel less than 15 days before the start of the program, you will not receive a refund.

There are no exceptions made in the case of cancellation due to illness.

**ILLNESS**

You should not send your child to an Adventures in Science program if they have a fever, skin rash, or any other visible sign of contagious illness. If your child becomes ill or needs medical attention, we will notify you, followed by the emergency contacts that you have provided if you cannot be reached. For your child's safety, you should be able to pick them up within one hour of receiving a call.

**SPECIAL NEEDS AND MEDICATIONS**

Adventures in Science teaching staff can accommodate children with limited special needs. Please notify the camp staff of your child's needs at least one week prior to the start of the camp or program, and please include this information on your enrollment form.

At this time, we cannot offer one-on-one care. For the safety and well-being of your child, please contact camp staff by phone or email to discuss whether your child's specific needs can be met in the Adventures in Science camp setting.

Museum staff cannot administer medication or take responsibility for a child's medication schedule. If a child needs to take medication during the camp day, they may carry it with them and will be responsible for taking it themselves.

## DISCIPLINE AND GUIDANCE

Program staff create clear behavior expectations at the beginning of every program. Our instruction team practices positive reinforcement and offers age-appropriate reminders and guidance to help children reflect on how their behavior does or does not meet expectations.

In the event that a child cannot meet behavioral expectations, we will notify parents by phone or at the end of the camp day so that we can work together to create behavioral goals and a plan to achieve them. If your child engages in behavior that creates an unsafe learning environment for themselves or other campers or staff, they will be dismissed from the camp or program without a refund.

### ***General Rules***

*Children are expected to:*

- Cooperate with staff and follow directions at all times.
- Respect the property of the Museum, staff, and other participants.
- Stay with their group and in designated group spaces.
- Avoid inappropriate physical contact with other program participants and staff.
- Refrain from any behavior that creates an unsafe learning environment for themselves or any other participant or staff member.

## QUESTIONS, COMMENTS, CONCERNS, AND COMPLAINTS

We welcome them! Whether positive or critical and constructive, we want to hear your thoughts. Please contact us at [adventures@amnh.org](mailto:adventures@amnh.org) or by phone at 212-769-5357. Please leave a voicemail if we are away from our desks.