



**National STEM Academy,  
Museum of Aviation Foundation, Inc.  
Parent Handbook, Policies, and Procedures**

**The Museum of Aviation Foundation, Inc. National STEM Academy Programs and Workshops are packed with challenging, interactive, hands-on activities led by our enthusiastic staff. The purpose of this parent Handbook and Policies is to ensure all students have an enjoyable experience.**

By signing a registration form for any and all of The Museum of Aviation programs you acknowledge that you have read and understood these documents and are hereby referred to as The Undersigned. The undersigned hereby acknowledges that participation in recreational activities involves inherent risks of physical injury, illness, or loss of personal property and assumes all such risk. The undersigned hereby agrees that for the sole consideration of The Museum of Aviation and National STEM Academy, allowing the participant in programs for which the center has sponsored or made available any equipment, facilities, grounds or personnel for such programs or activities, the undersigned does hereby release and forever discharge The Museum of Aviation, The Museum of Aviation Foundation, its members, officers, agents, employees and volunteers for all claims.

**Enrollment:** Enrollments are limited and prior registration is required.

**Payment:** Payment is due at time of registration and can be made online through the website or by cash, check or money order. Please contact the National STEM Academy office for address.

**Refund Policy:** Cancellations are accepted and refunds are made up to 2 weeks prior to start date of program. For Summer Camps, there will be a \$25 check processing fee for all refunds. Cancellations made inside the 2 week window may, at the discretion of staff/Director result in program credit toward another program, if space is available.

**Hours:** Please do not drop off students sooner than 15 minutes prior to start time as instructors are preparing for the day. It is very important that your student arrives and is picked up on time. All students must be picked up no later than 15 minutes after the program ends. Pick-up after this time will result in a late fee of \$1 per minute, per child. Late fees must be paid at the time of pick-up.

**Sign-In and Sign-Out:** Students may be signed in and out by the same adult each day without photo ID. Otherwise, only adults listed on the “authorized pick-up list” section of the Registration Form with photo ID will be permitted to pick-up your student. Parents of 6<sup>th</sup>-12<sup>th</sup> grade students **MUST** sign and return a ***Release and Waiver*** before your child will be allowed to sign-out themselves.

**Emergency Contacts:** Emergency contact information must be completed as part of your student's registration packet. Should any numbers or contacts change, please update your student's registration form immediately.

**Personal Items:** Students should not bring toys, electronic devices (exception of cellphones) or unsecured personal items. If personal items are brought, the Museum and its staff are not responsible for them and cannot be held liable for loss or damages.

**Camp Dress:** Students will be most comfortable in casual clothing and sneakers. Please be aware that some activities involve messy materials.

**Safety:** Our campus is a public facility with many aircraft on display. Students must follow all proper safety instructions.

**Medication:** We have a **NO MEDICATION** policy. Except for first aid or as authorized under Georgia law, Personnel shall not dispense prescription or non-prescription medications to a child.

**Discipline Policy:** Please refer to PAGE 4 for information.

**Staff and Volunteers:** All Instructors are currently employed by the Museum of Aviation Foundation. All volunteers and Assistant Instructors are officially registered with the Museum and receive training prior to the first day of camp.

**Diets/Allergies:** We must be aware of any allergies in advance. Be sure to add them to registration form. The National STEM Academy staff will make every effort to keep students away from allergens if notified in advance. If your student has an EpiPen or other lifesaving device, please notify instructor during check-in.

**Medical/Illness Policy:** The undersign agrees that the National STEM Academy staff have been notified, in writing on the student's registration profile, of any and all medical concerns, allergies, and/or special needs. National STEM Academy staff will make every effort to accommodate any and all non-contagious illnesses and/or special needs, within reason and the physical ability of staff and facilities. In the event your student becomes ill, the student will be removed from the classroom to a safe space and parent/emergency contacts will be notified by telephone to pick up the student.

**Contagious Illness Policy:** The National STEM Academy has adopted the GA DECAL Rules for Child Care Learning Centers policy on contagious illnesses: "A child shall not be accepted nor allowed to remain at the Center if the child has the equivalent of a one hundred one (101) degrees Fahrenheit or higher oral temperature and another contagious symptom, such as but not limited to, a rash, diarrhea or a sore throat. When a child shows symptoms of illness during the day, the child shall be moved to a quiet area away from other children where the child shall be supervised and provided the necessary attention until such time as the child leaves the Center or is able to return to

the child's group.” (Ga. Comp. R. & Regs. R. 591-1-1-.07 Authority: O.C.G.A. § 20-1A-1 et seq.) Please refer to the links below for more detailed information.

<http://dec.al.ga.gov/documents/attachm.ents/CCLCRulesandRegulations.pdf>

<http://dec.al.ga.gov/documents/attachm.ents/CommunicableDiseaseChart.pdf>

**Medical Emergencies:** If there is a medical emergency, injured student or uninjured students will be removed from the general classroom area, whichever is relevant. 911 will be contacted and injured student will be observed by CPR/First Aid Trained staff until emergency care arrives. If the student has an Epipen or other lifesaving equipment/meds, National STEM Academy will administer immediately. Parent/Emergency Contacts will notified as soon as possible after injury.

**Handling/Disposal of Bodily Fluids:** The National STEM Academy adheres to OSHA regulations regarding the proper handling and disposal of bodily fluids. Please visit the OSHA website for details: <https://www.osha.gov/about.html>

**Hazardous Materials Storage (Soiled Clothing, etc.):** Any soiled clothing or other student article that is soiled and/or contaminated by bodily fluids will be sealed in a ziplock bag out of student areas and returned to parent/guardian upon student dismissal.

**Recognition and Reporting of Child Abuse and Neglect:** National STEM Academy adheres to Georgia Code 19-7-5, please refer to Georgia Laws & Codes for specifics. All staff members are considered “Mandatory Reporters” under the Georgia Code.

**Licensure:** The National STEM Academy is not required by the Bright from the Start Georgia Department of Early Care and Learning to hold a separate camp/workshop license. The Museum of Aviation Foundation is a licensed non-profit organization and holds liability insurance on all visitors at all times. An exemption approval letter from the state department can be viewed on the premises as well as a copy requested. To request a copy, please email [vgill@museumofaviation.org](mailto:vgill@museumofaviation.org). You may also call or visit the department’s website for more information, 404-657-5562, [www.dec.al.ga.gov](http://www.dec.al.ga.gov).

**4 Year Old Students:** The Bright from the Start Georgia Department of Early Care and Learning requires that 4 year old students not attend any programs lasting longer than 4 hours. Please note that National STEM Academy programs for 4 year old students will not exceed 4 hours for any given program.

**Museum of Aviation Foundation National STEM Academy**  
**Camp and Workshop**  
***DISCIPLINE POLICY***

We are excited to have your child attend our camps and workshops at the Museum of Aviation. Our goal is to provide an atmosphere that is safe and fun both physically and emotionally for everyone. Our staff designs their programs so that every child is set for success. Most children will make mistakes at times but improve their behavior if they are reminded. Occasionally, however, a child continues to misbehave and actions have to be taken. If a student does not follow the rules or is disrespectful to Instructors or other students, the following actions will be taken. As it relates to discipline, the Museum of Aviation Foundation National STEM Academy subscribes to the “3 strikes policy.”

***Strike One*** – The Instructor will talk with the student about his/her behavior and document the situation in the log book. Students will be encouraged to make a better choice. Students will continue to be involved in the program. Instructors will make every effort to make sure student is engaged in a way that sets him/her up for success.

***Strike Two*** – The Instructor will talk with the student about his/her behavior and document the situation in the log book. The Instructor will notify the Program Director. Program Director and Instructor will talk with the student about his/her behavior. Students will be given time to think about how he/she is going to make better choices. The Program Director will contact parents and a plan will be developed to ensure an improvement in the level of respect/discipline the student is showing.

***Strike Three*** – The Instructor will talk with the student about his/her behavior and document the situation in the log book. The Camp Instructor will notify the Program Director of the situation. The student will be removed from the class and the Program Director will contact the parent/guardian to discuss further attendance. Depending on the situation, the student may be expelled from current camp or workshop. There is no refund if a student is expelled.

In addition, there are certain situations for which a “**No Tolerance Policy**” is in effect. Based on the desire to operate the Museum of Aviation activities in such a way that all students, instructors, and members of the community enjoy their time at the Museum and are kept as safe as possible, there are certain behaviors that will not be tolerated. The behaviors not accepted: bullying, fighting, profanity and bringing weapons or any type of dangerous objects.

**Any child who needs special attention or who has behavioral disorders must have notations made on the Release and Waiver form. A behavior action plan must be made available. This will help the Instructors better attend to the individual needs of the child.**

***General Classroom Rules:***

Camp Instructors are in charge at all times.

Students will respect peers and adults.

Students will not be dismissed from the classroom without an adult; ***unless parent has signed a Release and Waiver form (6<sup>th</sup>-12<sup>th</sup> graders only).***

Students must keep hands to themselves at all times.

Students must report all injuries to Instructors.

Students must always walk inside the buildings.

Students should not bring items/toys unless requested by Instructors.

Please encourage your child to follow classroom rules.

**STUDENTS ARE REQUIRED TO SMILE ☺ AND HAVE FUN!!!!**