

EXPLOREUM ACADEMY SESSION PARENT PERMISSION FORM

(Form must be completed, signed, and returned to the Exploreum in order for registration to be finalized. Students with incomplete registrations will not be allowed to attend sessions till registration is complete.)

Student Name: _____

Caregiver Name: _____

Photo Release Form:

I give the Exploreum Science Center permission to use pictures and/or videos taken of my child. These pictures can be used without limitations or restrictions as long as they are used for the purpose of promoting the Exploreum Science Center.

Please check the box that applies:

- Yes, I give permission for my child to be photographed for marketing purposes.
- No, I do not give permission for my child to be photographed for marketing purposes.

Field Trip Permission Form:

I hereby give my child permission to attend an off-campus field trip with the Exploreum Science Center. I am aware that my child will participate in this day at his/her own risk and I, and my family, release the Exploreum, its directors, and its staff from any and all claims which might arise as a result of accident, injury, or illness. Should the need arise, I authorize the staff at the Exploreum to obtain emergency medical assistance for my child, and I promise to indemnify and hold harmless the Exploreum and its staff against any loss due to expenses arising from such action.

Please check the box that applies:

- Yes, I give my child permission to attend an off-campus field trip with the Exploreum Science Center and agree to all the terms and conditions stated above.
- No, I do not give my child permission to attend an off-campus field trip with the Exploreum Science Center.

I have read and agree to all the terms and conditions listed in the Exploreum Academy Session Guide below.

Caregiver Signature: _____

Email this completed and signed form to Savannah Holland at sholland@exploreum.com in order to maintain your registration status for an Exploreum Academy Session.

EXPLOREUM ACADEMY SESSION GUIDE

Refund and Cancellation Policy:

Refunds requested within two weeks before the first day of an Academy Session will be granted with a deduction of a 25% processing fee. Refunds requested within one week of the first day of an Academy session will be granted with a deduction of a 50% processing fee. Refunds requested less than one week before the start of an Academy session will not be granted. However, a session may be rescheduled at no charge. Additionally, there are no partial refunds for missed days of class.

Check-in and Check-out:

Check-in takes place from 8:00 a.m. to 9:00 a.m. every morning of an Academy session. Caregivers will need to park their vehicles and come inside the Exploreum's front entrance on Government St. Caregivers are required to sign their student in every morning. Students are not permitted to enter the building alone. Two-hour parking spaces are available on Royal St., and paid parking is available at Cooper Riverside Park off of Water St. or at Fort Conde parking off Royal St.

Check-out takes place from 3:30 p.m. to 4:30 p.m. every afternoon of an Academy session. Caregivers are required to sign their student out every afternoon. In order to check-out your student, caregivers must show photo identification and be listed as an authorized person for check-out on the registration form. This requirement is for the safety of our students. If you have any questions regarding the check-in or check-out process, please contact Savannah Holland at sholland@exploreum.com.

Late arrival or early departure:

Please notify Savannah Holland at sholland@exploreum.com or call (251) 208-6893 if your child will be arriving late or leaving early from their Academy session at any point during the duration of the session. Please give a 24-hour notice, when possible, to ensure the best experience for your child. When advance notice is not provided, please understand it will take time for our staff to retrieve your student from their designated classroom. During this time, please remain in the atrium while waiting for your student.

In the event your student will need to be checked-in late or checked-out early, you will need to park at the two-hour parking on Royal St., or in the paid parking lots at Cooper Riverside Park and Fort Conde Parking. The loading zone at the entrance to the building will not be accessible during operating hours of the Exploreum.

Authorized Persons for Check-out:

As aforementioned in the Check-in and Check-out information, only authorized persons will be permitted to leave with a student from the Exploreum Academy Session after they have presented a form of identification that matches the registration information of that child.

During session registration for your student, you are to provide emergency contacts. Only those adults will be permitted to check-out your student after they show photo identification to our Education Leadership Team at the time of check-out.

Behavioral Expectations:

Students registered to attend an Exploreum Academy session are required to meet the behavioral expectations of our institution. This includes the independence to properly and completely take care of

ones own personal needs, to have effective interactions in a classroom environment, and to abide by the rules of their educator and of the Exploreum as a whole.

Ongoing disruptive behavior, fighting, and abusive or inappropriate language will not be tolerated. In the event the behavioral expectations are not met, we will dismiss your child from the session. These expectations are for the safety of each child and promote the best experience for all students in attendance.

Dress Code Policy:

- Tops:
 - Students are required to wear an Exploreum Academy T-Shirt each day of their session.

- Bottoms:
 - Jeans or Pants
 - Shorts (must be appropriate in length)
 - Skorts (shorts with attached skirt)
 - Prohibited:
 - Sweatpants
 - Skirts
 - Dresses
 - Leggings of any type

- Shoes:
 - Sneakers/Tennis shoes (must be lace-up or Velcro, worn with socks)
 - Prohibited:
 - Sandals
 - Crocs
 - Boots
 - Jelly Shoes
 - Flip Flops
 - Ballet Slippers

- Optional:
 - Light cardigan sweater or zip-up jacket (For classroom use only)
 - Seasonal Winterwear (for outdoor use only)

- Additional Prohibited Clothing Items:
 - Hats (outside of winter wear, not to be worn indoors)
 - Sweatshirts
 - Pull-over hoodies

Personal Property Policy:

Electronic and personal items are strictly prohibited. All electronic devices, MP3 players, cell phones, smart watches, personal gaming devices, and toys are not allowed during the Exploreum Academy sessions. The Exploreum reserves the right to confiscate items and hold until the end of the day. At that time, it will be returned to the caregiver.

Medical Policy and Special Needs:

Students must be able to administer or take medication by themselves; the Education Leadership team cannot administer any type of medication.

The Education Leadership team can administer EpiPen's and rescue inhalers in the event of an emergency. Please email Savannah Holland at sholland@exploreum.com with any additional severe allergy information. Required medications must be in the original packaging with prescription label and placed in a Ziploc bag labeled with the child's name and dosage. The Exploreum cannot accept medication that is expired.

Contact Info:

If you have any questions about the Exploreum Academy or about any of the information above, please contact Camp Coordinator, Savannah Holland, at sholland@exploreum.com (preferred) or at 251-208-6892.