



FORT WORTH MUSEUM
SCIENCE AND HISTORY

Fort Worth Museum of Science and History Youth Education Programs

Summer 2024 Handbook:

Operational Policies

Dear Families,

For over seventy years the Fort Worth Museum of Science and History has introduced thousands of children to the wonders of the world around them. Our programs aim to foster a love for learning... from the wondrous science specimens and historical artifacts to our large teaching collections and phenomenal educators who brilliantly connect children's imaginations to nature in their own backyards and times long ago. Children are encouraged to discover and dream of becoming astronauts, engineers, historians, paleontologists and so much more through their encounters with real objects and real stories. The Museum prides itself on its developmentally appropriate, experiential, engaging learning environments.

We look forward to fun-filled classes and welcoming your child to Summer 2024 classes at the Museum!

Sincerely,

FWMSH Education Administrative Team

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OPERATIONAL POLICIES

The Fort Worth Museum of Science and History has an established blueprint for the way it conducts its daily business and treats visitors and program participants. The following are the Operational Policies for all Summer 2024 Classes, effective January 25, 2024. **The policies may change at any time for any reason; families will be notified of changes and updates will supersede previous versions.**

Months, Days and Hours of Operation

Summer 2024 programs begin June 2 and end August 3.

Summer 2024 Days and Hours of Operation (*please note class days and times vary dependent upon program)

Monday through Friday
9:00 AM-3:00 PM

General Information

Office Hours

Monday through Friday: 8:15 AM - 4:00 PM

Telephone

817-255-9300

FWMSH Address

1600 Gendy Street
Fort Worth TX 76107

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1 DEFINITIONS

The terms parent(s), families, and guardian(s) are interchangeable in this document and refer to any individual who has custodial care of a child or children enrolled in Museum Education Programming.

Staff and Teachers are interchangeable in this document and refer to any employee of the Fort Worth Museum of Science and History Museum Education Department.

The summer and Summer 2024 are interchangeable and refer to the same period.

Coronavirus and COVID-19 are interchangeable and refer to the same illness.

2 ENROLLMENT INFORMATION

For a child to enroll, caretakers must complete an online Enrollment Form and are notified with an Admission letter by email. Any changes in enrollment procedures will be posted on the FWMSH website and emailed.

2.1 Schedule of Classes

Rising 5th- 8th grade students for the 2024-2025 school year.

July 22-26
9:00 AM- 3:00 PM

2.2 Enrollment Requirements

In keeping with the guidelines of the Childcare Regulation division of Texas Health and Human Services, Museum School requires the following information and forms.

Enrollment Form (online), including Immunization Acknowledgement, Physician's Information, Medical Authorization, Statement of Health Acknowledgment, and Field Trip/Water Play/Photography/Class List Waiver.

- Children who attend another school away from Museum School must have a signed statement that the child's required immunization record or a signed, dated and notarized affidavit exempting the child from Texas immunization requirements are on file at the other school. Parents must provide the name, address and phone number for the school.
- Children who do not attend another school must submit a Current Immunization Record signed and dated by a medical professional with the medical professional's address and phone number; or a signed, dated and notarized Official Exemption Affidavit from the Texas Department of State Health Services exempting the child from Texas immunization requirements. Information about immunization requirements can be found [HERE](#). Information about Exemption Affidavit requirements can be found [HERE](#).
- FARE Allergy Action Plan (if applicable)

3 STUDENT ATTENDANCE

Please notify the Education Office via email or the Procure[®] app if your child will be absent.

4 TUITION

4.1 Payments

Program	Class Time	Non-Refundable Class Fee
JUNIOR CURATORS	9:00 AM- 3:00 PM Mon-Fri	\$625

All class fees are non-refundable. The full class fee is due upon receipt of the Admission Letter and invoice. The child's placement will be relinquished if the tuition fees are not paid within 2 business days of the due date listed on the invoice.

An invoice will be generated through Procare[®]. Payment may be made by credit card or ACH bank transfer; cash and checks are not accepted. Click for detailed Procare[®] instructions

4.2 Refunds and Withdrawals

CIRCUMSTANCE	REFUND & WITHDRAWAL POLICY
A parent wishes to withdraw their child from Summer 2024 class session(s).	A parent/guardian may withdraw from a class by sending an email notice to their program administrator. All class fees are non-refundable.
A child is absent from classes for any reason.	No refunds or make-up days will be offered.
Classes are canceled because the minimum enrollment requirement is not met.	Families will be contacted by telephone or email regarding an alternate class. If a suitable alternate class is not available, a 100% refund of Registration and Tuition fees will be provided.
Classes are canceled for any reason other than minimum enrollment requirements.	No refunds or make-up days will be offered.
The program does not begin as expected or must be delayed or canceled at any time, for any reason.	The program requires an investment in staff training, planning, and preparation of classroom materials and supplies. Therefore, no refunds or make-up days will be offered.

Note: It is not possible to predict classes that may close or the length of a closure if there is a positive case of COVID-19; siblings in the program, carpooling families, and many other factors will be taken into consideration. Childcare Regulation, Texas Health and Human Services, and/or the Tarrant County Health Department will be consulted regarding a closure. It is crucial that parents understand the Refund and Withdrawal policy entering into summer enrollment.

5 SECURITY / CHILD SAFETY / DROP-OFF AND PICK-UP

Parents must complete the Authorized Pick-Up information upon enrollment. The information must include a list of parent(s)/guardian(s), emergency contacts, and all other designated drivers (carpool drivers, relatives or friends) who might assume responsibility for the child.

Children will be released only to those people who are listed as Authorized for Pick Up. Anyone picking up for the first time, other than the child's parents, will be asked to show a picture identification or provide a Procare[®] pin.

For programs using Procare: PIN numbers for all authorized individuals are listed in your child's Procare[®] account (see [Procare[®]](#)). Changes or additions to the release form should be made by emailing the program administrator.

In the case of non-custodial parents, a copy of the custody and visitation papers must be on file in the Education office.

5.1 Arrival & Dismissal Procedures

The Museum School Parking lot is reserved for summer program families on the day and time their child is in class. Each family will receive a parking sign for their dashboard. Signs may be printed and displayed on the dashboard or shown to security on a phone when entering the parking lot.

Parents/guardians/caregivers will walk their child(ren) to the classroom between **8:50 AM – 9:10 AM** and pick up from the classroom promptly at **3:00 PM**. You will enter the Museum through the side doors closest to the Museum School Parking lot. Parents and guardians will utilize the Procure[®] app to sign their child in and out of the classroom.

5.2 Late Arrival/Pick-Up

It is important for children to arrive on time and be picked up promptly, as after-care is not available. If the parking lot gate is closed upon arrival, please call the education office. A staff member will meet you on Gendy Street at the end of the Museum School Parking Lot sidewalk.

5.3 Dr. Seuss Sculptures

FWMSH has been the beneficiary of several generous donations of whimsical outdoor sculptures, all of which are on display in front of the Museum School entrance. As art pieces, the Dr. Seuss sculptures are not intended for climbing. Please explain to your child why it's important not to climb on the sculptures.

6 HEALTH AND WELLNESS

The Museum is a well child facility. If you suspect your child is sick or may be coming down with an illness, the child must remain home to prevent the spread of infection. Tylenol, Advil or any other fever reducing medication may not be administered prior to sending a child to class. Medications given *for any reason* may mask symptoms related to communicable diseases and place other children at risk of becoming ill.

The staff will not administer over-the-counter medication, sunscreen, insect repellent, vitamins or supplements. Please administer these substances prior to leaving home.

The staff will only administer prescription medication in a medical emergency to prevent serious bodily injury ([see Section 6.5: Epinephrine & Medical Emergencies](#)).

Parents should note any medical conditions or special situations on their child's Enrollment Form. If a child has a special medical situation or condition that is not listed on the child's Enrollment Form, the parent should contact the Museum School office prior to the first day of class or as soon as possible with a new diagnosis to discuss the child's condition. There is not a medical professional on staff; therefore, the administration and care of a medical condition may be outside of the scope of the staff.

Staff and children are encouraged to practice healthy behaviors (for example, staying home when they are sick, covering coughs and sneezes with a tissue or the inside of their arm, and frequently washing hands for 20 seconds). ([see Section 2: Hand Hygiene Procedures and Family Partnership](#)) Tissues and hand soap are available in all classrooms and hand sanitizer is used if hand washing is not possible. Frequently touched surfaces are cleaned routinely, and items are sanitized in accordance with health department guidelines. ([see Section 2: Cleaning and Disinfecting](#))

6.1 Family Partnership

Maintaining a safe and healthy learning environment is a partnership. Each family plays a significant role in maintaining the safety and health of all children and staff participating in Museum programs. Please consider the following practices prior to your child attending class:

- Monitor your child's temperature each morning before leaving for class. If your child's temperature is 99.5°F or higher, do not send your child to class.
- If your child's eating habits have changed, they are vomiting or have diarrhea within 24 hours of attending class, regardless of the potential cause, do not send your child to class. Keep the child at home and monitor them for illness.

- If there is any possibility or question that your child may be coming down with an illness of any kind, do not send them to class to protect other students, families and staff from being exposed.
- Have a conversation with a medical professional if you are concerned that your child has an increased risk for severe illness if COVID-19 is contracted. Increased risk may include cardiovascular disease, respiratory disease including asthma, diabetes, and immunocompromised systems, among others.
- Keep your child at home if they have had close contact with someone exposed to or infected with COVID-19 in the past 10 days.

We continually monitor changing guidelines and protocols for COVID-19 and other communicable diseases. All staff members are required to complete training in infection control. Although we implement infection control strategies, sending a child is not without risk. Please contact the office with questions or concerns.

6.2 Required Medical Forms

[see Section 3: Enrollment Requirements](#)

6.3 Hand Hygiene Procedures

Children and staff will wash hands in accordance with all local Regulation guidelines.

6.4 Cleaning and Disinfecting

Classrooms and restrooms will be cleaned and disinfected on a daily basis. Surfaces and objects that are frequently touched will be cleaned and disinfected routinely.

Cleaning materials will not be used near children and will be stored out of a child's reach.

6.5 Epinephrine & Allergic Reactions

A FARE Allergy Action Plan must be submitted with a physician and parent signature in the event a child requires epinephrine or medication for allergic reactions.

Medication for a medical condition that may cause severe bodily harm must be authorized by the child's parent in writing with a signature and date of the request.

- Over-the-counter allergy medication must be in its original container labeled with the child's full name and will be given as stated on the label directions unless amended in writing by the child's medical professional.
- Prescription medication must be in the original container with the child's full name and dosing instructions on the label.

It is recommended that medication stay at the Museum for the duration of enrolled classes; however, caretakers may choose to take it home and return it daily.

6.6 Notice to Families Regarding COVID-19

It is the top priority of the Museum to implement increased health and safety standards for the health of the our staff and children. The FWMSH Education Department follows CDC, Child Care Regulation, state and local health officials, and government directives and recommendations. Museum School recommends that families consult the CDC's guidelines and [Texas Health and Human Services](#). **The actions taken by the Museum School staff will not guarantee that your child will not come in contact with or be exposed to the coronavirus. Each family must assess their own risk of exposure to the coronavirus.** The Museum School does not have a medical professional on-site and will not provide medical advice.

FWMSH reserves the right to discontinue any class or the entire program at any time with less than 24 hour's notice. Families must have the ability to pick children up from class *within 20 minutes of receiving a phone call*.

If your child tests positive for COVID-19 and attended at least 1 day of class, all parents in the class will be notified by email without disclosing your child's name. The same practices will be followed for Museum staff.

6.7 Masks

Mask policies are subject to change at any time due to the fluid health situation.

Proper mask wearing requires covering the nose and mouth. Museum School staff are not responsible for a child’s proper use of a mask. The Museum School staff reserves the right to determine that a child’s mask is detrimental to the health or safety of the child (or children in the class) and may ask the child to remove it.

Children who are experiencing allergy or cold-like symptoms may be asked to wear a mask out of caution to protect other children and staff.

6.8 Illness/Communicable Diseases

Please contact the office about specific illnesses. A child with a communicable disease may return with medical documentation from a physician indicating the child is no longer contagious. FWMSH must be notified if a child has a communicable disease, such as (but not limited to) COVID-19, streptococcal sore throat, fifth disease, conjunctivitis, mumps, measles, chickenpox, etc. (see [Texas Administrative Code Title 25, Chapter 97](#))

Exclusion of an ill child from attending Museum classes is determined by:

- If the child can participate in the activities planned for the day in his/her classroom/age group
- If the child requires more care than the staff can provide without compromising the care/needs of other children in the class
- If keeping the child in care will pose an increased risk to other children and adults

FWMSH staff reserve the right to deny admittance for the day if a child’s health or physical condition may pose a health or safety risk to themselves or their classmates.

If a child becomes ill or is not feeling well, the child will be assessed, and the child’s parent/guardian will be notified. The child may be provided with a mask.

IF	a child at Museum School is exhibiting signs of illness,	THEN	The parent or emergency contact will be contacted to pick up the child within 20 minutes of receiving notification.
	a child is experiencing any symptoms of COVID-19 or other communicable disease,		It is recommended that parents contact the child’s medical professional and follow CDC and local health department guidelines.
	a child tests positive for COVID-19 within 48 hours of attending class,		the Museum School office must be contacted immediately; all parents in the school will be notified by email without disclosing the child’s name; those in close contact will be notified separately by email; it may result in cancellation of classes.
	a child is ill and tests negative for COVID-19,		Please see Texas Administrative Code Title 25, Chapter 97 for readmission guidelines.
	a child tests positive for COVID-19,		<i>all three</i> of the following criteria must be met in order to return: 1. At least 24 hours have passed since recovery (no longer running fever without the use of fever-reducing medications) 2. Improvement of respiratory symptoms (cough, shortness of breath, etc.) 3. At least 10 days have passed since symptoms first appeared
	a child is displaying symptoms of COVID-19 and does not get evaluated by a medical professional or tested for COVID-19,		the child may not return to Museum School until the same three steps mentioned above have been met. In the event that the three criteria are not met, a note from a medical professional must be obtained clearing the individual for return based on an alternative diagnosis.

6.9 Accidents & Medical Emergencies

It is important to act quickly and surely on behalf of the child. A first aid kit is kept in each classroom and the office for cuts and scrapes. Parents will be provided with an Incident/Illness Report in the case of illness or injury. The form must be signed by the parent/guardian.

In the event medical care is required, Museum Security will be notified. If an accident requires transporting to an emergency room, 911 will be called with instructions to transfer to Cook Children’s Medical Center located at 801 7th Ave, Fort Worth, TX 76104. Parents or the emergency contact will be notified immediately in the case that emergency care is required. An AED device is located outside of the Education office.

6.10 Lice

Parents are asked to notify the office if their child has lice. A written notice will be provided within 48 hours to the parents of all children in a group when there is an outbreak of lice.

7 EMERGENCY PREPAREDNESS PLAN

Fire, severe weather and lock-down procedures will be reviewed with staff. Fire and severe weather drills will be performed in compliance with state and local guidelines.

Evacuation plans are posted in the classrooms and throughout the Museum. Each classroom is equipped with emergency communication devices.

7.1 Fire

The office will notify teachers when the “*Evacuate*” plan will be implemented. Staff will calmly evacuate all students in accordance with the designated evacuation route.

7.2 Severe/Inclement Weather

The administrative staff will inform families of class schedule changes due to inclement weather via Procare and/or email.

The office will notify staff when the “*Shelter*” plan is implemented. Staff will calmly assemble all students in their designated shelter location.

8 COMMUNICATION

8.1 Parent/Guardian Communication

Changes in policy and procedures or other pertinent information will be sent to the primary email on the enrollment form.

Families are encouraged to add the Museum phone numbers and emails to their contacts in order to easily recognize a call from the Museum.

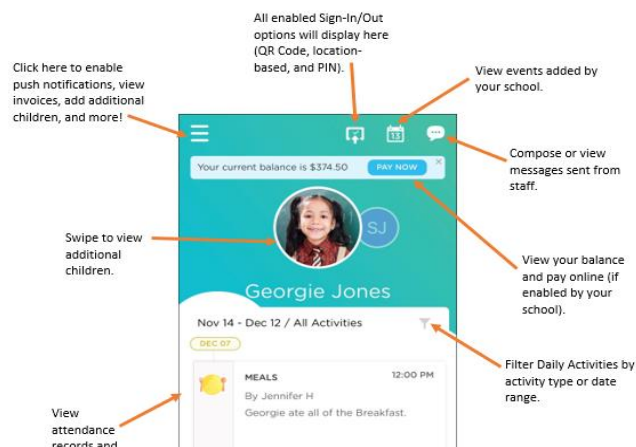
Email will be utilized whenever possible as an additional method of communication.

If a parent/guardian has a question or concern they may:

- 1) Contact the office at 817-255-9333.
- 2) Contact the previously listed administrators via email or phone.

8.2 Procare®

Parents/guardians of students enrolled in Museum School, STEM Squad, or Junior Curators will receive an invitation from Procare® upon enrollment and are strongly encouraged to download the app for ease of drop off/pick up procedures and efficient communication. (see Procare® App Screen Guide below and click [HERE](#) to learn how to use the app)



9 GENERAL INFORMATION

9.1 Staff and Class Ratios

All staff are CPR and First Aid certified.

Class sizes range from 10 to 20 children. Classes have a 1:10 teacher to student ratio. Each class has two lead teachers.

9.2 Student Behavior

FWMSH reserves the right to deny participation in classes and activities to children who exhibit persistent behaviors that prohibit classmates from engaging in an optimal learning environment or endanger themselves or the welfare or education of others. The [Discipline and Guidance Policy of Fort Worth Museum School](#) is located on page 15 of this document. In signing the Enrollment Form, parents confirm receipt and understanding of the Discipline and Guidance policy.

9.3 Clothing

The engaging classrooms feature a multitude of learning and play materials. Children should be dressed appropriately for an active learning environment. For safety purposes and in order to fully engage in activities, please refer to the chart below.

9.4 Snacks and Drinking Water

Due to the short nature of classes, we will not routinely provide snacks. Parents/Guardians will provide a reusable water thermos/bottle.

Students should bring an 8–12-ounce reusable thermos/bottle of clear, unflavored water to class each day, clearly labeled with the child's first and last name. Students should be able to open the water bottle independently.

9.5 Animals

Health regulations require that no live animals – other than Museum animals, official guide/hearing/service dogs or registered animal therapy teams – may be in the Museum or classrooms at any time. FWMSH staff and students practice good hygiene and hand washing when encountering a Museum animal and items used by that animal. Museum animals are required to have a statement of health from a veterinarian.

10 FIREARMS AND OTHER WEAPONS

Law enforcement officials and security officers commissioned by the Texas Private Security Board who are trained and certified to carry a firearm may have firearms or ammunition on Museum premises while on

duty. For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on Museum premises. (§746.3707 Texas Administrative Code)

11 GANG-FREE ZONE

As required by the Texas Department of Family and Protective Services, it is the responsibility of the Museum School under the Texas Penal Code to notify parents that any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

12 PHOTOGRAPHY AND FILMING

Throughout the summer, Museum Education staff (*designated as **we/our***) may take photographs and videos of your child, both in the classroom and at the Museum. We may use these photographs and videos, for example, at special events, in promotional publications, and on the Museum School and Fort Worth Museum of Science and History (FWMSH) websites and/or social media platforms. Therefore, as part of the admission process, we provide the option for parents/guardians (designated as *I* in the statements below) to enter into the following agreements as designated on the Enrollment Form.

PROMOTIONAL/SOCIAL MEDIA/ PUBLICATIONS: I agree that the Fort Worth Museum of Science and History and its agents may take photographs or video of my child both in the classroom and at any Museum event, and that we may use these photographs for any legal purpose related to the internal or external promotional and informational activities of the FWMSH, including publishing these photographs on any internal or external FWMSH website or social media platform and in printed FWMSH publications. FWMSH and its agents will never identify a child by name in a publication, on a website or social media platform.

13 DISCIPLINE AND GUIDANCE POLICY

Discipline is individualized and consistent for each child, appropriate to the child's level of understanding and is directed at teaching self-control. Positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction will be employed.

Teachers utilize praise and encouragement for good behavior and will establish behavior expectations by using clear, positive statements.

There will be no harsh, cruel, or unusual treatment of any child and no child shall ever receive corporal punishment. If a child does not respond to redirection or guidance, a brief, supervised separation may be used, in combination with Conscious Discipline techniques. It is the goal of all staff members for children to have a positive social, emotional and educational experience. Our staff will partner with families to meet the needs of each child. However, we reserve the right to deny participation in classes and activities to children who exhibit persistent behaviors which endanger themselves or the welfare or education of others. All FWMSH Education Programs follow the guidance and regulations set forth in the [Texas Administrative Code, Title 40, Chapter 746.2803 and 746.2805, Subchapter L, Discipline and Guidance](#) (pages 157-159).

Parents/guardians recognize receipt of this Discipline and Guidance Policy on the Enrollment Form.

14 ACKNOWLEDGMENT AND WAIVER

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state and local governments and federal and state health agencies recommend social distancing and have put guidelines in place to mitigate the spread of COVID-19.

FWMSH has preventative measures in place to reduce the spread of COVID-19; however, the Fort Worth Museum of Science and History cannot guarantee that your child(ren) and/or your family will not become infected with COVID-19. Further, attending FWMSH classes could increase the risk of you and/or your child(ren) contracting COVID-19.

By signing this Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19 ("Waiver"), I, for myself, and on behalf of my child(ren), acknowledge the contagious nature of COVID-19 and voluntarily assume the

12/15/2023

risk that by my child(ren) attending FWMSH classes, I, my child(ren) and/or those individuals on my Child Release/Emergency Contact list may be exposed to and infected by COVID-19, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at FWMSH may result from the actions, omissions, negligence, or gross negligence of me, my child(ren) and others, including, but not limited to, Fort Worth Museum of Science and History and FWMSH employees and program participants and their families.

I, FOR MYSELF, AND ON BEHALF OF MY CHILD(REN), VOLUNTARILY AGREE TO ASSUME ALL OF THE FOREGOING RISKS AND ACCEPT SOLE RESPONSIBILITY FOR ANY INJURY TO ME AND MY CHILD(REN) (INCLUDING, BUT NOT LIMITED TO, PERSONAL INJURY, DISABILITY, AND DEATH), ILLNESS, DAMAGE, LOSS, CLAIM, LIABILITY, OR EXPENSE, OF ANY KIND, THAT I OR MY CHILD(REN) MAY EXPERIENCE OR INCUR IN CONNECTION WITH MY CHILD(REN)'S ATTENDANCE AT MUSEUM SCHOOL ("CLAIMS"), HOWEVER CAUSED AND WHETHER CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OR GROSS NEGLIGENCE OF THE RELEASED PARTIES (AS HEREAFTER DEFINED). I, FOR MYSELF, AND ON BEHALF OF MY CHILD(REN), HEREBY RELEASE, COVENANT NOT TO SUE, DISCHARGE, AND HOLD HARMLESS THE FORT WORTH MUSEUM OF SCIENCE AND HISTORY, ITS DIRECTORS, OFFICERS, EMPLOYEES, AND REPRESENTATIVES ("RELEASED PARTIES"), FROM THE CLAIMS, INCLUDING ALL LIABILITIES, CLAIMS, ACTIONS, DAMAGES, CAUSES OF ACTION, COSTS OR EXPENSES OF ANY KIND ARISING OUT OF OR RELATING THERETO, HOWEVER CAUSED AND WHETHER CAUSED IN WHOLE IN PART BY THE NEGLIGENCE OR GROSS NEGLIGENCE OF THE RELEASED PARTIES, AND WHETHER A COVID-19 INFECTION OCCURS BEFORE, DURING, OR AFTER PARTICIPATION IN ANY MUSEUM PROGRAM.

By my signature, I agree, acknowledge and consent that this Waiver is fully enforceable, and is binding upon me and my and my child(ren)'s legal representatives, heirs, administrators, guardians, executors, successors and assigns. This Waiver is irrevocable and is binding immediately upon execution and cannot be modified, amended or limited unless agreed upon in writing by me and the Fort Worth Museum of Science and History. In the event any provision or part of this Waiver is found to be invalid or unenforceable, only that particular provision or part so found, and not the entire Agreement, will be inoperative. By executing this Waiver, I acknowledge that I have read the foregoing and fully understand the terms and consequences of the Waiver.

Parents/guardians recognize receipt of this Acknowledgment and Waiver on the Enrollment Form.