



Return completed Camp Forms to:
New England Air Museum Camp Office
36 Perimeter Road
Windsor Locks, CT 06096
camp@neam.org

2024 Aerospace Academy Camp Policies

Camp Overview:

The New England Air Museum Aerospace Academy Camp is licensed by the state of Connecticut as a Youth Day Camp. Camp is open to children ages 9-12, and limited to twenty (20) campers per session. All camp sessions will offer the same unique curriculum, field trips, and activities, and our camp staff to camper ratio meets the Connecticut youth camp requirement of one staff member per every twelve campers.

Camp Sessions:

All camp sessions run Monday through Friday from 9:00am-3:00pm.

Session 1: July 8-12, 2024

Session 2: July 15-19, 2024

Session 3: July 22-26, 2024

Session 4: July 29-August 2, 2024

Session 5: August 5-9, 2024

Session 6: August 12-16, 2024

Camp Registration and Fees:

\$525 per week for NEAM Members

\$575 per week for non-NEAM Members

To qualify for the member rate, the camper's parent or guardian must be a current member of the New England Air Museum. Grandparent, Corporate, and other memberships do not qualify for camp fee discounts. Camp fees are due in full at the time of registration. Online registration and payment by credit/debit card (VISA, Master Card, AMEX, and Discover) is required.

Please contact camp staff at camp@neam.org for the member discount code prior to registering your child.

Camp registration is available through the New England Air Museum website. Camp registration closes four weeks prior to the start of each session, or when a session sells out, whichever happens first. Camp Forms will be emailed to parents/guardians by camp staff from the camp@neam.org email address. Please whitelist this email address and check your spam folders to ensure you do not miss important updates from camp staff.

All Camp Forms must be completed, received, and approved by camp staff by 9:00am on your session's registration deadline to enroll your child in camp.

Session 1: Registration Closes/Camp Forms Due June 10, 2024

Session 2: Registration Closes/Camp Forms Due June 17, 2024

Session 3: Registration Closes/Camp Forms Due June 24, 2024

Session 4: Registration Closes/Camp Forms Due July 1, 2024

Session 5: Registration Closes/Camp Forms Due July 8, 2024

Session 6: Registration Closes/Camp Forms Due July 15, 2024

An early bird registration discount of \$25 will automatically be applied to registrations received through February 29, 2024. Regular registration will begin on March 1, 2024.

Cancellations and Refunds:

Camp fees are non-refundable and no refunds will be given due to absenteeism. Participants forced to cancel their registration due to documented illness (such as COVID-19), must provide a written doctor's note to receive a full refund. Medical cancellation requests must be submitted in writing to camp@neam.org.

The New England Air Museum reserves the right to cancel camp if the minimum number of participants is not met for a session, or for unforeseeable circumstances beyond our control. If your session is cancelled by the museum, you will have the option to switch to a different session or receive a full refund.

Drop-Off & Pick-Up:

Camp runs from 9:00am-3:00pm. Campers may be dropped off at the New England Air Museum starting at 8:45am, and parents/guardians must sign their child in upon arrival and show a photo ID. Pick-up begins at 3:00pm and campers must be picked up by 3:15pm. Parents/guardians must show a photo ID and sign their child out upon departure. Campers will only be released to adults listed on their authorized pick-up list, which is provided by families during the online camp registration process. For families requiring aftercare, please see Aftercare section below.

If campers are not picked up by 3:15pm, attempts will be made to reach the camper's emergency contacts by phone. If campers are not picked up by 3:20pm, families will be billed \$25 per child to cover emergency aftercare. If campers are not picked up by 4:15pm, the Camp Director on duty will call the Connecticut State Police Troop H (Bradley International Airport). The non-emergency number for Troop H is (860) 292-7400.

Camp Aftercare:

Camp aftercare is available from 3:15-4:00pm daily for a flat rate of \$75 per child per camp session. This fee covers five days of aftercare and cannot be prorated if families do not utilize all five days. Camp aftercare must be purchased at the time of online camp registration. Aftercare families are encouraged to pack an after-camp snack with their camper's lunch each day. Campers may be picked up any time between 3:15-4:00pm, and parents/guardians must show photo ID and sign their child out upon departure. Campers will only be released to adults listed on their authorized pick-up list, which is provided by families during the online camp registration process. All campers must be picked up by 4:00pm when the museum closes. If aftercare campers have not been picked up by 4:05pm, attempts will be made to reach their emergency contacts by phone. If aftercare campers are not picked up by 4:15pm, the Camp Director on duty will call the Connecticut State Police Troop H (Bradley International Airport). The non-emergency number for Troop H is (860) 292-7400.

Camp Forms:

The New England Air Museum, working in conjunction with the Connecticut Office of Early Childhood, requires Camp Forms to enroll your child at camp. All Camp Forms must be completed, received, and approved by camp staff by 9:00am on your session's registration deadline to enroll your child in camp (i.e. four weeks in advance). Not completing and submitting these forms on time will result in your child not being able to attend camp. Forms may be dropped off at the museum, mailed to Camp Office, New England Air Museum, 36 Perimeter Road Windsor Locks, CT 06096, or emailed to camp@neam.org. We cannot accept camp forms in JPEG or similar file formats: Camp Forms sent via email must be either PDF or Doc files. The following Camp Forms will be sent to families once their online registration has been processed:

1. Camp Health Form (must be completed by a parent/guardian and a physician, PA, or APRN)
2. Behavior Agreement Form (must be signed by a parent/guardian and child)
3. Participant Release Form (must be signed by a parent/guardian)
4. Field Trip Permission Form (must be signed by a parent/guardian)
5. Authorization of Medication Form (must be completed by a parent/guardian and a physician, PA, or APRN if your child will require emergency use only medication during camp)
6. Individual Plan of Care Form (must be completed by a parent/guardian and a physician, PA, or APRN if your child has a special need, disability, or requires emergency use only medication and it is necessary that special care be taken while at camp)

Camper Medications:

Staff at the New England Air Museum Aerospace Academy Camp with current Medication and Epi-Pen Certificates will administer emergency use only medications during camp. The following medications will be administered as long as a Medication Administration Authorization Form and an Individual Plan of Care Form are completed by a physician, PA, or APRN, and signed by the child's parents/guardians:

1. Asthma medications
2. Epinephrine (i.e. Epi-Pens)
3. Diphenhydramine (For emergency use only)
4. Any emergency use only medication

At the time of drop-off on the first day of camp, families must pack medication in a clear Ziploc bag labeled with the child's name. Medication must meet the following criteria in compliance with Office of Early Childhood:

1. Must be in its original container with the original prescription label
2. Must have the following information visible on the container: Child's name, medication name, administration instructions, and prescription date.

Prescribed over the counter medication must be in their original container and have the following information written/visible on the container:

1. Child's name
2. Name of the medication
3. Expiration date

If families do not arrive with medications as specified, their child will not be able to participate in camp until they present medication that meets requirements. All medications will be kept in a secure area in keeping with state regulations. Parents are required to pick up medication at the end of their final camp session.

Medication names and dosages must be consistent across all documents and packaging. Inconsistent medication names or dosages, or expired medication, will not be accepted and campers may not attend camp until documentation/medication is updated in keeping with state regulations.

New England Air Museum Aerospace Academy Camp staff will not administer any of the following non-prescription topical medications. Please administer these non-prescription topical medications prior to camp.

1. Diaper changing or other ointments
2. Medicated powders
3. Gum or lip medications (i.e. Blistex)
4. Lotions, sunscreen, or bug spray.

Medical Needs/First Aid:

As a licensed day camp, we are not required to have a nurse on duty. At least one staff member who has completed the First Aid and CPR courses required by the state of Connecticut serves as the on-site Director of First Aid during each camp session. Camp Directors are also trained in Basic Medication Administration, including Epi-Pens.

Camper Behavior:

All campers and parents/guardians are required to sign the Camp Behavior Agreement Form. Camp staff reserve the right to dismiss anyone from camp who displays inappropriate behavior and is a consistent disruption in the group. This includes fighting, harassment of other campers and/or staff, vandalism of property, the use of illegal substances, stealing, disrespect of camp staff and/or other campers. Refunds will not be granted for any child who has been dismissed from camp as a result of their behavior.

Personal Items:

Personal items brought to camp are solely the responsibility of the camper. The use of these items during instructional time is prohibited and campers will be asked to put them away if they are seen using them during that time. Camp staff reserves the right to confiscate personal items (to be returned at the end of the day) if they are being used during activities.

Lost and Found:

Lost and found items will be collected and displayed at the check-in/check-out table each day. At the end of each camp session, all items will be sent to the museum's general lost and found. Please contact our Visitor Services Department at (860) 623-3305 to inquire about lost items after your camp session ends. The New England Air Museum is not responsible for any lost, stolen, or damaged items or personal property.

Clothing:

While Aerospace Academy Camp is primarily an indoor camp, some activities will take place outside or in non-air-conditioned spaces. Campers should dress comfortably in school appropriate clothing suitable for warm weather. Campers should bring a jacket, sweater, or sweatshirt with them in the event they get cold. Campers should also wear closed-toed shoes each day for safety purposes.

Activities:

Some camp activities will take place in our non-air-conditioned Aircraft Restoration facility and will require the use of tools with adult assistance and support.

Lunch, Snacks, and Water Bottles:

Campers should bring a bagged nut-free lunch and one nut-free snack with them every day. Please make sure lunches do not include glass containers. All food should be placed in a non-insulated bag (i.e. a paper bag or plastic bag) and labeled with your child's name on it.

Lunches will be refrigerated per Connecticut Department of Health Regulations. There is no access to a microwave, so please do not pack food that needs to be reheated.

Campers will have 45 minutes for lunch and recess in addition to a 15-minute snack break in the morning. Families may pack an additional snack for campers to eat in the late afternoon. We ask that students bring a refillable and reusable water bottle with them to camp every day. Please label this bottle with your child's name. Due to food allergies, campers may not share or trade food items at camp.

Field Trips:

Each camp session includes a full-day field trip to Central Connecticut State University in New Britain, CT on Thursday and a full-day field trip to the Hartford Jet Center in Hartford, CT on Friday. Campers must have a signed permission form to participate in this field trip. Campers and camp staff will travel by bus, leaving the museum at 9:30am and returning to the museum by 2:30pm. All lunches and medication will be transported with campers by camp staff, and campers will remain chaperoned at all times while on field trips.

Illness/COVID-19:

Please do not send your child to camp sick. Participants forced to cancel their registration due to documented illness (such as COVID-19), must provide a signed doctor's note to receive a refund. Medical cancellation requests must be submitted in writing to camp@neam.org. The New England Air Museum follows Windsor Locks, CT and state of Connecticut COVID-19 guidelines.

Inclement Weather:

In the event of inclement weather, camp may open late, close early or close for the entire day depending on the severity of the weather. Decisions will be made to protect the safety and well-being of our staff, camp participants and their families. Parents/Guardians are encouraged to check our website for a cancellation report beginning at 7:30 a.m. to confirm our operating schedule for the day. If bad weather develops after the camp day begins, camp staff will make decisions based on the weather conditions on a case-by-case basis. If we deem it necessary to close early, every attempt will be made to call and e-mail all parents/guardians to inform them of the closing. If the weather looks threatening and you haven't received a call, please call (860) 623-3305 to confirm our closing time.

DCF Abuse and Neglect Policies:

Aerospace Academy Camp staff are mandated reporters if there is a suspicion of abuse or neglect in a child that is in our care. We understand that we are mandated to report any abuse or neglect and therefore must immediately report any suspicion of abuse or neglect to DCF.

Contact Information:

If you need to reach a New England Air Museum staff member while your child is in camp, please call (860) 623-3305 to speak to the admissions desk. They will contact camp staff directly.