

# YOUNG WRITER'S INSTITUTE

## Western Pennsylvania Writing Project and Carnegie Museum of Art

### DROP-OFF AND PICK-UP PROCEDURES

#### Parking

Enter the museum parking lot at the intersection of Forbes Avenue and South Craig Street. Please take a ticket to enter the lot. You will be directed to park in a reserved parking area. Security will be available to assist you.

Parents/guardians will receive a parking pass allowing for up to one hour of free parking for camp drop-off and one hour for pick-up. Please note that beyond one hour, standard daily parking rates apply in full.

#### Sign-In/Sign-Out Procedure

Parents/guardians must sign campers in and out every day. Campers ages 11–13 only may sign themselves in/out of camp if so indicated on the Camp Permission form. Individuals other than a parent/guardian may pick up a camper only if they are listed on the Camper Safety Information form.

**Anyone picking up a camper will be asked to present ID.**

| <i>Full-day</i>      | <i>Hi Fives!</i>      | <i>Half-day (morning)</i> | <i>Half-day (afternoon)</i> |
|----------------------|-----------------------|---------------------------|-----------------------------|
| Sign-in: 8:30–9 a.m. | Sign-in: 8:30–9 a.m.  | Sign-in: 8:30–9 a.m.      | Sign-in: 12:50–1 p.m.       |
| Sign-out: 3 p.m.     | Sign-out: 3:30–4 p.m. | Sign-out: 11:30 a.m.      | Sign-out: 3:30 p.m.         |

Parents/guardians may not wait in their vehicles during sign-in or sign-out. Please park and walk with campers to the Courtyard Entrance at the rear of the museum. Carnegie Museum of Natural History camps enter through the Portal Entrance. Carnegie Museum of Art camps enter through the museum's rear doors. There will be signs outside the building indicating where to enter the building. Upon entry, additional signage will direct you to the correct sign-in location. High school workshop locations may differ from summer camp locations. Please see high school workshop confirmation letter for high school workshop locations.

#### Late Pick-up Policy

Full-day campers who have not been picked up by 3:15 p.m. will be enrolled in post-camp. Parent/guardian will be charged the full weekly post-camp fee of \$75 per child, payable at pick-up, and may utilize post-camp care for the remainder of the week.

Post-camp is not available for children under age 6. Half-day and Hi Fives! campers will be charged \$20 for every 15 minutes late.

***All late pick-up fees or post-camp care fees must be paid before the following day of camp, or camper will not be permitted to sign in.*** Please see the 2018 CMOA & CMNH Camp Permission Form for complete information about late fees and procedures.

#### Pre-Camp and Post-Camp

Pre- and post-camp are available for children 6 years of age and older. Campers must be pre-registered. Registration is for the entire week—care is not available on a day-to-day basis. Campers must be picked up from post-camp by 6 p.m. or the late pick-up fee (\$20 for every 15 minutes late) will be charged. Campers must be signed in and out of pre-camp and post-camp each day. A light snack is provided in post-camp, but parents may also send extra snacks and drinks for registered campers.

| <i>Times</i>          | <i>Fees*</i>                                     |
|-----------------------|--|
| Pre-camp: 7:30–9 a.m. | Pre-camp: \$25/week                              |
| Post-camp: 3–6 p.m.   | Post-camp: \$75/week                             |
|                       | *Fees prorated 20% for the week of July 2–July 6 |

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Camper's Name \_\_\_\_\_  
 Age (as of June 1<sup>st</sup>) \_\_\_\_\_ Birth Date \_\_\_\_\_ Grade Entering \_\_\_\_\_ Gender \_\_\_\_\_  
 Parent/Guardian Names \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_

### Person(s) to whom the child may be released to

Please designate at least two emergency contacts by checking the appropriate box. emergency contact  
 Only those listed will be allowed to sign out your child. Proper ID must be shown at time of pickup.

|                     |             |                          |
|---------------------|-------------|--------------------------|
| Name/Relation _____ | Phone _____ | <input type="checkbox"/> |
| Name/Relation _____ | Phone _____ | <input type="checkbox"/> |
| Name/Relation _____ | Phone _____ | <input type="checkbox"/> |

Is your child age 11–13 and allowed to sign him/herself in and out of camp?    \_\_\_ Yes    \_\_\_ No

### Medical Information

Please list any medications your child will be taking **the weeks of camp**.

| Medication Name | Reason for Taking |
|-----------------|-------------------|
| _____           | _____             |
| _____           | _____             |
| _____           | _____             |

Does your child need to take a prescription or over-the-counter medication during camp hours?    \_\_\_ Yes\*    \_\_\_ No

Will your child be self-administering any of these medications during camp?    \_\_\_ Yes    \_\_\_ No  
*If YES, please fill out the Carnegie Museums of Pittsburgh Policy and Consent for Self-Administration of Medication form.*

### Allergies (please note whether the allergy is an ingested or a contact allergy)

| Allergy | Reaction |
|---------|----------|
| _____   | _____    |
| _____   | _____    |
| _____   | _____    |

Allergen free seating?    \_\_\_ Yes    \_\_\_ No

Does your child carry an Epinephrine Auto Injector?    \_\_\_ Yes\*\*    \_\_\_ No

If yes, what is the allergy? \_\_\_\_\_  
*If YES and you consent to emergency administration, please fill out the Carnegie Museums of Pittsburgh Epinephrine Auto Injector Policy and Consent form.*

\*Please refer to Carnegie Museums of Pittsburgh Policy and Consent for Self-Administration of Medication form  
 \*\*Please refer to Carnegie Museums of Pittsburgh Epinephrine Auto Injector Policy and Consent form

### Emergency Medical Information

Child's Physician/Medical Care Provider & Phone Number  
 \_\_\_\_\_

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**Dietary Restrictions** \_\_\_\_\_

### Other Information You Think We Should Know

(Relevant information may include: other medical conditions, mobility accommodations, special needs, learning disabilities, child's primary language if not English, etc.)

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Does your child use wraparound services during the school year? If yes, will they be attending camp with your child? If not, what are some helpful supportive strategies that museum staff can use to set up a great camp experience for your child? \_\_\_\_\_

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### Authorization for Camp Participation

I authorize my child to participate in Carnegie Museums of Art and Natural History's Summer Camps program. I release Carnegie Museums of Art and Natural History, two components of Carnegie Institute, from any and all claims, costs, and liabilities due to accidents, injury, or other harm to my child.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### Photo Release Yes No

I grant permission to Carnegie Museums of Art and Natural History to use, reproduce, and/or publish for the promotion of Carnegie Museums of Art and Natural History and its programs (e.g. catalogs, magazines, website, videos, text panels, etc.), photographs and/or film footage taken during the summer. The use of these photographs is strictly limited for use by the Carnegie Museums of Art and Natural History. They will not be sold or reproduced for sale in any form.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### Behavior Agreement

I understand that any child exhibiting behavior that may cause harm to themselves, other camps, or camp staff will be asked to leave the program without a refund. These behaviors include, but are not limited to, hitting, kicking, biting, sexual harassment, and/or possessing weapons or illegal substances.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_