

## State Historical Museum of Iowa Summer Day Camp/Workshop Policies

### Drop-Off & Pick-Up

- Drop-off: 8:45 a.m. to 9:00 a.m.
- Pick-up: 4:00 p.m.

Please drop off and pick up your child at the State Historical Museum of Iowa (600 E. Locust St., Des Moines) under the portico at the Locust Street entrance during the allotted times listed above each day of the camp/workshop. We cannot assume responsibility for supervising children outside of program hours.

### Registration

Registrations are accepted on a first-come, first-served basis. Attendees must be the correct age for the program.

### Wait List Policy

If the camp/workshop is full, you will be placed on a waiting list. If a spot becomes available, we will contact the listed parent/guardian on a first-come, first-served basis. If we are unable to reach that person, we will go on to contact the next name on the list. If you are on the waiting list, payment is not due until a spot opens for the student.

### Payment

Full payment is due at the time of registration. After you register, a confirmation email will be sent to you that serves as your receipt.

### Cancellation Policy

There is a non-refundable processing fee for the summer day camp/workshop programs. Cancellations must be received in writing to [museum.education@iowa.gov](mailto:museum.education@iowa.gov) one week prior to the date of the program. Refunds will not be issued for cancellations received after the deadline.

- Young Writers' Workshop - \$50.00 non-refundable processing fee
- Junior Curator - \$20.00 non-refundable processing fee

In the event that a minimum enrollment is not met, we reserve the right to cancel or reschedule a program. If this happens, you will be notified at least a week in advance and the full registration fee will be refunded.

## **Communication**

You will receive a confirmation email following completion of registration. An email with more detailed information regarding the program will be sent to the given email address closer to the start date.

## **Health Needs**

To ensure the best experience for your child, please make us aware of any of the following: allergies, dietary restrictions, chronic illnesses, physical, mental, or psychological conditions, any medications or other accommodations.

## **Camp/Workshop Rules**

Participants are expected to behave appropriately during the program. If disruptive behavior continues or is severe, the adult listed will be called to help find a solution. If improvement is not realized, museum staff will call and ask for the child to be picked up.