




Summer
The WING



**2024 Program Information
& Registration Forms**

Hello

This packet includes general policies including what to bring, schedule of daily activities, special instructions for sessions, health & safety (Including Covid-19 safety), arrival & dismissal, absent or late arrival, medications and discipline.

Mission of the Museum

The Wing Luke Museum of the Asian Pacific American Experience is dedicated to the immersing people in uniquely-American stories of survival, success, struggle, conflict, compassion and hope. The Museum is in the heart of Seattle's vibrant Chinatown-International District, and includes the very hotel where countless immigrants first found a home, a meal and refuge. As our nation's only museum devoted to Asian Pacific American experience, it's one of the few places that can truly give you new perspective on what it means to be an American. The Wing is a Smithsonian and National Parks Affiliate.

Important Phone Numbers

Wing Luke Museum Front Desk: 206-623-5124
Maya Hayashi on-site cell: 805-443-5516
Em Halladay on-site cell: 253-753-3953

Camp Hours

The hours of the camp are 9:30AM-4:00PM on Fridays there will be a special presentation held at the museum. Information about the Friday presentation will be sent home with your camper and will be emailed to you during the week of camp.

Arrival and Dismissal

The day will begin at 9:30AM and will end at 4:00PM. Arrival time is between 9:00AM-9:30AM in our front entrance of the museum (719 S. King Street). Between 7th and 8th ave on King street there is an load-unload zone where Parents/Guardians can park as they drop off their students. A Parent/Guardian is required to sign-in the child on a daily basis. Dismissal is at 4:00PM. A Parent/Guardian is required to sign-out the child on a daily basis.

Late Policy

We request your cooperation in picking up you child on time at the end of the day. If an emergency arises and you are unable to reach the site by closing time (5PM), please phone us to assure both the staff and your child that you are on the way. State Law requires us to notify Child Protection Services when children are left in a program without notification from families and when no contacts can be reached to pick up the child.

What to bring

- Campers are welcome to bring their own mask. The museum has a small number of disposable masks available.
- Each child should bring a snack, lunch and a water bottle each day. Snack, lunch, and water bottle should be labeled with your child's name.
- Please dress for the weather. Clothing should be comfortable for activities and crafts. Non-slip, closed-toed shoes are recommended for safety--please no flip-flops or slippers.
- The Wing will provide most of the materials and classroom supplies. On occasion, the program may request family information or minor materials for use in projects.
- A positive attitude, energy to learn, eagerness for participation, and respect for teachers, counselors, and peers will promote an enjoyable experience for everyone.

What NOT to bring

- Please do not bring peanut products due to severe allergies. There may be students in the program with severe peanut products. Therefore we have instituted a 'no peanut policy' for this program. This means NO peanut products (nuts, peanut butter, oils) in any snacks or lunches. Thanks in advance for your cooperation.
- Please do not bring electronic toys. Cell phones will not be allowed during camp.

Typical Daily Schedule

- 9:30-10:00AM Introductions//starting activity
- 10:00-11:00 Camp Games//Recess Snack
- 11:00-12:30 AM Learning
- 12:30-1:30PM Lunch
- 1:15-1:30 Cool-down//Reflection
- 1:30-3:00 PM Learning
- 3:00-3:30 Beautification//Clean up
- 3:30-4:00PM Reflection//Cool-down Activity

Field Trip Information

The Field trips will either be onsite at the Museum and within walking distance to the Chinatown-International District or parents will be notified of the location and timeline of a scheduled field trip further away. Any fees associated with the Field Trip or transportation will be covered by the museum.

During Field Trips, it will be particularly important for students to display appropriate behavior and be responsive to the directions and guidance of the staff. If in past summercamp days, a student has demonstrated that they are unable to follow directions, remain within established boundaries or to display appropriate behavior--the student may not be eligible to join the trip. Parents and the student will be notified before the scheduled trip.

Over the counter medications

The following non-prescription medications require parental consent and can be given only at the dosage, duration, and method of administration specified on the manufacturers label for the age or weight of your child.

- antihistamines
- non-aspirin fever reducers/pain relievers
- anti-itching ointments or lotions, intended to relieve itchy or dry skin
- medicated lip-balm
- sunscreen

More about sunscreen

Please note that sunscreen is considered an over-the counter medication by the Washington State Department of Health and the Department of Licensing. We are required to have written parental consent to use sunscreen on your child, and it must be labeled with the child's name. In addition, it must be kept out of reach of the students and only used under the supervision of the staff. Please teach your child how to put on sunscreen. The staff will only assist when necessary to ensure the child protected.

Medical Emergencies

The registration form includes a medical release, giving us permission to seek medical attention for your child in case of an emergency--once it is completed and signed by the parent. Please update this form as necessary with any changes in home, work and medical phone #'s.

In the case of life threatening emergencies, a member of our staff will immediately call 911, administer first aid and/or CPR, and notify you as quickly as possible. If you cannot be reached, your designated emergency contact will be notified. If transportation to the hospital is needed, a staff member will accompany your child and stay with them until you arrive.

Medical Emergencies Cont'd

For minor emergencies and injuries, all of our staff are trained in first aid and will administer care if needed. A staff member will then contact you to provide information as to what had happened and a current status report so you can make a decision if further care is needed. You may receive a copy of a written accident or injury report to document what has occurred. If your child needs follow-up medical care, please provide the staff with this information.

For minor injuries, like bumps, bruises or small cuts, which may not require us to notify you immediately, an accident report may be given to you when you pick up your child. The accident report will explain what happened and how the steps the staff took to care for your child.

If you have a hospital preference, we will try to accommodate it when possible. It is always important to provide, in writing, any changes or updates to your work or emergency phone numbers.

Health

Each family is responsible for checking the health of each child. The museum has the authority to send home any child believed to be ill. Precautions will be taken if the child is believed to be experiencing symptoms of Covid-19, and the following procedures (as listed in Covid-19 Safety and Health) will take place.

In the event of a medical emergency, we will contact the Parents and/or emergency contact as first priority and contact the doctor listed in the child's registration forms.

Emergency Procedures

In case of emergency, the children will be kept under adult supervision until picked up by their parents or persons given sign-out authorization on the registration form. If on a field trip, children will return immediately to the museum. Parents should pick up their children as soon as possible, notify program personnel as they leave and sign their child out using our sign-in/sign-out sheet.

Covid-19 Safety and Health Rules

Each family is responsible for checking the health of each child. The museum has the authority to send home any child believed to be ill. In the event of a medical emergency, we will contact the doctor listed in the registration forms. Parents and/or emergency contact will be notified.

- Camp staff, interns and volunteer counselors will be trained on proper sanitization of spaces, social distancing protocols, and covid-19 symptoms and following protocols.
- At this time, masks are optional inside our museum building. Campers are welcome to bring and wear their own masks, but the museum has a limited number of disposable masks available.
- Campers will have access to handwashing stations and hand sanitizer throughout the day and planned handwashing time will occur before and after recess and lunch.
- Museum will have hand sanitizer available for campers but campers can bring their own hand sanitizer to camp.
- There will be two different cohort groups inside the building, switching places after lunch with two discrete activities in each space.
 - Museum's Hepa Filtration/ventilation- Our HVAC system has been adjusted to increase the flow of outside air while still maintaining museum standards for environmental controls. We have installed Marv 11 filters that filter down to 1 micron particulars (much smaller than the water vapor that carries coronavirus particles).
- Recess and Lunch will take place outside. Masks are recommended but not required.
- If because of inclement weather or wildfire smoke, inside recess/lunch will take place in cohort groups in separate classroom spaces.

Covid Safety and Health Cont'd

- Campers who experience covid-19 symptoms while in camp will be moved to the quarantine space of the museum, the museum's green room, with a museum staff member. Parents and then emergency contact will be notified and staff will stay with the student, until the student can be picked up

Camper Families will be notified by email and by phone about any exposure to positive covid-19 cases during camp hours.

Exposure notifications will be kept anonymous.

- We ask that camper families monitor their household for any symptoms of illness and should not plan on camper attending camp if they are feeling sick or a member of the household is feeling sick.
- If camper or household family member tests positive for covid-19, please do not come to camp and notify camp staff as soon as possible.
- Campers needing to miss or to cancel Summercamp based covid-19 exposure will connect with a staff member for a possible refund. See cancellation and refund policy in Program Information and Registration Forms.
- Please connect with our staff members should you have any questions about recent exposure, covid-19 sickness or covid-19 protocols

Museum reserves the right to cancel camps based on the safety staff, museum guests and campers. Any changes to the program will be messaged to families as they happen.

Museum COVID-19 policy is subject to change. Any changes will be clearly communicated. If you have any questions or concerns, please email ehalladay@wingluke.org

Behavior Management and Discipline

In our program we strive to meet the needs of all children by setting guidelines and boundaries appropriate to each stage of development. It is our desire to help your child develop self-control as well as respect for others.

If problems arise, we generally use the following guidelines:

- Child will be encouraged to use words.
- Child will be redirected to a new activity.
- Child will be removed from the situation until they decide to rejoin the group.
- Child will be removed from the situation until invited back into the group.
- removal from the program if unable to meet child's needs

Because there are such a wide variety of behaviors that children display, the museum reserves the right to make the decision to suspend or expel a child based on the individual and previous actions. Bullying or harassment of any kind will not be tolerated. Parents will be notified as soon as we are made aware of the behavior.

Suspensions or dismissals

The safety and well being of all children are of highest priority. If serious discipline problem develops, the museum will consult the parents to resolve the problem.

Reasons the police may be called

- Physical emergencies
- Child is still in our care one hour after closing (6:00PM) with no word from parents and emergency contacts cannot be reached.
- Child leaves the museum without permission.



Parent/Staff communication

Written information will be provided on a regular basis to keep family informed of special events and program happenings.



Insurance

It is the responsibility of every individual, their parent/legal guardian to provide for their own accident and health coverage while participating in the program. The museum does not provide accident or health coverage for its participants.



Use of Child(ren)'s Likeness and Work

Pictures of participants and their work may be taken throughout the duration of the summer camp. Images will only be used for museum and camp partner purposes such as the museum's printed and online materials for educational and promotional uses.



Refunds and Cancellations

Refunds will not be made for missed days. Refunds for suspensions, dismissals or extended absences (including those because of illness or covid-19 exposure) will be evaluated on a case-by-case basis.

Refunds will be made should the program be canceled due to safety or other factors. The Museum reserves the right to cancel the program based on the safety of staff and guests.

Cancellations (unrelated to illness) must be made one (1) month prior to the first day of camp the camper is registered for. Payments for the camp week will be refunded if cancellations are made within the 1 month in-advanced period. Any cancellations (unrelated to illness) made less than one (1) month prior will not be eligible for a refund. Cancellations after the one-month in-advance period, payments will not be refunded for the total amount paid, if unrelated to illness.

Participant Information + Authorization Form

PLEASE FILL OUT THE FOLLOWING AND TURN IT INTO THE MUSEUM ON THE FIRST DAY OF Summercamp.

The information you provide is considered confidential and is used only to assist staff in meeting the needs of your child(ren). Fill out all sections completely (mark N/A if it doesn't apply) and sign and initial where indicated. Please print clearly.

Name of Child(ren) _____

I have read and agree to the Wing's Summercamp Covid-19 Safety and Health Rules.

Signature of Parent/Guardian _____

Pick-up Authorization + Information

Please list all individuals that are authorized to pick up your child(ren). If an individual is not listed your child(ren) will not be released. Voice authorization for pick-up will not be accepted.

Name (First+Last) _____

Relationship _____

Home Phone _____

Cell Phone _____

Emergency Contact

The Parent/Guardian listed on the initial registration form will be contacted first in case of an emergency, after 911. Please list additional emergency contacts you would like us to contact in the event that you cannot be reached.

Name (First+Last) _____

Relationship _____

Home Phone _____

Cell Phone _____

Medical Information

Written MEDICAL TREATMENT AUTHORIZATION (a separate form), signed by a physician is required for any medication taken or administered while at the museum.

Child's Physician (first+last) Name _____

Physician Phone Number _____

Medical Insurance Coverage _____

Any significant health problems _____



Medical History

Regular medications, if any:

Allergies and drug reactions:

Date of last tetanus shot:

Behavior issues of which staff should be aware of:

How do you handle these behaviors?

My child(ren) experience the following: Please circle all that apply. You may be asked to complete an additional form to provide more information so that your child has the best experience possible. No child will be refused participation protected under the Americans with Disabilities Act (ADA):

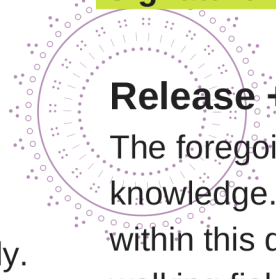
- ADD/ADHD
- Behavior Disorder
- Learning Disability
- Developmental Disability
- Mental Disability
- Physical Disability
- Hearing Impairment
- Asthma
- Allergies
- Diabetes
- Other: _____



Consent to Care + Treatment of Minor Children

I hereby give permission that my child may be given emergency treatment by a qualified staff member during the Summercamp Program. I further authorize and consent to medical, surgical and hospital care, treatment and procedures performed for my child(ren) by a licensed physician, hospital or emergency service professional when deemed necessary or advisable by the physician or EMT to safeguard my child(ren)'s health and I cannot be contacted. I waive the right of informed consent to such treatment. I also give permission for my child(ren) to be transported by ambulance to an emergency center for treatment. I certify under penalty of perjury under the laws of WA state that the foregoing is true and correct.

Signature of Parent/Guardian



Release + Indemnity Agreement

The foregoing information is complete and true to the best of my knowledge. I also confirm the authorizations and consent detailed within this document, including but not limited to medical treatment, walking field trip and other activity participation, and emergency and pick-up contacts. I understand that should my child(ren) act in a manner unsafe to him/her/themself, other participants or staff, he/she/they may be excluded from the program. Accordingly I have told my child(ren) to comply with all safety instructions. I hereby release, discharge & covenant not to sue the Wing Luke Museum, its Board of Trustees, its employees, volunteers, officers, and agents from liability to me or my child(ren). or my child(ren)'s personal representatives, assigns, heirs, and next-of-kin for any and all claims, losses and damages to property, or injuries on account of my child(ren)'s participation in the program

Signature of Parent/Guardian