



POLICIES AND PROCEDURES

Frontiers of Flight Museum (FOFM) fosters a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, educators, and Museum personnel. The Museum wants all students to have a great experience in their chosen program and expects all parents and students to read and adhere to the policies listed below.

GENERAL RULES

Treat others with respect

Respect the rights and feelings of all other students, educators, and museum personnel

Conduct yourself in a responsible manner

Behave in a manner that does not disrupt others

Do not yell, shout at, or in any way hurt others

Do not share or trade food - some students may have allergies

Do not use electronic devices such as cell phones or games during class.

Obtain permission from your educator/Museum personnel to use electronic devices at lunch

Have a positive attitude

Be polite and cooperative

Listen to and follow all instructions from your educator and Museum personnel

Take responsibility for Museum property

Respect the building, equipment, aircraft and exhibits at the Museum

No food or drinks are allowed outside designated areas (absolutely no food or drinks are allowed in the Virtual Learning Lab).

CHILDREN ARE EXPECTED TO FOLLOW ALL RULES AT ALL TIMES.

If your child is having trouble following rules and/or his or her conduct is disrupting the learning process or safety of others in the class, we will notify you, and work with you to help alleviate the problem. The Museum reserves the right to dismiss students from the program at any time due to behavioral problems. If this occurs, any tuition paid for days (if applicable) not attended will be refunded. If a child accidentally or intentionally damages, destroys, or otherwise harms Museum property or the property of another child or person, you may be required to pay for the repair or replacement of the item(s).

HEALTH AND SPECIAL NEEDS

The health and safety of our guests is always our first priority. The Museum has extensive health and safety procedures and staff training in place every year. FOFM has updated these procedures extensively, informed by current recommendations from local, state, federal health officials, agencies, and authorities, including CDC guidelines.

ILLNESS

- In the event your child becomes ill at the Museum or has an accident that requires a doctor's attention, we will notify you immediately. If you cannot be reached, we will call the individual(s) listed on your Waiver/Release Form. For the comfort and wellness of your child, we will expect you to pick your child up within one hour of that call.
- If a child has an accident that causes a scrape, small cut, bump, etc., we will take care of it and notify you when you pick up your child or by phone or email the same day.



SPECIAL NEEDS AND MEDICATIONS

The Museum is happy to accommodate children with limited special needs. For us to be able to help your child have an enjoyable experience in our programs, we ask that you notify us of your child's needs prior to the start of the program. Please notify us of any allergies, accessibility concerns, behavioral, psychological, or emotional conditions, or other special needs. If your child has a severe allergy and is susceptible to anaphylactic shock, you are required to provide epinephrine (adrenaline) injections to the program staff. Some (not all) of our staff are trained in CPR/First Aid and the use of "epi" pens, so please notify us beforehand so we may make appropriate arrangements. While we hope to offer these programs to as wide a range of children as possible, it is not possible for us to offer one-on-one care. Program staff is NOT allowed to administer any medication to children; if your child needs to take medication it must be taken before or after the program, or they must take it themselves.

PICK-UP AND DROP-OFF PROCEDURES

- At drop-off and pick-up you will be required to sign your child in and out. Museum staff will not release students to anyone other than who is specified on the registration paperwork.
- Photo identification is **required** at pick-up.
- Program drop-off begins at 8:15 am and pick-up begins at 12:00 pm. Please have your child(ren) picked up by 12:30 pm at the latest.

LUNCH AND SNACKS

Lunch and snacks will not be provided by the Museum, though snack-time is scheduled into the day. Parents and guardians are responsible for providing a nutritious, snack for their child(ren). Label all food and other personal items with your child's name. Please make sure all food items do not need refrigeration or microwave heating. Please send a reusable water bottle to keep your child hydrated throughout the day.