



S.W.A.M.P. Policies & Information

What to bring:

- Water bottle
- Snack
- Closed-toe shoes (no sandals or flip flops)
- Please have your child wear play clothes - we love outdoor investigations and some activities will be messy or wet!

What to leave at home:

- Toys - we make our own!
- Electronic games and devices
- Phones - if a mobile phone is used as part of your family's behavior or communication plan, please contact education@scienceworksmuseum.org to discuss
- Money
- Anything valuable or irreplaceable – ScienceWorks staff cannot be responsible for lost or missing items
- Weapons - including toy weapons
- Dangerous or distracting items

Location:

ScienceWorks Afternoon Maker Program is located at the museum 1500 E. Main Street in Ashland, OR. At the museum your child will be in a classroom setting as well as a public museum setting. We may go outside if weather is pleasant. Your child will have access to the museum exhibits as part of their program experience.

Cancellation:

While we don't anticipate any cancellations of this program, there may be extenuating circumstances that require it. We will do our best to give as much notice as possible. If this happens we will provide you a full reimbursement.

If you need to cancel your registration, you have up to two weeks before to receive a full refund minus a \$25 processing fee. All cancellations after this date will not receive a reimbursement. Credit may be given towards another cycle, session, or program according to Staff discretion.

Absences:

If your child will not be attending the program on a specific day, please notify ScienceWorks as soon as possible by emailing education@scienceworksmuseum.org or calling the front desk at **541-482-6767**.



Drop-off and Pick-up:

Sign in time is from 2:50-3:10. If your child is walking or riding the bus from school, staff will mark their arrival time on the sign in sheet.

Sign out is at 5:00 PM.

If children are not picked up by 5:05, staff will call emergency contacts and ask for one of them to pick up the child. **The registered account will be charged \$1 per minute that they are late.**

Please notify ScienceWorks in writing if your student will be picked up by anyone other than those you authorize to sign them out.

NOTE: Children must be signed out by a designated person authorized to pick them up before they leave our care.

Problem Situations:

Please notify us if your child is having a problem while at the museum. Children may share information with family before program staff, if they are having some type of trouble. We want your child to have an enjoyable and rewarding time at ScienceWorks. With your help, we can ensure that all students are at ease and comfortable.

Program administrators and educators will be available to discuss any issues or problems that may arise for your child. Children who persistently disregard safety rules or who exhibit violent behavior will not be able to remain in the program. If a child is unable to stay in the program for these reasons, refunds are not applied.

Emergencies or Accidents:

If you must reach your child in the event of an emergency, you may call and a message will be relayed to the program administrator and/or educators. In the unlikely event that your child experiences a health emergency or accident, we will notify you immediately and seek advice. In the event that a child needs immediate medical attention or needs to be taken to the hospital, we will inform you of our actions as soon as possible.

Please notify us of any allergies, ongoing medical needs, or other essential medical information we need to know to help support your child.

ScienceWorks staff cannot administer medications.



SWAMP Tool and Safety Rules

A safety-focused attitude is expected at all times. Training, guidance, and support will be provided by qualified ScienceWorks staff or volunteers for each tool or machine used.

Personal protection

- Wear the appropriate PPE while anyone is operating a tool. Required PPE must be worn at all times, even if it is someone else operating the tool.
- While operating a tool, use the appropriate PPE. At a minimum you must wear the PPE required below.
 - Closed-toed shoes are required
 - Wear short sleeves or keep sleeves rolled up
 - Wear hair short while in the shop
 - When using any machine with rotating parts, remove all jewelry and other accessories including gloves.

Awareness of others

- Keep clear of others who are operating tools
- Do not interrupt or distract anyone who is operating a tool.
- Absolutely no horseplay, pushing, etc.

Hazards

- Keep walkways and exits clear of obstructions
- Keep floors clear of trip and slip hazards
- Do not store materials on floor next to machinery
- Keep floor clear of sawdust and other slip hazards
- Keep the work surface of the machine clear except for material being worked
- Check the machine for cleanliness and safety before and after use
- Keep exits and fire extinguishers clear of obstructions

I have read the SWAMP safety policy. I will abide by the policy at all times while in SWAMP, when using tools, or when near anyone using tools.