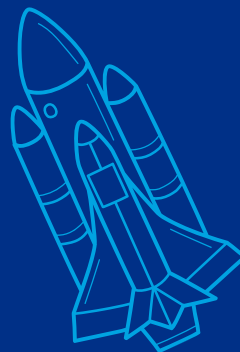
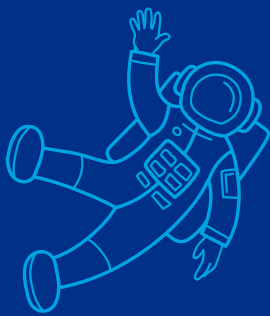




2025 Camper Information Packet

# Welcome to Camp!

## Aerospace Camp Experience



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# Welcome to The Museum of Flight's Aerospace Camp Experience

Below you will find information about required paperwork, daily procedures and other policies at ACE. Never hesitate to let us know if you have any questions or concerns—we're looking forward to an exciting summer!

## Contact Info

### Hours:

**Camp:** 9:00 AM to 4:00 PM, Monday–Friday  
**Before Care:** 7:30 AM to 8:50 AM, Tuesday–Friday  
**After Care:** 4:20 PM to 6:00 PM, Monday–Thursday

**Contact:** [ACE@museumofflight.org](mailto:ACE@museumofflight.org)  
206.716.0820†

**Address:** The Museum of Flight  
9404 East Marginal Way South  
Seattle, WA 98108

† During the busy summer months, we are rarely at our desks but we check our messages frequently. If there is an emergency and you are unable to speak to an ACE staff member, please call the Museum switchboard. 206.764.5700

## Diversity, Equity & Inclusion Statement

The Museum of Flight is dedicated to providing a welcoming experience for all visitors, staff, volunteers, learners and community members. We respect, celebrate and honor all people and the unique perspective they bring to our institution. All voices are valued and heard and all people are seen and respected. Diversity, inclusion, equity and cultural responsiveness are part of everything we do and we are committed to building an inclusive environment with equitable treatment for all.

Our commitment to diversity, inclusion, equity and cultural responsiveness is unwavering. Our progress will be a journey. One that we are proud to have begun and will continue to pursue with you—our employees, volunteers, board members, visitors, guests, learners, partners and community members. We ask you to hold us accountable and to continuously challenge our thinking, programs and strategies so every person has a sense of belonging at The Museum of Flight.

## Land Acknowledgment

We acknowledge that The Museum of Flight is on the traditional land of the Duwamish — past, present, and future. We honor with gratitude the land itself, the Coast Salish people, and their place in the ongoing story of aerospace.

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# Camp Groups

## Flight Camp

Kindergarten–Grade 1 | Red Shirts | 1:6 staff ratio

## Orbital Pioneers

Grades 2–3 | Blue Shirts | 1:8 staff ratio

## Aerospace Explorers

Grades 4–5 | Green Shirts | 1:9 staff ratio

## Planetary Voyagers

Grades 6–7 | Orange Shirts | 1:10 staff ratio

## Astro Camp

Grades 8–9 | Purple Shirts | 1:10 staff ratio

# Camp Activities

Camp activities are scheduled from 9:30 AM to 3:45 PM. See below for a typical camp day schedule.

## Gallery Tours

Each week, campers will spend time touring the major Museum galleries.

## Classroom Activities

Campers will participate in hands-on, inquiry-based activities that are grounded in the weekly theme.

## Outdoor Activities

Campers will spend a portion of each day outdoors for unstructured play and games.

## Lunch

Campers eat lunch between 11:30 AM and 12:30 PM with a snack break later in the afternoon.

## Field Trips

Campers enrolled in the Astro Camp Program will participate in an off-site field trip during their week. All required permission forms must be completed in order for a camper to participate in the field trip. Field trips will take place during normal camp hours.

## Sample Schedule

9:00 AM–9:15 AM ----- Camper Drop Off  
9:15 AM–9:30 AM ----- Daily Welcome  
9:30 AM–11:30 AM ----- Touring and Classroom Activities  
11:30 AM–12:30 PM ----- Lunch and Recess\*  
12:30 PM–2:00 PM ----- Touring and Classroom Activities  
2:00 PM–2:30 PM ----- Snack  
2:30 PM–3:30 PM ----- Classroom Activities  
3:30 PM–4:00 PM ----- Wrap up and Check-Out

\*lunch times may be different depending on the age of the camp group.

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# Check-In & Check-Out

## Monday Check-In

**8:45 AM to 9:15 AM**

Check-in will take place from 8:45 AM to 9:15 AM in the main Museum lobby ([see map](#)). Parking can be found in the Main Parking Lot and signs will direct participants. Campers will meet their counselors and start their week in the William Allen Theater!

Parents, guardians and caregivers should help their campers get situated on Monday morning by entering the theater. All parents, guardians and caregivers will be asked to depart the William Allen Theater at 9:15 AM, no exceptions. Campers will receive a t-shirt on the first day of camp. Additional t-shirts are available for purchase via your Camper Registration Profile. T-shirts cannot be purchased using cash.

## Tuesday–Friday Check-In

**9:00 AM to 9:15 AM**

Check-in on Tuesday–Friday will take place from 9:00 AM to 9:15 AM at the ACE Classrooms ([see map](#)). Camp counselors will be stationed outside the classrooms to greet campers and sign them in. All campers must be signed in by a parent, guardian or caregiver each day.

## Monday–Thursday Check-Out

**4:00 PM to 4:15 PM**

Check-out Monday–Friday will take place at the ACE Classrooms ([see map](#)) from 4:00 PM to 4:15 PM. After 4:15 PM, any campers still in the care of ACE staff will transition to our [After Care](#) program. If a camper must move to the After Care program, and is previously unregistered for After Care, a \$26.00 fee may be added to your account.

## Friday Check-Out

**3:45 PM to 4:15 PM**

Friday check-out will begin at 3:45 PM. Campers can be picked up from the ACE Classrooms from 3:45 PM to 4:15 PM. *There is no after care on Fridays, please ensure your camper is picked up before 4:15PM.*

Campers will only be released to adults who can provide a camper's [Kid Code](#) and have prior authorization through the online registration profile for pick-up. Verify with your camper's counselor at check-in to be sure all adults who may need to pick-up your camper are authorized and make sure adults picking up your camper know the proper Kid Code.

In lieu of a Kid Code, an authorized adult may pick up a camper by providing a photo ID.

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# Check-In & Check-Out

## Kid Code

A Kid Code is a tool we use to ensure campers are released to known and trusted adults.

At registration, you will have an opportunity to select a 'code word' that will be attached to your camper's profile.

### TIPS:

- Choose a one or two-word code or phrase, preferably in English.
- Do not use a child's name, nickname, or parent's name as a code.
- Do not share your code with your camper.

**Kid Codes should only be shared with adults authorized to pick up a camper.** At check-out, ACE staff will ask for the adult's name and the Kid Code. An adult who is listed as an authorized pick up and can provide the proper Kid Code will be able to check that camper out.

If you forget your Kid Code, you can refer back to your registration profile. Additionally, ACE staff can remind you at check-in. For safety reasons, we cannot provide a Kid Code over the phone, but we can confirm if a code provided is correct. The Kid Code is located on the Camper Information Form completed for each camper.

## Late Drop-Off

If your camper will arrive to camp after 9:30 AM, call the ACE Office at 206.716.0820 or send an email to [ACE@museumofflight.org](mailto:ACE@museumofflight.org). Proceed to the main Museum Lobby and an ACE team member will meet you and your camper there to complete the check-in process and take them to their camp group!

## Early Pick-Up

If you need to pick your camper up early, call the ACE Office at 206.716.0820 or send an email to [ACE@museumofflight.org](mailto:ACE@museumofflight.org) with the time you would like to pick your camper up. Additionally, alert your camper's counselor during check-in that you plan to pick your camper up early. Call the ACE Office with your estimated arrival time or 10 minutes before you arrive and meet your camper at the ACE Classroom Area to complete the check-out process. Do not enter the fenced in area; a staff member will meet you at the gate to complete check-out. Campers who are picked up after 3:45 PM should join the general check-out process.

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# Before & After Care

Additional hours of care outside of general camp hours that take place in ACE Classroom Area. Please inquire with the Camp Office if you are interested in purchasing Before and After Care.

## Before Care

**Tuesday—Friday**

**7:30 AM to 8:50 AM**

Campers can be dropped off in the ACE Classroom area between 7:30 AM and 8:50 PM

**There is no Before Care on Mondays.**

## After Care

**Monday—Thursday**

**4:20 PM to 6:00 PM**

Campers can be picked-up any time between 4:20 PM and 6:00 PM. An additional program fee of \$50.00 will be added for pick-ups after 6:15 PM

**There is no After Care on Fridays.** All campers must be picked up by 4:15 PM on Fridays.

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# Fees & Payment

## Deposit

A non-refundable \$100.00 deposit is due at time of registration.

## Payment Schedule

Full registration payment is due by June 9, 2025. Campers with outstanding payments will not be admitted to ACE until payment is made in full.

Several payment plan options are available, including monthly payments and extended payment plans for those who may require them.

## Refunds & Cancellations

Registrations that are canceled two weeks (14 days) prior to the start of a camp session are refundable, minus the \$100.00 non-refundable deposit. Registrations canceled within two weeks of the start of a camp session are non-refundable.

Contact the ACE Office at [ACE@museumofflight.org](mailto:ACE@museumofflight.org) or 206.716.0820 if you have questions about cancellations or need to cancel a registration.

# Required Forms

## Camper Information Form

Each camper must provide basic health information, including allergies, medical concerns and general information to ensure a successful week of camp! **This form MUST be completed within your camper's online registration profile by June 12, 2025.** Campers with incomplete Camper Information Forms will not be admitted to camp until forms are complete.

## Medication Form

If your child requires prescription or over-the-counter medication that must be given during camp hours you will need to print and fill out a Medication Authorization Form from your camper's registration profile. Medication Authorization Forms will also be available at Monday morning check-in.

All medication must be in the original pharmacy containers with the camper's name and clear instructions for administering on the label. If the dosage is different than that on the label, a physician's signature is required on the Medication Authorization Form. Campers are not allowed to carry medication, unless "self-administer" is clear on the label or a physician has instructed as such on the Medication Authorization Form. Please check to ensure that any medications, especially inhalers, are not expired. Expired medications cannot be administered.

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# Health & Safety

Help ensure the safety of your camper by making sure that they are prepared each day. Before arriving, make sure your child is in good health, properly dressed including close-toed shoes and has a bag with their lunch and other supplies.

Safety is the number one priority of the ACE Staff. Camp staff have passed state and federal background checks and are CPR/First Aid certified. If your camper suffers a minor injury, we will treat them during camp and file an incident report. Your camper's Lead Counselor will inform you about the injury during that day's check-out.

If your camper receives a non-life-threatening injury (fractured arm, broken tooth, etc.), we will make every attempt to contact the designated parent/guardians and designated emergency contact persons before allowing transport to a medical care facility, if needed. In the event of serious illness or injury, we will call 911 immediately.

## Sick Camper Policy

For the safety of campers and staff, we request that any camper who feels ill or is exhibiting any of the below symptoms stay home from camp. If a camper begins to feel ill during the camp day and presents any of the below symptoms, parent(s), caregiver(s) or guardian(s) may be asked to pick their camper up:

- Fever
- Cough
- Headache
- Sore throat
- Nausea
- Fatigue
- Shortness of breath
- New loss of taste or smell
- Congestion

ACE sick policies and procedures may change based on updated local, state, and federal guidance and health recommendations. Any changes will be posted online and registrants will be notified.

ACE is a mask-friendly program and masks are available for participant and staff use. ACE masking policies may change based on local, state, and federal guidance and health recommendations.

Personnel selected by the camp are authorized to provide appropriate routine and emergency care of campers and any dispensing of medications and/or transport necessary for that care, including the following medications:

- PABA-Free Sunscreen
- Antibiotic Ointment
- Saline Eye Solution
- Antiseptic Cleansing Wipes
- Hand Sanitizer

*The Museum of Flight does not carry accident or medical insurance for participants. Any medical expenses incurred during ACE activities are the responsibilities of the participant's parents or guardians or their insurance carrier.*

## Vaccinations

The Museum of Flight requires all campers have up-to-date vaccinations or allowable exemptions as required by Washington State law for school attendance, as such we are collecting camper immunization status. Additionally, The Museum of Flight highly encourages all campers be vaccinated against COVID-19. We continue to monitor local, state, and federal guidance and health recommendations and reserve the right to update or change health and safety requirements for camp participation at any time.

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# Behavior Policy

At ACE, our goal is to foster a supportive and welcoming environment where campers are free to explore the world around them. Camper behavior that presents a danger to themselves, others or artifacts will not be accepted. Examples of behaviors of concern include, but are not limited to, actions that could lead to physical harm to self, other campers, staff, Museum property or leaving the camp group or camp area without supervision.

We recognize that camper and guardian communication about behavior is essential in fostering appropriate camper behavior. We will actively seek to involve both the camper and their parent(s), caregiver(s), or guardian(s) in all actions related to fostering a successful and safe time at camp. Steps that may be taken when concerning camper behavior escalates include, but are not limited to:

- Call home for real-time discussion with camper parent(s), guardian(s), or caregiver(s)
- Early pick-up from ACE
- A one-day 'cool-down' absence from ACE before returning to camp

In the event that a concerted effort and the above steps fail to resolve concerns, campers may be asked to leave camp for the remainder of the camp session. No refunds will be given if a camper is required to leave camp for reasons related to behavior of concern.

## Additional Camper Needs & Supports

To ensure campers are set up for a safe and successful week of camp, ACE aims to be an inclusive environment for all campers. We strive to support and accommodate the needs of specific campers within the bounds of The Museum of Flight and the capacity of its employees.

ACE is a program that takes place in a semi-public location. Some guidance that might be helpful as you consider whether ACE is an appropriate fit for your camper is listed below:

- Campers should be able to stay near or with their camp group for the majority of the camp day (6 hours).
- Campers should be able to predictably travel with their camp group from place to place. A camper with a pattern of elopement may find ACE challenging.

We are happy to welcome trusted adults and aides to join a camper for specific 1:1 support. Aides must complete a background check through a process selected by The Museum of Flight prior to attending camp.

If your camper requires specific support to participate in ACE, please note this on your Camper's Information Form and reach out to the ACE Program Manager at [ACE@museumofflight.org](mailto:ACE@museumofflight.org) or by calling 206.768.7112 at least 30 days prior to your camper's session start date. All requests for support will be reviewed on a case-by-case basis in collaboration with camper parent(s), guardian(s) and caregiver(s) to determine if ACE is a good fit for your camper. ACE cannot guarantee access to 1:1 support, nor guarantee all supports will be available.

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# Lost & Found

Items that are left behind in camp spaces or become separated from their owner will be collected daily. Staff will make every effort to return the item to the appropriate camper during the camp week. If an item cannot be returned to the appropriate camper, it will be displayed during check-out on Friday afternoon, so please make sure to check to see if your camper has all of their belongings from the week!

Items that are not claimed at Friday afternoon check-out will be kept by ACE for no longer than 14 days. Some items may be transferred to the Museum's general lost and found managed by our Public Safety team. Items that are checked-in to The Museum of Flight's general lost and found will be kept for 14 days. Public Safety can be contacted at 206.920.9770.

# Phones at Camp

ACE aims to create a safe and inclusive environment. Phones and other telecommunication devices are tools that we recognize are useful for maintaining communication in an emergency between a camper and their caregiver. During the camp day, we ask that phones and other telecommunication devices be put away and not used. This supports a phone-free environment where campers can be fully engaged, where staff can ensure appropriate use of technology, and where in-person interactions are prioritized over social media. To facilitate this environment, staff will work with campers and caregivers to communicate about inappropriate use of personal phones or other technology.

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# FAQ

## **Can I visit my camper during the day while they are attending ACE?**

We don't recommend that campers get visits from caregivers, parents, or guardians during the camp day. If you need to visit your camper while they are in camp, you must alert the ACE Office of your visit by emailing [ACE@museumofflight.org](mailto:ACE@museumofflight.org) or calling 206.716.0820. When you arrive, do not enter any camp spaces and wait for an ACE staff member to escort you to an appropriate area to meet your camper. In some instances, you may be asked to sign your camper out from ACE during the visit.

## **Does ACE provide lunch for campers?**

ACE does not provide lunch for campers. If a camper does not have a lunch, ACE will purchase food for the camper and a charge will be added to your account.

## **Can I bring food for my camper to share with their group during the camp day?**

ACE staff cannot distribute external food or items to campers.

## **Does my camper need to wear their ACE t-shirt every day?**

Yes! The ACE t-shirt helps us maintain a safe environment for all of our campers by allowing us to quickly identify campers as we move through the museum throughout the day. Each registration includes one t-shirt, which will be distributed at Monday morning check-in. You can add an extra t-shirt to your order for an additional \$10.00 fee.

## **What if I am running late to pick up my camper?**

If you are unexpectedly running late to pick up your camper, please call the ACE Office at 206.716.0820. If your arrival will be after 4:15 PM, your camper will be checked-in to our After Care program.

## **Can I drop my camper off late/pick my camper up early?**

Yes! If you would like to drop your camper off later than 9:30 AM or pick them up before 3:45 PM, please follow the [Late Drop-Off/Early Pick-Up](#) procedures.

## **Is ACE requiring campers to be vaccinated against COVID-19 this year?**

At this time, The Museum of Flight highly encourages but does not require Aerospace Camp Experience (ACE) participants to be immunized against COVID-19, per recommendations from the Centers for Disease Control and Prevention and local and state health authorities. The Museum of Flight continues to monitor local, state, and federal guidance and health recommendations and reserves the right to update or change health and safety requirements for camp participation.

## **Does ACE require proof of immunization for participation in camp?**

At this time, The Museum of Flight requires all Aerospace Camp Experience participants to be up-to-date on or have an allowable exemption from all vaccinations as required by Washington State law for school attendance. At registration we will collect some immunization information to use in the case of an outbreak of a vaccine preventable illness. The Museum of Flight continues to monitor local, state, and federal guidance and health recommendations and reserve the right to update or change health and safety requirements for camp participation.

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# Camper Check List

Go through this checklist daily to make sure your camper is prepared!

## What to Bring

- ACE T-shirt (Provided Monday Check-In)
- Non-perishable Lunch
- Snack
- Water Bottle
- Sunscreen
- Brimmed Hat
- Close-toed Shoes
- Sweatshirt/Jacket
- Prescription Medication
- Fidget\*

## What not to Bring

- Favorite Toys/Blanket/Clothes
- Money\*\*
- Electronic Toys
- Cell Phones & Wearable Communication Devices\*\*\*
- Knives or Weapons
- Fireworks or Explosives
- Non-prescription Drugs
- Alcohol or Tobacco
- Pets or Non-Service Animals

\* Please let staff know if your camper will be using a fidget through the camp day!

\*\* Campers can visit the Museum Store after camp hours with an adult.

\*\*\* Cell phones or other electronic communication devices that are brought to camp should not be used during camp hours. If necessary, use of these devices can be coordinated on a case-by-case basis with the ACE Program Manager. See [Phones at Camp](#) for more information.

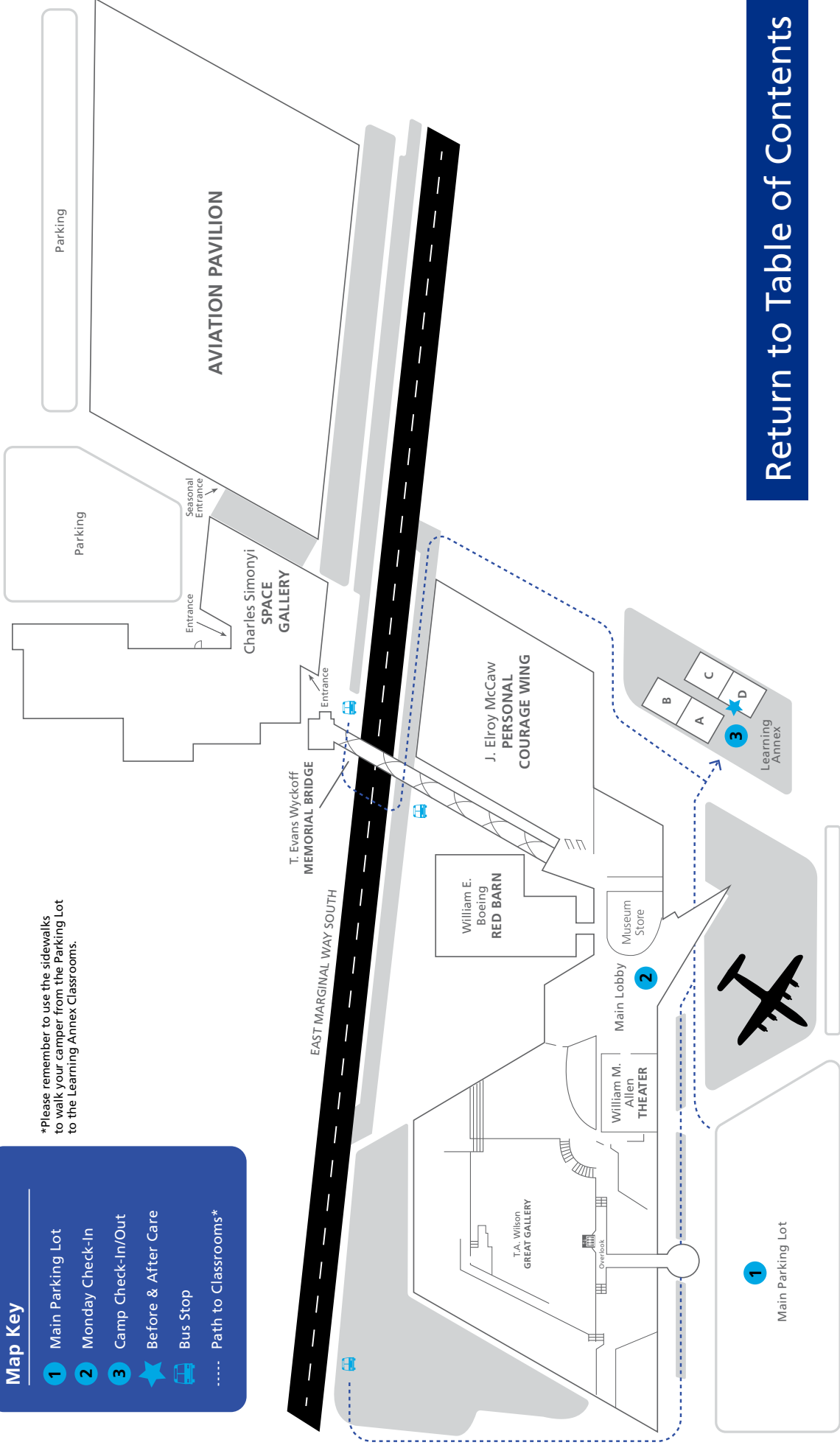
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# Museum Campus Map

## Map Key

- 1 Main Parking Lot
- 2 Monday Check-In
- 3 Camp Check-In/Out
- ★ Before & After Care
- Bus Stop
- ..... Path to Classrooms\*

\*Please remember to use the sidewalks to walk your camper from the Parking Lot to the Learning Annex Classrooms.



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