

10 July 2020

Dear Parent,

Aviation Camp is finally here! We look forward to seeing your child beginning next week and launching their adventure into aviation.

Please keep in mind the following as you and your child prepare for camp:

1. Sign-in begins at 8:30 AM. Be sure to park in the FRONT Museum parking lot. The doors will be open between 8:30 AM and 9:00 AM for Aviation Camp sign-in. Our blue-shirted camp staff members will be located in your child's homeroom area to sign your child in. Please refer to the class list posted in the entrance atrium for team assignments and to the museum map for the location of each team's homeroom area.
2. Each morning at sign-in, your child's instructor will ask you to confirm that your child is not exhibiting any of the following health symptoms:
 - Fever exceeding 100.4 degrees Fahrenheit
 - Coughing
 - Shortness of breath

Please do not bring an ill child to Aviation Camp, but instead contact the Education office at education@hiller.org or (650) 654-0200 x 215 to report the absence. Credits or refunds will be made available as appropriate for ill campers during Summer 2020.

3. What to bring to camp:
 - Pack a snack and lunch for your child each day. We also encourage all campers to bring their own water bottle labeled with their name. We have two snack breaks (one morning and one afternoon) and a lunch break midday.
 - **We recommend leaving large items such as backpacks at home.** Campers will receive a paper bag "cubbie" at camp each week to store their activities and belongings.
 - Campers will spend some time outdoors most days, so sunscreen is recommended. Campers must bring their own sunscreen and be able to apply it themselves.
 - Each camper will be issued an Aviation Camp t-shirt at the beginning of their camp session which may be worn every day. A second t-shirt is available upon request for multi-week campers. Returning campers may wear t-shirts from previous years.
 - Some projects are messy, so campers should wear clothes that can get wet and dirty.
 - Do not send valuables to camp, including electronics. The Hiller Aviation Museum is not responsible for personal property lost, stolen or damaged at camp.
 - Hand sanitizer will be available and offered upon arrival, every time each team returns to the classroom area, and before snack and lunch breaks. Campers are welcome to bring their own as well.
 - Some projects can be messy, so campers should wear clothing that can get wet or dirty.
 - Per state and San Mateo County health orders, adults and children 13 years of age and over are required to wear face coverings when inside all common use areas of the Hiller Aviation Museum. Face coverings are optional but encouraged for children ages 3 through 12 years old participating in summer camp programs. Face coverings are always available on request at the entrance station in the Museum's atrium. Your compliance with this order while onsite for check-in and check-out is appreciated.

4. Children in Aviation Camp will be broken into multiple teams. A master list will be posted showing the group assignments for the week and the team location. Please consult this list and sign your child in with his/her instructor in the team homeroom area.
 - If you have a grouping request that is not already indicated on your child's registration, please email and let us know immediately.
 - Group changes cannot be accommodated after check-in on the first day of camp in order to maintain stable groups of campers.
5. **Checkout occurs from 3:45 PM – 4:15 PM at your child's homeroom area.** Early pickups (before 3:45 PM) must be arranged in advance with your child's instructor. Early pickups must be made no later than 3:30 PM. After that time campers may be signed out at the beginning of general sign-out at 3:45 PM. Campers should be picked up no later than 4:15 PM (5:30 PM if enrolled in PM Extended Hours). At 4:15 PM, all campers still onsite will be checked into the team as PM Care drop-in participants—PM Drop-In Care is \$15 an afternoon.
6. Please pick up your child by **5:30 PM**. Late pick-ups are subject to a \$15 for every 15 minutes after 5:30 PM.

Special Health and Safety Procedures – Aviation Camp 2020

- Please use only the front parking lot to access check-in/check-out.
- Do not enter the facility if you or your child have COVID-19 symptoms.
- Wear face coverings inside the Museum (required for ages 13 and up, encouraged for ages 3 through 12, prohibited for ages 0-2).
- Plan to go directly to your child's homeroom area for check-in and check-out each day (staff at the front door will direct you).
- Check-in period lasts 8:30 AM – 9:00 AM.
- Check-out period lasts 3:45 PM – 4:15 PM.
- Check-In and Check-Out will be a touchless system. Please ensure that that you check in with your child's team staff member verbally during check-in and check-out.
- Each group is limited to 12 or fewer students and will have the same campers and staff members for the 3- or 4-week duration of each program.
- All campers will have their own cubby area to store their belongings and lunches.
- Hand sanitizer will be available and offered upon arrival, every time the team returns to the classroom area, and before snack and lunch breaks. Campers are welcome to bring their own as well.
- Teams will have separate designated bathroom breaks (in addition to accommodating any emergencies) to promote social distancing between teams.
- Frequent hand-washing opportunities will be offered and promoted.
- All staff members submit a health self-screening certification each morning.
- Parents will be asked to certify that they have screened their child each morning for fever, coughing, or shortness of breath. As noted above, please do not come to Aviation Camp if ill, but instead contact the Education Office education@hiller.org or (650) 654-0200 x 215.

We'll see your child soon at Aviation Camp!

Sincerely,

Hiller Aviation Museum Education Department