



# JACKSON HOLE CHILDREN'S MUSEUM

# PARENT MANUAL

155 N. Jean Street  
PO Box 995  
Jackson, WY 83001  
307-733-3996

[info@jhchildrensmuseum.org](mailto:info@jhchildrensmuseum.org)

EIN#: 27-4118586

### Mission and Vision:

KJ and Craig Morris, together with the support of over 100 local families and donors, opened the doors of the Jackson Hole Children's Museum in November 2011.

Our mission is to provide space to Play, Create, Explore and Discover.

We envision a community that embraces children as curious, collaborative, and innovative individuals.

We promote our mission and vision through interactive, hands-on play spaces and programs, encouraging children's creativity, discovery and innovation.

### Participant Forms:

Prior to the start of each program, these forms must be submitted. A child cannot participate without completed forms.

- JHCM Consent, Release and Liability Waiver
- JHCM Information and Medical Form
- JHCM Covid Procedures Acknowledgement and Agreement

### Program Fees:

Full program payment is due at the time of registration. For most programs, JHCM members receive a discount.

### Scholarships:

One22 administers need-based scholarships for the Jackson Hole Children's Museum. For more information on scholarships, including a scholarship application, please contact Annel Hernandez ([annel@one22jh.org](mailto:annel@one22jh.org)). Students participating in JHCM programs in conjunction with Teton Literacy Center may also be eligible for scholarships and can contact TLC for more information. Additional scholarships may be available through JHCM. Please email [info@jhchildrensmuseum.org](mailto:info@jhchildrensmuseum.org) for more information.

### Cancellation Policy:

If a participant cancels up to one week prior to the program start date, a 10% cancellation fee will be applied to the refund. If a participant cancels within one week, or after the program has started, no refund is available.

If participants would like to transfer from one program to another, a 10% transfer fee will be applied.

Classes may be cancelled by the Jackson Hole Children's Museum due to low enrollment or other extenuating circumstances. Participants enrolled in a cancelled program will receive a 100% refund.

### Absent Days:

If your child is going to miss any program days, please notify us at 307.733.3996. There is no credit or fee reimbursement for any absence, including illness and vacations.

### Lunch & Snack:

If your program overlaps lunchtime, please pack a healthy lunch for your child. For all programs, please pack an extra snack or two. JHCM does not provide snacks due to food preferences and allergies.

### Health Policy:

To maintain a healthy environment, children who are sick with an illness that could cause other children and teachers to become ill, must be kept at home. If a child becomes sick and is unable to participate, or presents a health risk to others, parents will be contacted and asked to pick up their child immediately. In the event that we are unable to reach you, we will call your emergency contact.

Please note that the following conditions are cause for exclusion from a program:

1. Fever (99 degrees or above)
2. Vomiting
3. Diarrhea
4. Severe pain or discomfort (sore throat, stomach, etc.)
5. Severe coughing
6. Head lice
7. Rashes
8. Conjunctivitis
9. Covid-19 symptoms which include fever, vomiting, diarrhea, dry cough, shortness of breath, chills, loss of taste or smell, sore throat, muscle aches, and skin rash.

Children may not return to the program until the above symptoms have been absent for 72 hours without the use of fever-reducing medications. Additional conditions may be determined by the Directors.

Children exposed to Covid-19 must provide proof of a negative Covid test administered at least 5 days after exposure before returning to the program or written permission from a physician that the child may return.

The same health policy applies to staff members.

### Medication Policy:

Jackson Hole Children's Museum staff will not administer medication other than Benadryl and Epi-pen in the case of an emergency. If your child requires medication during a program, the medication must be in the original container with doctor's orders for the medication. This also includes Epi-pens. Please make sure your child has any necessary medications (Epi-pen, Inhaler, etc.). If anything is administered, parents will

be notified.

Food Allergies: We cannot guarantee a food allergen-free environment. Please notify us if your child has any special dietary, allergy, or medical needs.

Over-the-Counter Medications (e.g. sunscreen): Please provide sunscreen for your child(ren). If not provided, JHCM staff will apply program sunscreen if necessary for outdoor activity. JHCM staff may also apply triple antibiotic ointment (also known by the brand name Neosporin) in minor first aid instances if necessary.

Drop-off/Pick-up Procedures:

It is very important to sign your child in (if applicable) and out every day. During the COVID-19 pandemic, this means verbally checking in with JHCM staff upon drop off and pickup, who will denote the parent/guardian signing in/out each student. Participants may only be picked up by a parent or guardian, unless otherwise authorized on your child's Information and Medical form. On this form, please also note anyone *not* permitted to pick up your child. If self check-out is allowable (student sign-out) for walking/biking purposes, we must have written permission from parents/guardians.

JHCM has implemented temperature and health screening upon arrival for any program. Children with a fever of 100 degree Fahrenheit or higher or any illness symptoms will not be admitted to the program. Please see our COVID-19 Procedures and Daily Routines Form for more details.

Late Pick-Ups:

Please respect program end time(s).

Hours:

Museum hours vary based on season and staffing. Please check our website for updated hours ([www.jhchildrensmuseum.org](http://www.jhchildrensmuseum.org)).

Discipline Policy:

We are committed to fostering engaging learning experiences for children through play, creativity and exploration in a safe and nurturing environment. We encourage children to develop self-control and the ability to accept responsibility for his/her actions through clear, consistent, age-appropriate guidance and expectations.

Our goal is to teach how to listen and participate, interact in a social environment, and communicate. We will discipline with kindness and understanding. We will use positive reinforcement, redirection, and encouragement to help children learn how to behave appropriately.

If a child is disruptive or exhibiting unsafe behavior, s/he may take a "listening break" or "safety break." This occurs when they have been given a warning, or multiple warnings, and choose to continue the behavior. If the child further continues, a teacher will fill out

a discipline referral form, and will call the parent/caregiver to discuss a plan to positively guide the child toward more respectful and safe choices. If the problem is severe or persistent, parents will meet with the teacher to come up with a behavior plan. Every effort will be made to connect staff and families with local and national resources that address challenging behaviors prior to an expulsion/suspension. If the student receives 4 discipline referrals they may be asked to leave the program for a period of time. The student will have a chance to return to the program if s/he is ready to follow the behavior plan set in place for that particular child. Asking students to leave is a last resort. We will utilize all possible resources prior to dismissal.

We always present our “Clubhouse Code” and expectations at the start of all programs:

1. Curious Minds
2. Kind Words
3. Sharing Hands
4. Safe Space

Cubbies:

Cubbies will be provided for your child; however, all personal items must be taken home daily.

Naptime and Diapers:

(Not applicable) We do not provide naptime as our programs are short in duration. The minimum age for all programs is 2½ and being potty-trained is required.

Personal Belongings:

Each child should bring a mask, backpack/bag, including lunch (if applicable), snack(s), water bottle, sunscreen, and clothing and layers appropriate to the season. Please label everything! Please keep toys and electronics at home.

During summer, we may take students on small hikes or field trips. We will notify you in advance if anything additional is required (sneakers, bathing suit, towel, bug spray, etc.), where we’re going and how we’re getting there.

During winter, your child should have the Big 5: jacket, snow pants, hat, gloves, and snow boots.

Field Trips:

Programs may occasionally involve field trips. Parents will be notified in advance if an off site field trip is planned as part of a program or summer camp.

Whenever possible, our programs will involve outside activities, including Jackson Elementary School field use and playground use. During the COVID-19 pandemic, playground use may not be available to JHCM programs.

#### Parking:

Please be sure to follow any posted parking signage. Parking is allowed in the Jackson Elementary School parking lot during summer; however not during the school year (early September through mid-June). Please park along Jean Street, Willow Street, or in the Rec Center parking lot.

#### Suspected Child Abuse Policy:

Wyoming State Statute Section 14-2-205 requires that anyone who is aware of child abuse or neglect report the incident to the Department of Family Services, or to a local law enforcement agency. It is the policy of JHCM that any staff member who observes an injury or other sign(s) of abuse or neglect, report it to the Director who will refer it to the authorities if warranted.

#### Weapons

No weapons or ammunition are stored or allowed on the premises.

#### Drug and Alcohol Policy

The Jackson Hole Children's Museum is a drug-free workplace. The purpose of this policy is to ensure the safety of all students, families and employees and to promote productivity. This policy applies to all employees, volunteers and contract teachers. Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs.

#### In Case of an Emergency/Emergency Preparedness Plan:

In the event of an emergency (fire, power outage, chemical spill, tornado, etc.), JHCM staff will follow the emergency preparedness plan in place. If an emergency requires evacuation, our relocation site is: Teton County Recreation Center (across the field) at 155 E Gill Ave, Jackson, WY 83001. This relocation site is also posted on our door.

If there is an emergency (i.e. fire, flood, etc.) that does not allow us to return to our building during program hours, you can find us at: Teton County Recreation Center at 155 E Gill Ave, Jackson, WY 83001. This relocation site is also posted on our door.

If the Teton County Recreation Center is not a safe Emergency relocation site, we will use the Jackson Home Ranch Welcome Center Building at 210 N Cache St, Jackson, WY 83001 (AKA the Home Ranch Lot building located on the corner of N Cache St and E Gill Ave).

You will be notified via text message first, then by phone call to the primary contact on your child record form. If you are unable to be reached, your emergency contact person will be called.

Note that for your child to be released at the time of an emergency to someone other than the primary contact(s), they must be listed as an authorized person on the child's information/medical form. Photo ID will be required.

Student-related Emergency:

For a student-related emergency, we will first call 911. Then call parents/emergency contacts. Also, in the case of an emergency, JHCM will not transport your child. We will call parents/guardians or dial 911 for emergency transportation.

All of our teachers and JHCM staff are First Aid and CPR-certified.

Parent Communication:

Feel free, at any time, to contact JHCM to discuss your child(ren) and/or our programs.

Reporting Concerns:

- To JHCM: it is our mutual responsibility to communicate on a regular basis. This includes any concerns you may have with us as a provider or the care your child is receiving. Please feel free to contact JHCM staff or administration with your concerns.
- To Department of Family Services (DFS): please contact your local licensing office or childcare licensing officer: Kelli Dunne, Licensor 115 W Snow King Ave, Jackson, WY 307.249.5848. In addition, families can obtain facilities complaint and compliance (violation) reports on the website at [findchildcarewy.org](http://findchildcarewy.org). In the case of suspected child abuse or neglect, contact the Department of Family Services or your local law enforcement.

DFS records concerning the licensing of facilities are available to the public. Anyone wishing to read or obtain information from a record must make a written request to the Department stating their reason(s) for requesting the information.