

# Club Handbook

## Welcome to spectrUM Discovery Area's after school programs!

We look forward to exploring hands-on science with you. This document will provide more information about our clubs, scheduling, packing list, and more. If you have any questions, please contact us.

## Rights & Dignity of Campers and Staff

spectrUM Discovery Area is committed to fostering a diverse community that is inclusive of all people. spectrUM does not discriminate on the basis of race, color, religion, national origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, or genetic information. This nondiscrimination policy applies to employees, volunteers, participants, and all aspects of our operations.

spectrUM staff and volunteers will refrain from discriminatory language and behavior. A diverse workforce in an inclusive environment contributes to health, happiness, and productivity for all human beings.

All spectrUM staff and volunteers will adhere to the above DEI Statement in all activities, hiring practices, outreach, and programs.

## Emergency Contact Information

spectrUM phone: 406-728-7836

Caitlin Ervin, Associate Director of Education:  
207-408-2724 or [caitlin.ervin@umontana.edu](mailto:caitlin.ervin@umontana.edu)

## spectrUM Club Goals

The mission of the spectrUM Discovery Area is to ignite passion for discovery through science.

This mission is achieved through both in-museum and outreach programs.

Based on our mission, spectrUM Clubs have three main goals:

- Foster discovery of different science disciplines and instill passion for learning.
- To provide a safe and exciting community.
- To allow space for growth and education.

## Time

spectrUM clubs run on Thursdays 4pm to 6pm. Before and after care are not currently available.

## Location

All clubs will be held in the Missoula Public Library at 455 East Main Street, Missoula, MT, 59802. Pick up and drop off will take place in spectrUM's classroom on the first floor in the south-west corner. spectrUM clubs may take field trips to spectrUM's museum and partners throughout the Missoula Public Library. Breaks may be held at Kiwanis Park across Front Street, weather permitting.

## Pick-up & drop-off procedures

To ensure the safety of all club members, participants must be signed in day at drop-off and signed out at pick-up. **Only those who have been permitted to pick up the club member will be allowed to pick up the club member. Please bring your photo ID to pick up your child.** We allow primary contacts and emergency contacts to pick up. You may also give permission to other adults by adding them to your "authorized pick-ups" section of the Information Form in the UltraCamp System, telling your instructor in person, or by calling/emailing spectrUM ahead of time.

If you would like your camper to be allowed to sign themselves out, please email the associate director of education, or fill out the "Pick-up Exemption Form" in the UltraCamp system.

## Absences & late arrivals

Please call or text the associate director of education, Caitlin Ervin, at 406-541-8971 or email at [caitlin.ervin@umontana.edu](mailto:caitlin.ervin@umontana.edu) as soon as possible if your child will be late or miss the club day.

## spectrUM's Cell Phone Policy

If you need to get in touch with your child, please call the associate director of education, Rachel Thurman 406-541-8971. We ask if you want your child to have a way to contact you that they can ask their club educator. We then ask that participants keep their phones in their backpacks until the club day is over.

## **Sick & COVID-19 Protocols**

*If your child is sick, please keep them home from the club until they feel better and are no longer contagious.*

Our current sick policies and procedures are listed below. If any policies or procedures change, we will notify all families via email.

- Students and staff will use hand sanitizer before and after eating and before touching shared camp supplies.
- Students and staff will wash their hands frequently with soap and warm water.
- If students begin exhibiting symptoms of illness, they will be isolated under supervision at spectrUM and will need to be picked up by their parent/guardian.
- If any students or staff test positive for COVID-19, spectrUM will take appropriate measures to communicate with parents/guardians to ensure the safety of those exposed.
- If you, your child, or anyone in your household exhibits symptoms of COVID-19, do not bring your child to camp. Please notify spectrUM staff immediately at 406-728-7836
  - Symptoms of COVID-19: fever, loss of smell or taste, cough, shortness of breath or difficulty breathing, chills, muscle aches and pains, nausea, vomiting, or diarrhea.

If your child is ill or has experienced some injury during summer camp hours, you will be notified by spectrUM staff.

## **Required Forms & Remaining Payments**

Please ensure you have completed all the proper forms and paperwork on our UltraCamp system. Forms must be filled out electronically before the start date of the club. You will only need to fill out this form once per season; the form will remain on file in your account. If you have an outstanding balance, you can log in to our UltraCamp system and pay the balance in your account.

If you have yet to pay your balance by the club start date, UltraCamp will automatically charge your card on file.

Please feel free to contact spectrUM if you have any questions or encounter any issues.

## **Packing List**

Please send your child prepared with the following items:

- Water bottle
- Snacks
- Sunscreen
- Closed-toed shoes (for science experiments)
- Weather-appropriate clothing

## **Please do not send**

- Items that are inappropriate for camp or will cause distractions or disrupt camp programs.

## **Medications**

Please note any medications that need to be administered during the club in the Information form and let spectrUM staff know. If your child takes or carries an EpiPen, please send that to club with a signed note and instructions. spectrUM staff are not responsible for lost prescriptions or medications.

## **Special Accommodations**

We do our best to ensure that clubs are fun and accessible for all members. If your child requires special accommodations or you would like to let us know how we can make club an excellent and accessible experience, please let the associate director of education, Caitlin Ervin, know prior to the start of the club.

## **Cancellation & refund policy**

### *Camp and Club Deposits*

When signing up for a camp or club, 50% of the program fee is required to hold a spot. Full payment is preferred. The remaining balance is due by the first day of camp.

### *Camp and Club Cancellations*

If cancellation is made three weeks before a program, you may transfer into a future program OR receive a gift card in the amount of your deposit.

Deposits are non-refundable if cancellation is made within three weeks of the program start date.

## **Activities**

You will receive an email with a tentative schedule for activities before the start of the club. All schedules are subject to change.

## **Field trips & science experiments**

spectrUM clubs may take field trips. These visits are usually to a lab, a guest speaker on the University of Montana campus, and our partners in the Missoula Public Library. Please ensure your child is prepared to walk to either of these locations or contact Caitlin Ervin for other arrangements or accommodations.

Science experiments often require closed-toed shoes and other protective gear. We follow all lab safety protocols for our experiments.

We look forward to seeing you after school!

spectrUM Staff  
406-728-7836  
spectrum@umontana.edu

