Dear OMSI Family,

Welcome to OMSI Summer Science classes. We are all looking forward to a summer full of unforgettable experiences. To ensure your student is ready for adventure, please read the following material immediately! First, take a moment to review your receipt, confirming the program in which your student is enrolled.

By becoming familiar with the information below, you can help make sure your student is safe, comfortable and ready to enjoy their OMSI Science Classes experience.

**Authorized Pick-Up Policy**

Adding additional persons to any child’s authorized pick-up list must be conducted by the Primary Contact person listed on the registration form, or by the Emergency Contact if approved by the Primary Contact at the time of registration. These people, and these people only, will have the opportunity to call, email, or discuss in person with the registration office, exactly whom they would like to be on their child’s pick-up list. All changes to the list must be made by contacting the registration office by phone (503 797 4661) or email (register@omsi.edu).

All authorized persons picking up students from OMSI programs must show valid government-issued photo ID at the time of pick-up. If you do not have a government-issued ID, please let OMSI staff know in advance so alternate arrangements can be made.

We understand that emergencies do arise and we will work with that person on an individual basis to come to a solution. It is our intention that this policy does not add any additional stress to your already busy days, but that it helps put you at ease concerning your child’s safety with us here at OMSI.

We would like to thank you for your understanding and appreciate your cooperation.
Pick-Up and Drop-Off Location

Check-in is at 1800 SE Water Ave., but there is no parking at that location. Please park vehicles in OMSI’s North parking lot and walk your camper across the street to 1800 Water Ave. Pick-up will be in the same 1800 Water Ave location.

Please relay this information to anyone dropping off or picking up your student this summer. If you have questions, please contact our office at: register@omsi.edu or 503-797-4661. If there are delays, or changes at drop-off or pick-up, the OMSI registration department will contact the parent or guardian involved via email or phone. In an emergency, notification is done by phone.

Please, remember that you must park in OMSI’s North Parking Lot and walk your student across Water Avenue to the drop-off location.
Lunch & Food for the Day
Attendees of full-day classes must bring a lunch, beverage, morning and afternoon snacks from home each day. We will not have access to the café so please do not send your student with lunch money. Food should be packed ready-to-eat, there is no microwave available. Please mark your student’s name and phone number inside lunch boxes.

Personal Items
All personal items must be marked with the student’s name and phone number. OMSI is not responsible for lost items. No electronic devices are allowed in the science classes. This includes cell phones, digital game players, digital music devices, etc. Our OMSI Science Classes are designed to teach, entertain, and interact with the students at all times during the day. It is our goal that the students make and build new relationships while with us in class without the interruptions and distractions brought about by electronic devices.

Food Allergies
If your student has a food allergy, please contact OMSI’s program sales team so that we can work with you in making their visit to OMSI a positive experience. All students enrolled in OMSI’s summer Science Classes bring lunches and snacks from home, and as such they contain a variety of food. As a standard practice, we ask all students to wash their hands after eating and our facilities staff wipe down the tables after use. This addresses most general food allergies, but we understand that some allergies necessitate adhering to stricter guidelines. In those situations, we will work with the families to best accommodate each student in OMSI’s programs.

Behavior Policy
Students are expected to behave appropriately. In the event a student is being overly disruptive, a time-out may be used. If disruptive behavior continues, the parent or guardian will be called to help effect a solution. If behavior does not improve, the student may be asked not to return to class. Refunds will not be granted in these situations.

Before & After Care
For your convenience, Before Care is available from 7:00-9:00am and After Care from 4:00-6:00pm. If your student is not already signed up for Before Care or After Care, you may use it on a drop-in basis for $10 per session (cash or check only). A $1 per minute late fee will be charged for each minute past 6:00pm that a student is picked up late.

Weather & Field Trips
Please be sure your student is dressed for the weather! Field trips and specific activities are subject to change due to weather or availability. Families will be notified of any changes to the schedule prior to the start of class.

Thanks again for choosing OMSI Science Classes!