Thank you for signing your child up for summer camp at the Denver Museum of Nature & Science. We are so excited to welcome your child to the Museum and create memorable and meaningful experiences with them!

DMNS policies and procedures are shared at the time of registration, are sent to parents by email prior to the first day of camp and are available online at www.dmns.org/DMNSBreakCamps. *DMNS Summer Camps are licensed as school-aged child care, building based, summer day camp.

We are currently monitoring and following all public health guidelines (effective June 1, 2020) from the Colorado Department of Public Health and Environment (CDPHE), Denver Public Health and Environment (DPHE) and the Center for Disease Control (CDC). Policies and procedures will be updated in accordance with guidance from local, state and national health agencies. Please be aware that exposure to COVID-19 is possible in public places.

If you have any questions about DMNS Science Camps, please reach out to us at 303.370.6000.

These policies and procedures were last updated November, 2022.

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General Information

Camp Philosophy

DMNS Camps will support DMNS’ mission by engaging children in safe, fun, interactive activities and programs that inspire curiosity and foster learning about nature and science.

Science Camps at the Museum are designed to be fun and to get brains and bodies moving. Children will learn and play as we experiment, create, build, and ask questions. Our camps are led by experienced educators to give everyone the best opportunity for fun and learning. The programs are developed so that a child’s knowledge and passion for science grows right along with them.

General Goals:

- Children and educators will have **FUN and be SAFE**.
- Camps are social, designed for **doing and exploring**.
- Continuously work to create an **inclusive community** for educators, parents and children.
- Comply with and support all policies and procedures to ensure **safety and health of all children**, as outlined in the school age childcare rules and regulations.

License Information

DMNS Summer camps are licensed as school age child care, building-based, day camps.

All DMNS Science Camps adhere to Code of Colorado Regulation number 7.712 - Rules Regulating School-Aged Child Care Centers.

As of June 1, 2020, we are also following Covid-19 Guidance for Children’s Day Camps.

Ages accepted

Science Full-Day Camps are offered to school age children (ages 5-13). Children must be at least 5 years of age on or before their first day of camp.

Hours of Operation


Based on modifications for camps in response to Covid-19 guidelines, early and late care will not be offered this year.

Registration and Fees

Procedure for Registration

DMNS Science Day Camps are open to anyone. Parents/guardians may register online, by phone, or in person.

At time of camp registration or shortly thereafter, parents/guardians must provide:
• Child's first and last name
• Grade entering into in Fall/current grade for camps during school year
• Parent/Guardian names or other names for authorized pick up
• Home address of child and parent/guardian
• Home phone number
• Emergency contact name(s) and emergency phone numbers
• Any additional authorized adults for pick up
• Allergies, information on medications that must be administered during camp days, and health concerns
• Preferred medical and dental care
• Payment at time of registration

Prior to attendance at any DMNS Science Day Camps, all registration forms must be completed and marked approved. This process will also include periodic reminders to parents/guardians from the Museum.

To ensure that every child has a great experience at camp and for their safety, all registration forms must be complete and submitted no later than one week prior to the child’s first day of camp. This allows our team time to review and approve forms and set up health plans and training, as needed to plan the very best experience for the campers. Any camper whose registration forms are not submitted for review or confirmed as “approved” by the Denver Museum of Nature & Science one week prior to the first day of camp will have their registration for the purchased week withdrawn and will lose their spot without refund.

Additionally, DMNS Camp staff are routinely trained in administering emergency medication relating to asthma and/or allergies; including inhalers, oral and/or topical allergy medications, and epinephrine for anaphylaxis. It is the responsibility of the parent/guardian to contact Camp Director staff to discuss all other medications that may accompany your child to camp. At least 3 weeks’ notice is required as some medications may call for additional trainings and/or medication administration delegation to meet a camper’s individual medical needs. Camp Director staff can be reached by phone at 303.370.6455.

Special Needs
The DMNS works with parents to make Camps accessible to children with varying needs in accordance with the Americans with Disabilities Act; however, the DMNS does not provide supplementary services.

Fee Schedule

Fall Break Camp, 3-Day Camps
Full Day Camps, 9 a.m. - 3:30 p.m. / $185 member, $205 non-member, scholarships, up to 100% available

Winter Break and Spring Break Camps, 5-Day Camps
Full Day Camps, 9 a.m.– 3:30 p.m. / $305 member, $335 nonmember, scholarships, up to 100% available

Late/Early Fees
If children are picked up too late, parents/guardians will be charged a fee. At 3:30 p.m., parents/guardians will be automatically charged a $5.00 fee. For each minute past the respective pick up time, an additional $1.00 will be charged. These fees are payable by cash or check (made out to the Museum) due the following day of camp.

Refund Policy

All sales are final, unless the Museum cancels the event. Exceptions can be requested in the case of death in the family, severe illness or for required quarantine due to COVID-19.

Withdrawing Camp Registration

As the Camps are a recreational and elective activity, parents may choose to stop sending their child to camp at any time. Parents are encouraged to communicate with camp educators and directors about planned or unplanned absences, but it is not required. If parents are not satisfied with the quality of a DMNS Science Camp, they may request a refund from the science camp directors or a guest services representative.

Preparing for Camp

Dressing for Camp

A camp t-shirt is provided to all campers when they arrive. Children are encouraged to wear clothes that are appropriate for the weather, including a cap/sun hat, and closed-toed athletic shoes. Parents/guardians are asked to label all removable clothing with child’s name. Play clothes are encouraged because we may be using paint, craft materials, clay, crawling on the floor being bears, etc.

Personal Belongings

All camp activities are included in registration fees and carrying money is not necessary for camp activities. Parents are informed that the Denver Museum of Nature & Science is not responsible for lost or stolen items and we request that personal items remain at home. The following is a list of items that should remain at home.

- All electronics (iPods, Nintendo DS, etc.)
- Games & toys
- Wallets, purses & money
- Roller shoes (Heelys)
- Stuffed animals, blankets or other sentimental items
- Any expensive outerwear or clothing items

Should a child bring a valuable item with them to camp, they are told to keep it in their backpack and DMNS staff will kindly connect with the parent to request that the child not bring it to camp again. Exceptions for comfort toys can be made on a case-by-case basis by camp directors.
Medications

Parents/Guardians are encouraged, if possible, to administer medication to their child outside of camp hours. If it is necessary for your child to receive prescription or over-the-counter medication during camp, your child’s physician must complete a Medication Authorization Form. Please note that any kind of medication can be dispensed only on written order or a prescription from a physician to the child’s parent or guardian, or to the camp, with knowledge and written consent of the parent or guardian.

In order to distribute any prescription or over-the-counter medication to your child, Camp staff must have a Medication Authorization Form, an Allergy and Anaphylaxis Emergency Care Plan and Medication Orders Form, Asthma Care Plan Form, and/or other necessary or required medical care plans/health orders a minimum of two weeks prior to the start of child’s camp session. Upon review of the forms, it may be necessary to meet with the parent to develop a Health Plan.

Medication must be kept in the original container and must match doctor authorized forms to be accepted. Prescription medicine containers must bear the original pharmacy label that shows the prescription number, name of medication, date filled, physician’s name, child’s name, and directions for dosage. Children without approved medical forms or with medicines, epinephrine injectors, or inhalers that do not match authorization forms and doctor approvals, or who have expired medicines will not be allowed to attend camp until forms and medicines match and are approved by a camp director or nurse.

DMNS staff work closely with a Child Care Health Consultant who oversees health plans and medication administration delegation for Science Camps in compliance with the delegatory clause of the nurse practice act. Camp staff and many Denver Museum of Nature & Science’s staff members are trained in Standard Precautions, CPR and First Aid and are able to address emergencies as they occur.

Additionally, DMNS Camp staff are routinely trained in administering emergency medication relating to asthma and/or allergies; including inhalers, oral and/or topical allergy medications, and epinephrine for anaphylaxis. It is the responsibility of the parent/guardian to contact Camp Director staff to discuss all other medications that may accompany your child to camp. At least 3 weeks’ notice is required as some medications may call for additional trainings and/or medication administration delegation to meet a camper’s individual medical needs. Camp Director staff can be reached by phone at 303.370.6455.

Should your child need medical attention, we will follow the information provided on your emergency form. Parents will be notified of any incident, regardless of its severity.

All medications will be returned to parents at the end of the week.

Diapering and Toilet Training

Children registered for the DMNS Science Day Camps must be toilet trained and able to use the bathroom on their own. Museum staff will not diaper children. If children are unable to use the restroom on their own, they will be sent home and can return when they are able to do so on their own.

Covid-19 Guidance for DMNS Camps

Group Size
Groups will not exceed the number provided by state guidance for children’s day camps. Capacity for each camp will be reduced for 2022-2023 break camps. We are monitoring all public health guidelines for camps. Once camp groups are formed, the group will remain together for the entirety of the week.

We may schedule multiple groups for drop off, activities, lunch, and pick up as long staff to camper ratios remain at 1:15. When multiple groups are scheduled for the same activity, we will do our best to ensure consistency in group pairings.

**Face Coverings**
We are adhering to all CDC, CDPHE and DPHE orders around face coverings. At this time, face coverings are not required for DMNS Science camps.

Those that wish to wear a face covering while at camp may do so. Face coverings will be removed during snacks, meals, and some outdoor activities. If a child needs help removing or replacing a face covering, staff will use gloves to help and/or immediately wash hands before and after helping.

In compliance with public health guidelines, those that are required to wear a face covering after possible exposure or exiting a quarantine will be required to wear a face covering while at camp. Temporary face covering requirements may be put in place during the summer, as needed. Extra face coverings for campers will be available in case they are needed during the day.

Please note our policies and procedures are being updated to align with the current state health order for face coverings in child care settings, including camps.

**Hand Washing**
Handwashing is an easy, cheap, and effective way to prevent the spread of germs from one person to another and throughout an entire community. To help campers stay healthy we will have set times for washing hands, including when campers arrive at the Museum, before and after eating food, after using the toilet, and touching items or surface that may be frequently touched by other people.

If soap and water are not readily available, alcohol-based hand sanitizer that contains at least 60% alcohol will be provided with supervision.

**Pick Up and Drop Off Procedures**
For 2022-2023 Fall, Winter, and Spring Break Camps, Drop Off and Pick-Up, we will be indoors in the Southeast Atrium, across from Gems and Minerals, on the first floor.

There will be a designated check-in and checkout area for the dropping-off or picking-up adult, and a staff member will bring the camper to and from their camp group.

For inclement weather instances, we may need to use an alternative indoor drop-off or pick-up location. Communication will be sent outlining changes and signage will be posted.

**Drop Off**

At-Home Health screenings
Parents should screen children at home before arriving to camp and keep children who are not feeling well or have a temperature at home. If your child has had close exposure to someone with COVID-19, we ask that you follow [CDC guidelines](https://www.cdc.gov) for testing and/or quarantine.

*Health orders may change prior to your program. Guidelines will be updated at [our website](https://www.denvermuseum.org) and you will receive a confirmation prior to our visit with the most recent requirements.*

**Late drop off**

Parents/guardians who drop off their kids later should enter through the north volunteer/staff entrance. A DMNS camp staff person will check the camper in and escort them to the group. Late drop off ends by 9:45am. If the child will arrive after that time, please talk with a camp director. When a child arrives, they will follow the health screening procedures outlined above and a staff person will take them to their camp in the Museum or outdoors.

**Pick Up**

To sign a camper out of camp, **adults must present a valid photo ID when picking up any camper at any time.**

**Procedure for releasing children only to those authorized by parents/guardians**

A child will only be released to those persons parents/guardians have identified by name (at registration, on enrollment documentation, or in person to a DMNS camp staff person) and who appear on the authorized pick up list. Any emergency or day-of additions to authorized pick up will need to be initiated by the parent or guardian and communicated to a camp director or educator directly. Photo ID is required and checked for each day of pick up. The name of the adult picking up is noted which enables DMNS staff to report on who picked up each day, if needed. If a person has not been authorized and is attempting to have a child released to them, DMNS staff will attempt to contact parents at all numbers provided. If no contact is made, the person will be asked to wait until confirmation is secured from parents/guardians. In circumstances where the person attempting to have the child released is difficult or behaving inappropriately, they will be referred to DMNS security.

**Early pick up**

Parents/guardians who plan to pick up their kids early should let DMNS camp staff know at morning drop off if this is the plan. A staff member will pick up the camper at the scheduled time and meet the authorized adult at the north entrance at the scheduled time. Of course, parents/caregivers are allowed to pick up their kids any time, but we encourage early pick ups between 1:30 and 2:45 p.m.

**Procedures followed when a child is not picked up**

All children must be picked up by **3:30 p.m.**. Parents/guardians are asked to please notify the camp directors/staff if running late by calling 303.370.6455. If they are not picked up by 3:30 p.m., DMNS staff will attempt to reach parents/guardians at the numbers provided and a late fee will be incurred (see fee schedule). If parents cannot be reached, those listed as emergency contacts will be notified. A DMNS staff person will supervise the child until an authorized pick up person arrives.

If no one can be contacted by 5 p.m., the Denver Police will be contacted and custody of the child will move to the Denver Police Department.

Please note: early morning and late afternoon care options have been suspended for 2021 break camps.
Check-out rosters are reconciled at the close of each day of camp.

**While Your Child is at Camp**

**Guidance and Discipline Procedures**

Positive guidance methods are used to assist children in learning self-control and self-direction without loss of self-esteem. Children are encouraged to use words to solve problems, limits are stated, and choices provided to empower children to succeed. Children are shown positive alternatives rather than merely told no. Good behavior is rewarded. DMNS staff are trained in situational awareness and work collaboratively with their team and camp directors to ensure that children are kept safe.

There may be times when a child may be asked to sit in a supervised area away from other children. This alone time is not punishment but rather a time to regroup. No child in DMNS Science Camps is subjected to physical punishment, corporal punishment, verbal abuse or threats by staff, volunteers, or parents. Food denial, limiting access to restroom facilities, and isolation in closed areas are not permitted.

**Identifying Children’s Location in Camps**

Children in our Science Camps are checked in and checked out daily by DMNS staff in writing or electronically. All camp educators and directors have a cell phone or radio, and are reachable at all times during camp hours. Activity plans for each day with times and locations may be requested. A camp roster will be in the possession of the camp educator at all times.

**Field Trips and Activities**

Field Trips are walking field trips, and do not include transportation by car or bus to any location. Parents/guardians authorize and affirm permission for their child’s participation in field trips and other camp activities through registration. DMNS Science Camp educators are responsible for the safety of each camper in their group, and responsible to deliver DMNS camp content as outlined in the camp activity plan. Individual exploration of a topic or activity is encouraged; however, campers are always supervised. Activities are age appropriate and may include guest speakers, science content in videos, IMAX films, Planetarium shows, experiments, demonstrations, and/or trips outside to City Park and Denver Zoo, and in the Museum.

**Weather and Outdoor Play**

Parents/guardians are asked to dress children in clothing appropriate for the day and expected weather. Outdoor time is weather permitting.

As part of registration, parents must give permission for Museum staff to provide sunscreen to their child or provide their own sunscreen.

**Meals and Snacks**

Lunches are to be provided by parents/guardians and sent with children to camp each day. Camp groups will eat lunch separately from one another, and outside when possible. A certified DMNS staff will supervise each group. Peanut free lunches are encouraged, and sharing food or drinks is not allowed.
The DMNS provides one snack item per child per day. Snacks are prepackaged and secured through our licensed food services department.

Campers are asked to bring their own, labeled, water bottles with them to camp each day. If a child forgets a water bottle, one will be provided. Camp educators will allow time to refill water bottles at refill stations several times throughout the day, especially prior to outside activities.

Policy Regarding Visitors

DMNS School Age Science Camps operate in the Denver Museum of Nature & Science, a public building. When the Museum is open, access to the Museum is not restricted and Science camp participants will be enjoying many of the same spaces as general visitors to the Museum (e.g. diorama halls, IMAX Theater, Planetarium, Prehistoric Journey, Space Odyssey and Expedition Health). Campers are always supervised and visitors specifically for Science Camps are not allowed.

Parent Communication

Conferences Regarding Child’s Behavior, Progress, and Social and Physical needs

Parents/guardians are encouraged to communicate with Science Camp staff with any questions, concerns, or comments. The Science Camp directors or camp educators may request time with a parent/guardian(s) to communicate around injury, behavior, or incidents with another child, if necessary. Conversations around a child’s behavior are always treated with sensitivity and confidentiality.

Bullying and aggressive behavior is not permitted. In the unusual case of such behavior, parents will be contacted if there are incidents of biting, hitting, tantrums, or other behaviors that put themselves or others at risk of harm or injury, including intentionally ignoring health and safety guidelines. During this contact, a plan will be formulated with the camper, parent/guardian, and camp staff about behavioral solutions moving forward and/or the child may be picked up from camp. If the camper is unable to follow the plan and the problem is not positively resolved, parents may be asked to pick their camper up immediately and will be asked to keep their child out of camp for the remainder of the week.

As needed, we will refer the services of mental health consultants at parents’ discretion.

Notification of Parents/Guardians of Illness, Accidents, and Injuries

If a child becomes ill while at camp, they will be separated from the rest of the group and kept under supervision, parents/guardians will be contacted and asked to pick-up the child. Parents/guardians are asked to have a back-up plan if they know it will be a hardship to leave home or work immediately. After a child leaves, spaces used by that child will be thoroughly cleaned.

If a camper or staff has a communicable illness or infection, we will notify families and staff in that participant’s camp while maintaining confidentiality. For any suspected cases of COVID-19, we will work with our local health agency and follow their guidance on reporting, closing and cleaning of spaces, notifications and quarantine.
If a child is injured or becomes ill during Science Camp, DMNS staff will contact parents and complete an injury/illness report form which includes the nature of the injury/illness, when and where it occurred, what measures were taken to comfort or treat the child. A copy of the injury/illness report will be provided to the parent/guardian upon request.

Unless notified by parents to do otherwise, minor bumps and bruises will be reported at the end of the camp day to the authorized pick-up. Parents/guardians will be contacted in the case of more significant injuries or injuries that require medical treatment beyond band-aids or ice packs.

All illness/injury reports will be tracked via an incident report system.

**Emergency and Reporting Procedures**

**Camper Orientation**

Each week on the first day of camp, we will review emergency procedures and health and safety guidelines with the campers in the morning. Emergency procedures for camps follow the DMNS Security team’s guidelines and Emergency Procedures manual. COVID-19 Safety will cover relevant guidelines for campers.

**Responding to Emergencies**

Our staff is constantly monitoring the environment and will closely supervise children during the day of camp to ensure that all children can play, learn, and interact in a safe and fun manner. The DMNS security staff and all DMNS Science Camp staff are trained in and adhere to the DMNS emergency policies and procedures.

In the event of emergency, we follow all evacuation (fire or power outage), call to shelter (tornado), and safe haven (active shooter) procedures as outlined in detail in the DMNS Emergency Procedures Manual. We will take extra steps to evacuate children with disabilities and special needs.

**Lost Children**

If a child is separated from their group, staff will notify DMNS security. When information is received regarding a lost child/adult the Fire Command Center Officer will transmit a detailed description of the child. All Security Officers will report back to their assigned post and begin a detail sweep of the facility. Camp staff will work with the first responding officer to provide additional information and also bring closure to the search when the missing child returns. Security supervisor(s) will maintain control of the facility perimeter and search the parking lot and garage.

When notification includes any information about attempted or suspected abduction, the DMNS Security OIC will initiate a call to DPD.

**Parent Notification**

Following an emergency, the camp director will notify parents or guardians by text message and email as soon as it is possible and safe to do so. Unless otherwise notified, parents/guardians should plan to pick up children at the Museum’s south entrance. If an alternate location is necessary, parents will be notified by text message and email.
**Reporting Child Abuse**

Under the “Child Protection Act of 1987” (C.R.S. 19-3-301) in the Colorado Children’s Code, child care center workers are required to report suspected child abuse or neglect. The law at 19-3-304 states that a child care worker who has “reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department or local law enforcement agency.”

If abuse or neglect is suspected, Denver Museum of Nature & Science’s Science Camps will contact the Denver Department of Social Services (720-944-3666), Denver Police Department (720-913-6022) or other law enforcement agency in Denver County. If the suspected abuse occurred at a site outside of Denver, staff will contact the department of social services in the county in which the child resides or the local law enforcement agency in the community where the incident occurred.

**Procedure for Filing a Complaint**

The Denver Museum of Nature & Science is committed to a high-quality, safe and fun learning experience for children through the Science Camp program. We are also committed to improvement and excellence. Parents are encouraged to communicate concerns and suggestions directly with the Science Camp directors or other DMNS Science Camp staff. Please feel free to contact the Museum at 303.370.6000 with any concerns about your child's experience at Denver Museum of Nature & Science’s Science Camps. If you wish to file an official complaint, please contact the Colorado Department of Human Services; 1575 Sherman St., Denver, Colorado; 80203-1714; 303-866-5958.