

# Denver Museum of Nature & Science Camps

## Policies and Procedures for School Age Full-Day Camps

*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/summercamp](http://www.dmns.org/summercamp). \*DMNS Science Camps are licensed as school-aged child care, building based, day camp.

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 September, 2023.

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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 as they ignite their passion for nature and science.**
- Camps are social experiences, designed for **doing and exploring.**
- Staff continuously works to create an **inclusive community** for educators, parents and children.
- Staff complies with and supports 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 Science 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](#).

### 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

Camps are offered for eight weeks, beginning Monday, June 10, 2023 with the last day of camp on Friday, August 9, 2023, including a 4-day camp week the week of June 19, running June 17-18 and 20-21. Summer Camp is not offered the week of July 1-5. Camp hours are from 9 a.m. to approximately 3:30 p.m.

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 for summer camps/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 camper registration forms must be completed and approved by the Museum. 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 two weeks 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 two weeks 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 the camp director team to discuss all other medications that may accompany your child to camp at least three weeks prior to the first day of camp. This notice is required as some medications may call for additional trainings and/or medication administration delegation to meet a camper’s individual medical needs. The camp director team can be reached by phone at 303.370.6455.

### **Special Needs**

DMNS works with parents/guardians to make camps accessible to children with varying needs in accordance with the Americans with Disabilities Act; however, DMNS does not provide supplementary services. Please contact the camp director team at 303.370.6455 to discuss the needs of your child(ren) or ask questions before registering for camp.

## **Fee Schedule**

### **5-Day Camps Weeks of June 10-14, June 24-Aug. 9**

Full Day Camps from 9 a.m. - 3:30 p.m. / \$305 member, \$335 non-member, scholarships, up to 100% available

### **4-Day Camps Week of June 19th**

Full Day Camps 9 a.m.-3:30 p.m. /\$245 member, \$270 nonmember, scholarships, up to 100% available  
Camps running June 17-21 are 4 day camps, with no camp on Wednesday, June 19 in observance of the Juneteenth holiday.

### **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, per child. For each minute past the respective pick up time, an additional \$1.00 per child 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, comfortable walking 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, or 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 (smartwatches, phones, Nintendo Switches, 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 medication that needs to be dispensed can only be done with a written order or by 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.

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, as listed on the forms mentioned here. 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. Emergency medications, including epinephrine auto injectors and inhalers, and associated health plans will be kept with educators, out of reach of children, in the child's camp (in educator backpack). If a child requires non-emergency medicine during the day, camp directors will be responsible for administering and documenting medication as directed in the health plan. All non-emergency medications will be secured when not in use.

It is the responsibility of the parent/guardian to contact the camp director team 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 medical care plans/health orders, as well as trainings and/or medication administration delegation to meet a camper's individual medical needs. The camp director team can be reached by phone at 303.370.6455.

Upon review of any submitted medication information and/or 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 may 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 Colorado's 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.

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 parent/guardians 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.

## **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.

DMNS does support wearing face coverings, and 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.

## **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 surfaces 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**

Drop-off and pick-up will be indoors in the Morgridge Family Exploration Center on level one. Those dropping off and authorized to pick-up will be asked to park on the south Bus Lane and enter through the school entrance (on map below, school entrance (4) before 9:00 a.m. and main entrance (1) after 9 a.m.). The south School Entrance will open at 8:45 a.m. each morning. If you arrive earlier, we recommend enjoying the park or waiting in your car in cases of inclement weather until our team is ready to welcome your camper.

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.

## 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](#) for testing and/or quarantine.

\*Health orders may change prior to your program. Guidelines will be updated at [our website](#) 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, 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.**

Pick-up runs every day from about 3:15 – 3:30 p.m.

## 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 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 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 are not currently offered at DMNS Science 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.

### **Suspension and Expulsion**

Bullying and aggressive behavior is not permitted. Parents will be contacted if there are incidents of biting, hitting, tantrums, and other behavior that impacts other children. 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 immediately. If the plan is not followed by the camper and the problem is not 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 access the services of mental health consultants at parents' discretion. Resources provided by the Colorado Department of Early Childhood can be found at <https://cdec.colorado.gov/early-childhood-mental-health-consultation> or call (833) - ECMH411

## **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, Infinity Theater 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. We follow [Child Care Weather Watch](#) guidelines when deciding to stay inside due to temperature, rain or other circumstances.

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. 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, Infinity Theater, Planetarium, Prehistoric Journey, Space Odyssey and Expedition Health). Campers are always supervised and visitors specifically for Science Camps are not allowed.

If an adult is needed to attend camp with a child (i.e. a para, health care provider, translator, etc.) exceptions can be granted by the camp team on a case-by-case basis **ahead** of the summer camp season beginning. Please reach out to the camp director team at 303.370.6455 **prior to May 31** for approval and any additional items needed for the adult to attend.

## Parent Communication

### 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 communicable illness or infection, we will

follow the local health agency 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.

### **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 officer in charge will initiate a call to Denver Police Department.

### **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 Early Childhood; 710 S. Ash Street, Denver, Colorado 80246; 303-866-5958