

## **Denver Museum of Nature & Science Summer Camps**

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

#### **Philosophy**

Summer 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, with assistance from trained teen volunteers 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 him or her.

#### **Ages accepted**

Summer 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. Children should be registered for camps based on the grades they are entering in the upcoming school year.

#### **Hours of operation**

Camps are offered for nine weeks, beginning June 3, 2019 with the last day of camp on Friday, August 9. Summer camp is not offered the week of July 1, in recognition of Independence Day. Camp hours for full-day camps are 9 a.m. – 3:30 p.m. Monday- Friday. Parents may also register for early drop off starting at 7:30 a.m. or late pick up, open until 5 p.m.

#### **Services offered for 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.

#### **Policy regarding inclement weather**

DMNS camps include outdoor explorations each day, except during inclement and excessively hot weather. Activity plans are fluid and age appropriate alternate plans are made when we are not able to go outside due to weather. Parents are asked to dress children in clothing appropriate for the day and expected weather. Parents are also asked to label all removable clothing with child's name. A DMNS summer camp T-shirt is provided. Play clothes are encouraged because we may be using paint, craft materials, clay, crawling on the floor being bears, etc. Tennis or athletic shoes are recommended.

#### **Procedure for registration**

DMNS Summer day camps are open to anyone. Parents may register online or in person.

At time of summer camp registration, parents must provide:

- Child's name
- Grade
- Registering parent's name
- Home address
- Home phone number
- Emergency contact name(s) and emergency phone numbers

- Authorized pick up adults
- Allergies or health concerns
- Payment at time of registration

Cancellation Policy: All sales are final.

- Immediate exchanges or refunds can be given in the case of:
  - Death in the family or Severe Illness

### **Fee Schedule**

Camp fees for full-day camps are \$260/week for DMNS members and \$290/week for non-members, payable upon registration.

Need-based scholarships are available for one week per camper.

Early drop off/late pick up is available for an additional fee of \$45/week per program, regardless of membership status.

### **Procedure for identifying where children are at all times**

Children in our summer camps are checked in and checked out daily by DMNS staff in writing or electronically. Photo ID is required and checked for each pick up and children are only released to those listed on the authorized pick up list by parents. The camp director, assistant director, assistants, and each camp educator has a cell phone, or radio, and is reachable at all times during camp hours. Activity plans for each day with times and locations are posted. A roster is generated for each camp and is in the possession of the camp educator at all times.

### **Policy on Discipline**

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.

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 summer 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.

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. If the problem is not resolved, parents 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 parent's discretion.

**Procedure, including notification of parents for handling children's illnesses, accidents, injuries**

Children frequently become mildly ill. If a child becomes ill while at camp, he/she will be excluded from the group and kept under supervision, parents will be contacted and will be asked to leave home or work immediately to pick-up the child. Parents are asked to have a back-up plan if they know it will be a hardship to leave home or work immediately.

If a child is injured during summer camp, DMNS staff completes an injury report form which includes the nature of the injury, when and where it occurred, what measures were taken to comfort or treat the child, and parents are contacted if appropriate. A copy of the injury report is provided to the parent.

**Procedures for responding to emergencies such as lost children, tornadoes and fires**

Our staff is constantly monitoring the environment during a 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 summer 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.

Following an emergency, the camp director will notify parents or guardians by text message and email. 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.

**Procedure for transporting children, if applicable, including transportation arrangements and related activities**

Not applicable for DMNS School Age Summer Camps. DMNS Summer Camps do not require transportation in vehicles. Field Trips are walking field trips, and do not include transportation by car or bus to any location.

**Policy and procedure governing field trips, TV and video, special activities (IMAX, Planetarium, etc.) including staff's responsibility for supervision**

Parents authorize and affirm permission for their child's participation in field trips and other camp activities through registration, and by signing the field trip release, and release from liability forms. DMNS Summer 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 never without supervision. Activities are age appropriate and may include guest speakers, science content in videos, IMAX films, or Planetarium shows, experiments, and demonstrations, trips outside and in the Museum.

**Policy related to children's safety related to riding in a vehicle, seating, supervision, and emergency procedures on the road**

DMNS Summer Camps do not require transportation in vehicles. Field Trips are walking field trips, and do not include transportation by car or bus to any location.

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

A child will only be released to those persons parents have identified by name (at registration, on enrollment documentation, or in person to a DMNS 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 the camp director or assistant director directly. Photo ID is required and checked for each day of pick up. The name of the person 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 him/her, 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. In circumstances where the person attempting to have the child released is difficult or behaving inappropriately, he/she will be referred to DMNS security, and/or police will be called.

**Procedures followed when a child is picked up after close, or not picked up at all, and to ensure that all children are picked up before staff leaves for the day**

Unless a child is registered for late pick up, he/she must be picked up by 3:30 p.m. If he/she is not picked up by 3:30 p.m., DMNS staff will attempt to reach parents at the numbers provided. 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.

It is mandatory that all children be picked up by 5 p.m. Parents are asked to please notify the camp director/staff if running late by calling 303.370.6455. After 5 p.m. parents, emergency contacts, and authorized pick-ups will be notified that the child needs to be picked up as soon as possible. If no one can be contacted by 6 p.m., the Denver Police department will be contacted and custody of the child will move to the Denver Police Department.

**Late/Early Fees**

If children are dropped off too early or too late, parents will be charged a fee. At 5 p.m., parents will be automatically charged a \$5.00 fee. For each minute past 5 p.m., 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.

**Early Morning Check-In** is from 7:30 - 9 a.m. Sessions include free time, reading, board games, crafts and a variety of age-appropriate activities – all in a supervised, relaxed, fun atmosphere. Parents must escort children to the designated early check in location and check in with a DMNS staff member.

**Late Check-out** is from 3:30 - 5 p.m. Sessions include free time, reading, board games, crafts and a variety of age-appropriate activities – all in a supervised, relaxed, fun atmosphere. Parents or those on the authorized pick up list must come in to the designated late checkout program location, show photo ID and check out with a DMNS staff person.

**Procedure for caring for children who arrive late and their group is away on a field trip or excursion**

If a child arrives late, a DMNS staff person will check him/her in and escort him/her to the group.

### **Storing and administering medications**

If possible, please administer medication to your child outside of camp hours. If it is necessary for your child to be receiving prescription or over-the-counter medication during camp, your child's physician must complete a Medication Authorization Form.

Please note that 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. Medication must be kept in the original container. 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.

In order to distribute medication to your child, we must receive the Medication Authorization Form a minimum of two weeks prior to the start of child's camp session. Upon review of the form, it may be necessary to meet with the parent to develop a Health Plan. Camp staff and many Denver Museum of Nature & Science's staff members are trained in Universal 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.

### **Procedure concerning children's personal belongings and money**

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.)
- Expensive outerwear such as coats, hats, and gloves
- Games & toys
- Wallets, purses & money
- Roller shoes (Heelys)
- Stuffed animals, blankets or other sentimental items

Should a child bring a valuable item with him or her to camp, they are told to keep it in their backpack and DMNS staff will connect with the parent to request that the child not bring it to camp again.

### **Policy concerning meals and snacks**

For full day camps, lunches are provided by parents and sent with children each day. Multiple camps lunch together (in or outside) with DMNS staff and teen volunteer supervision. Peanut free lunches encouraged, and sharing food is not allowed. The DMNS provides one snack item per child per full day camp. Snacks are prepackaged and secured through our licensed food services department.

### **Policy on diapering and toilet training**

Children registered for the DMNS School Age Summer Day Camps must be toilet trained. The DMNS will not diaper children.

**Policy regarding visitors**

DMNS School Age Summer Camps operate in the Denver Museum of Nature & Science, a public building. Access to the Museum is not restricted and summer 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.

**Policy on parent and staff conferences to inform the parents or guardians of the child's behavior, progress, and social and physical needs**

DMNS Summer Camps are week-long, fun, informal learning opportunities and experiences. Parents are encouraged to communicate with summer camp educators and summer camp administrators with any questions, concerns, or comments. The summer camp director, assistant director, or camp educator may request time with a parent 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. Parents will be contacted if there are incidents of biting, hitting, tantrums, and other behavior that impacts other children. If the problem is not resolved, parents will be asked to keep their child out of camp for the remainder of the week.

**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 summer camp program. We are also committed to improvement and excellence. Parents are encouraged to communicate concerns and suggestions directly with the summer camp director, assistant director, or other DMNS summer camp staff. Please feel free to contact the camp director at 303-370-8315 with any concerns about your child's experience at Denver Museum of Nature & Science's Summer 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.

**Policy regarding the reporting of child abuse**

If the suspected abuse occurred at Denver Museum of Nature & Science's Summer Camps, please 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 other than Denver Museum of Nature & Science's Summer Camps, please 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.

**Policy regarding notification when child care service is withdrawn, and when parents or guardians withdraw their children from summer camp**

The DMNS policy is all sales are final for camp and other program 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

summer camp, they may request a refund from the summer camp director, assistant director, or a guest services representative.