

Denver Museum of Nature & Science Camps

Policies and Procedures for School Age Full-Day Camps

Philosophy

Science Camps at the Denver Museum of Nature & Science will support the Museum's mission by engaging children in safe, fun, interactive activities and programs that inspire curiosity and foster learning about nature and science.

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 them.

DMNS Camps adhere to Code of Colorado Regulation number 7.712 - Rules Regulating School-Aged Child Care Centers and are fully licensed by the State of Colorado. A pdf of this regulation is available upon request.

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

Summer camps are offered each week from June 8 – August 7, including a 4-day camp the week of July 4. Camp hours are from 9 a.m. – 3:30 p.m. Parents/guardians 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

Parents/guardians are asked to dress children in clothing appropriate for the day and expected weather. Parents/guardians are also asked to label all removable clothing with child's name. A DMNS Science 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. Outdoor time is weather permitting.

Procedure for registration

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

At time of Science camp registration or shortly thereafter, parents/guardians must provide:

- Child's 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
- Home phone number
- Emergency contact name(s) and emergency phone numbers
- Any additional authorized pick up adults
- Allergies, information on medications that must be administered during camp days, and health concerns
- 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 specific messaging to parents/guardians at key junctures from the Museum.

Cancellation Policy: As a licensed child care facility, we are required by the State of Colorado to have all registration materials in hand before we can welcome your child. All paperwork is due at least two weeks in advance of the first day of camp in order for your child to attend. Attendees without approved form information will be removed from the camp roster.

Immediate exchanges or refunds can be given in the case of:

- Death in the family or Severe Illness

Fee Schedule

FULL DAY

9 a.m. - 3:30 p.m. / \$260 member, \$290 nonmember

SUMMER HALF-DAYS FOR AGES 4 & 5

9 - 11:30 p.m. or 1 - 3:30 p.m. / \$140 member, \$170 nonmember

Camps Week of July 4th: June 29–July 2

Camps running June 29–July 2 are 4 day camps, with no camp on Friday, July 3 in observance of the Independence Day holiday.

Full Day Camps, 9 a.m.– 3 p.m. / \$210 member, \$235 nonmember

Half Day Camps, 9 – 11:30 a.m. or 1 – 3:30 p.m. / \$115 member, \$140 nonmember

Need-Based Scholarships

Scholarship slots will be available for most camps and open for registration on Tuesday, February 4, 2020 by phone only. To find out if you qualify, call Guest Services at 303.370.6000, 9 a.m.–5 p.m., and answer a few short questions. You may qualify to save 50% or even 100% on camp fees *for one week of camp per child*.

Procedure for identifying where children are at all times

Children in our Science 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/guardians. The camp directors, aides, 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 may be requested. A digital and paper 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. 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.

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. 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 may 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.

Procedure, including notification of parents/guardians for handling children's illnesses, accidents, and injuries

If a child becomes ill while at camp, they will be excluded from the group and kept under supervision, parents/guardians will be contacted and may be asked to leave home or work immediately 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.

If a child is injured or becomes ill during Science Camp, DMNS staff completes 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, and parents are contacted. A copy of the injury/illness report can 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.

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 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.

Following an emergency, the camp director will notify parents or guardians by text message and email as soon as it is available 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.

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

Not applicable for DMNS School Age Science Camps. DMNS Science 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 responsibility for supervision

Parents/guardians authorize and affirm permission for their child's participation in field trips and other camp activities through registration, and potentially by signing required field trip release, and release from liability forms. 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 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 to City Park and Denver Zoo, 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 Science 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/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 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 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 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. In circumstances where the person attempting to have the child released is difficult or behaving inappropriately, they 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, they must be picked up by 3:30 p.m. If they are not picked up by 3:30 p.m, DMNS staff will attempt to reach parents/guardians 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/guardians are asked to please notify the camp directors/staff if running late by calling 303.370.6455. After 5 p.m. parents/guardians, 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 picked up too late, parents/guardians will be charged a fee. At 3:30 p.m. any child not enrolled in Late Check-Out and at 5 p.m. for any child enrolled in Late Check-Out, 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.

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/guardians must escort children to the designated early check in location and check in with a DMNS staff member. Early Morning Check-In has limited enrollment and can be purchased at the time of session purchase or added to an event order at a later time as spots are still available. If a child is not enrolled in Early Morning Check-In, they may not participate in this program.

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/guardians 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. Late Check-Out has limited enrollment and can be purchased at the time of camp session purchase or added to an event order at a later time as spots are available. If a child is not enrolled in Late Check-Out, they may not participate in this program.

Check-out rosters are reconciled at the close of each day of camp.

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

All medicines, epi-pens, and inhalers must be disclosed to camp staff and approved two weeks prior to the child's first day of camp. (See Camp Cancellation Policy 2020 for details.) 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 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. 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 any kind of medication to your child, we must receive any applicable or necessary Medication Authorization Form, an Allergy and Anaphylaxis Emergency Care Plan and Medication Orders Form, and/or Asthma Care Plan 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. 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. Medicines and inhalers must be in their original boxes with prescription that matches doctor authorized forms to be accepted.

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.)
- 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 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

Lunches are to be provided by parents and sent with children to camp each day. Multiple camps eat lunch together (in or outside) with DMNS staff and teen volunteer supervision. 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.

Policy on diapering and toilet training

Children registered for the DMNS School Age Science Day Camps must be toilet trained and able to use the toilet independently. The DMNS will not diaper children.

Policy regarding visitors

DMNS School Age Science Camps operate in the Denver Museum of Nature & Science, a public building. 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 Full-Day Summer Camps are not allowed.

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

DMNS Science Camps are week-long, fun, informal learning opportunities and experiences. Parents/guardians are encouraged to communicate with Science Camp educators and Science Camp administrators 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. Parents will be contacted if there are incidents of biting, hitting, tantrums, and other behavior that impacts other children. During this contact, a plan must be formulated with the camper, parent/guardian, and camp staff about behavioral solutions moving forward. 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 may 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 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.

Policy regarding the reporting of child abuse

If the suspected abuse occurred at Denver Museum of Nature & Science's Science 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 Science 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 Science 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 Science Camp, they may request a refund from the Science camp directors or a guest services representative.