

Science Camp at the Denver Museum of Nature & Science

Policies and Procedures for School Age Full-Day Camp

Thank you for registering your child for Science 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

*DMNS Science Camps are licensed as school-aged childcare, building-based, day camp. If you have questions about DMNS Science Camps, please contact us at (303) 370-6000. These policies and procedures were last updated in September 2024.

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Commented [BB1]: @Brandon Davis Can you review the changes below? I'll need to send some of this for translation before break camps go up on sale

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General Information

Camp Philosophy

DMNS Science Camp 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 Camp at the Museum is 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 camp is 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.**
- Camp is a social experience, designed for **doing and exploring.**
- Staff continuously work to create an **inclusive community** for educators, parents, and children.
- Staff complies with and supports all policies and procedures to **ensure the safety and health of all children**, as outlined in the school-age childcare rules and regulations.

License Information

DMNS Science Camp is licensed as school-age childcare, 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 Camp is offered for school-aged children (ages 5-13). Children must be at least 5 years of age on or before their first day of camp.

Hours of Operation

Camp hours are from 9 a.m. to 3:30 p.m.

Fall Science Camp is offered for one week during fall break, November 25-27, 2024. Fall Science Camp is a 3-day camp week.

Winter Science Camp is offered for one week during winter break, December 30-31, 2024, and January 2-3, 2025. Winter break camp is a 4-day camp week, with no camp on January 1, 2025.

Spring Science Camp is offered for one week during spring break, March 24-28, 2025. Spring Science Camp is a 5-day camp week.

Summer Science Camp is offered for eight weeks, beginning Monday, June 9, 2025, with the last day of camp on Friday, August 8, 2025, including a 4-day camp the week of June 19, running June 16-18 and 20. Summer Science Camp is not offered the week of June 30-July 4.

Early and late care will not be offered this year.

Commented [BB2]: @Brandon Davis @Ben Robinson I've tracked changes for this document. Can you review and let me know if any other policies need updates/the entire document looks accurate and current? We used to have a separate break camp policies and procedures, but that was leftover from when we thought break camps were not licenses

Registration and Fees

Procedure for Registration

DMNS Science Camps are open to members and non-members. 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
- The grade that the child is entering in fall for Summer Science Camp, or their current grade for Fall, Winter, or Spring Camp.
- Names of parent/guardian or other adults who are authorized for pick-up
- Home address of child and parent/guardian
- Home phone number
- Emergency contact names and emergency phone numbers
- Allergies, information regarding medications that must be administered during camp days, and other health concerns
- Preferred medical and dental care contact information
- Payment due at time of registration

Prior to attendance at any DMNS Science Camp, 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 prepare the 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 in camp 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 parent/guardian's responsibility to contact the Camp Director team to discuss all other medications that may accompany your child to camp at least three weeks before the first day of camp. This notice is required as some medications may call for additional training 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 paraprofessional or 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 Camp the weeks of March 24-28, June 9-13, June 23-August 9

Full-day camp from 9 a.m. to 3:30 p.m. | \$375 for members, \$410 for non-members, scholarships up to 100% are available.

4-Day Camp the week of December 30-January 3, June 16-20

Full-day camp from 9 a.m.-3:30 p.m. | \$300 for members, \$330 for non-members, scholarships up to 100% are available. Camp the week of December 30-January 3 is only 4 days, with no camp on Wednesday, January 1 in observance of the New Year holiday. Camp the week of June 16-20 is only 4 days, with no camp on Thursday, June 19 in observance of the Juneteenth holiday.

3-Day Camp the week of November 25-27

Full-day camp from 9 a.m.-3:30 p.m. | \$225 for members, \$245 for non-members, scholarships up to 100% are available. Camp the week of November 25-27 is only 3 days, with no Camp Thursday, November 28th or Friday, November 29th in observance of the Thanksgiving holiday.

Late/Early Fees

If children are picked up after the designated pick-up time, parents/guardians will be charged a fee. Starting at 3:45 p.m., parents/guardians will be automatically charged a \$5.00 fee, per child. For each minute past 3:45 p.m., an additional \$1.00 per child will be charged. These fees are payable by cash or check (made out to the Museum) and are due the following day of camp.

Refund Policy

All sales are final unless the Museum cancels the event.

Exceptions can be requested in cases 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 withdraw their child from 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 their experience with a DMNS Science Camp, they may request a refund from the Camp Directors or a guest services representative.

Preparing for Camp

Dressing for Camp

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

Personal Belongings

All camp activities are included in registration fees and carrying money is not necessary for camp activities. The Denver Museum of Nature & Science is not responsible for lost or stolen items, and we request that personal items remain at home, including:

- All electronics (smartwatches, phones, video game consoles, 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 will be asked to keep the item in their backpack and DMNS Staff will contact the parent to request that the child not bring the item 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. However, DMNS Camp Staff are trained to administer emergency medication relating to asthma and/or allergies; including inhalers, oral and/or topical allergy medications, and epinephrine for anaphylaxis. In order, to distribute any prescription or over-the-counter medication to your child, parent/guardians must provide the Camp Staff with 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 the child's camp. 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. Topical preparations (such as petroleum jelly) or bug spray, may be applied with knowledge and written consent of the parent/guardian. All non-emergency medications will be secured when not in use. If a child is found to have medication in their possession, it will be collected by the educator and returned to the parent/guardian at the end of the day.

It is the parent/guardian's responsibility to notify the Camp Director team about any medications that may accompany your child to camp, either through a medical form or by contacting us directly. At least 3 weeks' notice is required as some medications may require additional medical care plans/health orders, as well as training 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. All medications will be returned to parents/guardians at the end of the week. DMNS Staff work closely with a Child Care Health Consultant who oversees health plans and medication administration delegation for Science Camp in compliance with the delegatory clause of Colorado's Nurse Practice Act. Camp Staff 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.

Diapering and Toilet Training

Children registered for the DMNS Science Camp must be toilet trained and able to use the bathroom independently. Museum staff will not diaper children. If children cannot use the restroom alone, they will be sent home and may return when they can meet this requirement.

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 Camp.

DMNS does support the 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 assisting.

In compliance with public health guidelines, individuals 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 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 have set times for hand washing, including when campers arrive at the Museum, before and after eating food, after using the toilet, and after 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 picking up campers will be asked to park in the south Bus Lane and enter through the School Entrance.

Drop-off

Drop-off runs every day from 8:45 a.m. to 9:15 a.m. The School Entrance doors will open at 8:45 a.m. each morning.

For instances of inclement weather, we may 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 at camp and keep children who have symptoms, 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.

Late drop-off

Parents/guardians who drop off their campers after 9:15 a.m. should enter through the north volunteer/staff entrance. DMNS Camp Staff in the Morgridge Family Exploration Center will check the camper in and escort them to their group. Late drop off ends at 9:45am. If a camper arrives after this time, please contact a Camp Director directly.

Pick Up

To sign a camper out of camp, **adults must present a valid state issued photo ID when picking up any camper at any time.** DMNS Science Camps accept driver's licenses, passports, the [MyColorado digital ID](#), and ID cards issued by the state of residence.

Commented [BB3]: Review

Pick-up runs every day from 3:15 to 3:45 p.m.

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

A child will only be released to persons that parents/guardians have identified by name and who appear on the authorized pick-up list. Any emergency or day-of additions to the authorized pick-up list will need to be initiated by the parent/guardian and communicated to a camp director directly. A valid state issued photo ID is required and checked for each day of pick up. DMNS Staff records who picked up a camper each day and can report this information, 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 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. A staff member will collect the camper and meet the authorized adult at the north entrance at the scheduled time. Of course, parents/caregivers can 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 **3:45 p.m.** Parents/guardians are asked to please notify the camp directors/staff if they are running late by calling (303) 370-6455. If they are not picked up by 3:45 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. DMNS Staff 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 that early morning and late afternoon care options are not currently offered at DMNS Science Camps.

Commented [BD4]: Suspended makes it sound like it's coming back. We should just say that it's not available.

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 strategies 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 being shut down or told no, and positive 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 regulate and regroup. No child in a DMNS Science Camp 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

Commented [BB5]: Is this redundant to "Conference Regarding..." on pg 11? 2023 licensing review required phrasing "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 conversation, a behavioral plan will be established with input from the camper, parent/guardian, and Camp Staff in order to set the camper up for success moving forward. More serious incidents may require the parent to pick up the camper before a behavioral plan is established. If the plan is not followed by the camper and/or the issue 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.

Commented [BB6]: Return - camper can be sent home day of incident AND following day, regardless of plan being formulated

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

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Identifying Children's Location in Camps

Children in our Science Camp are checked in and out daily by DMNS Staff in writing or electronically. All camp educators and directors have a cellphone or radio and are reachable at all times during camp hours. Activity plans for each day with times and locations may be requested and are subject to change. A camp roster will always be in the possession of the camp educator.

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 for delivering 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. If parent/guardians supply their own sunscreen, it will be collected at the beginning of camp and labeled with the child(ren)'s first and last name. Personal sunscreen can be access by campers upon request or when the class is applying 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. 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. If a camper is found to have a meal that does not appear to meet current [USDA Child and Adult Care Food Program meal pattern requirements](#), DMNS will supplement the child(ren)'s meal to meet standards.

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.

Screen Time and Media Use

Television viewing, including videos, will be limited to no more than 30 minutes per day. Selected videos will be age appropriate and directly connected to the day's curriculum. Parent/guardians may elect at any time for their child(ren) to be excluded from video viewing

DMNS Science Camps do not allow campers to use media devices with internet access while in camp. Should a camper bring an electronic device from home, they will be asked to store it in their backpack for the entire day. Should an activity require a camper having internet access, they will be supervised by camp staff and should be online for no more than 15 minutes.

No television, recorded media, computer, tablet, cell phone, video game or other media device is allowed during snack and mealtimes except during a planned special occasion.

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 to Science Camps are not allowed.

If an adult is needed to attend camp with a child (i.e., a paraprofessional, 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 contact the camp director team at (303) 370-6455 before 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 group 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.

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 for 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. 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.

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 detailed sweep of the facility. Camp Staff will work with the first responding officer to provide more information and 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, Science Camp at the Denver Museum of Nature & Science shall contact the Denver Department of Social Services (720-944-3666), Denver Police Department (720-913-6022) or other law enforcement agencies in Denver County. If the suspected abuse occurred at a site outside of Denver, staff shall 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.