

Summer Camp Policies & Procedures

The meeting place will be:
Dinosaur Ridge Visitor Center
16831 W Alameda Parkway
Morrison, CO 80465
303-697-3466 x 100

We are located just west of the C-470 and Alameda off ramp.

Upon Arrival:

Please don't forget to sign in your camper(s)! If you have two children attending the camp, please sign them both in individually. The sign in sheet will be present on a table in the camp area (patio).

Please don't forget anything on the **Don't Forget to Bring** list (next page) such as lunch, snacks, water bottle, sunscreen (if you prefer to provide your own), etc.

If you have any details for the instructors that are special to that day (camper has a cold and you've provided cough medicine with a doctor's note, etc.) please let us know! We're ready for anything and have been trained in application/administration of medications, first aid, and CPR. NOTE: We cannot accept any medications at camp that do not have signed paperwork by the doctor. Also – medicine must be labeled with the child's name, either by prescription labels or by you if it's over the counter.

In Case of Outside (non-camp related) Emergency During Camp Hours:

If you have an emergency and need to contact your camper or their instructor you can call the instructor via cell phone numbers below. If unable to get a hold of the instructor please leave a message on the cell phone and then contact the Dinosaur Ridge Visitor Center Gift Shop (303-697-3466 x 100) to leave a message with the staff there. Certain areas like Red Rocks Park, downtown Morrison and the Morrison Natural History Museum have terrible cell phone reception, so a message may need to be left with the Visitor Center staff in order to be passed on to your camper. This would include early pick up, family emergencies, etc.

Main Contact for Emergencies:

Camp Director: Erin LaCount
Cell Phone: 303-828-8833 (available at any time during the camp)

Pick-Up

Please don't forget to sign out your camper(s)! If you have two children attending the camp, please sign them both out individually. The sign out sheet will be present on a table in the camp area (patio).

Please remember to remind the campers to bring any items home with them, i.e. lunch boxes/non-disposable lunch bags, medications, etc.

Don't Forget to Bring...

There are a number of items that you, the parents, will need to supply your camper(s) for our summer camp. Please use the below as a check list each day before coming to camp to make sure nothing important gets left at home!

- Lunch
- Two snacks (morning and afternoon)
- Water Bottle (refillable)
- Hat

- Backpack
- Sunscreen (we do have some onsite, but if you have a special kind your camper needs to use, please supply it!)
- No open-toed shoes! (This would include flip-flops, sandals, crocs, etc.) save on designated days
- Sneakers or hiking shoes/boots only!
- Medication (if required)

Snacks will **NOT** be provided by Dinosaur Ridge, so please provide the two appropriate snacks for your campers each day. Some snacks will be present with the teachers in case of emergency, but we cannot guarantee that they will be lactose-free, gluten-free, or nut-free (or allergen free in general).

Dinosaur Ridge Statement of Policies and Procedures

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Purpose: The purpose of the Dinosaur Ridge Summer Camp is to provide campers with the opportunity to actively participate in scientific exploration of the geology and paleontology of Dinosaur Ridge and surrounding areas. Education and preservation of the fossils of Dinosaur Ridge is our organizations mission. Our philosophy for the Summer Camp is learning through hands-on education.

Qualifications for acceptance: Campers must have finished kindergarten (upper 5 years to 6 years). The oldest campers our license covers is 13-years.

Students with special needs: The camp will use its best efforts to accommodate campers with special needs. A lot of our activities can be modified for full participation by all. Sufficient advanced notice must be given to the instructors by the parent or guardian of the camper so that accommodations can be made for those with special needs. Prior to enrollment, parents are informed about camp activities so that they may determine if the camp's activities and location is appropriate for their child. **NOTE:** We do not have a vehicle that can accommodate wheelchairs, so this camp may not be appropriate for campers with those specific needs.

Hours of Operation: The Dinosaur Ridge Summer Camps will only be in operation June 4-8, June 11-15, June 18-22, June 25-29, July 9-13, July 16-20, July 23-27, and July 30-Aug 3, 2018 from 9am to 3pm for camp, 3pm to 5pm for post camp.

Late arrival: Campers that arrive late when the group is off-site will be required to wait for a staff member to lead them to the area or wait at the Visitor Center until the group has returned. Parents and Dinosaur Ridge staff will receive a schedule notifying of where we will be at all times.

Pick up procedures: Children will only be released to persons authorized by the parents/guardians. Parents and guardians can authorize another pick up person in writing; however, identification will need to be presented at time of pick up. **Children are to be picked up at 3pm if not registered for Post Camp.** Parents will be charged \$15 for every 15 minutes they are late. Attempt to contact the parents/guardians will be made after 3:30pm; if no response, emergency contacts will be notified. If by 4pm, we have not had any contact with parents/guardians and/or emergency contacts, local police will be contacted and made aware of the situation.

Absences/withdrawals: In the case of illness or absence, the responsible adult needs to notify Friends of Dinosaur Ridge by calling Erin LaCount at 303-828-8833 (cell) or 303-697-3466 ext. 100 (office). If withdrawing the student from camp earlier than the last day of the session, camp directors need to be notified in writing of last day of camper.

Admission, registration, fees: Applications are accepted on a first come, first served basis, with a waiting list. At time of registration, a \$100 deposit is due per camper for each camp (if registering camper for multiple camps). Registration materials must be filled out in their entirety and full payment (\$300 base with any discounts

applied) is due at or before the camper can be checked-in to camp on day one. If the summer camp is unable to operate, all parents/guardians will be notified via phone call and e-mail, plus reimbursement of fees.

Cancellations: A full refund will be given if a cancellation is received 30+ days before June 4th (the start of the camp season). Past June 4th, no refund is offered for a cancelled camp.

Attendance procedures: A daily attendance form is maintained by the staff upon which parents/guardians or other authorized persons will sign campers in and out of camp each day. Attendance will also be taken at lunch and periodically throughout the day (especially when moving to separate sites). Parents will receive an itinerary of each day's proposed activities, a copy of which will also be maintained at the Visitor Center. Some modifications may be required to the daily schedule due to weather or other emergency situations.

During the camp day, the camp director(s) will have a cell phone with them at all times where they can be reached in an emergency by the Visitor Center staff or parents. The kids will be with an instructor at all times during the camp. Breaks will be taken as a group. However, if one child needs to go to another area (i.e. bathroom), an instructor will lead that child to the new area, while another instructor will stay with the rest of the children.

A camper will be released only to individuals who have been authorized in writing in the camper's registration materials. In the event that an unauthorized individual attempts to pick-up the camper, the parents/guardians will be contacted for verbal permission to release the child. If the parents/guardians fear that there has been an attempt to violate the child's safety, the local police will be contacted.

Visitors: All visitors will be asked to check-in with the Visitor Center and will be escorted by a Dinosaur Ridge staff member during the duration of their visit.

Camper's Belongings: Label all personal belongings with camper's name. Campers are asked not to bring money or electronics to camp. Each camper is responsible for his/her own belongings.

Meals and snacks: Each camper is required to bring two snacks, a lunch, and water bottle each day. The camp will provide water refills as needed and have extra bottles in case of emergency or lost/forgotten bottles.

Medications: Medications will be stored as required, in either the camp refrigerator or camp storage container and will be accessible to camp staff only (under lock and key). Medications will be administered by qualified camp staff according to our nurse practitioner. A daily record will be kept of medications given. All medications, prescription and/or over-the-counter must have a doctor's note and signature. We can provide you with these forms if you need them.

Sun protection: This is an outdoor camp, and sunscreen is important. We do have sunscreen on site, but if you require a specific type of sunscreen for your camper to use, please make sure they have it every day. Campers will be asked at check-in if they have already applied sunscreen. Campers who have not put sunscreen on prior to camp will be offered Sunscreen which is waterproof, fragrance-free, PABA-free, hypoallergenic, and has an SPF of 50 for self-application. Summer Camp staff cannot apply sunscreen to the children, so please help them with sunscreen if they need.

Transportation: Transportation of the camper to and from the camp site at the beginning and end of each day is the responsibility of the parents/guardians. While on site, children will be transported in Dinosaur Ridge vehicles with authorized, licensed drivers only. While in the vehicle, all children will wear seatbelts. In case of an accident, authorities will be called first, then another Dinosaur Ridge staff member who will notify parents/guardians. Staff will be with the children at all times. Due to the nature of our summer camp (primarily outdoors in different locations), staff will take attendance every time they move to a new location.

Illness, Lost Children, and Emergencies: Parents/guardians will be notified immediately of any illness, accident, or injury requiring medical treatment beyond a Band-Aid. In the event a camper becomes ill, the camp will notify the persons listed on the camper's emergency card as emergency contacts. The camper will be allowed to rest on a bed roll out of the sun. Should the camper become ill off site, the camper will be returned to the Visitor Center and be attended to until picked up.

If a child is noticed to be missing or there is an emergency: 1. The other campers will be transported to the classroom with one of the instructors. 2. Local authorities (911) will be contacted as well as the parent/guardian. 3. The other instructor will notify the staff and volunteers to be on the lookout for said missing child or made aware of the emergency. 4. Once the child is located or emergency has ended, staff and volunteers will be made aware of changes in circumstance. 5. A report of the incident will be sent to the required personnel.

In the event that a camper comes down with a communicable disease during their attendance at camp, each family whose child attended the session will be notified of the potential risk of contracting the disease, even if camp is out of session. A report will be made to the Colorado Department of Human Services and the nurse consultant to the camp of the disease. The confidentiality of the ill camper's identity will be maintained except as necessary for governmental reporting purposes.

Natural Disasters: In case of heavy rain, hail, lightning, or other severe weather, shelter will be taken inside at the Visitor Center. If the campers are off-site, shelter will be taken in the vehicle. In case of a fire, campers will be evacuated from building or location (if off-site) and moved a safe-distance away. In the event of an earthquake, campers will be moved away from any buildings or outcrops. Because of the location of the camp, tornado activity is unlikely. In the rare event that a tornado should be in the vicinity of the campers, shelter will be sought in the exhibit hall if on site or the nearest building or ditch if off-site.

On-Site Hostile Person/Persons: Dinosaur Ridge is open to the public while camp is running and can see up to 900-1,000 visitors a day. In the event that a visitor to Dinosaur Ridge becomes hostile, or in an active-shooter situation, the staff will move the children to the large storage "tank room", which has a lockable door and plenty of water. From this location staff can contact emergency personnel and parents/guardians while staying with the children at all times.

Reunification Location:

In the event that an emergency takes place (fire, flood, etc) and campers are unable to stay at or make it back to the Dinosaur Ridge Visitor Center, the meeting place will be at the Dinosaur Discovery Center (17681 W Alameda Parkway, Golden, Co 80402 – Red Rocks Entrance #1, first building on the right). All parents/guardians will be contacted about the new meeting place for pick-up of the students. In the event that a parent/guardian cannot be reached, the emergency contacts will be notified.

Discipline: The camp staff will operate with the highest regard for the mental, physical and emotional well-being of the campers. An atmosphere of mutual respect will be encouraged through cooperative activities. In accordance with the rules and regulations of the Colorado Department of Human Services, the following guidelines will be observed: 1. Campers will not be subjected to physical or emotional harm or humiliation. 2. No staff person will use corporal or other harsh punishment, including but not limited to, pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling or any humiliation or frightening method of discipline. 3. Discipline may not be associated with food, rest, or toileting. No child should be punished for toileting accidents. Food must not be denied or forced upon a camper as a disciplinary measure. 4. Verbal abuse and derogatory remarks regarding a camper are not permitted. 5. Authority to discipline may not be delegated to other campers, nor will the camp sanction one camper punishing another camper.

When disagreements arise between campers, a staff member will serve as a mediator to assist the campers in resolving their differences. When campers are unable to participate in such a discussion, they will be removed from the group activity until they are willing and able to discuss the issue, after which they may rejoin the group

activity. In the event that a camper causes physical injury to another camper or staff member, intentionally causes damage to personal or public property, intentionally jeopardizes his/her safety or that of another, or manifests behavior which is overly disruptive and disrespectful, the camper will be removed from the group, notification will be made to the persons listed on the camper's emergency card as emergency contacts and request for the camper to be picked up from camp. Readmission to the camp will be conditioned upon the resolution of a follow-up meeting between the camp personnel, responsible adult and camper. In extreme cases, the camper will be denied readmission and withdrawn from the camp. Any decision barring the camper from returning to camp will be accompanied by a letter from the camp director to the responsible adult stating the reasons for the decision. Copies of the letter will be maintained in the camper's records and distributed to the responsible adult and the Board of Directors of the Friends of Dinosaur Ridge.

Child Abuse: Any incident of suspected child abuse will be reported immediately to the Colorado Department of Social Services, local authorities, and to the Board of Directors of Friends of Dinosaur Ridge.

To file a complaint about this facility, contact: Division of Childcare, 1575 Sherman Street, Denver, CO 80203, or call: 303-866-5958 or 1-800-799-5876.

Duties and Responsibilities of Staff members: The Camp co-directors are responsible for planning the activities of the camp; overseeing the purchase and maintenance of supplies and equipment; ensuring that the camp meets the rules and regulations for school-aged child care centers as set forth by the Colorado Department of Human Services; informing staff members and volunteers of camp rules and regulations; leading instruction and group activities at the camp.

If you have any questions or concerns, please contact Camp Director Erin LaCount: Education@dinoridge.org