



Summer Camp Policies, Procedures, and Daily Item List

Our camps will run from **May 29 through August 11, 2023**, and will start daily at 9am, and end at 3pm. Aftercare will run from 3pm to 5pm and is an optional add-on.

The meeting place will be:

Dinosaur Ridge Main Visitor Center

Back patio, north side of Gift Shop Building

16831 W Alameda Parkway

Morrison, CO 80465

303-697-3466 x 100 (gift shop/front desk – opens at 9am)

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

Camp Day Arriving and Leaving Policies and Expectations

Upon Arrival:

Please don't forget to sign in your child(ren)! If you have two children attending the camp, please sign them both in individually. The sign in sheet will be held by a camp leader at the entrance to the patio area. Please refer to these instructions:

Morning Drop-Off

Day 1: Please provide any documentation not previously submitted:

This could include child(ren)'s immunization records, general health appraisal, or medication forms (epi pen, inhaler, etc.). Examples of these forms are available through ACTIVE under Supplemental Forms. You can (and it's suggested) to upload these ahead of time for ease of checking in.

Please don't forget anything on the **Don't Forget to Bring** list (next page) such as multiple masks if you wish for them to be worn at specific times during the camp day (parent preference), a lunch, two snacks, a refillable water bottle, sunscreen (if you prefer to provide your own), etc.

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

If you have an emergency and need to contact your child(ren) or their Camp Leader you can call the Camp Directors via cell phone numbers below. If unable to get a hold of the Camp Leader 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, Morrison, hiking trails, and other sites have intermittent cell phone reception, so a message may need to be left with the Visitor Center staff in order to be passed on to your child(ren) or our camp leaders. This would include early pick up, family emergencies, etc.)

Main Contacts for Emergencies:

Camp Co-Director: Erin LaCount

Cell Phone: (PROVIDED TO CAMP PARENTS THAT REGISTER) (phone number only to be used for camp needs between 9am and 5pm May 29 through August 11, 2023.) For any non-emergency concerns, please email her at Erin.LaCount@dinoridge.org

Camp Co-Director: Amanda Rea

Cell Phone: (PROVIDED TO CAMP PARENTS THAT REGISTER) (phone number only to be used for camp needs between 9am and 5pm May 29 through August 11, 2023.) For any non-emergency concerns, please email her at Amanda.Rea@dinoridge.org

Camper Sign-Out/End of The Day

Please don't forget to sign out your child(ren)! If you have two children attending the camp, please sign them both out individually. The sign in sheet will be held by a camp leader at the entrance to the patio area. Please refer to these instructions:

Afternoon Pick-Up

Please have a picture ID ready to show when you arrive to pick-up your child(ren)! (NO EXCEPTIONS)

- A form of ID with the name clearly visible (the name will be checked against the provided names authorized for pick-up and drop-off on the registration form). If a name needs to be added as an authorized adult to pick up, we can have a parent add the name to the child(ren)'s printed registration form at drop-off (handwritten with initials). In the event that a person is not authorized, a temporary allowance can be made if the parent can email a scanned picture (or text) of a written and signed authorization.

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

Pick up Authorization: Children will only be released to persons authorized by the parents/guardians on the registration forms. 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 unless arrangements for Aftercare have been made.** If a child(ren) is not picked up by 3:15pm (and no contact has been made with camp leaders or Dinosaur Ridge staff notifying late pick up) the child will be charged \$15 for each 15 minutes of waiting. If parents/guardians are late to pick up two days in a row, the Aftercare cost of \$60 will be added to the child(ren)'s fees. Attempts to contact the parents/guardians will be made after 3:15pm; if no response, emergency contacts will be notified by 3:30pm. 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.

Aftercare: Aftercare is an optional offering with a flexible pick-up time between 3pm-5pm. The child(ren) and their Camp Leaders will stay at the Dinosaur Ridge Visitor Center throughout this time. When parents arrive at the Dinosaur Ridge Visitor Center they can provide ID and then sign out their child(ren) for the day.

If you need to add your child(ren) to Aftercare during the week, you can sign into your ACTIVE account and select it as an optional add-on. If this doesn't work, contact Erin.LaCount@dinoridge.org. If you find that you need one day of Aftercare, you can pay for that in our gift shop for \$20/day.

Attendance procedures: A daily attendance form is maintained by the staff upon which parents/guardians or other authorized persons will sign child(ren)s 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 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, and parents will be made aware of any changes via email or with a new copy of the day's itinerary at drop off that morning.

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 children will be with a Camp Leader 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. bathrooms), a Camp Leader will lead that child to the new area with a Junior Counselor, while the other leaders will stay with the rest of the children. Our camps have three Camp Leaders and two Junior Counselors to maintain a safe child to staff ratio.

A child(ren) will be released only to individuals who have been authorized in writing in the child(ren)'s registration materials. In the event that an unauthorized individual attempts to pick-up the child(ren), 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 and the child(ren) will not be released to the adult. Staff may choose to move the child indoors with a Camp Leader for their protection, if necessary.

Late arrival: Child(ren) that arrive late when the group is off-site can wait at the camp drop off area for the group to return, or arrange with Camp Directors to meet the group off-site for drop off. Parents and Dinosaur Ridge staff will receive a schedule notifying of where we will be at all times, and we will work with camp families if a meet-up is necessary on field trip days. Contact Erin or Amanda (Camp Directors) to arrange this, or speak with them ahead of time via email or in-person.

Hours of Operation: The Dinosaur Ridge Summer Camps will only be in operation from 9am to 5pm Monday through Friday during these weeks: May 29-June 2, June 5-9, June 12-16, June 19-23, June 26-30, week off July 3-7, July 10-14, July 17-21, July 24-28, July 31-August 4, August 7-11, 2023.

Absences/withdrawals: In the case of illness or absence, the responsible adult needs to notify Friends of Dinosaur Ridge by notifying Camp Directors Erin LaCount or Amanda Rea via call, text, or email. If withdrawing the student from camp earlier than the last day of the session, camp directors need to be notified in writing of the last day of child(ren). Camp costs will not be pro-rated or refunded.

Cancellations: If you need to cancel your session, you can at any time place all of the funds into your ACTIVE family account for use on a future Dinosaur Ridge Camp.

- Registration opening through March 31 – refunds are available in full.
- April 1 through April 15 – refunds will be full minus the \$100 deposit (per registration).
- April 15 through April 30 – refunds will be 50% of the session cost (aftercare refunded automatically).
- May 1st through the end of the camp season: no refunds will be available*.

*At any time you can cancel and choose to place paid funds into your ACTIVE Family Account for future use. These funds can be used for future Dinosaur Ridge Camps (Summer, Winter Break, Spring Break, etc.). You can also choose to give any or all of the paid funds to Dinosaur Ridge as a tax-deductible donation.

What to Bring to Camp and What to Leave at Home

Daily Items for Camp

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

- Multiple Face Masks (parent discretion, not required at any time by Dinosaur Ridge camps)
- Lunch
- Two snacks (morning and afternoon)
- Water Bottle (refillable)
- Hat
- Backpack - a good size to fit everything on this list as well as art projects coming home
- Sunscreen (we have [generic sunscreen](#) available, but if they have a specific need or allergy, please send sunscreen with your child(ren))
- Bug Spray (mosquitos are around)
- No open-toed shoes! This would include flip-flops, sandals, crocs, etc., save on designated water days. Close-toed shoes, hiking shoes/boots, comfortable tennis shoes would be best.
- Medication (if required – must provide signed paperwork and bottles/boxes with pharmacy/original labeling). If bringing medication, please bring an extra copy of the medication order from the doctor (especially for emergency medications).

Camper's Belongings: Label all personal belongings with child(ren)'s name on the inside of the backpack (not recommended to put their names on the outside of their backpacks for their safety). Children are asked not to bring toys (particularly card-based games like Pokémon), money, or electronics (including phones) to camp. Each child is responsible for his/her own belongings.

Hygiene, Sanitation, Food Prep

Dinosaur Ridge Summer Camp does not prep food for children. In the event that a child needs supplemental food, it will be pre-packaged fruits and vegetables (no-sugar-added applesauce and baby carrots). All Dinosaur Ridge staff will maintain a high level of hygiene around food by hand-washing followed by glove-wearing if foods do need to be handled.

Meals and snacks: Each child is required to bring two snacks, 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.

Lunches will NOT be provided by Dinosaur Ridge Summer Camp.

Dinosaur Ridge Summer Camp will have supplemental foods on site if a child is seen with an insufficient lunch/snack, or needs a supplement. Please keep in mind to send your child(ren) with a nutritious lunch and a couple of nutritious snacks.

Dinosaur Ridge will have Supplemental food on site in the event that a child forgets a snack or has a lunch without appropriate food content. This would include (but not be limited to):

1 Serving of carrots or, 1 Serving of applesauce, a bottle of Water (if provided only with a Soda or other sugary beverage).

Medication:

Medications will be stored as required, in either the camp refrigerator or camp pack and will be accessible to camp staff only (under lock and key if required). 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. The forms that are required for schools or school-age-care facilities will work for Dinosaur Ridge.

If you have any details for the Camp Leaders that are special to that day (the child 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. Our staff will look over the medication and paperwork to make sure nothing is missing. If there are any issues, we will have camp directors Erin LaCount or Amanda Rea double-check things with you off to the side as we continue to check in other families. This will resolve any issues and then your child(ren) can be signed in to start their day.

NOTE: We cannot accept any medications at camp that do not have paperwork signed by the doctor and the parent/guardian on the proper medical forms! The forms must match the medication (can't be for Tylenol and you bring Ibuprofen for example), and all medication needs to be in the original box and container with directions present and unexpired. If a prescription, it must be in the container/box that shows the prescription label. Medicine must be labeled with the child's name, either by prescription labels or by you if it's over the counter.

Sun protection: This is an outdoor camp, and sunscreen and hats are important. We do have sunscreen on site, but if you require a specific type of sunscreen for your child(ren) to use, please make sure they have it every day. If no specific sunscreen is provided, we will have them use the camp sunscreen. Children will be asked at check-in if they have already applied sunscreen. Children 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 or help from staff.

Dinosaur Ridge Safety/Emergency Policies

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

Qualifications for acceptance: Children must be between 5 and 13 years of age (5-year olds must have completed kindergarten).

Students with special needs: The camp will use its best efforts to accommodate children with special needs. Many of our activities can be modified for full participation by all. Sufficient advanced notice must be given to the Camp Directors by the parent or guardian of the child(ren) 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 may not be using a vehicle that can accommodate wheelchairs, so this camp may not be appropriate for children with those specific needs. If a child needs a wheelchair for mobility but can get on and off the bus with use of a walker or with a bit of help, we can manage that during our camps. Again, advanced notice will help us accommodate.

Visitors/Volunteers/Guest Speakers/Paras: All non-staff will be asked to sign-in and out daily, and will not be left alone with any of the children during their stay. This includes Junior Counselors.

Transportation: Transportation of the children to and from Dinosaur Ridge at the beginning and end of the day is the responsibility of the parents/guardians. While on site, children will be transported in Dinosaur Ridge 15-passenger vans 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 Camp Directors who will notify parents/guardians. Staff will be with the children at all times. Due to the nature of our summer camp (almost completely outdoors in different locations), staff will take attendance every time before and after they move to a new location.

COVID-19 Procedures:

Dinosaur Ridge Camp will follow guidelines set by the Center for Disease Control and Prevention, the State of Colorado, and Childcare Licensing, following the recommendations for childcare and school aged care facilities.

[Recommendations as of October 5, 2022.](#) From this information, here are Dinosaur Ridge Summer Camp COVID Guidelines (as of January 13, 2023):

- Masking is **NOT required** in any outdoor or indoor locations. If you wish your child(ren) to wear a mask in any of these locations, please notify staff on drop off and we will make sure that happens. Indoor locations are on our vans during transportation and any indoor field trip locations (specific to different camp sessions).
- Social distancing is **NOT required** in any outdoor or indoor locations.

In the event that Jefferson County becomes a High COVID-19 Community, Dinosaur Ridge Summer Camp COVID Policies will change to require masking for all children, leaders, and counselors on our vans during transportation and in any indoor locations. Masks will NOT be required in our outdoor locations. Camp Directors will check the Jefferson County COVID Community Level status daily during camp operation hours. [You can check yourself using this link.](#)

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 child becomes ill, the camp will notify the persons listed on the child's emergency card as emergency contacts. The child will be allowed to rest indoors with the Camp Directors out of the sun. Should the child become ill off site, the child will be returned to the Visitor Center and be attended to until picked up, or arrangements will be made for the parent/guardian to pick up the child off-site.

If a child is noticed to be missing or there is an emergency: 1. The other children will be transported to the indoor classroom/exhibit area with two of the Camp Leaders. 2. Local authorities (911) will be contacted as well as the parent/guardian. 3. The other Camp Leaders 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 licensing personnel.

In the event that a child 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 child's identity will be maintained except as necessary for governmental reporting purposes.

Dinosaur Ridge works with the following as a nurse consultant:

Bryan Maki, RN
Child Care Health Consultant
Colorado CPR & Safety Professionals
Approved Vendor CDHS/DECL
720-708-9705 | coloradocprpros.com

Natural Disasters: In case of heavy rain, hail, lightning, or other severe weather, shelter will be taken inside and under the awning at the Visitor Center. If the children are off-site, shelter will be taken in the vehicle. In case of a fire, children will be evacuated from the building or location (if off-site) and moved a safe-distance away. In the event of an earthquake, children 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 children, shelter will be sought in the Storage “tank” Room (no windows and a locking door for access) if on site, or the nearest building or ditch if off-site.

On-Site Hostile Person/Persons (Active Shooter) & Shelter in Place: 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 Storage “tank” Room, which has a lockable door, no windows, 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 children 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 80401 – Red Rocks Entrance #1, first building on the right). All parents/guardians will be contacted via phone 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. Emails will also be sent.

Discipline: The camp staff will operate with the highest regard for the mental, physical and emotional well-being of the children. 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. Children 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, and no child will be punished for toileting accidents. Food will not be denied or forced upon a child as a disciplinary measure. 4. Verbal abuse and derogatory remarks regarding a child are not permitted. 5. Authority to discipline may not be delegated to other children, nor will the camp sanction one child punishing another child.

When disagreements arise between children, a Camp Leader will serve as a mediator to assist the children in resolving their differences. When children 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 child causes physical injury to another child 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 child will be removed from the group, notification will be made to the persons listed on the child's emergency card as emergency contacts, and a request for the child to be picked up from camp will be made. Readmission to the camp will be conditioned upon the resolution of a follow-up meeting between the Camp Personnel, responsible adult, and child. In extreme cases, the child will be denied readmission and withdrawn from the camp. Any decision barring the child from returning to camp will be accompanied by a letter from the Camp Directors and Dinosaur Ridge Executive Director to the responsible adult stating the reasons for the decision. Copies of the letter will be maintained in the child'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. All Dinosaur Ridge Camp Personnel are mandated reporters.

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:

Camp 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/training staff members and volunteers of camp rules and regulations.

Camp Leaders will implement the curriculum, be attentive and responsible for the well-being of the attendees, and oversee the Junior Counselors (aged 14-18), camp assistants, as needed throughout each camp day.

Junior Counselors: Dinosaur Ridge Camp will have one to two Junior Counselors each week of camp. These JCs will be 14-18 years of age completing volunteer/internship hours. They will undergo training on the policies/rules of camp and given minimal responsibility over camp operations (leading an activity, helping kids participate in activities, running and grabbing supplies for the Camp Leaders, etc.). They are not and will not be qualified as Camp Leaders through Child Care Licensing and will never be alone with the children. They will be supervised by Camp Leaders at all times.

Example Itinerary (subject to change as curriculum is finalized)

Day 1: Bone Day

9:00AM: Meet at the Dinosaur Ridge Visitor Center
16831 W Alameda Pkwy
Morrison, CO 80465
303-697-3466 x 100

9:00-9:30AM: Check In/ Icebreaker Game

9:30-10:30AM: Dinosaur Ridge Quarry 5: Bone Site (what is a fossil?)

10:30-10:45AM: Snack

10:45-11:30AM: Sediments and Streams Pt. 1

11:30-12:00PM: Lunch/ Bathroom

12:00-1:00PM: Sediments and Streams Pt. 2

1:00-2:00PM: Backyard Bones: Dinosaur Dig

2:00-2:30PM: Dig Blocks

2:30-2:45pm: Snack #2/ Bathroom

2:45-3:00PM: Camp Day Wrap Up/ Pick up