



Denver Audubon Camp Policies & Procedures

Denver Audubon Camp provides a caring place for children to explore nature, play in the mud, splash in streams, and develop friendships. We focus on outdoor exploration, allowing campers to build confidence and learn about nature, all while having a lot of FUN.

Dates, Times & Fees

- Ages 6-10. Campers must have completed kindergarten
- Weekly sessions from June 16 – Aug. 1. No camp the week of June 30 – July 3.
- 8:30am – 3:30pm, Monday – Friday.
- \$325 weekly camp rate

Our program welcomes students of all backgrounds to attend. Our program does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background.

Students with special needs

The camp will use its best efforts to accommodate campers with special needs. Many 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 accommodation can be made for those with special needs. Prior to enrollment, parents/guardians are informed about camp activities so that they may determine if the camp's activities and location is appropriate for their child.

Adverse Weather

- Extreme Cold: In the case of extreme cold, including wind chill factor below – 15°F Audubon Camp programs may close for the day. Families will be contacted via email for a closure due to extreme cold. If the program is not cancelled, all activities will be indoors during extreme cold temperatures below – 15°F.
- Extreme Heat and Air Quality Index: In the case of extreme heat (at or above 94°F or severe AQI Air Quality Index) concerns, Audubon camps will conduct all activities in the shade and will monitor children for signs of overheating. Camp Director(s) will inform families through email of a closure due to severe AQI that would create unsafe conditions at camp.
- Thunderstorms and Hail: In case of heavy rain, hail, lightning, or other severe weather, shelter will be taken inside the Nature Center or Outdoor Lab Classroom.

- Fire: In case of a fire, Camp Staff is responsible for camper evacuation from the building or location and moved to the Audubon Nature Center parking lot.
- Other Extreme Weather: 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 Nature Center.
- On-Site Hostile Person/Persons (Active Shooter) & Shelter in Place: Denver Audubon and Chatfield State Park is open to the public while camp is running, though the public will not have any access to the indoor camp spaces. If a visitor to Denver Audubon becomes hostile, or if there is an active-shooter situation, the staff will move the children to the welcome lobby / administration office with lockable doors. From this location staff can contact emergency personnel and parents/guardians while staying with the children at all times.
- Reunification Location: If an emergency takes place (fire, flood, etc.) and campers are unable to stay at Denver Audubon Nature Center, the meeting place will be at the Denver Water Kassler Center (11338 Waterton Rd, Littleton, CO 80125). All parents/guardians will be contacted about the new meeting place for pick-up of the students. If a parent/guardian cannot be reached, the emergency contacts will be notified. In the case of evacuation, children with disabilities will be evacuated with their camp group with support of camp staff and additional Audubon staff.

Illness, Lost Children, and Emergencies

Parents/guardians will be notified of any illness, accident, or injury requiring medical treatment beyond a Band-Aid. Minor injuries will receive a written accident report at pick-up. Parents/guardians will be contacted promptly via phone for any major injuries.

Campers with any of the following symptoms must stay home from camp:

- Severe cough
- Diarrhea
- Fever of 100.4°F or higher
- Vomiting

In the event a camper becomes ill and is unable to participate in regular camp activities or exhibits any of the symptoms above, the camp will notify the people listed on the camper's emergency card as emergency contacts to arrange for a prompt pick up.

If a child is noticed to be missing or there is an emergency:

1. The other campers will go to the Nature Center with Audubon staff.

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 an 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.

If a camper comes down with a reportable 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. The confidentiality of the ill camper's identity will be maintained except as necessary for governmental reporting purposes.

Immunizations and Registration

Non-immunized and under-immunized children may enroll in the program. However, in the event of an outbreak of a vaccine-preventable disease, these children will not be allowed to attend. This policy is in place to protect the health and safety of all children and staff.

Transportation, Field Trips, Media

All camp activities will be on-site at Denver Audubon. No vehicle transportation will be provided at camp. There will be no off-site field trips. Campers may walk up to 2 miles from the Nature Center during programs.

Video viewing will be used rarely if at all, and only for educational purposes directly related to the theme of the camp. In the rare situations when a video is used, videos will be less than 20 minutes and will enhance awareness of the theme or topic. Most camps will not include any type of videos.

Campers will not have access to any online media outside of applications directly related to community science (i.e. eBird, iNaturalist, Merlin). Campers will be supervised directly when using any community science application and will be reminded of online safety before using any applications.

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 and photo identification will need to be presented by that person at the time of pick up. Children are to be picked up at 3:30pm. Attempts to contact the parents/guardians will be made after 3:30pm; if there is 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.

Camp staff will review sign in / sign out sheets at the end of each camp day to ensure all the children are picked up.

In an emergency, child(ren) may also be released to an individual for whom the child's parent(s) or guardian(s) has given verbal authorization. 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.

Medication Administration & Immunization

When a student must take a prescription or over-the-counter medicine, the parent must provide a completed, signed medication authorization form. The form can be requested from camp staff or by emailing kristen@denveraudubon.org. The medication must be provided in the original container accompanied by the doctor's directions. If medication is to be kept at the program for treatment of a chronic condition, no more than a one month supply should remain at the program at any time. All medication will be stored in a locked box accessible only to staff trained in medication administration.

All registered families must provide a current record of immunization prior to the first day of camp.

Behavior Expectations and Supporting Challenging Behaviors

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.

A variety of methods will be used to cultivate positive relations with families. Our program environment strives to be warm and welcoming, so all children and family members feel a sense of belonging and membership. This sense of community will allow for open communication should challenges arise. In this environment, children can learn at their own pace based on their individual temperaments, development, and culture. Children will be taught and encouraged to express themselves, understand the feelings of others, and how to communicate their wants, needs, and feelings.

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. Denver Audubon Camp will implement a team-based, positive behavior support plan to reduce challenging behavior and prevent suspensions and expulsions. For challenging behaviors, Denver Audubon staff will follow these steps:

1. Speak with the parent or adult caregiver at pick-up to share challenges and strategies implemented that day and ask for ideas.
2. If challenging behaviors continue, the Camp Director will call parent/guardian to share the behaviors and brainstorm strategies for success. Camp Director will also meet with the camper to brainstorm strategies for success.
3. If challenging behaviors continue, Camp Director will access an Early Childhood Mental Health Consultant or other specialist for resources and support.
4. If challenging behaviors continue, the Camp Director will meet with the parent and camper to discuss strategies for success.
5. If challenging behaviors continue after the pick-up report, phone call, and in-person meeting with supports in place for the camper, the camper may be withdrawn from the camp and denied readmission. 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.

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.

Supervision & Safety

All campers will be supervised at all times. Staff will use sign-in sheets to track daily arrivals and departures. Staff will account for all children by counting, making eye contact, and taking attendance during each transition to a new physical space, including visits to the restroom, leaving the Nature Center, leaving any outdoor program area, etc. Campers must have direct staff supervision when filling water bottles or going to the restroom area.

Reporting Student Abuse / Licensing Violations

“Any parent/staff who has reasonable cause to know or suspect that a student has been subjected to abuse or neglect or who has observed the student 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 of Social Services in the county in which the student resides, or local law enforcement agency in the community in which the incident is believed to have occurred. Any complaint or reasonable causes of suspected licensing violations with a childcare facility shall be filed with the Colorado Department of Social Services.”

- Suspected Student Abuse reported to: Jefferson County Department of Human Services 900 Jeffco Parkway Golden, CO 80401 (303) 271-4131
- Licensing Violations reported to: Colorado Department of Social Services Division of Student Care 710 Ash Street, Denver, CO 80264 (303) 866-5958

Visitors

All visitors will be asked to check-in with camp staff and camp staff will be present during the duration of their visit. This includes guest speakers and volunteers working with the camp directly.

Camper's Belongings

Label all personal belongings with camper's name. Campers are asked not to bring toys (particularly card-based games like Pokémon), money, or electronics (including phones) to camp. Each camper is responsible for his/her own belongings.

Meals and Snacks

During full day programs, families are required to provide two snacks and lunch for their child. We encourage those snacks and lunch to be healthy and nutritious. If a camper needs supplemental food, it will be pre-packaged (crackers, etc.).

Absences/withdrawals

In the case of illness or absence, the family needs to notify Denver Audubon camp. Absences can be reported by notifying camp staff in advance, or by calling 720-214-0673. 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 the camper will attend. Camp costs will not be pro-rated or refunded.

Cancellations & Refunds

If you need to cancel your camp session:

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

If a refund is not available, you can choose to have those funds considered a tax-deductible donation to Denver Audubon.

Questions?

Please contact 720-214-0673 or kristen@denveraudubon.org.