

Policies and Procedures for School Age Camps

This manual may be changed at any time upon the discretion of Majestic View Nature Center. Changes in services, policies or procedures will result in a notification of parents or guardians through email, letter, or phone. Majestic View Nature Center Camps can directly be reached at 720-916-0996. A message may be left for camp staff to check at any point during the camp day. Alternatively, this phone number is regularly answered at the Majestic View Nature Center: 720-898-7405 by front desk staff. A direct line to the Camp Director is 720-898-7407.

Philosophy

Nature Camps at Majestic View Nature Center (hereafter referred to as “MVNC” or “The Nature Center”) will support the Nature Center’s mission by engaging children in safe, fun, interactive activities and programs that encourage wonder, curiosity, connection, and excitement for nature.

Children will learn and play as we explore, create, discover, and ask questions. Our Camps are led by experienced educators, with assistance from trained volunteers to give everyone the best opportunity for fun and learning. The programs are developed so that a child’s knowledge and passion for nature grows right along with them.

MVNC 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.

Ages accepted

Nature Camps are offered to school age children (ages 6-10). Children must be at least 6 years of age on or before their first day of camp.

Hours of operation: Summer camps are offered each week from June 3 through August 9. Camp hours are from 8:30 a.m. – 4:00 p.m. We do not offer early drop-off or late pick-up services.

Services offered for special needs

Majestic View Nature Center will make its best effort to accommodate children with special needs and integrate the child with his/her peers who do not have disabilities. Our buildings, trails and program sites are accessible. Individual requirements would need to be assessed for staffing needs and accessibility. Majestic View Nature Center will comply with the non-discrimination provisions of Title VI of the Civil Rights Act of 1964 as amended and its implementing regulation, Title 45 Code of Federal Regulations (CFR), part 80; the Age Discrimination Act of 1975 as amended and its implementing regulation, Title 45 CFR, part 91; Section 504 of the Rehabilitation Act of 1973 as amended and its implementing regulation, Title 45 CFR, Part 84. We will also comply with Titles I through V of the Americans with Disabilities Act as amended and its implementing regulation, Title 29 CFR, part 1630. Decisions related to the enrollment, placement, or dismissal of a child with a disability or chronic condition will follow the Americans with Disabilities Act. A lack of independent ambulation or the need for assistance in feeding, toileting, or dressing or in other areas of self-care will not be used as sole criteria for enrollment or placement or denial of enrollment or denial of placement.

Hours of Operation, Drop-Off, Pick-Up, Special Activities, and Holidays

Majestic View Nature Center as a business is open 4 days a week from 10:00-3:00pm. The building is closed on all federal holidays. Majestic View Nature Center Camps will run on designated Monday-Fridays throughout the year. Summer Camp offerings are currently scheduled during the months of June, July, and August. Additional weeks may be offered at the discretion of the camp director.

Camp Hours • Camps run (full-day) from 9:00am-4:00pm. • Drop-off is from 8:30am-9:00am • Pick-up is from 3:00pm-4:00pm.

Dress Code

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 the child's name. A MVNC Nature 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. Each day will include outdoor time, weather permitting. The Nature Center's full weather policy is available at your request.

Procedure for registration

MVNC Nature Camps are open to anyone. Parents/guardians may register online, by phone, or in person. Children will be admitted to camp at their designated session only after all required forms have been submitted and the parents or guardian have been given a copy of the policies and procedures. Registration is officially secured when Majestic View Nature Center receives the completed registration forms, along with full payment (check, cash, or credit card) for each session. If you have any questions about camp you can call the Camp team at 720-898-7407.

At time of Nature 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 and behavior concerns
- Immunization records
- Payment at time of registration

This information must be submitted through our [CAMP PORTAL](#) before attendance at camp.

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.

All cancellation requests received before end of business day on Monday, May 13, 2024, will receive a full refund minus a \$50 processing fee.

A 50% refund will be given for cancellation requests made between May 13, 2024, and two weeks prior to the start of a registered session.

No refund will be given for cancellation requests made within the two weeks prior to the start of a registered session.

No refunds will be given for absence due to illness, appointments, or schedule conflicts.

If for any reason Majestic View Nature Center cancels a camp session, campers will receive a full refund or the opportunity to transfer to another session if space is available.

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

- Death in the family or Severe illness.

Fee Schedule

Day Camps, Monday-Friday, 9 a.m. – 4:00 p.m. - \$350 per week. Payment is due in full ahead of time to secure registration.

Need-Based Scholarships

Scholarship slots are available for each week of camp. Application forms can be found on the Nature Center's website and must be submitted prior to the stated deadline.

Procedure for identifying where children are at all times

Children in our Nature Camps are checked in and checked out daily by MVNC staff in writing. 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. MVNC 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 MVNC Nature 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 Nature Camp, MVNC 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 MVNC staff and all MVNC Nature Camp staff are trained in and adhere to the MVNC emergency policies and procedures.

In the event of an 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 MVNC 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 phone call 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 Nature Center's main entrance. If an alternate location is necessary, parents will be notified by phone call and email.

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

Not applicable for MVNC Nature Camps. MVNC Nature Camps do not require transportation in vehicles. Field trips are walking field trips within the park, and do not include transportation by car or bus to any location.

Policy and procedure governing field trips & special activities 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. MVNC Nature Camp educators are responsible for the safety of each camper in their group, and responsible to deliver MVNC 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, experiments, and demonstrations, trips outside within the park.

a. 7.712.63B Media and Internet Usage Plan Media (including videos, clips, music, and games) will be viewed only when accompanying the activities that the children will engage in as a part of the camp program. Videos will be of an educational nature. All media that children are exposed to must not contain explicit language or topics. All television, recorded media, computer, tablet, cell phones, video games and other media devices are prohibited during snack or mealtimes. Media may be viewed by camps as an educational addition to programming and as a complement to free and quiet times. Information and communication with children about safe online practices will be discussed, and best practices for informational research will be shared. Media-based interactives in the exhibits may be utilized. Media will never be used to replace quality instruction time. Parents who do not wish their child to see or interact with media may contact the Program Director at any time and an alternate plan may be devised.

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 MVNC 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 authorized parent or guardian and communicated to a camp director or educator directly. Parents who are picking up friends of their children must be added to the authorized pick up list of each child they are picking up. Photo ID is required and checked for each day of pick up.

The name of the person picking up is noted which enables MVNC 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, MVNC 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, City of Arvada 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

Children must be picked up within 30 minutes of the end of camp. If they are not picked up by this time, MVNC 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 MVNC staff person will supervise the child until an authorized pick up person arrives.

It is mandatory that all children be picked up or are in the process of being checked out by 4:00 p.m. Parents/guardians are asked to please notify the camp directors/staff if running late by calling 720-916-0996. After 4:00 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 4:30 p.m., the Arvada Police department will be contacted and custody of the child will move to the Arvada Police Department.

Late/Early Fees

If children are picked up too late, parents/guardians will be charged a fee. At 4:00 p.m. any child who is not picked up or in the process of being picked up 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 Nature Center) due the following day of camp.

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 MVNC staff person will check him/her in and escort him/her to the group. If sufficient staff/volunteers are not available to allow the use of the "buddy system" (two children with one adult or two adults with one child) the child arriving late will need to wait at the Nature Center until the group returns or until enough adults or children are available to utilize the buddy system.

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. 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 Nature Center 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. In the case of heightened insect bites, the administration of topical hydrocortisone cream by camp staff may be an available option for campers. Permission to administer this cream will be an opt-in selection during registration. 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 Majestic View Nature Center/The City of Arvada 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, phones, gaming systems, 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 MVNC staff will connect with the parent to request that the child not bring it to camp again.

Policy concerning meals and snacks

Children will have an opportunity during camp to take two snack breaks and a lunch break. Each child should be sent with two snacks and a lunch. Due to allergy considerations, campers will not be allowed to share snacks. MVNC will not provide snacks to children. If food has been forgotten, adults will be called to bring supplies. In the event that the adult cannot bring a snack, with permission, the child will be given emergency supplies on hand.

Policy on diapering and toilet training

Children registered for the MVNC Nature Camps must be toilet trained and able to use the toilet independently. MVNC will not diaper children.

Policy regarding visitors

MVNC Nature Camps operate in the Majestic View Nature Center, a public building. Access to the Nature Center is not restricted and Nature Camp participants will be enjoying many of the same spaces as general visitors. Campers are always supervised and visitors specifically for 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

MVNC Nature Camps are week-long, fun, informal learning opportunities and experiences.

Parents/guardians are encouraged to communicate with Nature Camp educators and Nature Camp administrators with any questions, concerns, or comments. The Nature 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.

The following behaviors are prohibited from children attending camp:

- Endangering the health and safety of themselves, other campers, and/or staff or volunteers.
- Stealing, damaging, or failing to care for Majestic View Nature Center or personal property.
- Continual disruption of the program.
- Refusal to follow the behavior guidelines.
- Inappropriate physical contact.
- Using profanity or inappropriate language or displaying clothing or other personal items with offensive content.
- Bullying or acts of aggression or violence.
- Possession or use of illegal substances, tobacco, or alcohol.
- Possession of weapons - any object that may cause harm to another or place another person in fear of his/her safety, may be considered a weapon.

The following steps will be taken for failure to follow these behavior guidelines:

- Camp staff will redirect the camper to a more appropriate behavior.
- The camper will be reminded of the behavior guidelines.
- If the behavior persists, staff will discuss the problem with a parent/guardian.
- The staff will document the situation. The written documents will include what the behavior problem is, what provoked the problem, and the corrective action taken.
 - If the problem persists to the point where a second phone call becomes necessary, the Camp Director may find it necessary to have the camper picked up early from camp.
 - If a camper's behavior at any time threatens the immediate safety of themselves, other campers, or staff, the parent/guardian will be notified and expected to pick up the child immediately and may be asked to keep their child out of camp for the remainder of the week.

If parent/guardian needs to be notified for immediate pick-up, a behavior incident form will be filled out, filed with the camp director, and a copy will be shown to the parent/guardian for their records. Praise for appropriate behavior will help to reinforce those actions. Discipline will be appropriate and constructive or educational in nature, and may include such measures as diversion, withholding privileges, separation of the child from problem situations, and talking with the child about the situation. Children will not be subjected to physical or emotional harm or humiliation. The director will not use or permit a staff person or child to use corporal or other harsh punishment, including but not limited to pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling, or any humiliating or frightening method of discipline. Discipline will not be associated with food, rest, or toileting. No child will be punished for toileting accidents. Food will not be denied to or forced upon a

child as a disciplinary measure. Separation, when used as discipline, will be brief and appropriate for the child's age and circumstances. The child will be in a safe, lighted, well-ventilated area and be within hearing and vision of a staff member. The child will not be isolated in a locked room, bathroom, closet, or pantry. If separation and a one-on-one discussion with a counselor does not improve the situation, after fifteen minutes the camp director will be called on the radio and informed of the situation. After this point, a decision will be made if the camper's appointed adult should be called to pick up the child from camp. Verbal abuse and derogatory remarks about the child are not permitted. Authority to discipline will not be delegated to other children, and the camp will not sanction one child punishing another child.

Procedure for filing a complaint

Majestic View Nature Center is committed to a high-quality, safe and fun learning experience for children through the Nature Camp program. We are also committed to improvement and excellence. Parents are encouraged to communicate concerns and suggestions directly with the Nature Camp directors or other MVNC Nature Camp staff. Please feel free to contact the Nature Center at 720-898-7405 with any concerns about your child's experience at MVNC's Nature 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 MVNC's Nature Camps, please contact the Jefferson County Department of Human Services (303-271-4357), Arvada Police Department (720-898-6900) or other law enforcement agency in Jefferson County. If the suspected abuse occurred at a site other than MVNC's Nature 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. Nature Center staff will report abuse in accordance with our Child Safety Policy.

Policy regarding notification when child care service is withdrawn, and when parents or guardians withdraw their children from Nature Camp

The MVNC policy is that 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 MVNC Nature Camp, they may request a refund from the Nature Camp directors. Prorated camps are not refunded for absences other than severe illness or death in the family.