



BIRD CONSERVANCY OF THE ROCKIES SUMMER DAY CAMP HANDBOOK

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Policies and Procedures

This manual may be changed at any time upon the discretion of Bird Conservancy of the Rockies. Changes in services, policies or procedures will result in a notification of parents or guardians through email, letter, or phone.

Camp Philosophy

The mission of Bird Conservancy of the Rockies Summer Bird Camps is to engage children in conserving birds and their habitats, while connecting them with nature. Children are taught through hands-on learning activities and direct experiences to help them develop a deeper awareness, enjoyment, and respect for all wildlife and their habitats.

Safety

To ensure the safety of your children during our summer day camps we address safety issues throughout all camp activities, and train all staff in First Aid and CPR. Staff and volunteers interacting with your children are given background checks, and have experience working with children both indoors and outdoors.

We also provide supervised lunch times. Bird Conservancy of the Rockies is not a licensed day-care facility, and our programs are not intended to serve as a substitute for a licensed day care arrangement.

Ages of Campers

Bird Conservancy of the Rockies Summer Day Camps serve campers from 4-17 years old.

Registration and Admission Requirements

Registration is officially secured when Bird Conservancy of the Rockies receives the completed registration forms, along with full payment (check, cash or credit card) for each session. Children will be admitted to camp at their designated session only after all required forms have been submitted and the parents or guardians have been given a copy of the policies, procedures, and release forms.

All campers must have the following forms completed and on file:

- Online Registration (Including necessary waivers and emergency contact information)
- Parent Handbook Signature (Digital Form)

Day Camp Refund/Cancellation Policies: If the Bird Conservancy of the Rockies cancels a program for any reason a full refund will be given. If a camper is unable to attend a camp day, the time absent will NOT be prorated. See below for Camp and COVID -19 cancellation refund policy.

Camp Cancellation Fee :

More than 30 days prior to 1st day of scheduled camp: 10% of total program costs

More than 14 days prior to 1st day of scheduled camp: 25% of total program costs

Less than 14 days prior to 1st day of scheduled overnight camp: 100% of total program costs

COVID - 19 Cancellation:

If a staff member tests positive for COVID - 19 before 1st day of camp, camp will be canceled and you will receive a full refund. If a staff member and/or camper tests positive for COVID -19 after the 1st day of camp your Active account will be credited a prorated amount for days canceled to be used at a future Bird Camp.

Scholarship Funds cannot be applied to reschedule or cancellation fees.

Services to Campers with Special Needs

You must notify Bird Conservancy of the Rockies of any relevant special physical, mental, social or emotional needs your child has prior to registering the child for camps. Failure to disclose relevant needs may result in being asked to withdraw their child/children from the program. Bird Conservancy of the Rockies will make every effort to provide reasonable accommodations necessary to ensure that their day camp programs are accessible and available to persons with disabilities. Bird Conservancy of the Rockies employees will be sensitive to the needs and requirements of the disabled and will ask if assistance is needed. All children will be assessed on a case-by-case basis.

Hours of Operation

The Bird Conservancy of the Rockies as a business is open 5 days a week (M-F) from 8:00am-5:00pm. The organization is closed on major holidays, including but not limited to New Year's Day, Independence Day, Thanksgiving, and Christmas.

Bird Conservancy of the Rockies Summer Day Camps in 2023 will run on designated dates from June 3rd through August 2nd, 2024. Specific camp hours vary depending on the camp and age of participants.

Meeting Location

All camps meet at the Bird Conservancy of the Rockies headquarters at Barr Lake State Park's historic Old Stone House on the North side of the lake.

Bird Conservancy of the Rockies headquarters (the "Old Stone House")
14500 Lark Bunting Lane
Brighton, CO 80603

Drop-Off and Pick-Up Procedures

When dropping your child off, please drive up Lark Bunting Lane, and continue on the gravel road to the parking lot adjacent to the Old Stone House. We will have a registration table set up at the head of the path to the classroom space. At the conclusion of camp, Bird Conservancy of the Rockies staff will verify that all campers have been signed out and no one remains in the building.

For security purposes, a sign-in/out sheet for parents and guardians will be maintained daily for each day of camp. It will include for each child in camp:

- Date
- Child's name
- Name of parent/guardian picking up AND/OR dropping off child
- Initials of parent/guardian picking up AND/OR dropping of child

Releasing Children from Camp

To ensure the safety of each child, parents MUST sign their child in and out daily. Please make each person on your child's pick-up list aware of this. Only persons designated by the parent/guardian on the registration form may pick-up the child/children. If anyone other than those listed are to pick the child up, Bird Conservancy of the Rockies must have a written notice from the parent/guardian before the child can be released. If the person is not listed, the staff member will not release the child to that person. In the event an unauthorized person attempts to pick up a child they will be asked to leave the facility. If the person does not leave the property, the local law enforcement will be contacted.

After Hours Drop-Off and Pick-Up

Campers should not arrive any earlier than 15 minutes prior to the start of the camp program as detailed on their registration and receipt, which reflect the camp selection as chosen by the enrolling parent or guardian. Likewise, children should be picked up no later than 15 minutes after the end of the camp program.

Should extraordinary circumstances arise, staff will make every effort possible to work to find an agreeable resolution. Upon determining that special arrangements may be necessary, please contact the Camp Manager Becky Heath at 303.659.4348, x49 or becky.heath@birdconservancy.org.

In the event that a child is not picked up within 15 minutes of the end of the program under normal circumstances, and the parent has not contacted Bird Conservancy of the Rockies staff, staff will make every attempt to contact the parent or guardian before taking steps to arrange alternative transportation. Staff will leave a message if contact is not made.

In addition, any parent or guardian picking up their child after the 15-minute grace period and has not been in contact with Bird Conservancy of the Rockies staff will be charged a late fee of \$1 per minute per child, which is due at that time.

In the event that a child is not picked up within 30 minutes of the end of the program, Bird Conservancy of the Rockies staff will notify each person on the authorized pick-up list until someone contacted can pick up the child. When no authorized emergency contacts listed are available, a guardian cannot be reached, and it is one hour past the end of the program, the Brighton Police Department office will be contacted and the camp staff will release the children to them.

Parents who are consistently late may be asked to withdraw their child/children from the program.

Early Pick-up or Emergency Pick-up

If you must pick-up your camper early, please make prior arrangements with the Camp Manager Becky Heath at 303.659.4348, x49 or becky.heath@birdconservancy.org.

In an emergency, the child may also be released to an adult for whom the child's parent or guardian has given verbal authorization. If the staff member who releases the child does not know the adult, identification will be required to assure that the adult is authorized to pick up the child.

If you must reach a camper or arrange for an emergency pick-up **during** camp, call the Bird Conservancy staff office at 303.659.4348 x 11 to speak with the Education Director.

Children Who Arrive Late

In the occurrence that a child arrives late and the children and camp staff are away from the building, parents will need to make arrangements for their child/children to meet up with the group.

Inclement Weather and/or Excessively Hot Weather

We will make every effort to conduct camp even in inclement weather. We have activity modifications and an indoor classroom available for indoor activities during inclement weather and excessively hot weather. Shade, cool drinks, and indoor activities will be provided during hot weather. However, campers should be prepared to spend the whole day outdoors despite weather conditions. As a result, children are encouraged to bring a change of clothes and a water bottle.

Bird Conservancy of the Rockies will make decisions regarding camp activities based on weather on a daily basis. If camp activities need to be delayed or canceled due to severe weather, we will have a recorded message indicating such at 303.659.4348, ext. 49. Camp fees will be refunded when camps are canceled or postponed due to severe weather.

Daily Schedule of Activities

Parents can receive a daily schedule for camp upon request. Field trip day schedules and emergency contact information will be provided prior to each field trip. If you must contact Bird Conservancy of the Rockies staff or your child while on a field trip, please call Bird Conservancy of the Rockies Education Director at 303.659.4348 x 11

Supervision of Special Activities

There will be at least one program leader providing supervision with each group of 15 or fewer children attending the camp. At any time when 9 or more children are present at camp, there will be at least 1 program leader and another responsible person at least 16 years of age on the premises. When 8 or fewer children are present, there will be at least 1 program leader on duty and a second staff member on call and immediately available in an emergency. An administrative staff member will be on-site and available at all times at the Old Stone House.

Locating Children

Staff will verify attendance periodically throughout the day. Groups that are away from the building will be reached via cell phone. Children will always be accompanied by camp staff.

Field Trips

Field trips refer to any time that we are not at/near the Old Stone House. The Education Director will always know the route and destination and timings of all field trips. Emergency information and phone numbers will be brought off-site with Bird Conservancy of the Rockies staff members.

Transporting Children

Transportation may be necessary for some field trips. In the event that transportation is necessary, all Bird Conservancy of the Rockies drivers will be a minimum of 25 years old, have a valid driver's license, and have a driving record free from Driving Under the Influence or Driving While Intoxicated violations. Each vehicle transporting participants will have a cell phone and a first aid kit aboard.

The following transportation rules will be followed:

- No child will be allowed to ride in the front seat.
- Children will remain seated and wearing a seat belt at all times.
- Children will not be permitted to stand or sit on the floor of a moving vehicle and their arms, legs, and heads will remain inside the vehicle at all times.

Behavior Management

Bird Conservancy of the Rockies staff will model and encourage respect amongst the camp participants. We strive to have the children internalize the rules and become self-directed in their behavior. Consistent and clear rules are established before new activities, and praise for appropriate behavior will be given to reinforce those actions.

Bird Conservancy of the Rockies staff will also guide their participants toward the appropriate behaviors through use of logical consequences, redirection to more acceptable behavior, anticipation of and elimination of potential problems, and encouragement of appropriate behavior.

Children will not be subjected to physical or emotional harm or humiliation. Staff will not 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.

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.

Bird Conservancy of the Rockies reserves the right to dismiss any child due to circumstances that indicate the child's needs can no longer be met. This will occur only after parent/staff discussion.

Risks Involved in Outdoor Activities

The following describes some, but not all of the risks, hazards and dangers associated with Bird Conservancy of the Rockies Summer Day Camps.

- Risks involved in hiking and running and playing games.
- Risks involved in outdoor activities: outdoor activities are often subject to variable weather conditions. In the event that conditions become dangerous all campers will take shelter in Bird Conservancy of the Rockies' camp room in the basement of the "Old Stone House." Water bottles are required for each camp to prevent dehydration. Sunscreen will be available for those campers whose parents have signed a sunscreen application permission form.

Bird Conservancy of the Rockies reserves the right to dismiss any participant from the program that staff believes, in their discretion, presents a safety concern or medical risk, is unduly disruptive, or otherwise conducts him/herself in a manner detrimental to the program. Examples include but are not limited to: consistent unruly/unsafe behavior, fighting, drug-use, etc.

Children's Illnesses, Accidents, and Injuries

Written authorization for emergency medical care will be kept in the child's file. Each parent will also provide phone numbers where they and their child's primary physician can be reached.

Emergency telephone numbers will be posted at the Old Stone House and kept by each staff member. In addition to parental phone numbers and child's primary care physician, numbers will include 911 for ambulance, police, rescue unit, and fire; the clinic or hospital nearest to the camp; the health department, and Rocky Mountain Poison Control.

Bird Conservancy of the Rockies staff members are trained in CPR and First Aid and are present at all times during day camp sessions. In case of emergency, illness or injury; staff will evaluate the child(ren) to determine what sort of medical care is needed. Staff may take any of the following steps depending on the severity of the injury or illness.

Non-Life threatening accidents that require medical attention:

Bird Conservancy of the Rockies staff will notify a parent/guardian. If the parent/guardian(s) cannot be reached, designated persons on the injured child's emergency notification card will be notified. If the staff cannot reach any of the emergency contacts, the injured child's physician will be contacted and appropriate actions taken.

Life-threatening Accident:

Bird Conservancy of the Rockies staff will immediately contact 911 and the Barr Lake State Park Ranger, when applicable. After emergency assistance has been requested, the parent/guardian will be notified of the situation. If necessary, the child will be transported by ambulance to the nearest hospital or medical center specified by the parent. Bird Conservancy of the Rockies maintains an Emergency and Health Information form that gives permission for medical care in an emergency situation.

Parents will be notified immediately in case of illness or serious injury that requires medical attention, and within 48 hours following an accident or illness, a Bird Conservancy of the Rockies incident/accident report will be completed and filed. Reports are kept in the administrative office.

Minor Injuries:

Bird Conservancy of the Rockies staff will handle the minor injuries that occur. Parents will be notified of any minor incidents when they pick up their child.

A medical log will be maintained at camp, in which is recorded the name of the child and date of instances of at least the following:

- Administration of first aid
- Illness of the child while attending the center
- Accident requiring the child to receive medical attention

Notification of Parents

Notification of Illness:

A child with any of the following symptoms: a fever of 100 degrees or higher, has diarrhea, is vomiting, or has symptoms of a contagious disease must be sent home.

If a child becomes ill during the day, he/she is immediately separated from the other children and a parent or other authorized person is notified. It is expected that the ill child will be picked up as soon as possible. If the ill child is not picked up within one hour of notification, Bird Conservancy of the Rockies staff will begin to notify the persons on the ill child's pick-up authorization form.

Absences due to illness:

Bird Conservancy of the Rockies staff should be notified by phone (303.659.4348 ext.49) or email (becky.heath@birdconservancy.org) if a child is ill, especially if the illness is communicable. Bird Conservancy of the Rockies will inform all parents of exposed children about the communicable

illness (confidentiality is respected).

Staff members with a communicable illness will not be permitted to work or have contact with children or other staff members if the illness could be readily transmitted during normal working activities.

Bird Conservancy of the Rockies Summer Day Camps will report to the Colorado Department of Public Health and Environment or its local unit any communicable illness, including but not limited to COVID-19, measles, mumps, diphtheria, rubella, tuberculosis, shigella, hepatitis, meningitis, salmonella, and giardia, contracted by a staff member or a child in attendance at the center. Children's confidentiality will be maintained.

Administering Medications

Bird Conservancy of the Rockies will not administer medications during any of their day camp programs. Bird Conservancy of the Rockies requests that all necessary medications be administered to the child at home (before or after the camp session) when possible. When this is not possible, we will work with the caregiver to create a plan to address the needs of that child. Children may not administer their own medications during camp.

Emergencies

In the event of an emergency Bird Conservancy of the Rockies will adhere to the following procedures:

Lost Child:

All children are under direct supervision at all times during Bird Conservancy of the Rockies Day Camps. However, in case children are lost and cannot be found in adjacent restrooms and activity areas, the sign-out sheet will be checked and the office staff will be notified. One staff member will be sent to secure any entries or exits. Bird Conservancy of the Rockies staff members will be notified of the child's appearance and be asked to assist in locating the child. Available staff members (those not currently supervising children) will conduct a sweep of the grounds. If the child is not located, a call to 911 will be placed.

The camp will submit a written report to the Department within 48 hours about any child who has been lost from the center and for whom the local authorities have been contacted. Such reports must indicate:

- The name, birth date, address, and telephone number of the child
- The names of the parents or guardians and their address and telephone number if different from those of the child
- The date when the child was lost
- The location, time, and circumstances when the child was last seen
- Actions taken to locate the child
- The name of the staff person supervising the child

Building Fire:

All staff will be trained in fire detection and fire protocol. In case a fire is detected or a fire alarm is sounded, the following protocol will be followed.

1. Staff members will evacuate children to an area well away from the building and/or fire. Staff will take attendance in order to make sure that all children are accounted for.
2. Staff members will call 911, and provide the following information:
 - Location of the emergency
 - Nature of the problem
 - How long problem has existed
 - Any other details you know for certain

3. Bird Conservancy of the Rockies will send a staff member to the corner of Lark Bunting Lane and E. Bromley Lane/E. 152nd Avenue to direct emergency vehicles.

Flood:

Staff members need to evacuate children to a high area well away from the flood area. Bird Conservancy of the Rockies staff will take attendance in order to make sure that all children are accounted for. Parents will be notified by telephone as to the location of campers and Bird Conservancy of the Rockies staff will stay with campers until they can be picked-up.

Tornado:

The Education Department staff will monitor weather status, and notify staff of any Tornado Watch or Warning. In the event of a tornado watch, or local sirens sounding, all staff will be notified and will move children near the specified areas of safety. In the event of a tornado warning or a spotted tornado, all staff will be notified immediately. Staff will then take children to the nearest area of safety, which is the basement/camp room of the Old Stone House. If caught outside and areas of safety cannot be reached, staff will lead children to the nearest low-lying area. Staff and children will remain in the area of safety until an all clear is sounded.

If extreme weather conditions exist to the degree that parents cannot pick up their children, Bird Conservancy of the Rockies staff will remain with the children until conditions make pick up possible.

Extreme Weather:

In the event of severe weather, the same procedures for tornadoes will be followed.

What to Bring to Camp/Children's Personal Belongings

While at camp, children will store their personal belongings in their backpack. Space is limited so please limit the number of items brought from home. All items must be clearly labeled with the child's first and last name. Parents are asked to provide their child/children with the following items everyday their child/children attend Summer Camp:

- A backpack to hold all personal belongings listed below
- 2 reusable and/or disposable facemasks
- Hat
- Closed toe shoes appropriate for hiking and outdoor use.
- A full, non-breakable, non-leaking, one liter water bottle labeled with the child's name
- Sunscreen (15+ SPF) with child's name clearly labeled
- Mosquito Repellant with child's name clearly labeled
- Rain gear (poncho/jacket)
- Lunch for camps 4 hours or longer (should be items that do not require refrigeration and create the minimum amount of trash which the camper will need to carry out on hiking days). We discourage Lunchables, as these create a lot of non-recyclable waste.
- Extra clothes (full set) in large Ziplock (optional)
- Sunglasses (optional)

Please DO NOT let your children bring money in their camp belongings. Bird Conservancy of the Rockies is not responsible for lost or stolen items.

Sunscreen & Bug Repellant

Parents are asked to apply sunscreen and bug repellant to their children before they arrive each day. Staff will assist and supervise children to reapply sunscreen and bug repellant to children's exposed skin prior to outdoor activities. Bird Conservancy of the Rockies will provide sunscreen and bug repellant if needed and a child has not been provided their own, as long as the parent has signed a sunscreen & bug repellant application form. Children in the program may apply sunscreen and bug repellants themselves under direct supervision of a staff member. Sunscreen and bug repellent must be labeled with the child's first and last name.

Meals and Snacks

Please send your child to Bird Conservancy of the Rockies day camp with one nutritious and substantial snack. The staff asks that children bring a nutritious sack-lunch to the program every day for their own personal consumption. Supervised lunch will be approximately 3 hours after camp begins for full day camps. We request that gum, candy, and soda be left at home. If a child does not bring a lunch from home, staff will arrange for a well-balanced lunch to be provided for the child and parents will be charged a \$10.00 lunch fee.

Visitors

Bird Conservancy of the Rockies Summer Day Camps have space on-site reserved exclusively for their use. These spaces will be off-limits to the general public. However, some activities, particularly the outdoor activities, will take place in the same space as used by visitors to Bird Conservancy of the Rockies and/or Barr Lake State Park.

Regardless of the location of an activity, visitors or guests will not be allowed to participate with the children unless they have signed in. When in areas of general use, camp staff will pay close attention to the whereabouts of the children to make sure they stay with the group and do not wander off.

When a visitor arrives, they will need to check in with the administrative office and provide identification if they are unknown to office staff. Office staff will call the appropriate staff to let them know a visitor is coming.

If you wish to visit, you must make prior arrangements with the Camp Manager Becky Heath at 303.659.4348 x 49 or becky.heath@birdconservancy.org.

Other Policies

Electronics: One of the goals of our summer camp is to provide a program free from video games, cell phones, CD players, and iPods. Please don't allow any of these distractions into camp. We promise that your camper will be busy enough without them.

Participants are permitted to bring a camera to camp. However, Bird Conservancy of the Rockies encourages the use of disposable rather than digital cameras, because there is always potential for one of these items to be lost, broken, or stolen in the camp environment. Should parents allow their children to bring a digital camera to camp, please understand the potential for these things to happen. In addition, please inform your children that they will not be permitted to take videos with their digital cameras while at camp.

The following rules are ones which, when broken, carry the possibility that the camper will be suspended from camp, either temporarily or permanently:

- Due to the acknowledged hazards of tobacco smoke, especially to children, it is the policy of the Summer Day Camp to provide a smoke free environment for all children, and staff. Please do not dispose of cigarettes at Bird Conservancy of the Rockies headquarters.
- No weapons of any kind, either actual or likenesses thereof, are allowed at camp.
- No alcohol or illegal drugs allowed at camp.
- No sexual behavior is allowed at camp.
- No physical violence is allowed at camp.

Questions?

Please contact Bird Conservancy of the Rockies' Camp Manager, Becky Heath.

Web: www.birdconservancy.org

Office Phone: 303.659.4348, x49

Email: becky.heath@birdconservancy.org

Mail: 14500 Lark Bunting Lane, Brighton, CO 80603

Reminder

Acceptance to camp is conditional on Bird Conservancy of the Rockies' review of forms. Please complete and submit the forms as soon as possible to ensure that your child will be able to participate in this summer's programs.

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**RECEIPT & ACKNOWLEDGEMENT OF BIRD CONSERVANCY OF THE ROCKIES CAMP
POLICIES HANDBOOK**

Please see the digital parent handbook signature form on Active via your log in created during registration.