



**Nature and Raptor Center of Pueblo  
5200 Nature Center Road  
Pueblo, CO 81008  
719-549-2458 or 549-2414**

## **Summer Nature Camp Handbook**

Dear Parent/Guardian,

Thank you for your interest in the Nature and Raptor Center of Pueblo's (NRCP) 2012 Free Range Children Summer Camps. To register your child for a program(s), please take the time to read this document. Then, please read, sign and return the following forms with your full payment.

◆ **Registration Form**      ◆ **Information Form**      ◆ **Health Form**  
◆ **Handbook Signature Form**   ◆ **Physician's Form**

### **INTRODUCTION**

The Nature and Raptor Center of Pueblo (NRCP), is located in rustic Rock Canyon on the banks of the Arkansas River, one mile west of Pueblo. Children grades K-8 are invited to join us for a Summer of Nature and Outdoor Fun at NRCP's Free Range Children's Camps.

The purpose of this handbook is to familiarize you with the policies and procedures that govern the Program. It is our hope that the information listed within this handbook will make your experience more enjoyable. Please read the information carefully and complete all necessary forms to ensure your child has a safe camp experience. In our effort to maintain the quality of the Camp, regulations must be strictly enforced.

### **MISSION STATEMENT**

The Mission of the Nature and Raptor Center of Pueblo is to provide unique experiences in education, conservation and recreation that inspire responsible environmental decision making.

### **A. OBJECTIVE/PURPOSE**

1. To introduce youth to a variety of nature, outdoor recreational and leisure activities.

2. To provide opportunities for self-discovery, socialization, team building and positive interactions.
3. To provide participants with a safe and nurturing environment for individual needs.

#### B. MEETING TIMES

- All full-day camp programs meet from 9:00 a.m. to 3:00 p.m. Unsupervised children are not allowed on the grounds before or after the program.
- We encourage that your child arrive no later than 9:00 a.m. as our camp program begins at 9:00 a.m. Participants will not be admitted to the camp for the day if the Camp Program has already left for their daily activities. A refund will not be issued if this occurs.
- If a child is left after 3:00 pm, the staff will attempt to contact parents and authorized persons listed to pick-up the child. If the child is not picked up within 10 minutes, as mandated and instructed by the Department of Social Services, the police will be called. Please pick-up your child on time and keep your emergency contact form up to date.
- If a participant is dropped off early or picked up late on three occasions, it will be grounds for suspension from the Camp until arrangements can be made to ensure that the child is dropped-off/picked-up on time.
- Emergencies called in by telephone will be taken into consideration.

#### C. ATTENDANCE

Attendance is taken several times throughout the session. NRCP camp staff will be aware of how many children are present at all times. In the event a child is missing, a search will be started. If a child is not promptly located, the parents and police will be called.

At the end of the session, camp staff will check the sign-in and sign-out sheet to ensure that all of the children have vacated the building. This is why it is so important that the parent or guardian signs their child in and out. Students are never allowed to sign themselves in or out during the Day Camp program.

#### D. WHAT TO BRING

- ☐ Sack lunch
- ☐ Sunscreen; we encourage daily application of sunscreen prior to arrival of camp by a parent/guardian. Students are allowed to bring their own sunscreen and apply it themselves. It should be labeled with your child's name. No sunscreen will be applied by any staff member\*.

\*Under the Colorado Department of Human Services childcare rules and regulations, we are not allowed to apply sunscreen to your child. If you would like

them to apply it themselves, it must be placed in a sealed plastic bag clearly marked with your child's name.

- ☐ A sun hat
- ☐ 2 water bottles (no glass please)
- ☐ Backpack- Each child will be responsible for carrying their own belongings for the duration of the day on all excursions and field trips.

Please label all belongings.

- ☐ All personal items such as cell phones, pagers, electronic toys, or cards should be left at home.
- ☐ The Nature and Raptor Center of Pueblo is not responsible for lost, stolen, or damaged items.

#### **E. CAMP ATTIRE**

- ☐ Participants are required to wear closed toed athletic shoes.
- ☐ Comfortable play clothes are recommended. No midriff shirts, no thin shirt straps; skirts and shorts must be within 2 inches of top knee please.
- ☐ Have a sweatshirt or jacket for cool days – Rain jacket or poncho in case of rain.

#### **F. SNACKS**

- A light snack will be provided. Parents/guardians may pack additional snacks for their child to eat during snack time.
- Participants with special diets are encouraged to pack their own snacks. Please notify staff of special dietary restrictions and allergies.

### **FINANCIAL INFORMATION**

#### **A. PAYMENTS**

- Camp fees for NRCP's Children's Summer Nature Camps are: \$45 for NRCP members and \$55 for non-members for children entering Kindergarten, and \$120 for NRCP members and \$130 for non-members for grades 1<sup>st</sup> through 6<sup>th</sup>.
- All payments must be made at the Nature and Raptor Center of Pueblo, 5200 Nature Center Road, Pueblo, Colorado 81003 (719)549-2414. Payments cannot be given to Camp staff.
- Payments can be made by cash, check, money order, or credit card (Visa or MasterCard).

- NRCP reserves the right to operate special camps throughout the year, during select school holidays and on other special occasions. Please check in with us for our special events calendar.
- Camp registration/enrollment ends the Wednesday prior to start date.

#### B. LATE/EARLY FEES

- If the participant is dropped off early or late, a \$10.00 penalty fee will be charged for every 10-minute intervals. Late fees will be charged **per participant**. The fee is due and payable when the child is either dropped-off early or picked-up late.
- Example: Camp ends at 3:00 p.m. A late fee will be charged beginning at 3:01 p.m. The clock at the facility will be used to determine the time. The late fee is \$10.00 for every 10 minute interval or portion thereof that you are late picking up your child. For example: Pick-up 3:01 p.m. to 3:10 p.m. are \$10.00; pick-up 3:11 p.m. to 3:21 p.m. are \$20.00.

#### C. REFUND & WITHDRAWAL POLICY

- All requests for refunds **MUST** be made to the NRCP Office (719) 549-2414 no later than 5:00 p.m. on Monday, two weeks before the first day of the camp session. An administration fee of 20% not to exceed \$25.00 or less than \$3.00 per session will be deducted from ALL refunds. Please allow 4 to 6 weeks for refunds.

#### D. WAITING LIST

- Waiting lists are established once a class is filled. If a vacancy occurs prior to the start of class, waiting list participants will be notified in the order they were placed on the list.
- Participants will then have 24 hours to contact the NRCP Office to pay for the class.

### POLICIES AND PROCEDURES

#### A. INFORMATION

- By law, staff will report any suspected child abuse/neglect.
- Camp staff is not responsible for lost or stolen personal items.

#### B. PARTICIPANT CHECK-IN/CHECK-OUT

- A parent/guardian must sign each participant in or out of the roll sheet. The staff uses these roll sheets to determine which participants are at the site at any given time.
- Once a participant is signed in, they are considered to be part of the camp that day. They will not be allowed to leave without being properly checked out.

- Parents/guardians should list everyone that might pick up their child. No phone calls will be accepted.
- Participants must be signed out by an authorized adult 18 years of age or older listed on the waiver form/parent permission slip.
- If a participant leaves the camp grounds without permission, he/she will be expelled from the Camp.

**\*If a participant has not been picked up by 3:30 p.m., the Pueblo County Sherriff will be notified, as mandated and instructed by the Department of Social Services.**

### C. ABSENT PARTICIPANT

Parents/guardians, please notify NRCP if your child is going to be absent. Parents/guardians can notify staff that their child is going to be absent by calling the camp director (719) 251-1698 or by calling the NRCP Office at (719) 549-2414. Refunds or credits are not given for days missed.

### D. COMMUNICATION

- The telephone at the Camp is for emergency use and for official Camp business only. The phone line must be kept open so that Camp staff can be reached in the event of an emergency. For this reason, we ask that parents/guardians call the camp director only in the event of an emergency or for official business. Social phone calls to participants will not be allowed. Please call the NRCP office (719-549-2414) for non-emergency calls
- Participants will be allowed to use the phone to call their parent/guardian if there is a situation that needs immediate attention.
- Parents/guardians must notify staff if their address or phone number changes.
- Parents/guardians should provide staff with their cell phone or pager number to assist them in contacting you quickly.

### E. SEPARATED/DIVORCED PARENTS/GUARDIANS

- Parents/guardians that are separated or divorced will need to provide copies of a signed court order if there are any restrictions regarding their child. Without a signed court order, staff will be required to release the child to either parent/guardian or whoever they authorize to pick up the participant.
- Staff cannot get involved in personal matters. To avoid putting staff in a difficult situation, please do not share personal information unrelated to the Day Camp with staff.
- Staff are not allowed to give out copies of Day Camp documents (i.e. accident reports or attendance sheets).
- Any issues related to the child will be told to whoever picks up the participant that day. Separated/divorced parents will need to come up with their own method of sharing information.
- Any written material mailed out from the NRCP Office will be mailed to the individual that paid for the child's registration.

## STUDENT MEDICATION POLICY

### A. MEDICAL ISSUES:

- Our Camp Program is not set up to handle sick children. If your child becomes ill (includes, but is not limited to fever or vomiting), you will be contacted to come and pick up your child immediately. Please keep your contact information current. If you cannot be reached, we will contact someone on your authorized list.
- If your child receives a minor injury, such as a scraped knee, staff will provide a band aid or icepack where needed.
- If your child receives a more serious injury, the Program Director at the site will take whatever steps are necessary to obtain emergency medical care. These steps may include, but are not limited to the following:
  1. Attempt to contact a parent or guardian to inform you and to give you the opportunity to take your child to a physician.
  2. Attempt to contact you through any person listed on your emergency form.
  3. If we cannot contact you, or your child needs immediate attention, we will call 911.

### **Please keep your phone number and emergency contact numbers up-to-date.**

If your child has been diagnosed with a communicable illness such as hepatitis, measles, mumps, rubella, salmonella, shigella, please notify the center immediately. Your child's confidentiality will be maintained, however, we must notify the health department and all the parents/guardians of children in our care.

### B. MEDICATION GUIDELINES:

The Nature and Raptor Center of Pueblo has established a Student Medication Policy for parents/guardians, participants, and staff to follow when a participant needs to take medication during the Day Camp Program.

Please note: The policy guidelines listed below are for students that are able to administer their own medication. The Nature and Raptor Center of Pueblo has established a separate Severe Allergy Medication Policy for dealing with participants with severe allergies. A "severe allergy" is defined as an allergy that would pose a life threatening danger without immediate medical assistance. "Immediate" is defined as the need for assistance in less time than it would take for the paramedics to arrive. If you believe your child qualifies, please submit a note from your child's doctor stating the nature and treatment associated with their condition.

The following are the guidelines of the Student Medication Policy. The policy is based on the state guidelines.

- All medications that will be taken during the program must be listed on the participant's form, and must be accompanied by a Participant Health Form.
- The medication bottle provided by the parent must have the original prescription label complete with the pupil's name, doctor's instructions and dosage.
- Over the counter medications will be allowed provided they are in their original bottle, and accompanied by a doctor's note prescribing their use. If it is necessary for the child to carry the medication at all times, the doctor needs to specify this on the form.
- A suitable measuring device must be sent along with the medicine if measuring is necessary.

## STORAGE

- All medications will be locked up in a location determined by the camp director.

## ADMINISTERING MEDICATIONS

- Staff will not administer any medication. Either the child, the parent/guardian, or a care giver designated by the parent/guardian will be responsible for administering the medications at the appropriate times.
- Staff will make every effort to remind participants of scheduled medication times.

Copies of the Student Medication Policies are available at the NRCP Office. Parents will need to submit the completed forms **PRIOR** to the child's first day in Camp.

## DISCIPLINE

Camp is designed for children who can function in a recreation setting at a ratio of one staff to ten participants (elementary) and one staff to thirteen participants (middle school). The Day Camp staff is trained to handle typical juvenile issues. Staff is not, however, trained to handle participants with extreme behavior problems. The staff to participant ratio prohibits the staff from being able to handle excessive behavior problems.

### A. DISCIPLINARY MEASURES:

**First offense:** Staff will inform participant and parent of the rules that have been broken. The conversation will be considered notification that your child is at the verbal warning stage.

**Second offense:** If the participant continues to break the rules, a written consequence form will be completed. The consequence form will indicate what behavior occurred and the consequences associated with the behavior. The information will be discussed with the parent/guardian. The parent/guardian and participant will be required to sign the form indicating receipt of notification of the incident. If the parent/guardian is not the individual picking up your child, we will contact you by phone to discuss the problem. Staff will note on the form that the parent/guardian was notified.

**Third offense:** If there are further incidents, the participant will receive a suspension. The length of the suspension will be based on the severity of the offense. The participant will not be allowed to return to the Camp until the parent/guardian meets with the Camp Director. Upon returning to the Camp, the participant will be placed on probation for the remainder of the summer. If there are further incidents, the participant will be permanently expelled from the Day Camp Program. The participant **will not** be eligible to sign up again in the future. Parents/guardians **will not** receive a refund if their child is expelled from the Camp.

If your child receives a written consequence, it will become part of his or her permanent file. It will carry over year to year. If your child was on probation through the end of the year, that probation will carry over to the next year. Depending on the severity of the offense a participant may be immediately suspended or permanently expelled from the Camp upon the first offense.

## **B. CAMP RULES:**

The Camp Rules include, but are not limited to the following:

- 1) No physical fighting or intentionally causing physical or emotional harm to anyone.
- 2) No use of profanity or inappropriate comments.
- 3) No inappropriate behavior or gestures.
- 4) No stealing, cheating or lying.
- 5) Participants must respect Camp property and supplies, as well as other participants' property.
- 6) Participants must listen to directions from staff.
- 7) Participants must respect staff and other participants.
- 8) Participants must stay in assigned areas.
- 9) Participants must keep their hands to themselves.
- 10) No damaging or defacing of property (includes camp facility, park, and personal property).

## **WEATHER, EMERGENCY, AND NATURAL DISASTER POLICIES**

### **Fire:**

The summer day camp program will follow the NRCP fire drill practice schedule. Evacuation plans are posted in every room.

### **Tornado:**

The summer day camp program will follow the NRCP tornado drill practice schedule. If a tornado warning is issued, all children are taken to designated areas within the interior of the building away from all windows.



**Emergencies:**

In the case that your child becomes **seriously injured**, (life threatening), we will call 911 first and then call the parents. In the case that your child becomes injured, and they need to seek immediate medical attention, we will attempt to locate the parents immediately and follow necessary medical procedures. (See Medical Issues Pg 6.)

**CHILD ABUSE; CHILD CARE COMPLAINT; HARRASSMENT POLICY****A. CHILD ABUSE:**

Colorado law requires all staff to report known and suspected incidences of abuse and neglect to the Department of Social Services. "Child abuse or neglect" means an act or omission in one of the following categories which threatens the health or welfare of a child: skin bruising, bleeding, tissue swelling, or death; any case in which a child is subjected to sexual assault or molestation, sexual exploitation, or prostitution; any case in which a child is in need of services because the child's parents, legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.

If a parent or guardian feels as if their child has been abused, they should seek immediate assistance from: Pueblo County Department of Social Services – 719-583-6900

To file a complaint, contact:

The Colorado Department of Human Services  
Division of Child Care  
1575 Sherman Street  
Denver, CO 80203-1714  
303.866.5958 1.800.799.5876

**B. HARRASMENT:**

NRCP is committed to providing a work environment which is free of harassment. In keeping with this commitment, NRCP maintains a strict policy prohibiting unlawful harassment of any form, including verbal, physical, psychological, sexual, and visual. This policy applies to all staff members, including department heads, support staff, and volunteers. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

\*Submission to such conduct by a person is made, explicitly or implicitly, a term or condition of a person's employment;

\*Submission to, or rejection of such conduct, by a person is used as the basis for employment decisions affecting the person;

\*Such conduct has the purpose or effect of unreasonably interfering with a person's work performance;

\*Such conduct has a purpose or effect of creating an intimidating, hostile work environment.

### **PROCEDURES:**

Each staff person is responsible for reporting any harassment or abuse to his/her supervisor or to either of NRCP's vice-president or to the president. The person to whom the report is made will be responsible for investigating the allegation. Any supervisor or vice president to whom an allegation is made is to report that allegation to the president promptly and then to report the result of the investigation. Depending upon the gravity of the offense, the NRCP president will take one of the following actions:

- \*a conference with the perpetrator and a warning;
- \*discipline of varying degrees to match the offense and a warning;
- \*required counseling for the perpetrator;
- \*dismissal;

Note that this does not mean that a person has three chances. Any of these actions may be taken any time. Dismissal may come with the first proven allegation.

### **AMERICAN DISABILITIES ACT**

\*Your child's rights if he/she has a disability 7.701.14 Civil Rights

All facilities licensed under the Child Care Licensing Act are subject to the non-discrimination provisions of the 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.

All facilities licensed under the Child Care Licensing Act are also subject to Titles I through V of the Americans with Disabilities Act, as amended, and its implementing regulation, Title 29 C.F.R., Part 1630. Decisions related to the enrollment, placement, or dismissal of a child with a disability or chronic condition must be in compliance with the Americans with Disabilities Act. The facility must provide reasonable accommodations for the child with a disability who has special needs.

## PARENT/GUARDIAN AGREEMENT

### I agree:

- To read the posted calendar, memos, notices, and other important information that is distributed.
- To keep us informed about changes of phone number or address for you and the people listed on your emergency form.
- Allow time for us to talk to you about your child when you pick him or her up at the end of the day.
- Inform us about changes in your child's life that may affect their behavior at the site.
- Give suggestions of effective means of dealing with your child's negative behavior at the site.
- Relevant situations that your child may share with you (the parent), but didn't share with Camp staff.

## PARTICIPANT AGREEMENT

- Participants should have fun at camp.
- Participants should give staff ideas about fun things they want to do at the Camp.
- Participants should tell staff if they are having problems with another participant immediately.
- Participants should tell staff if they injure themselves immediately.
- Participants must follow all camp rules.

## NRCP DAY CAMP PROGRAM

### PARTICIPANT AGREEMENT

We, have read, discussed and understand the Day Camp Handbook and by signing this participant agreement, do hereby agree to adhere to all policies and procedures detailed in the Day Camp Handbook.

\_\_\_\_\_  
Child's Name (Print)

\_\_\_\_\_  
Child's Signature

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

**PLEASE RETURN THIS FORM ON THE FIRST DAY OF CAMP!**