

# Summer Camps Parent Manual

Wings Over the Rockies Air & Space Museum

# 2016



Wings Over the Rockies Air & Space Museum  
7711 East Academy Boulevard, Denver, CO 80230  
303.360.5360 X125  
WingsHeadmaster@gmail.com

## Table of Contents

- Page 3** Philosophy & Mission Statement; Hours of Operation; Age of Children Accepted; Fee Schedule; Refund Policy; Visitor Log
- Page 4** Visitor Log (continued); Drop-Off & Pick-Up and Written Authorization
- Page 5** Late Pick-Up Procedure; Children's Personal Belongings & Money; Snacks & Meals; Services Offered for Special Needs in Accordance with Americans with Disabilities Act
- Page 6** Services Offered for Special Needs in Accordance with Americans with Disabilities Act (continued); Health Department & Fire Inspection; Inclement & Excessively Hot Weather and Emergency Procedures
- Page 7** Procedures for Identifying Where Children Are at All Times; Lost Child; Discipline Policy
- Page 8** Discipline Policy (continued)
- Page 9** Discipline Policy (continued); Conferences with Parents/Guardians; Parent Notification of Injury, Illness and Accidents; Medication: Storing and Administration
- Page 10** Medication: Storing and Administration (continued); Child Abuse Reporting; Volunteers
- Page 11** Questions, Comments and Concerns

## Philosophy & Mission Statement

Our mission at Wings Over the Rockies Air & Space Museum is to educate and inspire people of all ages about aviation and space endeavors of the past, present and future. We exist to advance the knowledge of aviation and aerospace to children so they may foster an appreciation of these sciences. The Museum strives to educate people of all colors, ethnicities, economic backgrounds, and religions through engaging, interpretive exhibits, exciting educational programs, outreach projects and events and a unique collection of over fifty aircraft and space vehicles.

## Hours of Operation

Camps operate at various times. Please check the appropriate schedule.

## Age of Children Accepted

Different camps are open to different ages of students. Please check the prerequisites of the appropriate camp.

## Fee Schedule

Fees vary by camp. Please check the website and registration materials for a particular camp.

## Refund Policy

In an effort to continue to offer an affordable program and to adhere to our planned activities, we are unable to give refunds after two weeks prior to the registered camp date. Please recognize that by enrolling in any summer camp, the expectation is that you will be charged for the spot in which your camper is enrolled.

## Visitor Log

Any person of any age coming to any summer camp for any reason, other than an authorized person for drop-off and pick-up, is considered a visitor and must follow all visitor policies. All visitors regardless of length of visit must check in with Wings staff and sign the visitors log at the program site. Visitors under the age of 18 are not allowed unless accompanied by an adult. After camp has begun, visitors must check in with the Front Desk and have a valid form of ID ready. Wings staff will contact the Director of Education, and the visitor will be escorted to the program area where the visitor must sign in.

## Drop-Off & Pick-Up and Written Authorization

All summer camps require that each child be signed in and signed out by an authorized person every day. If a child is to walk to and/or from the program, parents must give written permission to Wings staff. Please include the approximate time your child will be expected at the program and when they are allowed to leave. We will not allow children under the age of 10 to walk to or from the program.

Please make sure all persons allowed to pick up your child(ren) are documented on the forms provided. Your child(ren) will not be allowed to leave with anyone whose names are not written on our forms. In an emergency, the participant may also be released to an adult for whom the participant's parent or guardian has given verbal authorization.

If anyone other than the authorized persons on the list attempts to have the participant(s) released to them, a phone call to the parent/guardian must be made to obtain verbal authorization before the child is released. Staff will make a special note of the person with whom they spoke and the time of the call. Valid form of ID will be required and the written sign-out procedures must be followed. Persons who are not authorized who attempt to pick up children will be asked to leave. If the patron does not leave, Denver Police Department will be called. Please note that in a separation or divorce situation, the child remains our priority. If a parent properly identifies him/herself, we are not allowed to stop that parent from enjoying visitation privileges unless there is a specific court order, restraining order, or legal documentation in the child's file denying such visitation.

Every person picking up a child is required to show a picture ID at the time of sign-out. Campers will not be allowed to leave the site during program hours unless written parent permission is granted. Campers cannot be left alone. Staff must remain at the site with a participant until the camper is picked up.

At no time will a child be released into a situation of apparent danger. In our prudent judgment, if we feel a child will be at risk (e.g. with an intoxicated or violent adult) when they leave the site, we may refuse to release the child and call 911 immediately.

Children may not be dropped off before 8:20 AM. as there will not be a staff member on duty until this time. Please note that the program ends *promptly* at 4:00 PM.

## Late Pick-Up Procedure

If a camper is not picked up on time, staff will call all contact numbers on the Emergency Phone Number List. Calls will be made 15 minutes, 30 minutes and 1 hour after program dismissal. The Director of Education will be notified if a camper is left longer than 15 minutes after program dismissal. If after 1 hour, there is no response from the above phone calls, the police department will be called and the child will be reported as abandoned. Two staff members will wait with the child until the police arrive. When police take custody of the child, the staff will be dismissed. An Accident/Incident report will be turned into the Director of Education within 24 hours of the incident.

## Children's Personal Belongings & Money

We will not allow children to bring in any hand-held video games, iPods, or cell phones. If your child needs to hold onto his/her cell phone for the day, a signed permission note including the restrictions on use needs to be given to the Director of Education when signing in. Wings staff will not be held responsible for any money that participants bring to camp. Please be advised that Wings staff will not be held responsible for lost or stolen items.

## Snacks & Meals

Summer camps will not provide any lunches or snacks for campers. Campers must provide their own lunch. Campers may also come with their own snacks for each day if they choose to have a snack. Meals must be in consideration of other campers with food allergies. Lunches must be nutritious and balanced. We do not have refrigerators or microwaves, so please make sure lunches are non-perishable. You must also provide your camper with a drink and at least a 12 oz. water bottle labeled with their name.

## Services Offered for Special Needs in Accordance with Americans with Disabilities Act

Special needs are defined as any physical, emotional, or cognitive disability or any chronic health condition. Children with special needs are encouraged to participate in all programs at Wings Over the Rockies Air & Space Museum. As staff, we are required to make all accommodations so that these children may experience the full range of recreational opportunities offered at Wings. At the time of registration, parents should indicate whether their child may require special accommodations. If needed, Wings staff will meet with parents and site staff so that the staff can be educated on how to handle specific matters concerning the child and his/her condition(s).

## Health Department & Fire Inspection

A current (within 24 months) health department and fire code inspection is kept on file.

## Inclement & Excessively Hot Weather and Emergency Procedures

In the case of inclement weather, staff will locate the designated shelter and review the posted evacuation procedures. Staff will know the emergency shelter locations and procedures below. Attendance must be taken immediately if shelter is sought out.

### Tornado:

When tornado alarms sound, we will seek shelter in the Lowry Room (northwest corner of building).

### Lightning:

At the signs of impending storm we will prepare to move indoors. If lightning or thunder is seen/heard in the area, we will move indoors to the Education room.

### Fire, Flood, or Other Natural Disaster:

If there is a fire in the building, we will gather at the nose of the B-52 in front of the building. If there is a bomb threat, we will gather at the park two blocks south of the museum. If there is a flood, we will gather in the Frontier Room on the second floor of the Museum. The Director of Education will provide further instruction. Staff will not let children leave a shelter site unattended. 911 and/or the Wings Facilities Manager will be called once campers and staff are in a safe place.

### Cancelation/Extreme Weather Policy:

A decision to cancel camp for the day will be made by the Director of Education. If the Director cancels camp, staff and parents will be notified immediately. If camp has already started and must be cancelled, parents must be notified and given 1 hour to pick up their child(ren).

## Procedures for Identifying Where Children Are at All Times

Attendance will be taken at the start of each day, and staff must know how many children are in attendance at all times by maintaining a head count at all times.

### Lost Child

In the event that a child becomes separated from his/her group, a search party will be organized immediately. Authorities will be called (911). Leaders will notify the Director of Education and parents will be notified. A report will then be filed with the Department of Social Services. If the child is found quickly the parents will again be notified. The Department of Social Services will also be notified. A report describing the incident will be written and filed prior to the close of the day.

### Discipline Policy

Rules of the museum must be made clear to all campers and enforced by staff at all times. Please review the following rules with your camper prior to the camp start date:

1. No running, pushing or tripping is allowed.
2. Indoor voices must be used inside the museum.
3. Campers must remain with their group at all times. A camp staff member must accompany students to the restrooms and drinking fountains. Children are never allowed to be unsupervised at any point.
4. Children should not touch exhibits components unless it has been approved by camp staff. Camp staff should always consult the Director of Education or the Curator if in doubt prior to allowing touching.
5. All campers are expected to keep themselves safe, others safe, and supplies and museum collections safe.

When a child does not observe the expected guidelines, the staff will engage in the following steps:

1. Verbal Prompting: Inquire about the child's emotional state, offer support and attempt to diffuse the child's anxiety ("Are you okay? Can I help?"). If this step is unsuccessful in diffusing a child's anxiety and the behavior continues, the staff member will request discontinuation of the behavior ("Please be quiet while I give instructions").
2. Set Limits & Consequences: Give the child a choice and have him/her take responsibility for his/her actions ("We would like you to stay with the group if you can remain quiet during instructions"). If the child continues with the behavior, staff will follow through with appropriate consequences.

3. Communication: Prior to a child rejoining the group if asked to leave, a staff member will talk with the child about his/her behavior and consequences, giving the child time to calm down (“Do you understand the consequences of your behavior and know how we can prevent this from happening again?”). If the staff member thinks the child is ready to re-enter the group, they may do so. If a second incident occurs, the Director of Education must be notified of the situation. The second incident and all subsequent incidents must be recorded on the Discipline/Incident form in the Discipline Log. If a third incident ensues, the parent/guardian must become involved in the situation.

If a significant or major issue which endangers participants occurs, immediate suspension from the program will ensue.

If the child does not respond to the preventative measures, the following progressive discipline steps outline the actions that will be taken:

1. At the time of the first Discipline/Incident form, communication with parents/guardians may occur. If a second Discipline/Incident Form is filled out for a subsequent incident, communication with parents/guardians must occur. Staff will inform parents/guardians of the child’s behavior and engage them in a problem-solving strategy that is appropriate for the child.
2. If the behavior continues, a loss of privileges will occur, such as suspension from the program. Communication with the parents/guardians must occur and the parent/guardian must pick up the child within one hour of suspension from the program. No refunds will be made for suspensions.
3. If the behavior continues to be a problem, the decision will be made by the Director of Education to expel the child from summer camp. This will be followed by communication with the parents. The child must leave the program within the hour, and there will be no refunds made.

Please note that Wings staff may see it necessary to skip steps in our Discipline Order. Some situations may arise that are serious enough to cause staff to skip steps. In the event this happens, staff will speak with the parents to explain the circumstances. We keep the safety of your child, our staff and the other participants in the highest regard in any situation.

No staff member or child will be permitted 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 must not be associated with food, rest, or toileting. No child should be punished for toileting accidents. Food must not be denied to or forced upon a child as a disciplinary measure.

Additionally, if at any time a child leaves the immediate program area for any reason, a reasonable attempt will be made to stop the child. Staff cannot leave the program areas to pursue a fleeing child. If they continue to flee, 911 will be called and the child will be immediately reported as a runaway. After the police have been called, the parents will



be contacted. The behavior will be documented on the Discipline/Incident form and the appropriate consequences will occur.

## Conferences with Parents/Guardians

If a parent/guardian feels they need a conference to discuss their child's behavior, progress, social or physical needs, they can contact the Director of Education. The Director of Education will schedule a phone or in-person conference with the inquiring parent/guardian at a time that works well for all parties within 48 hours of the request for a conference.

If the Director of Education would like to conference with a parent/guardian about a camper's behavior, progress, social or physical needs, they will request a phone or in-person meeting with the parent/guardian within 48 hours to address the matter.

Conferences will remain confidential and will be aimed at producing the best outcome for the child.

## Parent Notification of Injury, Illness and Accidents

In compliance with health standards, as courtesy to others, and for the well-being of your child, no sick children will be allowed at summer camp. Any child with cold or flu symptoms will not be permitted to attend summer camp. If your child becomes ill or injured while attending our program, you will be notified by a staff member.

Depending on the severity of the illness or injury, we may request that you pick your child up from our program. If your child has been diagnosed with any communicable disease such as chicken pox, pink eye, head lice, or strep throat, please notify us immediately so that we may inform parents that their children have been exposed and sanitize the area. This will help to stop the spread of the disease. Your child may not return to the program until they are no longer contagious.

## Medication: Storing and Administration

All medications will be kept under lock and key and in their original prescription containers. Participants *must* have written consent by a physician *and* parent or guardian if medication is to be stored and/or administered. All medication will be administered by a staff member delegated by a state-approved authority to administer medications to campers. Every medication administration will be documented in the camper's medication file. Participants are NOT allowed to keep any type of medication in their bags or on themselves. NO medication will be administered without a signed Medication Administration Form. This includes, but is not limited to the following: antibiotics, skin creams, and over the counter medication such as Advil, Tylenol, cough drops and allergy medication. Emergency medications and controlled substances require separate forms to be filled out; please contact the Director of Education with any

questions. The Nurse Practice Act does not allow summer camp to permit the following in the camp setting: homeopathy preparations, herbal preparations, experimental drugs/treatments, and medications that require the taking of a pulse or blood pressure before/after administration.

Please note that all medications should be administered at home whenever possible.

Any parent wishing to read a full copy of our Medication Policy & Procedures may request one by calling the Director of Education.

## Child Abuse Reporting

We are a mandatory reporting agency – it is our staff's legal responsibility to report suspected abuse/neglect. If a child in our camp is suspected of being abused or neglected, the following steps will be followed:

1. The Director of Education must be notified immediately.
2. Staff must write a detailed, factual account of the conversation had with the child regarding the suspected abuse on the Incident/Accident Report Form. This will be written and turned in to the Director of Education ASAP.
3. Suspected abuse will be reported by calling the Child Abuse Hotline at 720.944.3000 or the Colorado Department of Human Services, located at 1575 Sherman Street, Denver, CO 80203, at 303.866.5700.

## Volunteers

Volunteers may be with the children at various times during summer camp at Wings Over the Rockies Air & Space Museum. Volunteers may not have a group of children by themselves, but can assist counselors with a group of children. Volunteers may also help set up and tear down for the day and can participate in our supervised lunch period.

## Questions, Comments, and Concerns

All questions, comments, and concerns should be directed toward the Director of Education:

Rob Stannard  
303.360.5360 X125  
[WingsHeadmaster@gmail.com](mailto:WingsHeadmaster@gmail.com)