

Welcome to Wings Over the Rockies Air and Space Camp

We're thrilled that you've chosen the Wings Over the Rockies Air and Space Summer Camp! Our camps are designed to ignite your camper's passion for aviation and space exploration. At Wings Over the Rockies, we believe in providing a nurturing and inspiring environment for every camper to soar and reach for the stars.

This manual is your go-to resource for ensuring a fantastic camp experience for both you and your camper. Please take the time to go through it carefully, and if you have any questions or concerns, we're here to help. Get ready for an unforgettable summer filled with exciting adventures and discoveries!

Hours of Operation

- Summer camp hours are from 9 am to 3 pm daily, Monday - Friday.
- Drop off begins at 8:45 am.
- Pick up is promptly at 3 pm, unless campers are participating in After-Camp Care.
- After camp care is available from 3-5 pm for an additional fee.

Fee Schedule/Refunds

All payments are due upon registration. Refunds will be issued up to 14 days prior to a registered camp minus a \$75 administrative service fee.

What to Wear

- Campers will be issued a camp t-shirt which should be worn on Tuesday and Thursday.
- Dress appropriately for play and the outdoors.
- All shoes must be closed-toe (no sandals or flip-flops please).

What to Bring

- Backpack or other bag
- Sack lunch. Refrigerators and microwaves are not available.
- Water bottle
- Light jacket if needed

Please be sure to mark all items with campers' names.

Toys, airpods or earphones, portable game devices, money, etc should stay at home. Cell phone use during camp is only allowed before and after camp and during

lunch/break time. Wings Over the Rockies is not responsible for loss to personal items.

Drop-Off & Pick-Up

- Each camper must be signed in and signed out by an authorized person every day. Campers must be 10 years old to walk to and/or from the program. Written parent permission is mandatory.
- A valid picture ID is required to pick up campers. Authorized personnel for pick-up must be listed on camp forms.
- Please alert the Wings Education office of camper custody arrangements. It is imperative that official, current court documents are maintained in your camper's file if custody or visitation is a concern. Without court orders, we cannot withhold a camper from their parents.
- *Late Pickup:* If a camper is not picked up on time, Wings staff will call all contact numbers on the Emergency Phone Number List. If no contact is made, law enforcement will be notified.

Camper Health and Well-Being

Keeping Camp Healthy

In accordance with Colorado State Law, all children attending Wings Over the Rockies Air & Space Summer Camp must be vaccinated against certain diseases unless an exemption is on file at the camp.

According to the Colorado Department of Public Health & Environment, "Before a child's first day of camp, Colorado law requires parents or guardians to provide each camp their child attends with at least one of the following: A: An immunization record showing that the child has received camp-required vaccines and is up to date according to their age, B: An in-process plan signed by the child's health care provider showing that the child is in the process of catching up on missing vaccine(s) following the minimum intervals between doses described in the catch-up schedule, C: A Certificate of Medical or Nonmedical Exemption for any missing doses of school-required vaccine(s) To meet the requirements, campers may have one or a combination of these documents for the different camprequired vaccines. For example, a school-age camper's immunization file could contain the following: An immunization record showing they are up to date for HepB, DTaP, and IPV, A Certificate of Nonmedical Exemption for MMR, and An in-process plan showing they are catching up for varicella In addition to following the law, parents and guardians must follow their camp's policy regarding when immunization documentation is due.) requires all children attending Colorado overnight and day camps to be vaccinated against certain diseases unless an exemption is on file

at the camp. Before a child's first day of camp, Colorado law (<https://cdphe.colorado.gov/immunization/general-information/policy-and-boh>) requires parents or guardians to provide each camp their child attends with at least one of the following: A: An immunization record showing that the child has received camp-required vaccines and is up to date according to their age, B: An in-process plan signed by the child's health care provider showing that the child is in the process of catching up on missing vaccine(s) following the minimum intervals between doses described in the catch-up schedule, C: A Certificate of Medical or Nonmedical Exemption for any missing doses of school-required vaccine(s) To meet the requirements, campers may have one or a combination of these documents for the different camp-required vaccines."

Notification of Injury, Illness, Accidents

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

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

Medication: Storing and Administration

All medications are locked up 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. Medication will be administered by qualified camp staff. Every medication administration is documented in the camper's file.

Participants are NOT allowed to keep any type of medication in their bags or on themselves except for inhalers prescribed by a physician. 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.

After Camp Care Guidelines

At Wings Over the Rockies, every moment is an opportunity to inspire curiosity, confidence, and a love of aviation and space. After Camp Care provides a safe, welcoming place for campers to wind down at the end of a full day of discovery.

After Camp Care is an optional extension of Wings summer camp day, designed to support families who need a later pickup time. Campers remain under the supervision of our trained staff and enjoy relaxed, age-appropriate activities that encourage creativity and connection.

After Camp Care runs immediately following the camp day from 3 pm until 5 pm. All campers must be picked up by the designated end time (5 pm).

Late Pickup Policy for After Camp Care

We understand that delays happen; however, consistent pickup times help our staff and campers end the day smoothly. Late pickups will result in a late fee of \$5 per minute. If campers are not picked up after 30 minutes (5:30 pm, local law enforcement will be notified). Repeated late pickups may affect After Camp Care eligibility.

Registration & Fees

After Camp Care requires advance registration AND additional fees. The registration fee for After Camp Care is \$125 per week, per camper.

Please register for After Camp Care at the same time as registration for each camp session.

Safety at Camp

Wings always have our campers and guests' safety as a top concern. A current health department and fire code inspection is kept on file.

In the case of inclement or dangerous weather, staff will locate the designated shelter at either location and review the posted evacuation procedures. Students and staff will be evacuated as needed and families will be notified as soon as

reasonably and safely possible.

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.

Code of Conduct

In addition to Wings Over the Rockies general guest guidelines, campers and After Camp Care participants will adhere to the following Code of Conduct.

Camper Expectations - PLANE

Participate with Purpose - Join in and make an effort

Listen and Learn - Pay attention and be respectful

Act Safely - Make smart choices

Nice to others - Use kind words and actions

Enjoy every moment - Have fun and create memories

If campers need a reminder of the expectations, the following will occur:

1. Verbal Prompting: Inquiry about the camper's emotional state, offer support and attempt to diffuse the camper's anxiety ("Are you okay? Can I help?").
2. Setting Limits & Consequences: Campers will be given a choice and have him/her take responsibility for their actions ("We would like you to stay with the group if you can remain quiet during instructions").
3. Communication and Expectation Reminder: Prior to a camper rejoining the group, if asked to leave, a staff member will talk with the camper about his/her behavior and consequences, giving the camper time to calm down ("Do you understand the consequences of your behavior and know how we can prevent this from happening again?"). If needed, the Director of Education will intervene and parent/guardian will be notified.

If the camper 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. Staff will inform parents/guardians of the camper's behavior and engage them in a problem-solving strategy that is appropriate for the camper.

2. If the behavior continues, the camper may be suspended for the day from camp. Parents/guardians must pick up the camper within one hour of suspension from the program. If appropriate, the camper can return to camp the following day. No refunds will be made for suspensions. Immediate suspension will occur if there is a significant or major issue which endangers participants or staff.

We keep the safety of your camper, our staff and the other participants in the highest regard in any situation. No staff member or camper 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 camper should be punished for toileting accidents. Food must not be denied to or forced upon a camper as a disciplinary measure. Additionally, if at any time a camper leaves the immediate program area for any reason, a reasonable attempt will be made to stop the camper. Staff cannot leave the program areas to pursue a fleeing camper. If they continue to flee, 911 will be called and the camper 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.

Lost camper

In the event that a camper becomes separated from his/her group, a search party will be organized immediately. Camp staff will use the museum's safety protocols and notifications. Authorities will be called (911) if deemed necessary. The Director of Education and parent/guardians will be notified.

Abuse Reporting

Wings is a mandatory reporting agency – it is the museum education staff's legal responsibility to report suspected abuse/neglect. If a camper is suspected of being abused or neglected, the following steps will be followed:

1. The Director of Education must be notified immediately.
2. Suspected abuse will be reported by calling the camper Abuse Hotline at 720.944.3000 or the Colorado Department of Human Services, located at 1575 Sherman Street, Denver.

Volunteers

Museum staff and volunteers may assist campers at various times during summer camp. Volunteers may also help set up and tear down for the day and can participate in our supervised lunch period. Volunteers for the museum have all been vetted accordingly.

ADA Policy

Wings Over the Rockies is committed to ensuring equal opportunities and access for all camperren. Wings Over the Rockies does not discriminate against any individual based on disability. At Wings Over the Rockies, campers with special needs are encouraged to participate in all activities.

Your camper's safety and success in our programs are paramount, so we kindly ask parents and caregivers to share any special needs before camp begins. This way, we can collaborate to ensure your camper reaches their full potential. For inquiries regarding ADA accommodations at Wings Over the Rockies, please reach out to the Education Programs Coordinator for more information.

Questions, Comments, and Concerns

All questions, comments, and concerns should be directed toward:

Nedra Hall
303-360-5360 ext 125
nrudolph@wingsmuseum.org