



## **Air and Space Summer Camp Policies**



## **Philosophy & Mission Statement**

Air and Space Science Camps at Wings Over the Rockies support the mission to educate and inspire people of all ages about aviation and space endeavors of the past, present and future. Campers will be immersed in science and technology as they learn to inquire, explore and create in a variety of high interest day camps.

## **Hours of Operation**

Air and Space Camp times are from 9am to 3pm daily, Monday - Friday. Drop off time is no earlier than 8:45am and pick up is promptly at 3pm.

## **Ages Accepted**

Air and Space Camps are offered to children ages 8-14.

## **Fee Schedule**

All payments are due upon registration. We are unable to allow any "day of" payments for summer camps.

## **Refund Policy**

Refunds will be issued up to 14 days prior to a registered camp minus a \$50 administrative service fee.

## **Vaccination Policy**

Wings Over the Rockies Summer Camp does not accept any participants who have not received their immunizations based on personal or religious reasons. COVID vaccinations are not required at this time. *No Exceptions*. For information about immunizations, contact the Colorado Department of Public Health and Environment who oversees the immunization programs.

## **Mask/Face Covering Policy**

Wings Over the Rockies utilizes the guidance of the Denver Public Health Department regarding masks and face coverings and is subject to change. Currently, the guidance allows for individuals to make a choice in regards to wearing a mask.

## **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 m

## **Drop-Off & Pick-Up Authorization**

Each camper 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 form of picture ID is required to pick up campers. Authorized personnel for pick-up must be listed on camp forms.

If anyone other than the authorized persons on the list attempts to have the camper released to them, a phone call to the parent/guardian must be made to obtain authorization before the child is released. Valid ID required.

Please note that in a separation or divorce situation, the child remains our priority. If a parent properly identifies him/herself, Wings is 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.

## **Late Pick-Up Procedure**

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, police will be notified.

## **Children's Personal Belongings & Money**

Please keep handheld gaming devices, ATM cards or cash at home. Cell phones must be kept in camper backpacks during program hours (9am – 3pm). Wings staff is not responsible for lost or stolen items.

## **Snacks, Lunch, Water**

Wings Over the Rockies Summer camps will not provide any lunches or snacks for campers. Campers must provide their own lunch and snack. Meals must be in consideration of other campers with food allergies. Refrigerators and microwaves are not available for camper use. Campers should bring at least a 12 oz. water bottle labeled with their name.



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

Children with special needs are encouraged to participate in all programs at Wings Over the Rockies Air & Space Museum. As staff, we will make accommodations within reason 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 Weather and Emergency Procedures**

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.

### **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 canceled, parents will be notified and given 1 hour to pick up their child(ren).

## Accountability

Attendance will be taken at the start of each camp period, and staff must know how many children attend 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. A report describing the incident will be written and filed prior to the close of the day.

## Code of Conduct

In addition to Wings Over the Rockies general guest guidelines, campers will adhere to the following Code of Conduct:

### Code of Conduct

	Classroom	Workshop	Museum	Lunch
Dedicated	Positive personal goals Genuine interest Creative	Realistic expectations Demonstrate initiative Maintain discipline	Respectful of exhibits	Healthy choices Including others
Safe	Listen to others Seek Clarification	Follow safety guidelines Think things through Ask for help	Keep hands, feet and objects to ourselves	Clean up
Responsible	Organized Refrain from political, religious or divisive conversations	Demonstrate grit Positive mindset	Respectful of public, employees & volunteers	Cooperative Kind

Campers will be given ample opportunity to adhere to the Code of Conduct. Corrections to behavior issues may include verbal prompting, setting limits and consequences (time out, cool down, etc) as well as constant communication with campers to ensure safety and personal responsibility.

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

1. A Discipline/Incident Form is completed to document behavioral concerns with parents/guardians.
2. If the behavior continues, a loss of privileges will occur, such as suspension from the program for the remainder of the day or camp session. 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. Please note that Wings staff may see it necessary to skip steps in this 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.
4. 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 virtual, phone or in-person conference with the inquiring parent/guardian at a time that works well for all parties within 24 hours of the request for a conference.

## **Parent Notification of Injury, Illness, 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 COVID, 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 COVID, 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.



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.

## **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:

The Director of Education must be notified immediately. 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.

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.

## **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.

## **Questions, Comments, and Concerns**

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

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

