



Thorne Summer Camp Parent Handbook 2018

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Founded in 1954, the mission of Thorne Nature Experience is to build Earth stewardship by providing youth with joyful, hands-on, place-based environmental education experiences that foster an emotional connection to nature.

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Dear Thorne Parents,

Welcome to the 61st year of Thorne Nature Experience Summer Camp! We are glad that you have registered your child/ren to participate in Thorne Summer Camp this season. We have been very busy preparing for 2018 and have strengthened our program in many ways. As we strive to align with our environmental mission, we are reducing paper waste by utilizing e-communication. We highly recommend that you read through the handbook, for it contains important information including Thorne's Summer Camp Policies & Procedures. We look forward to this summer and exploring Colorado's diverse ecosystems with your family! Please call us (303) 499-3647 with any thoughts or questions you may have.

For the Earth,

Erin Saunders
Education Programs Director

I. Thorne's Mission and Summer Camp Goals

Thorne's mission is to build Earth stewardship by providing youth with joyful, hands-on, place-based environmental education experiences that foster an emotional connection to nature. Thorne Summer Camp was founded in Boulder in 1957 by parents and volunteers to provide fun, experiential nature education to children in the out-of-doors. Thorne strives to provide children with an ecological background that will inform their concern for the environment and lead to appropriate and responsible action. Under the leadership of outstanding instructors, campers visit local ecosystems where their appreciation of the natural world is enhanced by hands-on experiences.

II. Summer Camp Checklist

A. Register Online:

Check your Confirmation E-mail for a packing list and instructions specific to your camp selection

B. Bring on first day of camp:

Camper's Immunization Record (if it hasn't been uploaded into your Camp in Touch account)

If any medication (including over-the-counter meds) is being brought to camp, ensure Medication in Ziploc bag with 2 copies of Doctor's signed Medication Form (one copy for Thorne's files, one copy stays with the medication).

Please note, the forms previously used for Sunscreen Release and Parent Pickup Release are now part of online registration and are no longer needed in paper form.

C. Send your camper daily with:

Day pack

Full bottle of water (liter size or larger)

Healthy lunch

Non-perishable, healthy snacks (ex. pretzels, fruit)

Jacket, sweatshirt, or fleece

Sturdy, comfortable shoes (no flip-flops or Crocs, please)

- ___ Water shoes in a plastic bag
- ___ Brimmed sun hat
- ___ Sunscreen (labeled with your child's name)
- ___ Insect repellent (labeled with your child's name)
- ___ Rain gear (weather can change suddenly)
- ___ Please NO electronics, games, toys, wallets, or money

III. Thorne Summer Camp Policies

A. General Policies

1. Education Team members will signify that they have read and understand Thorne Summer Camp policies and that compliance is mandatory and a condition of employment.
2. Program activities will conform to all local, state, and federal regulations and standards including Colorado State Childcare Licensing.
3. Before participating, all Participants, Education Team Members, and Teaching Assistants will complete and submit the following required forms:
Participant – Registration Form, Immunization Record, Parent/Guardian Release and Sunscreen & Insect Repellent Permission Form, and Medication Forms if applicable.
Teaching Assistant – Complete the Online Application that includes Child Abuse Reporting, Transportation Policy, Perjury Statement, Policies & Procedures, and Disaster Plan Agreement, Medical Information, Emergency Contact Information, Child Abuse Disclosure, and Pass a Background Check.
Education Team Member – valid CPR, First Aid, Standard Precautions, Medication Administration, Child Abuse Prevention, and FEMA trainings certificates; 15 hours of annual training form; Thorne Summer Camp application, resume, and letters of recommendation documenting at least 480 hours of teaching experience; copy college transcripts; background check and fingerprint card; Childcare and Medical New Hire Form; and Employee Agreement.
4. Background checks will be done for all Education Team members with the Colorado Dept of Human Services.
5. Education Team members are responsible for ensuring that cell phones and hand held radios are fully charged before taking them into the field.
6. Education Team members will be trained on Thorne Summer Camp procedures in the case of an emergency or incident.
7. Program Director, Summer Camp Manager, Field Coordinator, or Executive Director in the Program Director's, Summer Camp Manager, or Field Coordinator's absence will maintain the ability for constant communication with Field Assistants and Thorne Summer Camp Instructors during Thorne "Camp Experiences."
8. Participants will not be transported in Education Team Member vehicles. If a Thorne Instructor is driving Participants in vehicle rented by Thorne or through a partnership organization, they must possess a valid driver's license, follow Thorne and partnership organization driving policies, and drive in accordance with all state and local laws.
9. All Thorne Participants will be signed in and out daily by their parent/guardian with their Thorne Instructor or an authorized Education Team Member in the event that their Instructor is not available.

10. Thorne Participants will only be released to those individuals listed on the "Parent/Guardian Release Form." Thorne Instructors are responsible for knowing who is on the form when releasing participants.
11. Participants, Teaching Assistants, and Education Team Members will wear shoes at all times during the Thorne program hours, except when sleeping during overnight courses.
12. Participants will not swim or enter water above their thighs at any time.
13. Participants, Teaching Assistants, and Education Team Members will not ingest any wild flora during a Thorne "Camp Experience".
14. Participants will not carry or use weapons, including but not limited to: pocket knives, hunting knives, and guns.
15. All Visitors must sign in with the Program Director, Summer Camp Manager, or Field Coordinator on the day of their visit, show identification, and fill out the visitor form.
16. Education Team Members and Teaching Assistants will not subject Participants, Teaching Assistants, Education Team Members, or the general public to physical punishment, ridicule, violence, abuse and neglect.
17. Thorne has zero tolerance for violence. Any Participant, Education Team member, or Teaching Assistant that behaves violently towards a Participant, Education Team Member, Teaching Assistant, or general public will be removed immediately from participating in Thorne's program and/or employment will be terminated.
18. *Child Abuse Policy*- Thorne staff read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law. Thorne Instructors are also required to complete an annual Child Abuse Prevention course. Education Team Members who have reasonable cause to suspect or knowledge of a participant that has been subjected to abuse or neglect or who has observed a participant being subjected to circumstances or conditions that would reasonably result in abuse or neglect will immediately report the incident to the Summer Camp Manager and the proper reporting agency. If a parent believes that his/her child has been abused, s/he should seek immediate assistance from the County Department of Social Services: Boulder County Department of Social Services, 3400 Broadway, Boulder, CO 80304, (303) 441-1000; Jefferson County Division of Human Services, 900 Jefferson County Parkway, Golden, CO 80401 (303) 271-1388.
19. Thorne has a zero tolerance policy for use of illegal drugs or alcohol. Any Participant, Teaching Assistant, or Education Team Member suspected of use of alcohol or illegal drugs prior to or during any Summer Camp program will be removed immediately from participating in Thorne's program and/or employment will be terminated.
20. Thorne has a zero tolerance policy for inappropriate touch, sexual innuendos, sexual harassment and/or sexual abuse. In the event of any of the above or related actions, the Participant, Teaching Assistant, or Thorne Education Team members will be removed immediately from participating in the Thorne Summer Camp program and/or employment will be terminated.
21. Thorne Education Team members will be trained on sexual abuse prevention and how to handle concerning behaviors and warning signs of sexual abuse.
22. If age-appropriate, child-to-child sexual exploration occurs, Education Team members should intervene without humiliation, and report occurrence to Program Director and parents via an incident report.

23. Education Team members will never be alone in an enclosed space with a Participant, including sleeping in a tent or in a bathroom.
24. Parents and Thorne's Program Director must sign a letter of acknowledgement prior to any Education Team member communicating with or doing activities with Participants outside of Thorne Summer Camp.
25. Participants and Education Team Members must respect each other's privacy when using restroom facilities. If a Participant needs assistance, Education Team Member must ensure another adult is present.
26. Participants must be clothed (shirt and shorts/pants) at all times during Thorne "Camp Experience" hours. If a Participant needs to change clothes, this must be done in private and if assistance is needed, Education Team member must ensure another adult is present.
27. Participants and Education Team Members should not touch any potentially dangerous plants or animals, including dead animals like bats and rodents which carry diseases.
28. Thorne cultivates positive child, staff and family relationships through various methods of communication and interaction. Thorne Education Team members incorporate daily social and emotional student check-in times and are available for individual check-ins throughout the day to promote positive relationships with children. Thorne has an open door policy on communication between staff and parents. Education Team Members, including Instructors, Field Coordinators, Summer Camp Manager, and Director will do their best to inform the parents or guardians of the child's behavior, progress, and social and physical needs. Education Team Members are available before and after camp each day for this purpose as well as being available by phone.

B. Safety and Health Polices

1. All Education Team Members will be trained in CPR, First Aid, Standard Precautions, and Medication Administration and hold valid certifications for each of the above prior to leading groups of Thorne participants.
2. Emergencies and Incidents occurring while participants are in the care of Thorne require Instructors to file an emergency/incident report as soon as reasonably possible after the emergency/incident and before Participant involved in the emergency/incident leaves for the day. All emergencies/incidents will be reported to parent/guardian and Summer Camp Manager and medical supplies must be replaced in first aid kit on the day that the emergency or incident occurred.
3. Education Team Members will carry a stocked and approved first aid kit, emergency/incident flow chart, and "Thorne Summer Camp Policies and Safety Handbook" at all times when participants are in their care.
4. Education Team Members and Teaching Assistants will not apply ointments, sprays, or lotions (including sunscreen and insect repellent) without written permission from parent/guardian on the completed "Sunscreen and Insect Repellent Permission" form.
 - a. *Sunscreen Policy*- Thorne Instructors and staff are not allowed to apply ointments or topical lotions to campers without written parental permission. Complete the Sunscreen Permission Release during your online registration process if you would like your camper to have assistance in the re-application of sunscreen after snack time. If you sign this release, your child's instructor will assist with applying sunscreen to bare surfaces including the face, tops of ears, bare shoulders, arms,

legs, and feet. Sunscreen will not be applied to any broken skin or if a skin reaction has been observed. Any skin reaction observed by staff will be reported promptly to the parent/guardian. Please provide sunscreen labeled with your child's first and last name with a minimum of SPF 15, and apply it to your child before leaving for the day. Thorne has SPF 30 on hand if children need to use it. Contact us if you would like additional information on sunscreen and safe sun habits.

- b. *Insect Repellent Policy*- Thorne instructors and staff are not allowed to apply ointments or topical lotions to campers without written parental permission. Complete the Insect Repellent Release during your online registration process if you would like your camper to have assistance in the re-application of insect repellent after snack time. If you sign this release, your child's instructor will assist in applying insect repellent to bare surfaces including the face, neck, bare shoulders, arms, legs, and feet. Insect repellent will not be applied to any broken skin or if a skin reaction has been observed. Any skin reaction observed by staff will be reported promptly to the parent/guardian. It is the parent's responsibility to provide insect repellent that contains either DEET or is 2% soy-based. When using a repellent with DEET, it is recommended that a concentration containing between 10% and 30% DEET be used with children. DEET should not be applied more than once a day. Repeated application may increase the potential toxic effects of DEET. DEET should not be used in a product that combines the repellent with a sunscreen. Contact us if you would like additional information on insect repellent or West Nile Virus.
Note: Personal insect repellent must be labeled with the child's first and last name.
5. Thorne Instructors or Teaching Assistants will maintain sight or voice contact with Participants at all times while Participants are under their supervision unless Participant has been turned over to the care of the Field Staff, Summer Camp Manager, or Program Director. Periodic headcounts of participants will be conducted by Thorne Instructors.
6. *Medication Policy*- All Thorne Staff are trained in Medication Administration, First Aid, CPR, and Standard Precautions. If your child needs medication administered while under the care of Thorne, please login to your [CampInTouch Account](#) where you will find all your forms in the Forms Dashboard of your account. When possible, parents are encouraged to administer medication to their child prior to and after camp instead of sending medication to camp. When necessary, the Director, Summer Camp Manager, Field Coordinator, or an Instructor with Medication Administration Certification will keep and administer medication with the required medication forms with written parental consent AND authorization of the prescribing practitioner. Without these required forms, the child with a reported medical condition will not be permitted to attend camp. This is for their safety. Children should not transport medications to and from camp; this includes medication placed in a backpack, such as an inhaler or Sudafed.
If your child has an asthma-related medication such as an inhaler, complete the Asthma Medication Form. If your child has an allergy-related medication such as an Epi-pen or Benadryl, complete the Allergy Medication Form. For all other medications such as eye drops or antibiotics, complete the General Medication form. **Please note that medication includes inhalers, Epi-pens, Benadryl, over-the-counter drugs, and/or anything used to treat a condition. Prescription and non-prescription (over-the-counter) medications for eyes or ears, all oral medications, topical medications, inhaled medications, and certain emergency injections can be administered only with the written order of a person with prescriptive authority and with written parental consent. Medications must be kept in the original labeled bottle or container and must contain the original pharmacy label. Over-the-counter medication must be kept in the originally

labeled container and be labeled with the child's first and last name. Medications will be kept in an area inaccessible to children. Controlled medications must be counted and safely secured, in a locked container. A written medication log must be kept for each child. This log is part of the child's records.

C. Driving Policies

1. It is a policy that children will not be transported in personal staff vehicles unless in case of an emergency
2. Drivers will also abide by Thorne's policies, including:
 - a. The driver and all passengers will wear seatbelts at all times while the vehicle is in operation.
 - b. The driver will not use a mobile phone while the vehicle is in motion.
 - c. Drivers will operate the vehicle in a manner that is appropriate for the prevailing traffic, roadway, and environmental conditions.
 - d. Drivers will not exceed the posted speed limit and will obey all traffic laws.
 - e. Drivers will be responsible for paying all traffic and parking violations.
 - f. Drivers will not be under the influence of any substance that may impair their driving, including drugs and alcohol.

IV. Emergency and Disaster Plan:

Situational emergencies such as: floods, fires, tornados, and local shootings require different responses. Responses may include: Evacuation from site to an alternate site, Shelter in Place, or Lockdown depending on the location and resources available. The Summer Camp Manager or Field Coordinator or Director will notify Parents as soon as possible with information about the emergency or disaster via text messages and email.

Evacuation:

- The responsible Education Member should assess surroundings to ensure Participants can safely move.
- Move Participants quickly to a temporary/alternate site of safety, and wait quietly for instructions.
- Summer Camp Manager or Field Coordinator or Director at each site will communicate how to move children safely to a designated meeting location. Please refer to site specific safety plans for explicit directions for each site.
- The responsible Education Member moves Participants safely to an alternate Meeting Location.
- A responsible Education Team Member will ensure those children with disabilities and those with access and functional needs will be accounted for and evacuated with attention to ensuring they have their necessary equipment and medication with them.

Notification and Reunification with Parents:

If an evacuation for a site results in moving children a significant distance, and the Meeting Location for Parent Pick-up changes, all parents must be notified as soon as possible of this change and how they can be reunited with their children. Director or Summer Camp Manager will communicate with parents via text messages and email, and if it is safe, there will be an Education Team Member at the scheduled Meeting location to direct Parents to the alternate Meeting Location. Please refer to site specific safety plans for explicit directions for each site.

Shelter in Place:

When evacuation isn't possible due to immediate hazards or external threats, the responsible Education Team Member should seek the closest shelter (either in the field or in a building if available) and remain there until Summer Camp Manager or Field Coordinator or Director at each site communicates instructions.

Lockdown:

If there is a building available, a lockdown from an external threat is appropriate. The responsible Education Team Member moves Participants to the interior of the building and the building is secured.

V. Procedures for Potential Situational Emergencies

A. Flash Floods:

Many of the Thorne "Camp Experiences" meet near or along creeks, ditches, ponds, and wetlands. Flash flooding is one potential danger that could be encountered during Thorne Summer Camp. In case of a flash flood, instructors will immediately move their groups to higher ground. This may mean climbing a hill, going to the second story of a nearby building, or climbing on top of large boulders or automobiles. Instructors will contact 911 and remain there until danger passes or help arrives.

B. Hail:

Hail is a common weather phenomenon along Colorado's Front Range in the summer. In the event of hail, Participants should cover their heads with their backpacks or hold their coats above their heads to create a shield. Cover may be taken in a rock shelter or under a tree, but if the hail is accompanied by lightning, camps WILL NOT seek shelter in either of these sites. They will remain in place and protect their heads and faces.

C. Wildfires/Smoke:

In the case of a nearby wildfire that could threaten the safety of Thorne participants, campers will be evacuated to an indoor facility (Mapleton Early Childhood Center, Sombrero Marsh, Ryan Elementary, YMCA, or the Kassler Center). If wildfires are distant, but smoke is present or it is not possible to see 5 miles because of smoke (this may change throughout the day), Thorne will also move campers indoors. In addition, Thorne's Program Director, Summer Camp Manager, or Field Coordinator checks both the Office of Emergency Management and the Health Advisory website each morning that smoke or fires are occurring nearby a Thorne camp to determine if camp should be moved indoors.

If Instructors observe a small fire in the outdoors, they will move away from it immediately and call 911 to make a report. If they are caught in the vicinity of a wildfire, cover may be taken in a creek or pond by wading into the water and remaining there. If the fire comes very close, Participants should crouch down in the water and submerge their bodies, including their heads if necessary. If camps are caught in a fire while indoors, follow the emergency fire procedures of that building. Instructors will remain with Participants and proceed outdoors as quickly as possible. If groups are unable to exit the building, Participants should crouch or lie on the floor and cover their faces with a wet cloth or clothing.

D. Lightning:

In the case of thunder and lightning that could threaten the safety of Thorne participants, campers will be evacuated to an indoor facility or grounded shelter (Mapleton Early Childhood Center, Sombrero Marsh, Ryan Elementary, The YMCA in Longmont, or the Kassler

Center). If lightning is distant, Program Director, Summer Camp Manager, or Field Coordinator will watch conditions, note changes, and notify Instructors of potential evacuation. If lightning comes within 10 miles of a Thorne camp, campers will be moved indoors.

If a lightning storm comes on immediately, Instructors and groups should NEVER take cover from lightning in a rock shelter, under a tree, or in an ungrounded shelter. In the high country or in exposed areas, Participants should crouch on the ground and wrap their bodies over and around their legs, making themselves as small as possible. As little as possible should touch the ground. If carrying metal objects such as butterfly nets, Participants and Instructors should throw them as far away from you as possible.

E. Extreme Heat:

In the case of extreme heat that could threaten the safety of Thorne participants, Thorne takes precautions to keep campers safe and cool. Instructors keep campers in the shade or in the water as much as possible to keep campers cool, and also take regular water breaks to keep campers hydrated. Instructors also carry a misting bottle of water to cool campers off. To assist with keeping campers hydrated, Support Staff bring large water jugs to the site each day and carry extra water bottles. In very extreme cases of temperatures over 105 degrees, campers will be evacuated to an indoor facility (Mapleton Early Childhood Center, Sombrero Marsh, Ryan Elementary, the YMCA in Longmont, or the Kassler Center).

F. Rain Days:

It is Thorne's policy to hold camp regardless of rain – please make sure to always pack a waterproof layer for your child. In the event of inclement or potentially hazardous weather, the program will be held inside at Mapleton Early Childhood Center, Sombrero Marsh, Ryan Elementary, The YMCA in Longmont, Kassler Center, or at an alternative indoor site as a field trip. If there are extreme extenuating circumstances that force Thorne to cancel a day's program, there will be no refunds.

G. Tornado:

Tornado warnings do occur in the Denver-Boulder area and funnel clouds are occasionally sighted. If Program Director, Summer Camp Manager, or Field Coordinator sees a funnel cloud nearby and/or if hears warning sirens, Participants should be moved indoors or to shelter immediately. If in a building, groups will seek shelter on the bottom floor or basement, away from large furniture. If outdoors, groups will seek shelter on the ground, away from trees or other potentially unstable objects. Refuge may be taken in a road culvert, rock shelter, or cave, away from the entrance.

H. Missing Person(s):

It is crucial that Instructors can account for each member of their group at any given time. Instructors should perform a silent count every 15 minutes. Instructors must avoid placing themselves in situations where they are alone with only one Participant. Should it be discovered that a Participant is missing from the group; the instructor will not send the group out to search for the missing Participant. The group should remain together at all times. The instructor will have already told Participants to stay put if they become separated from the group, and locating the individual will be a simple matter.

I. Active Shooter on Premises:

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and/or populated area. In a situation with an active shooter Field Staff or the Education Team Member who sees the active shooter will use walkie talkies or cell phones to

notify all staff of the emergency by clearly stating, "There is an active shooter on the premises at [describe location]." Each Education Team Member will perform a fast head count of Participants and give clear instructions to evacuate, shelter in place, or lockdown. The Education Team Member who is supervising those Participants will be in charge of getting them to safety.

VI. General Summer Camp Information and Procedures

A. Ages of Thorne Participants

Children ages 3 through 15 can attend Thorne's Summer Camp. Thorne's licensed school-aged program is for 5-16 year olds. Children are divided into the following age groups for camps: 3-5, 5-6, 6-8, 9-11, and 12-15. Camp size is maintained at a maximum ratio of 12 children per 1 adult, unless otherwise noted. Teaching Assistant (Program Aide) opportunities start at age 16 and up.

B. Hours and Locations

Thorne Summer Camp runs Monday-Friday from May 29 – August 10, 2018 in Boulder, from June 4-August 10, 2018 at Chautauqua Park, from May 29-August 3 in Louisville, June 11-July 27, 2017 in Littleton, and from May 29-June 1 in Longmont. All Centers will be closed on May 28 and July 4 for holidays.

Hours and locations for Louisville:

All camps meet at Cottonwood Park in Louisville on the corner of South Boulder Road and Via Appia Way. Camps run from 8:30am-2:30pm, with optional care until 5:30pm. The Extended Care program is located at Coal Creek Elementary at 801 W. Tamarisk St. Louisville, CO 80027.

Hours and locations for Chautauqua Park:

All camps meet at Chautauqua Park at 9th and Baseline Boulder, CO 80302. During the summer weeks during which camps are offered, Thorne Staff will be at the Park from 8:15am – 3:00 pm.

Hours and locations for Littleton:

All camps meet at the Kassler Center at 11250 Waterton Road, Littleton, CO 80123. During the summer weeks during which camps are offered, the Center is open from 8:15am – 5:45pm.

Hours and locations in Longmont:

All camps meet at the Ed & Ruth Lehman YMCA at 950 Lashley St. Longmont, CO 80504. During the summer weeks during which camps are offered, the YMCA is open from 5:00am – 10:00pm.

Hours and locations for Boulder are broken down by the age-groups listed below:

3-5 Year Olds: Camps for 3-5 year old children are located at specific trailheads designated in the camp description. Camps run from 9:30am-11:30am.

5-6 Year Olds: Camps for 5-6 year old children are located at the Sombrero Marsh Environmental Education Center at 1466 N. 63rd Street, Boulder, CO 80303. During the summer weeks during which camps are offered, the Center is open from 8:15am – 5:30pm. Camps run from 8:30am-2:30pm, with optional care until 5:30pm.

6-8 Year Olds: Most camps for 6-8 year old children in Boulder meet at Mapleton Early Childhood Center at 840 Mapleton Ave, Boulder CO 80304. During the summer weeks during which camps are offered, Mapleton is open from 8:15-9am – and 2:30-2:45pm.

9-11 Year Olds: Some camps for 9-11 year olds meet at Mapleton Early Childhood Center, and some meet at various locations within Boulder County. Locations are listed in the confirmation email parents receive immediately after registering, and then will also be sent out in an email a week before camp begins.

12-15 Year Olds: Due to the specific content of these camps, 12-15 year olds meet at various locations within Boulder County. Locations are listed in the confirmation email parents receive immediately after registering, and then will also be sent out in an email a week before camp begins.

**Please see the end of this handbook for maps to these locations.

C. Camper Backpacks

Please provide your child with a backpack every day containing a large full bottle of water (make sure it doesn't leak), a non-perishable snack and lunch, sunscreen, insect repellent, a fleece or sweatshirt (even on warm days), a hat, and a waterproof rain jacket (even on clear days). The weather can change suddenly. We encourage your child to bring along any helpful items from home such as a butterfly net, a bug box, water shoes, or a field guide. We discourage and ask that you not allow your child to bring electronics, cell phones, money, pets, toys, stuffed animals, and games, as they are distracting to the camp. Knives and other weapons are prohibited.

D. Lost & Found Belongings and Personal Items

Throughout the summer, many campers leave belongings on the school bus or at the Sombrero Marsh Environmental Education Center in Boulder or the Kassler Center in Littleton. The Lost & Found box is located at the Center. If you suspect your camper left something behind, e-mail info@thornenature.org or come by to look through the box. Thorne adds photos to the Lost & Found album on its Facebook page. If an item is labeled and found, it will be returned to the camper the following day. Items not labeled or claimed by the end of the summer will be donated to a local thrift shop. We strongly recommend that parents label jackets, hats, backpacks, lunch bags, water bottles, and other personal items so they may be returned to their owners. Children are asked not to bring toys or money to Thorne's programs and are not allowed to carry weapons, like knives.

E. Meals and Snacks

Children attending Thorne Summer Camp must be provided with his/her own snack by the parent, such as a light, non-perishable healthy food and water. Safe drinking water is available to campers at all times if water is forgotten or more is needed. If the child fails to bring a snack, Thorne can supply the child with one. A small supply of non-perishable, snacks are kept in stock. Children are provided with the means for washing their hands prior to eating.

Campers are also asked to bring a sack lunch to eat at noon. The Instructor, under child care licensing requirements, must check lunches brought from children's homes to determine if they meet one-third of the child's daily nutritional needs. If the child fails to bring a meal, or if the meal meets less than one-third of the child's daily nutritional needs, Thorne must supply an adequate meal, and the parent will be notified and billed. Sharing food is strongly discouraged amongst the campers for health and safety concerns.

Healthy snacks will be provided to children attending Extended Care in compliance with the Boulder County Health Dept. regulations.

F. Camper Expectations

Prior to participating on a hike, children will be instructed on the fundamental safety procedures to be used while on the trail, procedures if he/she becomes lost, proper health and sanitation procedures on the trail, and rules governing the land (Colorado State Parks, Open Space, and US Forest Service). All campers must carry plenty of water, sunscreen, and insect repellent and be equipped with protective clothing against the natural elements such as a hat, waterproof jacket, and a fleece.

Children are not permitted to remove anything from the environment (wildlife, nests, berries, stones, flowers, etc.) without the permission of the Instructor. Poison ivy is avoided at all times. If contact with poison ivy is suspected, the instructor will wash exposed skin with soap and water, and the parents will be notified.

Shoes must be worn at all times by the campers. Sneakers or other rubber-soled shoes are particularly recommended when wading in shallow water (ponds or streams) to study aquatic life. It is recommended that campers carry water shoes in their backpacks.

Children are not permitted to swim at any time.

Wildlife observed along the trail should be treated humanely. Children are not permitted to throw rocks or other objects endangering animals or campmates. Children are not allowed to chase animals or threaten them in any way.

G. Guidance on Positive Instruction, Discipline, and Consequences

Thorne creates and maintains a socially and emotionally respectful early learning and care environment by providing training for Education Team members on Social Emotional Learning and Non-Violent Communication. Team members are also trained in behavior management techniques that focus on positive behavioral supports and interventions. Thorne supports Education Team Members in implementation of these teaching techniques through ongoing managerial support throughout the day and at weekly team meetings. When necessary, Education Team Members will provide individualized social and emotional intervention supports for children. Education Team Members are trained in how to deal with challenging behaviors and how to develop individualized plans for children who need them. These plans will be developed in collaboration with field support staff and managerial staff with input from parents/guardians of the child. Individualized plans focus on the encouragement of positive behavior, safe de-escalation, and adaptations to encourage successful participation in Thorne programs. Education Team members will do their best to determine the function of challenging behaviors using methods that are based on Daniel Hughes PACE model of playfulness, acceptance, curiosity, and empathy. If additional support is needed, Thorne will access an early childhood mental health consultant or other specialist as needed through Mental Health Partners of Boulder County.

Discipline shall be constructive or educational in nature, and may include such measures as separation from problem situations, talking with the child about the situation, or praise for appropriate behavior. Management by positive example with the well-behaved children often creates an environment of attention the child is attempting to gain. Children will not be subjected to any physical punishment or ridicule from the Instructor or campmates.

If appropriate discipline measures by the Instructor are ineffective and the child continues to behave inappropriately and/or interferes with the safety or learning of other campers, Instructors are asked to contact the Summer Camp Manager or Program Director immediately. In this case, the Director, Summer Camp Manager, or Field Coordinator will accompany the camp to observe the child's behavior and the teaching and discipline methods of the Instructor. The parent will be informed of the situation and a plan of action will be implemented. Behavioral issues and interventions will be documented on a written

incident report or in a verbal report that will be made to the Summer Camp Manager or Program Director. The plan of action will clearly outline interventions that will be used and the behavioral expectations that are required for the child to be allowed to remain in the program. If the undesired behavior continues despite the implementation of the individualized plan of action, the Summer Camp Coordinator or Program Director will evaluate whether or not the child may remain in the program.

Refunds are not given if a child must be removed from a camp. It is imperative that one child does not hinder the experiences that Thorne has to offer to those who want to learn in nature. Thorne has a zero-tolerance policy toward physically aggressive, violent, and emotionally abusive behavior.

H. Transportation

Littleton campers are not transported by Thorne. Boulder campers will be transported from Mapleton Early Childhood Center and Louisville campers from Cottonwood Park by a Boulder Valley School District school bus. Longmont campers will be transported from the YMCA by a St Vrain Valley School District school bus to and from the designated trail location daily for field trips. Campers participating in the Extended Care programs at Sombrero Marsh Environmental Education Center and Coal Creek Elementary School will also be transported by a Boulder Valley School District school bus. Boulder camps based at Sombrero Marsh and Chautauqua based camps use Boulder Valley School District buses for field trips. It is a Boulder Valley School District and St Vrain Valley School District policy that no bikes are allowed on school buses. This is to prevent possible injury in the case of an accident. Please make separate accommodations for your child's bike if this impacts you. Schools that participate in Thorne's Nature Immersion Initiative, will be transported by Boulder Valley School District school buses.

Thorne is responsible for any children it transports and abides by applicable State and Federal motor vehicle laws. Thorne will obtain written permission from parents or guardians for any transportation of their child during child care hours. Children are not permitted to ride in the front seat of a vehicle unless they are secured in a seat belt that conforms to all applicable Federal Motor Vehicle Safety Standards and children must remain seated while the vehicle is in motion. Children are loaded and unloaded out of the path of moving vehicles. Children are not permitted to stand or sit on the floor of a moving vehicle, and their arms, legs, and heads must remain inside the vehicle at all times. Transportation arrangements for children must be by agreement between Thorne and the children's parents, i.e., whether the children can walk, ride a bicycle or travel in a car. Thorne monitor the children to be sure they arrive at the center when expected and follow up on their whereabouts if they are late. Written permission from parents or guardians for their children to attend community functions after school hours must include agreements regarding transportation. Prior to a field trip or other excursion, the center must obtain information on liability insurance from parents and staff who transport children in their own cars and verify that all drivers have valid driver's licenses.

Parent Drivers: Parents of children in Boulder biking camps, Bird Banding, Fly Fishing camps, Beyond Wild Skills: Overnight Adventure, Survivor Skills Adventure, and Littleton biking camps will receive a schedule of the pick-up and drop-off locations two weeks before the start of the camp. Carpooling is an option that parents may organize independently on the first day of camp.

I. Field Trips

During field trips, staff-child ratios of 12:1 will be maintained and children will be actively supervised at all times. An itinerary of events will be carried by Director, Summer Camp Manager, or Field Coordinator in the field, and a copy will remain at Thorne's headquarters

at all times. Staff will carry information about each child, including: name, address, and phone number of the child's physician or other appropriate health care professional and written authorization from parent(s) or guardian(s) for emergency medical care. Additionally, a list of all children and staff on the field trip will be kept at Thorne's headquarters of the center.

J. Special Activities and Vehicle Transportation

Thorne provides a list of activities it offers to parents or guardians and are notified in advance of all activities that occur away from the center and a copy will be kept at Thorne's headquarters. Parents will be given the opportunity to indicate to Thorne staff if they don't want their child to participate in an activity. Transportation on special activities is arranged by agreement between the Thorne Instructor and the child's parents. Parents are asked to volunteer their transportation to the special activity. All volunteer drivers will complete a volunteer transportation info form, and assume responsibility for children in their vehicle between the meeting site and the designated location. The parent or Thorne volunteer must remain with the children until the instructor arrives at the site. The drivers should caravan to the site with the camp instructor in the lead. Thorne does not have its own vehicles to operate. All drivers must comply with applicable laws of the Colorado Department of Revenue, Motor Vehicle Division, and must abide by applicable State and Federal motor vehicle laws. Thorne will obtain written permission from parents or guardians for transportation during child care hours. All drivers must be sure that each child is properly belted when the trip starts and throughout the trip. Each child shall be restrained in a personal car seat or seat belt and children should not ride in the front seat unless they are secured in a seat belt that conforms to Federal Motor Vehicle Standards. Children's head, arms, and legs shall remain inside the vehicle at all times and children must remain seated while the vehicle is in motion. Drivers will refrain from smoking and talking on cell phones while driving and should pull over if cell phone communication is necessary. Children will be loaded and unloaded out of the path of moving vehicles. Staff to child ratios will remain during transportation at 12-1 and staff will actively supervise children during transportation. If an emergency should occur on the road, emergency procedures as outlined above should be followed.

K. TV/Video Policy

Videos that contain educational or nature-related content may be shown to children attending Extended Care. The registration form asks parents to notify Staff if they have any objections to any possible movies that may be shown. The parents are notified of the movie prior to its show-time and they must approve of the video. If a parent is concerned about the movie chosen or the family doesn't include movies in their lifestyle, the parent must inform the instructor of this and an alternative activity will take place.

L. Disabilities

Thorne is an equal opportunity employer and is cognizant of both federal and state legislation that support opportunities and fair treatment for all. Thorne's Anti-Discrimination policy is outlined in its Employee Policies Manual and staff are advised of the policy during their orientation.

Thorne makes efforts to accommodate children with disabilities and who have special needs in compliance with the Americans with Disabilities Act, Titles I-V. Our facilities are wheelchair accessible and Thorne makes efforts to enroll and place children with disabilities in our summer camp program.

Due to the outdoor venue and physical nature of the program, children must be sighted and ambulatory to attend Thorne Summer Camp. There are several hikes that are not suitable for non-sighted children as they are steep with loose rock, posing an accident hazard to the

child. If your child has a disability other than those listed above, please call the Director or Summer Camp Manager to see if accommodations can be made. Instructors are not specifically trained in care for disabled children, so often times we recommend that a parent or guardian attend to accompany the child. Our primary concern is for the safety of all children.

M. Illness, Accident, Injury, & Emergencies

All staff are trained in Thorne's Incident and Emergency Procedures and has received certifications in Standard Precautions, First Aid, CPR, and Medication Administration. Instructors must carry a fully stocked first aid kit, "Thorne Summer Camp Policy and Safety Handbook", and Thorne's "Incident and Emergency Flow Chart" at all times.

Thorne Nature Experience is required by law to give a written report to the Summer Camp Manager when any accident, however minor, occurs while the children are in our care. If the accident is minor, the parent will be notified at the end of the day. For more serious accidents or injuries, the child will be taken by Emergency Medical Services to the nearest medical facility or that which is stated by the parent/guardian on the Medical Authorization and Release Form, and the parent/guardian or emergency contact will be contacted immediately.

If a child says that they are feeling ill, they will be given the option to lay down on the Nap Pad to see if it passes. If after 10 minutes they are still feeling ill, they will be asked if they'd like to go home. If yes, the parents will be called immediately to pick up their child. See attached for the Incident Procedures Flow Chart.

N. Communicable Illness

If a child is ill, please keep them home so that they can get better and protect the health of the other campers and adults. When a child shows signs of a severe or communicable illness, they will be separated from other children, the parent/guardian notified, and a doctor or medical facility consulted as needed regarding treatment. In case of a known communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella, the Director or Summer Camp Manager will report to the local health department pursuant to regulations of the State Department of Public Health and Environment and contact all parents/guardians of children in care.

O. Visitors

All visitors must arrange their visit through the Director, Summer Camp Manager, or Field Coordinator. The Director, Summer Camp Manager, or Field Coordinator will notify the Instructor of the reason for the visit as well as the date, time, location, and number of visitors to expect. All visitors must sign in with the Director, Summer Camp Manager, or Field Coordinator on the day of their visit on the "Visitor Log" which includes: name, date, phone number, address, reason for visit, and a driver's license number. A written policy regarding visitors will be posted and a record maintained daily.

P. Filing a Complaint

Thorne Nature Experience Summer Camp is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a child care facility. See the Director or Summer Camp Manager for a copy of the Report of Inspection. Thorne provides written information to parents at the time of admission and staff members at the time of employment on how to file a complaint concerning suspected licensing violations. This information includes: "To file a complaint about this facility contact the Colorado Department of Human Services, 1575 Sherman Street, Denver, CO 80203, 303-866-5958 or 1-800-799-5876"

Q. Parental Notification

Thorne will notify parents/guardians if the program is no longer able to serve children. Thorne will notify parents or guardians in writing of significant changes in its services, policies, or procedures so that they can decide whether the center continues to meet the needs of the child.

If a child is withdrawn from a Thorne program for any reason, the parent/guardian is responsible for notifying the Director or Summer Camp Manager.

R. Frequently Asked Questions

For answers to frequently asked questions about Thorne Summer Camp, please click on the link below:

<http://thornenature.org/summer-camp/faq/>

If you have additional questions, you are always encouraged to contact our office at info@thornenature.org or 303.499.3647.

VII. Registration Policies and Procedures

A. Admission, Deposit, and Fees

Registration is not complete until Thorne has received the registration form completed in full, payment, and the required forms including the child's Immunization Certificate. Children are not officially registered for a camp nor allowed to attend a camp unless the Immunization Certificate or a copy of it is in Thorne's possession.

Enrollment fees are paid at the time of registration and vary based on the length and type of the camp.

Scholarships for tuition are available for children from families who could not otherwise afford the program.

Tuition for the majority of Thorne's week-long camps is \$349 per camper or \$12 per hour.

Exceptions include 3-5 year-old camps that cost \$20 per camp, Extended Care that costs \$75 per week, and skills camps that have an overnight or require 2 instructors including Adventure camps, Fly Fishing, Biking, and Bird Banding camps. Discounts may be applied to tuition including the Super Early Bird, Early Bird, Multi-Experience, or Multi-Child discounts.

Receipts are e-mailed upon completion of registration and also may be accessed within the parent's [CampInTouch](#) account.

B. Discounts

Super Early Bird- Register by January 31 and save 20% on tuition! Use the coupon code SUPER2018 to receive this discount at checkout.

Early Bird - Register by February 28 and save 15% on tuition! Use the coupon code EB2018 to receive this discount at checkout.

Multi-Experience Discount – Register one child for two or more “Camp Experiences” at the same time and receive 5% off tuition for each camp when you use the coupon code MULTI2018 at checkout.

Multi-Child Discount– Register two or more children at the same time and receive 5% off tuition for each “Camp Experience” when you use the coupon code KIDS2018 at checkout.

* Multi-Experience and Multi-Child Discounts do not apply for Parent and Child (3-5 year old) or Extended Care Experiences. Discounts may not be combined.

C. Camp Cancellation and Refund Policy

Camp size is limited to 12 campers, unless otherwise noted. All camps must have at least 4 campers to run the camp. A camp is cancelled due to low enrollment two weeks beforehand. If your child is enrolled in a camp that Thorne cancels due to low enrollment, you can choose to switch into another camp or receive a full refund.

REFUND & CANCELLATION POLICY:

Transfers – To make a transfer, please e-mail info@thornenature.org with your child’s name, and the names and dates of the “Camp Experiences” you desire to transfer to and from. **Prior to April 30:** All “Camp Experiences” can be transferred at no cost. **After April 30 and up to 21 days prior to the “Camp Experience” start date:** Full Day “Camp Experiences” can be transferred for a \$10 fee; and, Extended Care and Parent and Child “Camp Experiences” can be transferred at no cost. **Within 20 days of the start of a “Camp Experience”:** Full Day “Camp Experiences” can be transferred for a \$45 fee, depending on availability; and, Extended Care and Parent and Child “Camp Experiences” can be transferred at no cost. **Within 7 days of the start of a “Camp Experience”:** Transfers will not be made; refer to the cancellation policy. All transfers are dependent on availability. If desired “Camp Experiences” are not available within the current year, refer to cancellation policy.

Cancellation - If you must cancel, please e-mail info@thornenature.org as soon as possible. **Prior to April 30:** Full Day “Camp Experiences” will receive a full refund less a \$45 administrative fee per program; and, Extended Care will receive a full refund less a \$10 cancellation fee per program; and, Parent and Child “Camp Experiences” will not be refunded, but are transferrable at no charge. **After April 30 and up to 21 days prior to the “Camp Experience” start date:** Full Day “Camp Experience” will receive a full refund less a \$45 administrative fee per program if we can fill the spot, or a 50% refund if we cannot fill the spot; and, Extended Care will receive a full refund less a \$10 cancellation fee; and, Parent and Child “Camp Experiences” will not be refunded, but are transferrable at no charge. **Within 20 days of the start of a “Camp Experience”:** Refunds will not be given.

Last-Minute Medical Transfer/Credit - In the event of illness or injury prior to the start of a “Camp Experience,” please e-mail info@thornenature.org as soon as possible. Thorne will transfer the camper to another available “Camp Experience” or issue a credit good for up to 1 year for a future “Camp Experience” for the same camper for a \$45 administrative fee (free for Parent and Child “Camp Experiences”). A doctor’s note stating the camper’s inability to participate will be required. Requests for a medical cancellation will not be granted after a “Camp Experience” has ended.

D. Returned Check Policy

Checks are accepted as a form of payment and are appreciated as they cut down on credit card fees. In the case of a returned check, a \$25 administrative fee will be collected in addition to the amount owed. Another form of payment is required within 48 hours of notice or your child’s enrollment will be cancelled.

E. Scholarships

Scholarship assistance is available to families who could not otherwise send their children to camp. To apply for a scholarship, go to Thorne’s online registration site and follow the instructions for a scholarship application. Scholarships will be accepted beginning March 1, 2018. Scholarships will be reviewed and awarded beginning April 1, 2018. Scholarships will be awarded on a first-come, first-served basis to those with the greatest need. Please contact

the Administrative Director at 303-499-3647 ext. 100 or e-mail info@thornenature.org with questions.

VIII. Pick Up and Drop Off Policies and Procedures

A. Absences

If your child cannot attend on any given day, please contact the Summer Camp Manager's cell phone (phone number is in your parent letter received on the first day of camp) and leave a message before 8 a.m. The Summer Camp Manager checks for voice mail messages from parents daily regarding their child's attendance. Parents are advised that there is no alternative day care provided should their child arrive after the bus/camp has left.

B. Pick-Up Policy

All children must be signed in and out daily with their Instructors. Parents should park their cars in a parking space in the lot and come over to sign your child in and out with your child's instructor.

At Mapleton Early Childhood Center, pick-up and drop off occurs inside the school gate, the main lawn is the pick-up and drop-off location for Chautauqua camps, Cottonwood Park is the pick-up and drop-off for Louisville camps, the Kassler Center is the pick-up and drop-off location for Littleton camps, and the YMCA is the pick-up and drop-off location for Longmont camps. Boulder Extended Care pick-up is located at Sombrero Marsh. Louisville Extended Care pick-up is at Coal Creek Elementary. Parents must arrive to pick up their child at the designated end time unless otherwise noted in the confirmation letter. If a child is not picked up within 15 minutes of the end of camp (by 2:45pm at Mapleton Early Childhood Center, Cottonwood Park, or the Kassler Center, by 3:15pm at Sombrero Marsh or Chautauqua, or by 5:45pm for Extended Care), we will make attempts to reach parents and other contacts listed on the emergency form and the parent will be charged a \$1 per minute child-care fee beginning at 2:30pm for Mapleton, Cottonwood Park, or Kassler Center, 3pm for Sombrero Marsh or Chautauqua, and 5:30pm for Extended Care. If a child still has not been picked up by 6 p.m., authorities will be notified and a child-care fee of \$1 per minute childcare fee will be assessed. In all cases, please call the Director, Summer Camp Manager, or Field Coordinator to inform them of late pick-up. Instructors or authorized staff will remain with children until a parent or guardian picks them up. Staff will check all rooms and account for all children before leaving for the day.

C. Late Arrival

If children arrive late to Thorne and their camp/group is away from the center on a field trip or excursion, parents can call the Summer Camp Manager or Field Coordinator and meet group at the field trip site. The Summer Camp Manager, Field Coordinator, or Director will meet parent and child, and direct them to their camp. Parents will sign in their child as they normally would for drop off.

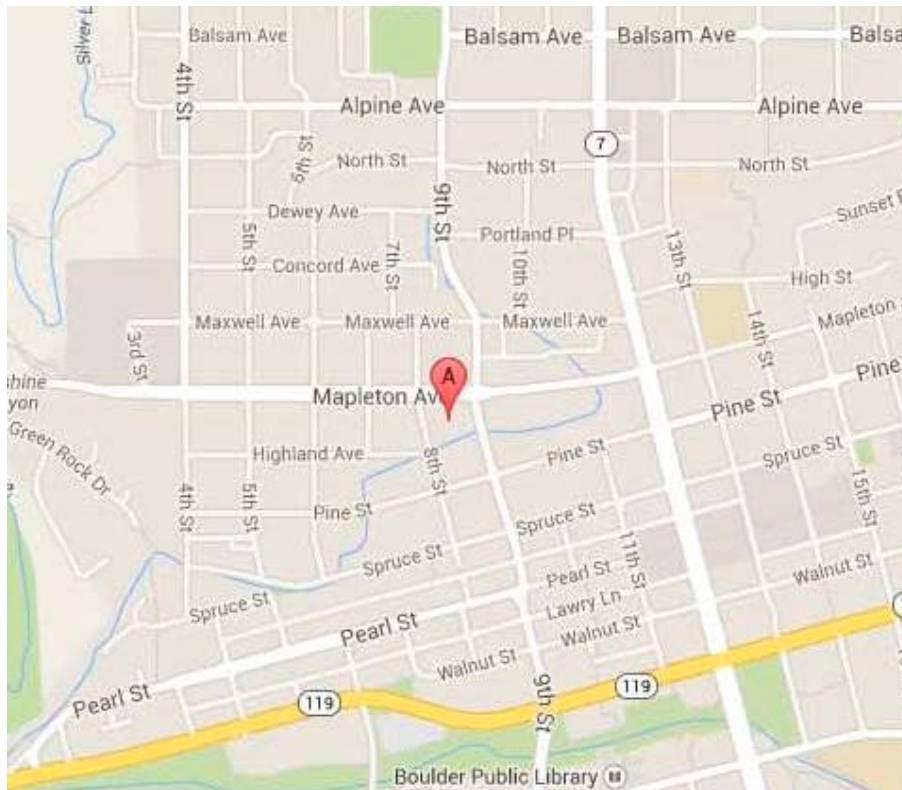
D. Release of Children/Unauthorized Pick-Up

Campers will only be released to those individuals listed on the Parent/Guardian Release Form. Please be sure to fill out this form during the online registration process. If additional persons need to be authorized for pickup, please add them to the form located in your CampInTouch account. If you are adding someone with less than 2 weeks' notice, the parent/guardian will need to complete a paper form on the first day of camp. In an emergency situation, a parent may confirm an additional person to pick up his/her child over the phone through verbal authorization. In the case that someone not listed on the

form or verbally confirmed by the parent tries to pick up a child, the child will not be released and the individual will be asked to leave. Authorities will be contacted if necessary.

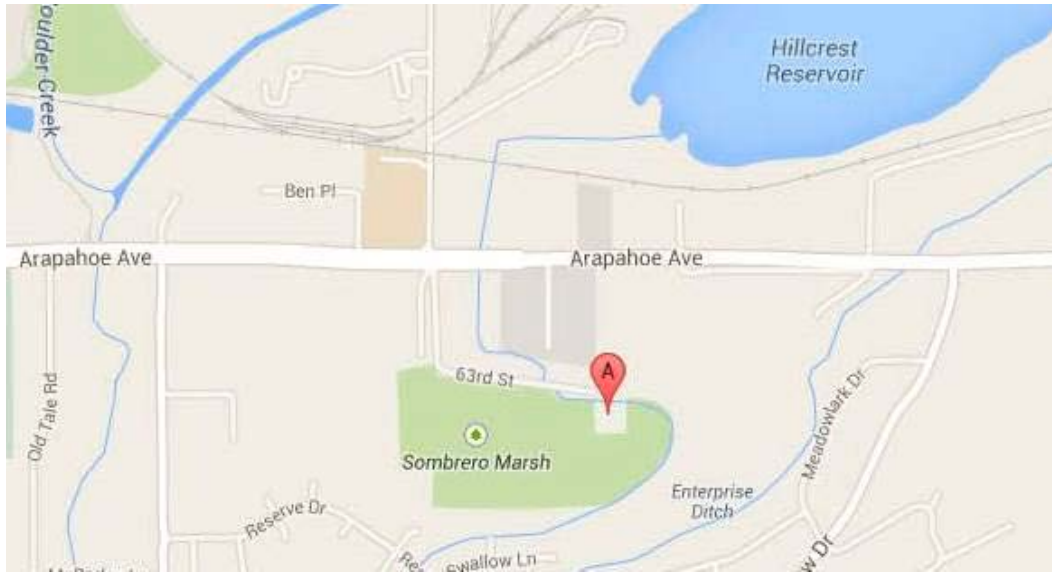
IX. Directions to Meeting Locations

- A. Boulder Site:** Mapleton Early Childhood Center, 840 Mapleton Ave., Boulder, CO 80302. Mapleton early Childhood Center is located on Mapleton Hill at Mapleton and 9th Streets. The instructors and camp signs will be on the lawn near the south fence. Please arrive by 8:30 a.m. to check-in with the Instructor. The bus departs promptly at 8:45 a.m. Pick-up is at 2:30 p.m. for Morning Session campers at Mapleton.



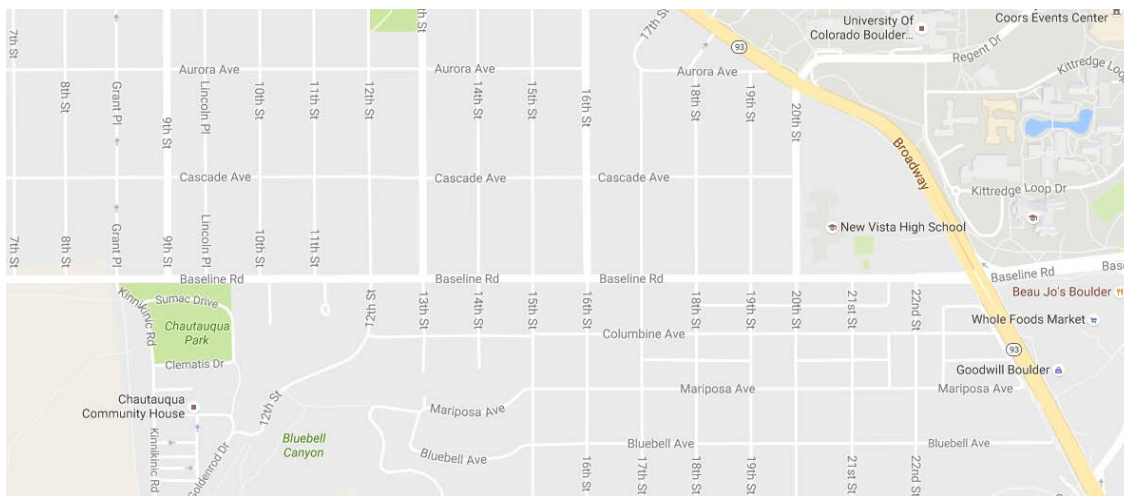
- B. Boulder Eco-Explorers, Jeff & Paige, and Boulder Extended Care Site:** Sombrero Marsh Environmental Education Center, 1466 N. 63rd St., Boulder, CO 80303, (303) 499-3647

From Boulder, drive East on Arapahoe Ave. Turn **RIGHT** (South) on 63rd St. Ignore the "No Outlet" sign and follow this road as it curves left. The marsh will be on your right. When you see gas pumps on your left, park along the fence to the right. There is a sign on the building through the fence that says, "Sombrero Marsh Environmental Education Center," and a sign by the door that says, "Thorne Nature Experience." This building is on Boulder Valley School District property. Eco-Explorers pick-up is at 2:30 pm and Extended Care pick-up is at 5:30 p.m.



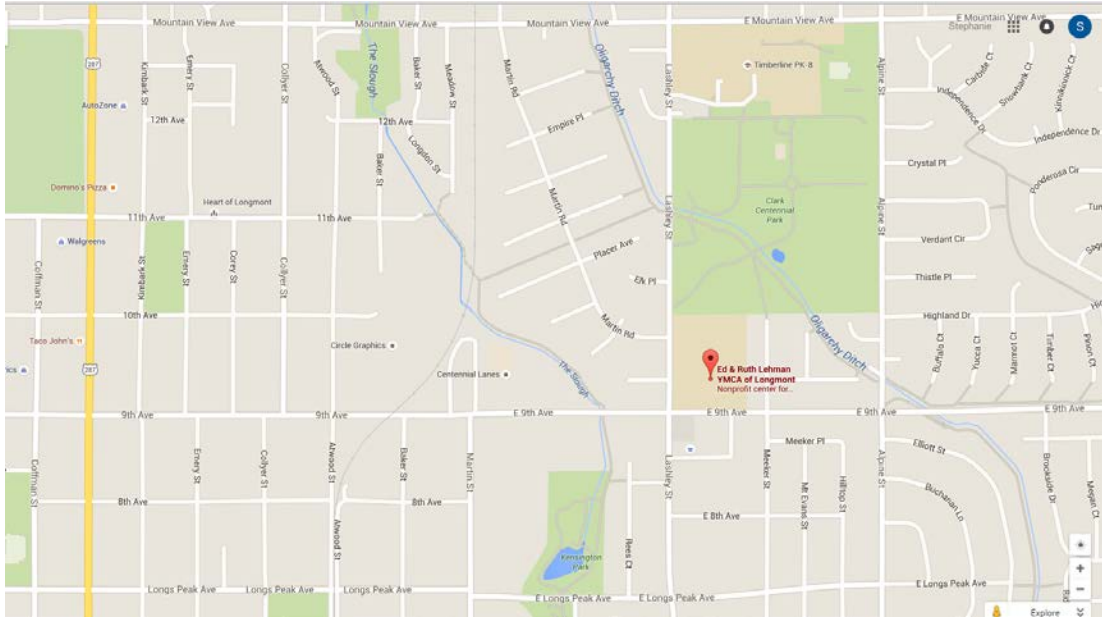
C. Chautauqua Park Site: 9th and Baseline, Boulder, CO 80302

From Broadway, head west on Baseline. After 9th St, turn left into Chautauqua Park.



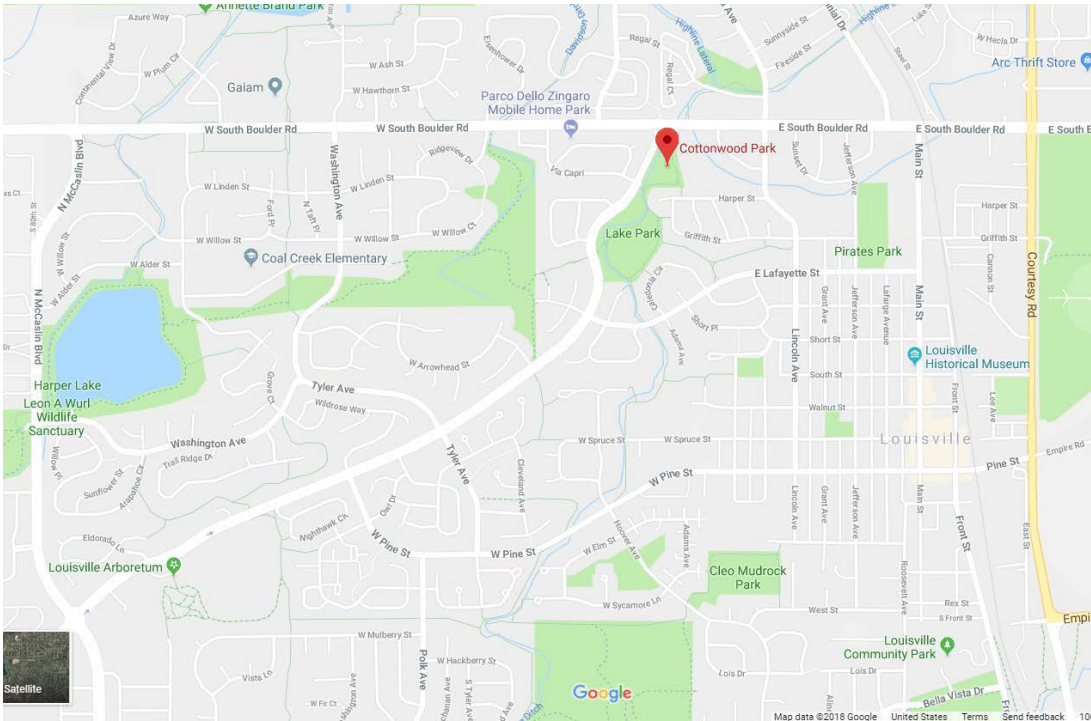
D. Longmont Site: Ed & Ruth Lehman YMCA of Longmont, 950 Lashley Street, Longmont, CO 80501

From Main Street/Highway 287, turn east on 9th Street. Turn left or north onto Lashley Street. The YMCA is in the northeast corner of the intersection at 9th and Lashley. Check-in for Thorne camp meets on the south of the building.



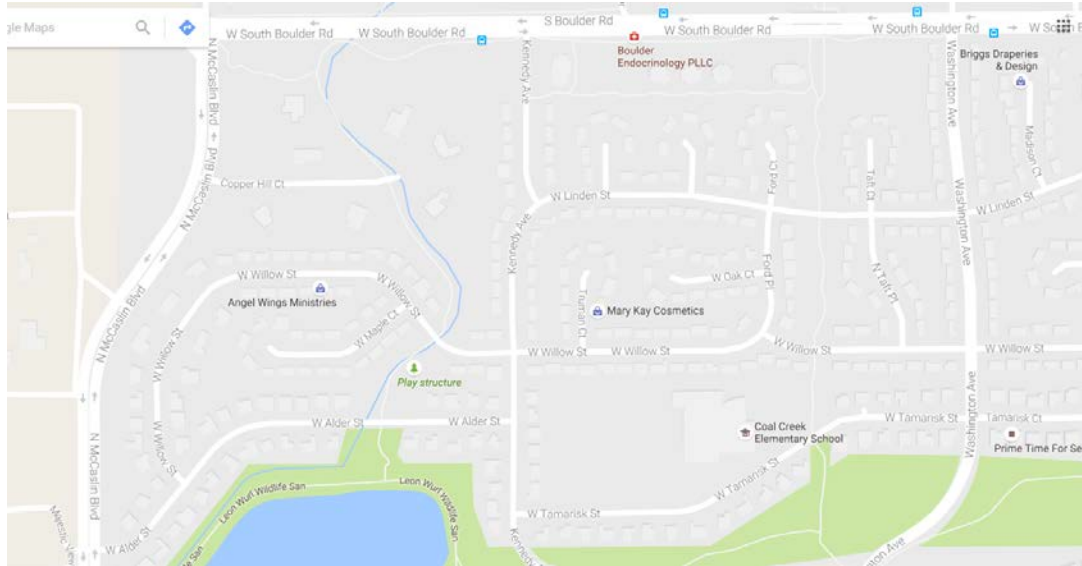
E. Louisville Site: Cottonwood Park, Corner of South Boulder Road and Via Appia Way

From the intersection of South Boulder Road and Via Appia Way head east for a short distance. Turn south into the parking lot of Cottonwood Park.



F. Louisville Extended Care Site: 801 W Tamarisk St, Louisville, CO 80027

Heading East on South Boulder Rd, Take a right heading south on Kennedy Ave, and a left on W Tamarisk St. Coal Creek Elementary will be on the left hand side of the street.



G. Littleton Site: Waterton Canyon Site: Kassler Center at Waterton Canyon, 11250 Waterton Road, Littleton, CO 80123

Exit C470 onto South Wadsworth Blvd. /Highway 121, which becomes S. Platte Canyon Road. Drive South past the U.S. Army Corps of Engineers Visitor Center, the entrance to Chatfield State Park, and Chatfield Reservoir. Bear left following signs for Waterton Canyon and Denver Water's Kassler Center. You may turn right into the Kassler Center Property and park only long enough to drop off and pick up your child and to sign him or her out of his or her camp. Otherwise, you must park in the parking lot on the left, across the street from the Kassler Center.

If you do park in the lot across the street, please walk with your child to the Kassler Center building: Do Not allow your child to cross Waterton Road alone. Please arrive on time to check-in with the Instructor.

