



# Thorne Summer Camp Policies and Procedures Parent Handbook

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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 and Guardians,

Welcome to Thorne Nature Experience Summer Camp! We are glad that you have registered your child/ren to participate in Thorne Summer Camp this season. We highly recommend that you read the handbook, as it contains valuable information for our school-aged camp experiences including Thorne's Summer Camp Policies & Procedures. For information specific to the Preschool Summer Camp for 3–5-year-olds, please refer to the Preschool Parent Handbook. We look forward to this summer and exploring nature with your family! Please call us at (303)499-3647 with any thoughts or questions you may have.

Yours in Nature,

Greyson Holt  
Summer Camp Senior Manager

## I. Thorne's Mission and Summer Camp Goals

Thorne Nature Experience is a nonprofit organization with a mission 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 out-of-doors. Thorne strives to provide children with joyful experiences in nature and an ecological background that will inform their concern for the environment. 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:

- Medication (including over-the-counter meds) that is being brought to camp must be in original bottles/containers and placed in a Ziploc bag along with two copies of doctor's signed medication form (one copy is for Thorne's files and one copy stays with the medication)
- Medication action plans, when applicable

### C. Daily Packing List:

- Backpack--Sized to fit your child that can hold all personal belongings listed below.
- Clothing for any weather (check daily weather forecast, as weather can change suddenly) -- May include a warm layer (sweatshirt or fleece) and/or raingear. Campers will be outdoors (except in extreme weather) and will have fun if they are prepared!
- Shoes--Sturdy and comfortable for exploring on land and in water (for safety reasons no flip-flops or Crocs, please). If you do not have shoes that are good for hiking and water, pack water shoes in a plastic bag.

- Hat
- 2 Full bottles of water (20 oz. size or larger)
- Lunch
- Snacks (ex: pretzels, trail mix, fruit)
- Sunscreen (pre-applied and labeled with your child's name)
- Insect repellent (pre-applied and labeled with your child's name)
- Optional items: net, compass, binoculars
- Do NOT Bring-- Electronics, games, toys, knives, or money.

### III. General Summer Camp Information and Procedures

#### A. Ages of Thorne Participants

Children ages 3 through 14 can attend Thorne's Summer Camp. Thorne has an early childhood license for 3–5-year-olds and Thorne's licensed school-aged program is for 5–14-year-olds. Children are divided into the following age groups for camps: 3-5, 5-6, 6-8, 9-11, and 12-14. The school-aged camp size is typically maintained at a ratio of 10 children per one adult, unless otherwise noted. Teaching Assistant (Program Aide) opportunities start at age 16 and up.

#### B. Hours and Locations

Thorne school age summer camp runs Monday-Friday from May 27 – August 12. Daily camp operates from 8:30 am-2:30 pm, except for our Longmont location, which operates from 9:00 am-3:00 pm. Thorne extended care, when available, runs from 2:30 pm- 5:30 pm.

##### Boulder Camps:

- **NoBo:**  
NoBo camps meet and pick-up at Crestview Elementary (1897 Sumac Ave, Boulder, CO 80304)
- **SoBo:**  
SoBo camps meet and pick-up at Mountain View Methodist Church (355 Ponca Pl, Boulder, CO 80303).

##### Lafayette Camps:

- **Coal Creek Corridor:**  
Coal Creek camps meet and pick-up at Boulder Valley Unitarian Universalist Fellowship (1241 Ceres Dr, Lafayette, CO 80026)
- **Lafayette Nature Center:**  
Coal Creek Eco-Explorer Camps meet and pick-up at the Lafayette Nature Center (300 Old Laramie Trail E, Lafayette, CO 80026)

##### Longmont Camps:

- **Roger's Grove Park:**  
Longmont camps meet and pick-up at Roger's Grove Park (220 Hover St, Longmont, CO 80501)

### **C. Camper Backpacks and What to Wear to Camp**

Campers will carry their backpacks with required gear throughout the day and will take backpacks off whenever possible. Please label gear and clothing with the camper's first and last name.

Please send your child to camp with a backpack that is sized to fit them every day. The backpack should contain the following: clothing to keep them comfortable in variable weather conditions (check daily weather forecast, this may include a sweatshirt/fleece and/or rain jacket), a hat, two 20 oz. size or larger full bottle of water (make sure it doesn't leak), a non-perishable snack and lunch, sunscreen labeled with your child's name, and insect repellent labeled with your child's name. We encourage your child to bring along any helpful items from home such as a butterfly net, a bug box, 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.

Campers should come to camp dressed in clothing that allows them to be comfortable outside all day. Please check the local forecast and send all gear that your camper may need to be comfortable. Campers should wear shoes that are sturdy and comfortable for exploring on land and in water (no flip-flops or Crocs, please). If you do not have shoes that are good for both hiking and water, pack water shoes in a plastic bag labeled with your child's first and last name. As campers explore, clothing and shoes may get dirty and wet – all part of summer outdoor fun!

### **D. Lost & Found Belongings and Personal Items**

All locations will have a Lost and Found box that you can check throughout the week. At the end of each session, all the Lost and Found items will be moved to the Lafayette Nature Center.

Please claim lost items as soon as possible! If you suspect your camper left something behind, e-mail [info@thornenature.org](mailto:info@thornenature.org) or come by to look through the box. Items that are not labeled or claimed will be donated to a local thrift shop on 7/11 and 8/22.

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.

### **E. Meals and Snacks**

Children attending Thorne Summer Camp must be provided with their own snack by the parent, such as light, non-perishable healthy food, and water. Safe drinking water is always available to campers 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 is kept in stock. Children are provided with the means for washing their hands prior to eating. Campers are also asked to bring lunch to eat at lunchtime. The instructor, under childcare licensing requirements, must check lunches brought from children's homes to determine if they meet current USDA child and adult care food program meal pattern requirements. If the child fails to bring a meal, or if the meal does not appear to meet current USDA child and adult care food program meal pattern requirements, 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 that meet the current USDA child and adult care food program meal pattern requirements will be provided to children attending Extended Care in compliance with the Boulder County Health Dept. regulations.

Campers enrolled in Extended Care must be provided with his/her own snack by the parent. Please label this snack as "Afternoon or Extended Care" so children and their daytime instructor know to save this snack. If the child fails to bring a snack, Thorne can supply the child with one.

#### **F. Camper Expectations**

Prior to participating in Thorne Programs, children will be instructed on the fundamental safety procedures to be used while on the trail, procedures if they become 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 always avoided. If contact with poison ivy is suspected, the instructor will wash exposed skin with soap and water, and the parents will be notified.

Campers are required to always wear shoes. 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 if they are not wearing shoes that can be used for both hiking and water exploration. 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 in a way that endangers animals or campmates. Children are not allowed to chase animals or threaten them in any way.

#### **G. SEL and Positive Behavior Support**

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 support 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. Discipline at camp 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. Children will not be subjected to any physical punishment or ridicule from the instructor or campmates. Families are encouraged to provide Education Team Members with any information that will support their child's success in the program.

#### **H. Behavior Policy**

Thorne's Behavior Expectation Statement: Our camp philosophy is to provide a joyful, safe space (physically, socially, and emotionally) to explore and learn about nature. We believe Thorne is a community where children can both connect to nature and develop life skills, like

making good decisions and being responsible for actions. We practice Social Emotional Learning, inclusiveness, respect for others, and bully prevention, with the knowledge that the well-being and safety of children is fundamental to the enjoyment of camp and nature connection.

**Anti-Bullying Statement:** Bullying is considered unacceptable at Thorne Nature Experience. Bullying is defined by The American Camp Association as “when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another.” Bullying can occur “overtly and directly, with physical behaviors, such as fighting, hitting, or name calling, or covertly through emotional-social interactions, such as gossiping or leaving someone out on purpose.” Thorne determines consequences for bullying on a case-by-case basis. Depending on the severity and consistency of the behavior, parents may be asked to immediately come and pick up their children for the day. Thorne reserves the right to suspend a child for one day up to permanent termination as they feel is necessary to maintain the integrity of the camp experience for all campers and staff. In this case, no refund will be issued.

If a camper behaves inappropriately and/or interferes with the safety or learning of other campers, Education Team Members will utilize positive behavioral support and various interventions to reintegrate the camper with the group. If disruptive behavior continues, Education Team Members will provide individualized support for the camper and parents will be informed of the situation. 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 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. The plan 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. Behavioral issues and interventions will be documented in a written incident report or in a verbal report that will be made to the Field Coordinator and/or Summer Camp Manager.

If appropriate interventions and 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 will contact the Field Coordinator and/or Summer Camp Manager immediately to discuss the behavior. The Field Coordinator and the Summer Camp Manager will evaluate whether the child may remain in the program.

If at any time staff determine that a camper’s behavior is an extreme danger to themselves or others, the camper will be removed from camp immediately.

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.

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 to develop individualized behavior support plans, Thorne will access an early childhood mental health consultant or other specialist as needed through Mental Health Partners of Boulder County.

## **I. Transportation**

All camps use Boulder Valley School District buses for field trips. Campers participating in the Extended Care programs at Sombrero Marsh Environmental Education Center will also be transported by on Boulder Valley School District school bus.

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 childcare 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 always remain inside the vehicle. 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 monitors 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:** Carpooling is an option that parents may organize independently on the first day of camp.

## **J. 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 the Site Coordinator or Summer Camp Senior Manager, and a copy will remain at Thorne's headquarters. Staff will carry information about each child, including the 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.

## **K. Special Activities and Vehicle Transportation**

Thorne provides a list of activities it offers to parents or guardians, and they 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 do not want their child to participate in an activity. Transportation for special events 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. 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 childcare 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 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.

#### **L. Thorne Illness Policy**

If an employee is ill, Thorne asks them to stay home until 24 hours after they are symptom free and/or fever free. When an employee shows signs of a severe or communicable illness, they will be asked to go home, and a substitute teacher will fill in. In case of a known communicable illness, the 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 employees and parents/guardians of children in care.

If a child is ill, Thorne asks parents to keep them home until 24 hours after children are symptom free or fever free. 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, the 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.

If a child says that they are feeling ill during program hours, they will be given the option to lay down on a nap pad to see if it passes. If after 10-20 minutes they are still feeling ill or if there are clear symptoms of illness, parents will be called to pick up their child.

#### **M. Accident, Injury, & Emergencies**

All staff are trained in Thorne's Incident and Emergency Procedures and have received certifications in Standard Precautions, First Aid, and CPR. Instructors and Field Staff are trained in Medication Administration in addition to Standard Precautions, First Aid, and CPR. 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 parents 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.

#### **N. TV/Video Policy**

Videos that contain educational or nature-related content may be shown to children attending Extended Care or during indoor time for inclement weather. The registration form asks parents to notify staff if they have objections to any movies that may be shown. The parents are notified of the movie prior to its show time and must approve the video. If a parent is concerned about the movie chosen or the family does not include movies in their lifestyle, the parent must inform the instructor and an alternative activity will take place. All television, recorded media, computer, tablet, cell phones, video games, and other media

devices are prohibited during snack or mealtimes except during a planned special occasion.

**O. Disabilities**

Thorne is an equal opportunity employer and is cognizant of both federal and state legislation that supports 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 Summer Camp Manager to see if accommodation can be made. Instructors are not specifically trained in care for disabled children, so often we recommend that a parent or guardian accompany the child. Our primary concern is for the safety of all children.

**P. Visitors**

All visitors must arrange their visit through the Summer Camp Manager or Field Coordinator. The 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 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.

**Q. 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 childcare facility. See the 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"

**R. 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 Summer Camp Manager.

**S. 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.

## **IV. Pick Up and Drop Off Policies and Procedures**

### **A. Absences**

If your child cannot attend on any given day, please contact the camp cell phone (phone number is in your parent letter received on the first day of camp) via text or phone call. Parents are advised that there is no alternative day care provided should their child arrive after the 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 their child in and out with their child's instructor.

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 2:45 pm) 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 2:30 pm.
- 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 camp cell phone to inform us 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 camp cell phone and arrange to meet the group at the field trip site. The Field Coordinator or Summer Camp Manager will meet parent and child and direct them to their camp. Parents will sign in their child as they normally would for drop off. Please text the camp cell phone if you are running late.

#### **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, 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.

## **v. 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 two-week camps is \$1,015 per camper. Discounts may be applied to tuition as available.

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

#### **B. Discounts**

Thorne offers discounts and scholarships for camp. See our website for more information.

#### **C. Camp Cancellation and Refund Policy**

Camp size is limited to 10-11 campers per group, unless otherwise noted. All camps must have at least four campers to run the camp. A camp is cancelled due to low enrollment a month in advance. 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.

#### **TRANSFER, CANCELLATION & REFUND POLICY:**

##### **Transfers**

To make a transfer, please e-mail [info@thornenature.org](mailto:info@thornenature.org) with your child's name, and the names and dates of the camp you desire to transfer to and from.

- Prior to May 1, camps can be transferred at no cost.
- After May 1 and up to 14 days prior to the camp start date camps can be transferred for a \$100 fee.
- Within 14 days of the start of a camp, no transfers will be made. (Please refer to the cancellation policy)

There is no fee for Extended Care transfers. **All transfers are dependent on availability.**

## **Cancellations**

If you must cancel, please e-mail [info@thornenature.org](mailto:info@thornenature.org) as soon as possible.

- A \$100.00 nonrefundable deposit is required for each camp.
- Prior to March 1, 90% refund of the total fee.
- March 1- March 31, 80% refund of the total fee.
- April 1- April 30, 70% refund of the total fee.
- After April 30, no refunds will be offered.

Last-Minute Medical Transfer/Credit – In the event of illness or injury prior to the start of a camp, please e-mail [info@thornenature.org](mailto:info@thornenature.org) as soon as possible. Thorne will transfer the camper to another available camp or issue a credit good for up to 1 year for a future camp. 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 has ended.

There is a \$15.00 fee for Extended Care cancellations.

### **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 awarded on a first-come, first-served basis to those with the greatest need. Please e-mail [info@thornenature.org](mailto:info@thornenature.org) with questions.

## **vi. Thorne Summer Camp Policies**

### **A. General Policies**

1. Thorne instructional staff members will signify that they have read and understand Thorne summer camp policies and that compliance is a mandatory condition of employment.

2. Program activities will conform to all local, state, and federal regulations and standards including Colorado childcare licensing rules and regulations.
3. Before participating, all campers, volunteers, instructional staff and interns will complete and submit the following required forms:

*Campers* – Registration Form, Immunization Record, Parent/Guardian Authorization and Sunscreen & Insect Repellent Permission Form, Medical History Form, and Medication Forms (if applicable).

*Volunteers*– 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, Pass a Background Check, and complete in-person training with a policy quiz.

*Instructor and Field Coordinator* – valid CPR, First Aid, Standard Precautions, Medication Administration, Child Abuse & Neglect training, FEMA training, Injury Prevention training; 15 hours of annual training form; Thorne Summer Camp application, and letters of recommendation documenting at least 460 hours of teaching experience; background check and fingerprints; Childcare and Medical New Hire Form; and Employee Agreement.

*Field Assistant Intern* - valid CPR, First Aid, Standard Precautions, Medication Administration, Child Abuse & Neglect training, FEMA training, Injury Prevention training; 15 hours of annual training form; Thorne Summer Camp application, background check and fingerprints; Childcare and Medical New Hire Form; and Employee Agreement.

4. Background checks will be done for all instructional staff with the Colorado Department of Human Services and relevant state agencies.
5. Instructional staff members are responsible for ensuring that cell phones and handheld radios are fully charged before taking them into the field.
6. Instructional staff members are trained in the Thorne Summer Camp procedures in case of an emergency or incident.
7. Site Coordinators and/or the Summer Camp Senior Manager will maintain the ability for constant communication with summer camp Instructors throughout the camp day.
8. Participants will not be transported in staff vehicles, except in the case of an emergency. If a Thorne Instructor transports campers in vehicle owned by Thorne, rented by Thorne, or borrowed 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 campers will be signed in and out daily by their parent/guardian with their Thorne instructor or an authorized staff member if their instructor is not available.
10. Campers 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. Campers and staff will wear shoes at all times during Thorne program hours, except when sleeping during overnight courses.
12. Campers will not swim or enter water above their thighs at any time.
13. Campers and staff will not ingest any wild flora during a Thorne camp.

14. Campers will not carry or use weapons, including but not limited to: pocketknives, hunting knives, and guns.
15. All visitors must sign in with the Site Coordinator on the day of their visit, show identification, and fill out the visitor form.
16. Thorne instructional staff will not subject campers, other staff members, volunteers, interns, or the general public to physical punishment, ridicule, violence, abuse, and neglect. Any instructional staff member that behaves violently will be removed immediately from participating in Thorne's program and/or employment will be terminated.
17. Thorne's Behavior Expectation Statement: Our camp philosophy is to provide a joyful, safe space (physically, socially, and emotionally) to explore and learn about nature. We believe Thorne is a community where children can both connect to nature and develop life skills, like making good decisions and being responsible for actions. We practice Social Emotional Learning, inclusiveness, respect for others, and bully prevention, with the knowledge that the well-being and safety of children is fundamental to the enjoyment of camp and nature connection.

**Anti-Bullying Statement:** Bullying is considered unacceptable at Thorne Nature Experience. Bullying is defined by The American Camp Association as "when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another." Bullying can occur "overtly and directly, with physical behaviors, such as fighting, hitting, or name calling, or covertly through emotional-social interactions, such as gossiping or leaving someone out on purpose." Thorne determines consequences for bullying on a case-by-case basis. Depending on the severity and consistency of the behavior, parents may be asked to immediately come and pick up their children for the day. Thorne reserves the right to suspend a child for one day up to permanent termination as they feel is necessary to maintain the integrity of the camp experience for all campers and staff. In this case, no refund will be issued.

If a camper behaves inappropriately and/or interferes with the safety or learning of other campers, instructional staff members will utilize positive behavioral support and various interventions to reintegrate the camper with the group. If disruptive behavior continues, instructors will provide individualized support for the camper and parents will be informed of the situation. Thorne instructors are trained in how to deal with challenging behaviors and develop individualized plans for children who need them. These plans will be developed in collaboration with 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. The plan 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. Behavioral issues and interventions will be documented in a written incident report or in a verbal report that will be made to the Summer Camp Senior Manager.

If appropriate interventions and 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 will contact the Summer Camp Senior Manager immediately to discuss the behavior. The Summer Camp Senior Manager will observe the

child's behavior and the teaching and discipline methods of the instructor and evaluate whether the child may remain in the program.

If at any time staff determine that a camper's behavior is an extreme danger to himself/herself or others, the camper will be removed from camp immediately.

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.

Instructors 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 to develop individualized behavior support plans, Thorne will access an early childhood mental health consultant or other specialist as needed through Mental Health Partners of Boulder County.

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. Instructors are also required to complete an annual child abuse and neglect training. Thorne instructional staff members who have reasonable cause to suspect or knowledge of a camper 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 Senior Manager and the proper reporting agency. If a parent believes that his/her child has been abused, s/he should seek immediate assistance by calling The Colorado Child Abuse and Neglect Hotline, 1-844-CO-4-Kids.
19. Thorne has a zero-tolerance policy for use of illegal drugs or alcohol. Any camper or staff member suspected of use of alcohol or illegal drugs prior to or during any 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 camper or staff members will be removed immediately from participating in the Thorne summer camp program and/or employment will be terminated.
21. Thorne instructional staff 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, Thorne instructors will intervene without humiliation, and report occurrence to Summer Camp Senior Manager and parents via an incident report.
23. Thorne staff 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 Summer Camp Senior Manager must sign a letter of acknowledgement prior to any Thorne staff member communicating with or doing activities with participants outside of Thorne summer camp.
25. Campers and instructors must respect each other's privacy when using restroom facilities. If a participant needs assistance, instructors must ensure another adult is present.



26. Campers 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, the instructor must ensure another adult is present.
27. Campers and instructors 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 instructors 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. Instructional staff members, including instructors, site coordinators, and the Summer Camp Senior Manager will do their best to inform the parents or guardians of the child's behavior, progress, and social and physical needs. Instructors are available before and after camp each day for this purpose, as well as being available by phone.

## **B. Safety and Health Policies**

1. All Thorne instructional staff 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. Assistant instructors will be trained in CPR, First Aid, and Standard Precautions, 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 the camper(s) involved in the emergency/incident leaves for the day. All emergencies/incidents will be reported to parents/guardian and Summer Camp Senior Manager and medical supplies must be replaced in first aid kit on the day that the emergency or incident occurs.
3. Instructors will carry a stocked and approved first aid kit, emergency/incident flow chart, and a Thorne Summer Camp Policies and Safety Handbook at all times when participants are in their care.
4. Thorne instructors 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 dropping them off at camp. 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 staff will maintain sight or voice contact with campers at all times while campers are under their supervision. Thorne instructors will conduct periodic headcounts of participants.
6. *Medication Policy*- All Thorne instructors 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 [CamplnTouch 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, an instructor with Medication Administration Certification will keep and administer medication with the required medication forms, written parental consent AND authorization of the prescribing practitioner. Without these required forms, a 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. Thorne Staff are not authorized to administer homeopathic medications. 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. Children will not be transported in personal staff vehicles except in the 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 for 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.

## VII. 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 **lockout/lockdown** depending on the location and resources available. The Summer Camp Senior Manager or Summer Camp Coordinator will notify Parents as soon as possible with information about the emergency or disaster via text messages and email. Staff should refer to site-specific safety plans for explicit directions for each site.

### **Evacuation:**

- The responsible instructor should assess surroundings to ensure campers can safely move.
- Instructors will move campers quickly to a temporary/alternate site of safety and wait quietly for instructions.
- Site Coordinator or Summer Camp Senior Manager at each site will communicate how to move children safely to a designated meeting location. Staff will refer to site-specific safety plans for explicit directions for each site.
- The responsible instructor moves campers safely to an alternate meeting location.
- The responsible instructor 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 from 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. Summer Camp Senior Manager or Summer Camp Coordinator will communicate with parents via text messages and email, and if it is safe, there will be a Thorne Staff Member at the scheduled meeting location to direct parents to the alternate meeting location. Staff will refer to site-specific safety plans for explicit directions for each site.

### **Shelter in Place:**

When evacuation is not possible due to immediate hazards or external threats, the responsible instructor should seek the closest shelter (either in the field or in a building if available) and remain there until the Site Coordinator or Summer Camp Senior Manager at each site communicates instructions.

### **Lockout/Lockdown:**

If there is a building available, a lockout from an external threat may be appropriate. The responsible instructor moves campers to the interior of the building and the building is secured. If the threat is inside the building, a lockdown may be the safest response. During a lockdown, the responsible instructors move campers to a room that can be secured. Staff turn off lights, maintain silence, and move the group away from sight.

## VIII. Procedures for Potential Situational Emergencies

### A. Flash Floods:

Many Thorne camps 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. Staff will contact 911 and remain in a safe place until danger passes, or help arrives. If a flash flood warning is in effect, campers will be evacuated to an indoor facility.

### B. Hail:

Hail is a common weather phenomenon along Colorado's Front Range in the summer. In the event of hail, campers 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, staff and campers should NOT seek shelter in either of these sites. Staff and campers will remain in a safe place and protect their heads and faces. In the case of extreme weather that could threaten the safety of Thorne participants, campers will be evacuated to an indoor facility.

### 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. If wildfires are distant, but smoke is present or it is not possible to see five miles because of smoke (this may change throughout the day), Thorne will also move campers indoors. In addition, Thorne's Site Coordinators and Summer Camp Senior Manager check both the Office of Emergency Management and the Health Advisory website each morning that smoke or fires are occurring near a Thorne camp.

If Thorne instructors observe a small fire outdoors, they will move away from it immediately and call 911. 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 close, campers should crouch down in the water and submerge their bodies, including their heads if necessary. If camps are caught in a fire while indoors, they will follow the emergency fire procedures of that building. Instructors will remain with campers and proceed outdoors as quickly as possible. If groups are unable to exit the building, campers should crouch or lie on the floor and cover their faces with a wet cloth or clothing.

### D. Lightning:

All Thorne staff use and consult a weather phone app that tracks weather events and sends alerts if lightning moves within a 10-mile radius of a camp location. In the case of lightning occurring within 10 miles of a camp location, campers will be moved to an indoor facility or grounded shelter.

If a lightning storm occurs suddenly without warning, instructors and groups will 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, campers will be instructed to crouch on the ground and wrap their bodies over and around their legs, making themselves as small as possible with as little as possible touching the ground. All metal objects, such as butterfly nets, will be moved as far as possible away from the group.

**E. Heat:**

Thorne takes daily precautions to protect campers from summer heat. Instructors keep campers in the shade or near/in the water as much as possible and take regular water. Instructors carry a misting bottle of water to cool campers, bring refill 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.

**F. Tornado:**

Tornado warnings do occur in the Denver-Boulder area and funnel clouds are occasionally sighted. In the event of a warning, participants will be moved to a safe location 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 also be taken in a road culvert or rock shelter, away from the entrance.

**G. Missing Person(s):**

It is crucial that instructors can account for each member of their group at all times. Instructors will perform a silent count every 15 minutes and at transition times. Instructors must avoid placing themselves in situations where they are alone with only one camper. Should it be discovered that a camper is missing from the group, the instructor will not send the group out to search for the missing camper. The instructor will have already told campers to stay put if they become separated from the group. Instructor will contact the Site Coordinator or Summer Camp Senior Manager for support in locating the missing person. The instructor will fill out an Emergency/Incident Report to document the incident.

**H. 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, Thorne staff 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 instructor will perform a fast head count of campers and give clear instructions of the planned response to the emergency.

**I. Rain Days/Inclement Weather:**

It is Thorne's policy as an outdoor-based program to hold camp regardless of rain, unseasonably cool temperatures, or other environmental factors, including smoke from wildfires. Please make sure to always pack a waterproof layer and warm clothing for your child. During unforeseen hazardous weather events like hail or lightning, Thorne moves participants to buses and shelters. In the event of predictable hazardous weather or smoke from wildfires that would result in an unsafe program, for example sustained temperatures below 50 degrees with rain or an Air Quality Index (AQI) in the hazardous zone (above 300), it may be necessary for Thorne to cancel a day's program. Since Thorne cannot control the weather or environment and we are responsible for both the safety of our program participants and the financial viability of our program, no refunds are available for programs cancelled due to weather or other environmental factors.

Please note, that to do our best to fulfill parent's needs for dependable childcare, Thorne may determine it safe to run camp on a day that feels unsafe to parents given their child's unique health conditions (e.g., a respiratory condition that necessitates being indoors at particular AQI levels). It is imperative that parents determine for their child when it is unsafe for them to be exposed to any weather related or environmental factor and to keep their child at home in such instances.

## **IX. Continuity of Operations Plan in the Aftermath of an Emergency or Disaster**

If the site or building attached to the childcare license is no longer safe and/or suitable as a childcare location the following procedures will be implemented:

- The Summer Camp Manager will arrange for the creation of a temporary pickup and drop-off location at an alternative Thorne licensed childcare site.
- The Summer Camp Manager will make short-term arrangements for campers to be transported from the temporary pickup and drop-off location to a field trip at a City of Boulder Open Space & Mountain Parks location under permit with Thorne (Chautauqua Park, Sawhill Ponds, Sombrero Marsh, and/or South Boulder Complex).
- The Administrative Director will communicate the temporary pickup and drop-off location and field trip schedule to parents.
- The Administrative Director and Instructors will retrieve relevant staff, child, and financial documents from Thorne's online and password protected camper registration system.
- The Summer Camp Manager will find open and available spaces at alternative licensed Thorne summer camp locations that could provide longer-term continuity of care for families.
- The Summer Camp Manager will reach out to other licensed summer camp programs similar to Thorne (e.g., Avid4 Adventure, Parks and Recreation, Renaissance Adventures, Rocky Mountain Day, and Sunflower Farm) to identify open and available spaces in alternative summer day camp programs that could provide longer term continuity of care for families.
- The Summer Camp Manager and Administrative Director will work with affected families to match them with alternative day camp spaces both with Thorne and with other summer day camp providers.