



Science Discovery
UNIVERSITY OF COLORADO **BOULDER**

Parent Handbook



K-12 Summer Camps and High School Classes

University of Colorado Boulder

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WELCOME TO CU SCIENCE DISCOVERY

ABOUT SCIENCE DISCOVERY: HISTORY AND MISSION

Founded in 1983, CU Science Discovery collaborates with University of Colorado faculty to develop and deliver K-12 science education camps/classes that heighten curiosity about the natural world and engage participants in the scientific process. All camps/classes are designed to be highly interactive and relevant, while connecting participants to the science and technology present in their everyday lives.

Science Discovery's mission is to heighten interest and increase literacy in science, technology, engineering and math (STEM) by providing hands-on experiences that connect students and teachers to CU science. Science Discovery capitalizes on CU's scientific resources, facilities and expertise to excite students about STEM, expose them to a variety of STEM careers and professionals, and inspire a future generation of scientists and engineers.

SCIENCE DISCOVERY SUMMER CAMPS AND HIGH SCHOOL CLASSES FEATURE:

- Unique opportunities to explore CU science
- Hands-on activities that are engaging and informative
- Fun and exciting topics representing a range of STEM disciplines
- Enthusiastic, knowledgeable, and experienced instructors, including CU faculty, graduate and undergraduate scientists
- Small camps and class sizes (maximum 8:1 ratio)
- Access to university laboratories, equipment, and resources

PROGRAM INFORMATION

DAILY SCHEDULE

Although individual camps and classes may vary slightly, below is a general outline for a typical full-day Science Discovery camp/high school class:

8:45-9am: Drop-off and walking to classroom location

9-10:30am: STEM activities and project time

10:30-10:45am: Snack break

10:45am-12pm: STEM activities and project time

12-1pm: Lunch, outdoor games, and free time

1-2:30pm: STEM activities and project time

2:30-2:45pm: Snack break

2:45-3:30pm: STEM activities and project time

3:30-4pm: Classroom clean-up and walking to pick-up location

MEALS, SNACKS AND SUPERVISED LUNCH

Students participating in Science Discovery programs are required to bring their own water, snacks and lunch (when program length dictates). Many kids require more snacks than they would during an average day, as full camp days can be long, hot and tiring for campers—please ensure that the snacks being sent are adequate (1-2 for a half-day camp, and 2-4 for a full-day camp). Snack breaks will be incorporated at approximately 10:30am and 2:30pm daily.

Lunch for full-day camps/classes will be around 12pm daily. Note: When packing your child's lunch (for full-day camps/classes only), refrigeration is not available.

Science Discovery provides free lunchtime supervision for all full-day camps/classes at the same location—this includes full-day (9am-4pm) camps/classes and camps/classes that comprise a full-day (eg. a 9am-12pm camp/class *and* 1-4pm camp/class).

Specials dietary note: At times, it is necessary that a camp/class be nut-free. If this is requested by a family, registrants will receive a nut allergy notification from Science Discovery. For the safety of students with allergies, it will be necessary for all participants to comply with the nut-free request.

GRADE POLICY

Science Discovery serves students in grades K-12. Careful consideration is used to determine grade levels for all camps and classes. To provide the highest quality experience for all participants, it is necessary to adhere to the specified grade range for all camps and classes.

Please note: All participants must be a minimum of 5 years of age to attend a Science Discovery camp.

REFUND, CANCELLATION AND TRANSFER POLICY

Refund Policy:

- Science Discovery reserves the right to cancel a camp/class due to low enrollment or other unforeseen circumstances.
- When Science Discovery is forced to cancel a camp/class, the full registration fee will be refunded.
- If a participant is removed from a camp/class due to disruptive behavior, no refund will be given.

Cancellation Policy:

- Cancellations made more than 30 days prior to the start of a camp/class will incur a \$35 administrative fee PER cancellation. (i.e. if a student is signed up for 3 camps/classes and they need to drop all of them, this action will incur a \$105 fee).

No refunds will be given for cancellations made within 30 days of the start of the camp/class.

Transfer Policy:

- Transfer requests made up to 30 days prior to the start of the camp/class will incur a \$15 administrative fee. Transfer requests made within 30 days of the start of the camp/class will incur a \$35 administrative fee.

WAITLIST PROCEDURE

Science Discovery is unable to predict when a spot will open in a camp or class, as a spot will only become available if someone cancels out of a program. If a spot should become available, the registration system will send an email to the first family on the waitlist, giving them 72 hours to claim the spot and complete the registration. If the spot is not claimed, the system will move on to the next family on the waitlist. If all waitlisted families have been notified and the spot is not claimed, the spot will then be released to the public.

Please do not call requesting to add additional students to a camp/class. Science Discovery adheres to camp and class enrollment caps for a number of reasons (safety, materials limitations, space constraints, etc.) and cannot make exceptions.

SUMMER SCHOLARSHIP PROGRAM

CU Science Discovery strongly believes that all children, regardless of means, should have an opportunity to participate in a summer camp/class if they have an interest in doing so. Through private donations, grants, fundraising and university support, Science Discovery is able to provide limited financial assistance to support student participation in programs at CU Boulder and CU Anschutz.

Full and partial scholarships, depending upon availability of funding and financial need, are awarded on a first come/first-served basis.

Summer scholarship applications and details can be found on the Science Discovery website.

WHAT TO BRING TO CAMP/CLASS

While at Science Discovery, participants are expected to store their personal belongings in their backpack. Space is limited so please limit the number of personal items brought from home. All items should be labeled with the participant's first and last name in case an item is misplaced.

For all standard camps/classes, please send your child with the following items each day:

- A backpack (sized to fit your child) for carrying personal items and any camp/class materials they will be bringing home
- Filled water bottle(s)
- 1-2 snacks (or more), depending on the child's needs
- A sack lunch that does not require refrigeration (for full-day camps/classes only)
- Closed-toed shoes
- A hair tie to hold back lengthy hair, if applicable
- All camps/classes spend a portion of each day outside. Please send your child with clothing appropriate for the day's forecasted weather (jacket, sweatshirt, rain poncho, etc.)
- Optional:
 - A mask or any additional Personal Protective Equipment the child wishes to utilize
 - A full set of extra clothes in a Ziploc bag (highly recommended for all campers in grades K-2)

For all field camps/classes, please send your child with the following items each day:

- A backpack (sized to fit your child) for carrying personal items and any camp/class materials they will be bringing home
- A filled, shatter-proof water bottle(s)
- 1-2 snacks (or more), depending on the child's needs
- A sack lunch that does not require refrigeration (for full-day camps/classes only)
- Clothing for the wide range of weather that can take place on any given Colorado summer day:
 - A warm layer, such as a fleece jacket (not cotton because it gets cold when wet)
 - If rain is forecasted, an outer waterproof layer, such as a rain jacket or poncho that won't soak through in heavy rain, is recommended
 - Full change of clothes in a large Ziploc bag
 - Sun hat and sunscreen (SPF 15+) clearly labeled with child's name
 - Close-toed shoes appropriate for outdoor activity
 - Water shoes or old sneakers for days near a creek or stream
- Optional:
 - Sunglasses
 - Binoculars
 - Nature guides
 - A mask or any additional Personal Protective Equipment the child wishes to utilize in an enclosed setting
 - A full set of extra clothes in a Ziploc bag

PERSONAL ITEMS POLICY (INCLUDING CELL PHONES AND ELECTRONICS)

One of Science Discovery's goals is to provide a summer camp/class environment so engaging, interactive, and fun, that participants fail to remember that cell phone in their

back pocket (even if for only for a little while!). Science Discovery asks that you send your child to camp/class WITHOUT cell phones, tablets or other electronic devices. We assure you that your child will be busy enough without them! If your child insists upon bringing a device to camp/class, you're required to have a conversation with them in advance about not utilizing the device during camp/class hours. Additionally, Science Discovery does not assume responsibility for any damaged or lost personal items, including phones, tablets, cameras, or other personal electronic devices.

Finally, please do your best to prevent participants from bringing toys or other personal items to camp/class. Science Discovery does not assume responsibility for any damage or lost personal items.

LOST AND FOUND

Please claim lost and found items as quickly as possible. Science Discovery will have a Lost and Found box located at the check-in/check-out field every week. If you suspect your child left something behind, email scidisc@colorado.edu or come by and look through the box. Items not claimed two-weeks after the conclusion of summer will be donated to an area thrift store.

Note: We strongly encourage parents to label all personal items, including but not limited to, water bottles, lunch bags, jackets/hoodies, hats, etc.

BEHAVIOR EXPECTATION STATEMENT

At CU Science Discovery, we are committed to providing a safe, inclusive, and engaging learning environment where every student can thrive. To ensure that all participants have a positive experience, we ask students, parents/guardians, and staff to uphold the following standards of behavior.

Our Core Values

We follow the philosophy of Gracious Professionalism®, which emphasizes excellence, respect, empathy, and integrity. Campers are encouraged to challenge themselves, support one another, and demonstrate kindness and curiosity in all activities.

Expectations for Campers

All campers are expected to:

- Show respect for themselves, others, and camp property.
- Use positive language and treat others with kindness, fairness, and empathy.
- Follow staff directions and participate safely in all activities.
- Support and encourage others through teamwork and collaboration.
- Demonstrate integrity by being honest, responsible, and inclusive.
- Communicate appropriately. No bullying, teasing, name-calling, profanity, or

disrespectful language.

- Maintain safe boundaries. No inappropriate physical contact or unsafe behavior.
- Respect the environment. Clean up after themselves, take care of equipment, and leave spaces better than they found them.
- Leave prohibited items at home, including electronics (unless otherwise approved), weapons, tobacco, drugs, alcohol, or any harmful substances.

Expectations for Parents and Guardians

Parents and guardians play a vital role in fostering a positive STEM community. We ask that parents:

- Model respectful communication with staff, other families, and campers.
- Support Science Discovery's values of kindness, inclusion, and safety.
- Reinforce camp expectations with their child before and during camp.
- Address concerns respectfully and directly with staff or administration.
- Partner with us to maintain a positive environment where all children can succeed.

Expectations for Science Discovery Staff

Our staff are committed to providing a safe, professional, and nurturing experience for every student. Staff members are expected to:

- Model Gracious Professionalism® in all interactions with students, families, and colleagues.
- Create an inclusive and supportive environment where every student feels valued and respected.
- Use positive behavior management strategies that emphasize redirection, encouragement, and problem-solving.
- Maintain professional boundaries with students at all times.
- Communicate clearly and respectfully with parents, guardians, and coworkers.
- Supervise students actively to ensure physical and emotional safety.
- Report concerns promptly to the Camp Director or Assistant Director, including behavioral issues, safety risks, or violations of this Code of Conduct.
- Uphold CU policies related to youth protection, safety, and professional conduct.

Prohibited Behaviors

The following behaviors are not tolerated and may result in dismissal from the program:

- Bullying, harassment, or discrimination of any kind.
- Physical, verbal, or emotional harm to others.
- Threats to staff, students, or camp participants.
- Theft, vandalism, or destruction of property.
- Possession or use of drugs, alcohol, tobacco, vaping devices, weapons, or dangerous materials.
- Viewing, creating, or sharing inappropriate or harmful content.
- Persistent refusal to follow rules or staff instructions.

Consequences and Communication

CU Science Discovery takes behavioral concerns seriously. Staff will address issues promptly and fairly, using the following general steps:

1. Verbal reminder and redirection from staff.
2. Discussion with the student and the summer camp directors about the behavior and appropriate alternatives.
3. Parent/guardian contact if the issue persists or involves safety concerns.
4. Possible dismissal from camp if behavior threatens safety, disrupts programming, or violates the Code of Conduct.

Science Discovery strives to provide a safe, peaceful, and engaging space for students to explore and share their love of STEM. We value each student's safety (including physical safety, emotional safety, and social wellness) and strive to meet every person's needs to the best of our ability. We believe Science Discovery programs offer a community where students can develop life skills, such as making good decisions, taking responsibility for their words and actions, and spreading kindness. Science Discovery staff encourage and practice inclusivity, respect for others, and bully-prevention.

Instructors, teaching assistants, and volunteers are trained and supported to encourage a safe and welcoming environment for students' varied abilities and personalities. Teaching teams work to provide positive instruction and solution-based interventions for disruptive or inappropriate behavior. Instructors, teaching assistants, and volunteers use positive behavior management techniques that aim to curb challenging behavior. They will also work with additional Science Discovery staff to create social and emotional intervention supports for children that require them. Based on the situation, Science Discovery staff may request a meeting with the student's parents/guardians to discuss concerns, interventions, consequences, and/or future actions.

Science Discovery participants are expected to be active participants in an inclusive, respectful, and safe camp/class culture. Failure to do so will result in a consequence. Science Discovery determines consequences on a case-by-case basis but depending on the severity and consistency of the behavior, parents may be asked to immediately come and pick up their student for the day. Science Discovery reserves the right to dismiss any participant if:

- Circumstances indicate that Science Discovery is not able to meet the needs of the child
- It is deemed that the child poses a physical or emotional threat to another participant
- The child exhibits physical violence towards another participant or Science Discovery staff

If a participant exhibits physical violence towards another person with the perceived intent to harm (as determined by Science Discovery staff), they will be sent home immediately. If

a parent/guardian is unable to pick-up immediately, the participant will await the parent's/guardian's arrival under supervision in the summer offices.

Science Discovery reserves the right to terminate program participation for any student who does not uphold the behavior expectations as outlined above.

PARTICIPANTS WITH MEDICAL NEEDS, BEHAVIORAL NEEDS, AND LEARNING DIFFERENCES

Science Discovery makes every effort to provide reasonable accommodations necessary to ensure that camps/classes are accessible to persons of varied abilities. If your child has special needs of any kind, please indicate this during the registration process. Notifying staff in advance allows Science Discovery to properly accommodate your child and connect you with a medical or behavioral specialist if more information would be helpful.

Behavioral/Emotional/Cognitive:

At Science Discovery, we aim to create a joyful, positive, and engaging learning experience for each participant. Upon registration, we ask parents/guardians to provide detailed information about any behavioral, emotional, or cognitive needs of the child. This will help Science Discovery prepare instructors and teaching assistants to best support every student in their camp/class. If necessary, Science Discovery staff will contact the family prior to the start of camp/class to review special needs and strategies to help facilitate a positive camp/class experience for the child.

MEDICATION ADMINISTRATION

All requests for medication administration support in youth programs are required to be processed by the ADA Coordinator within [CU Boulder's Office of Institutional Equity and Compliance](#).

If your child may require medical support during their scheduled program, you are required to request an accommodation through **CU Boulder's ADA office** (adacoordinator@colorado.edu or by calling 303-492-9725). The ADA team will work together with you to develop a plan for the duration that your child is with Science Discovery.

If you have any questions about this policy, please reach out to the ADA office or contact **CU Boulder's Youth Programs Coordinator, Lee Potter** (lee.potter@colorado.edu).

SUNSCREEN

Science Discovery requests that parents/guardians apply sunscreen to participants prior to their arrival each day. Sunscreen sent to camp/class with your child must be labeled with their first and last name. Field camp/class staff will encourage participants to reapply their own sunscreen multiple times throughout the day. Please note that Science Discovery staff is unable to assist participants in sunscreen application but will supervise the process. If sunscreen is needed and a participant does not have their own, Science Discovery will provide it.

LOGISTICS: TIMES, LOCATIONS, MAPS AND PARKING

Science Discovery summer camps/classes take place at a variety of locations throughout the CU Boulder campus, Boulder County, CU Anschutz Medical campus, and elsewhere as noted.

The week prior to the start of each camp/class, registrants are emailed the following:

- Address of where the camp/class is meeting (with linked map)
- Instructions regarding parking
- Specific procedures for drop-off and pick-up
- Specific camp/class times and what time to be at drop-off/pick-up location
- What to bring to camp/class each day
- Notes about dress code, if relevant

The most common locations are listed below:

Boulder:

- CU Science Discovery (within the Rose Litman Research Lab Building)
- CU Boulder main campus, various labs and classrooms
- Fiske Planetarium
- Ofelia Miramontes and Leonard Baca Education Building
- Jennie Smoly Caruthers Biotechnology Building (JSCBB)
- Sustainability, Energy and Environment Community (SEEC)
- Chautauqua Park

Denver:

- CU Anschutz Medical Campus

REMINDER: Program-specific logistics information will be emailed to registrants the week prior to the start of their camp/high school class.

TRANSPORTATION BETWEEN LOCATIONS

Science Discovery does not provide transportation between camp/class locations. Please note this when completing your child's registration.

DROP-OFF/PICK-UP INFORMATION

Registrants are emailed location and timing information for their child's camp/class the week prior to the start of the program.

FIELD TRIPS

Science Discovery programs incorporate field trips both on and off the CU Boulder and CU Anschutz Medical campuses. During all field trips, staff-participant ratios of 8:1 will be maintained, and participants will be actively supervised at all times. The teaching team responsible for chaperoning field trip participants will have all relevant student information with them, including all information around medical and behavioral needs and emergency contact information.

DAILY SIGN-IN AND SIGN-OUT PROCESS

- Children must be signed in and out each day by a parent/guardian.
- When signing children in at drop-off, it will be necessary to have the name of the camp/class they're attending and the name and phone number of the person responsible for picking them up.
- If this person is anyone other than a legal parent/guardian, they must be 18 years of age or older and provide a photo ID at pick-up. Children will not be released to any person not indicated on the sign-in sheet.
- For children in 6th-12th grade who would like to sign themselves in and out without parental supervision, a Drop-Off/Pick-Up Exemption form may be submitted. The Exemption form can be found on Science Discovery's website and attached to your registration confirmation email and may be submitted at any point prior to the start of your child's camp/class or at sign-in on the first day.
- At the end of the day, participants will return to the same area where sign-in occurred. Again, it is required for students to be signed-out each day unless a Drop-Off/Pick-Up Exemption form has been submitted.

PARENT AND STAFF COMMUNICATION

Science Discovery Teaching Assistants and staff make every effort to communicate with parents/guardians at drop-off and pick-up. At times, this may be challenging due to the influx of people at one given moment. Items that could be communicated at this time may include:

- Fun highlights from your child's day

- Information about what your child learned that day
- Feedback on how your child is acclimating to their camp/class and/or interacting with their peers

As you can imagine, Teaching Assistants are very busy at drop-off and pick-up times. Please do not communicate early pick-ups, late drop-offs or absences to Teaching Assistants at this time. This type of information should be communicated as soon as possible via:

- Phone: 303-492-7188 or
- Email: scidisc@colorado.edu

AFTER HOURS PICK-UPS AND LATE ARRIVALS

Science Discovery does not provide extended care before or after the camp/class day.

Pick-up is immediately at the conclusion of your child's camp/class. Science Discovery allows a 10-minute grace period for late pick-ups. After this 10-minute window closes, you will be charged a late fee rate of \$1.00/minute for every minute your child remains with Science Discovery staff. This rate will be assessed per child. Parents/guardians who are consistently late may be asked to withdraw their child/ren from Science Discovery programs.

In the event that a child is not picked up and Science Discovery has not been notified by a parent/guardian, all parent/guardian and emergency contacts will be notified. If no one can be reached and it's past 5pm, local police will be notified.

If you arrive late to drop-off, please call 303-492-7188. Depending on where students and staff are at that specific moment, you may be directed to take your child to meet up with the group. Given the nature of field camps/classes, after groups leave the initial meeting location, Science Discovery cannot guarantee that students will be able to meet up with their group. Science Discovery will make every effort to facilitate your child meeting up with the group, but we will not compromise the experience or safety of the other participants to do so.

VISITING YOUR CHILD'S CAMP/CLASS

Due to the nature of Science Discovery's classroom and activity locations, we ask that parents/guardians do not visit their child/ren during the day. If special circumstances require that you visit your child's camp/class site, all visitors are required to arrange their visit prior to arrival (303-492-7188; scidisc@colorado.edu). Upon arrival, visitors will be required to check-in with the Summer Program Director and show identification.

MEDIA USE IN THE CLASSROOM

Science Discovery utilizes developmentally appropriate videos in some camps/classes. The use of media will be limited to short, educational videos about the topic being covered or the activity being completed. Videos will not contain violence or any content that could be construed as inappropriate.

POLICY VIOLATIONS

The following rules are ones which, when broken, carry the possibility that the participant will be suspended from Science Discovery activities either temporarily or permanently.

Science Discovery has a zero-tolerance policy for the use of alcohol, tobacco and illegal drugs. Any participant found to be in possession of, caught in the act of using, or found to be under the influence of any of these substances prior to or during any summer camps/classes will be immediately removed from the classroom and prohibited from participating in Science Discovery's programs.

Under no circumstances will a student be allowed to bring a weapon, real or perceived to a Science Discovery program. Examples include, but are not limited to:

- Guns
- BB guns
- Knives of any kind—including pocketknives
- Make believe or play weapons of any kind

Sexual behavior is not permitted at CU Science Discovery.

Physical violence of any kind is prohibited at Science Discovery and will not be tolerated.

MANAGING RISKS

ILLNESSES, ACCIDENTS, AND INJURIES

Science Discovery requires that all Teaching Assistants are First Aid and CPR certified. Teaching assistants carry a fully stocked first aid kit and their TA Handbook, which outlines all safety policies and procedures around incidents and emergencies, with them at all times.

Minor Injuries:

Science Discovery staff are trained and equipped to handle run-of-the-mill bumps and bruises. Parents/guardians will be notified at pick-up of any minor injuries that may have been sustained during the camp/class day. An Injury Report form will be completed and filed.

Serious Accidents, Incidents, and Emergencies:

- Not life-threatening, but medical attention is required:
 - Science Discovery staff will immediately notify parent/guardian
 - If parents/guardians can't be reached, the participant's emergency contacts will be notified
- Life-threatening accident:
 - Science Discovery staff will immediately call 911
 - After 911 has been notified, parents/guardians will be called
 - If necessary, the participant will be transported by ambulance to the nearest hospital or medical center

In both instances, an Injury Report form will be completed and filed.

Illnesses:

Note: Due to the ever-changing nature of COVID-19 and its variants, these guidelines are subject to change without warning.

A child or Science Discovery staff member with any signs of illness should not attend camp/class—even outdoors.

Anyone showing any signs of illness will be sent home. Signs of illness could include, but are not limited to, any one or more of the following:

- Symptoms of COVID-19 as outlined by the CDC and Boulder Public Health
- A fever of 100.4 degrees or higher
- New or worsening cough
- Shortness of breath or difficulty breathing
- Sore throat
- Runny nose or congestion
- Muscle aches
- Headache
- Fatigue
- Diarrhea
- Nausea
- Vomiting
- Newly developed loss of sense of taste or smell

The ill child or staff member may return to Science Discovery when they are fever free for 24 hours and their symptoms are improving.

Please see Science Discovery's website for up-to-date guidelines surrounding a COVID-19 exposure or diagnosis.

If a participant becomes ill during the day, they are immediately separated from the other participants and given the option to sit and rest in the summer office area to see if it passes. If they are still feeling ill or if clear symptoms of illness are present after 15-20 minutes, a parent/guardian will be contacted to pick up the child. If the child has not been picked up within one hour of notification, staff will begin to notify emergency contacts. Items used by the ill participant will be disinfected prior to being used by another person.

If a communicable illness should occur, Science Discovery will seek guidance from CU Boulder campus leadership and Boulder County Public Health. Parents will be notified by Science Discovery staff of any available protective measures.

If a participant is exposed to a communicable disease outside of camp/class, parents/guardians should report the exposure to Science Discovery as soon as possible. The impacted child will be excluded from participating in Science Discovery activities for the period of time prescribed by their health care provider or by Boulder County Public Health.

ABSENCES DUE TO ILLNESS

Science Discovery should be notified by phone (303-492-7188) or email (scidisc@colorado.edu) if a child is ill—especially in the cases of a communicable illness, suspected COVID-19 exposure or confirmed COVID-19 diagnosis. If one of these scenarios should occur, Science Discovery staff will notify impacted families and staff, respecting confidentiality throughout the process. In cases of a COVID-19 exposure, Science Discovery will follow current guidelines as outlined by the University of Colorado Boulder, Boulder County Public Health, the Centers for Disease Control and Prevention (CDC) and the State of Colorado.

MISSING STUDENT PROTOCOL

All Science Discovery participants are under direct supervision at all times.

If a participant should be lost or separated from the group, the instructor—with support from teaching assistants, volunteers and core staff—will initiate the following procedures immediately:

0-10 Minutes:

1. Instructor conducts an immediate headcount of students. Teaching assistant will remain with other students in a secure location. Instructor checks classroom, field area, or base location, retracing steps as needed.
2. If student is not found in classroom or surrounding area, the instructor immediately contacts the program director with description of child and where child was last seen.
3. Program director notifies other Science Discovery staff to begin searching surrounding areas, previously visited areas, asks other students when they last saw missing student, etc.

4. Instructor fills out a missing student reporting form.
5. If student goes missing on the CU campus, program director notifies the CU Campus Police and/or 911. If student goes missing in the field, staff will contact City of Boulder police, Boulder County Sheriff or the nearest local law enforcement (the 911 system automatically connects callers to the nearest law enforcement agency).
6. Science Discovery staff will continue searching for student in the surrounding area.

11-20 Minutes:

7. Director notifies any additional Science Discovery staff who can assist in the search.
8. Director and/or police will notify parents/emergency contacts if student has not been located within 15 minutes.

Once the student has been located, their needs and/or behavior will be assessed, as every incident is different and could be very traumatic for the child. If police and emergency personnel are present, they will complete any necessary protocols and procedures to evaluate the student. All parties will be notified that the student has been located.

Missing Child Call Tree:

1. Instructor or Teaching Assistant contacts Program Director
2. Program Director engages Science Discovery leadership team
3. Program Director notifies 911/CU Campus Police (303-492-6666)
4. Program Director/police notifies parent/guardian and/or emergency contact

EMERGENCY AND DISASTER PLANS

Inclement Weather and Excessive Heat:

Science Discovery makes every effort to conduct camps/classes—despite the weather. That being said, weather is a very real part of every outdoor experience and thus can provide great learning opportunities. Depending on the camp/class, the following actions may be taken when a weather event occurs:

- Activity and field trip modifications
- Taking shelter when out in the field
- Returning to campus for indoor activities until weather permits field excursions

Each day, Science Discovery staff makes decisions as to whether or not activities will take place outside. There may be times where temperatures are deemed much higher than average. When a heat wave is predicted, participants will continue with outdoor activities, seeking cool shaded spots whenever possible.

Natural Disaster:

In the event of a natural disaster Science Discovery staff will adhere to the following procedures:

- Instructors and teaching assistants will reference sign-in sheets and rosters to ensure that all participants are accounted for
- Parents/guardians will be notified as to the location of children. Science Discovery staff will stay with children until they can be picked up.
- In an emergency situation, participants may be released to an adult for whom the child's parent/guardian has given verbal authorization. Identification will be required to assure that the adult is authorized to pick up the participant.

Building Fire:

If a building fire should occur, Science Discovery staff members will evacuate children to a secure area away from the building. Instructors and teaching assistants will reference sign-in sheets and rosters to ensure that all participants are accounted for.

Flood:

In case of flood, Science Discovery staff will evacuate children to a high area away from the flood area. Instructors and teaching assistants will reference sign-in sheets and rosters to ensure that all participants are accounted for. Parents/guardians will be notified by text or call as to the location of participants and Science Discovery staff will stay with children until they can be picked up.

Extreme Weather:

If extreme weather conditions occur to the degree that parents/ guardians cannot pick up their children, Science Discovery staff will continue to provide services and program operation until conditions make pick-up possible.

Tornado:

Science Discovery staff will ensure that all participants are escorted to the designated tornado shelter area. All present in the shelter area will assume the protective position. As many people as possible will shelter against a wall, or under heavy furniture. Once the tornado has passed, Science Discovery staff will inspect the building for downed power lines and other hazards and assess everyone for injuries. At least one staff member will stay in the designated area with participants until an all clear is given. If conditions allow, parents/guardians will be contacted via text or call.

Wildfire:

If a wildfire should break out or if smoke is detected in the area, Science Discovery staff will lead their group(s) away from the potentially dangerous area. Staff members will contact the Program Director to communicate any change of plans and help assess the situation. If necessary, parents will be contacted.

Earthquake:

During an earthquake, participants will be instructed to move away from windows and large objects that could tilt over. They will then be instructed to drop, cover and hold on. This means that each participant should crouch low to the ground and curl into a ball under a sturdy desk or other strong structure that is not likely to collapse. Participants will stay in place until the earthquake ceases, then use the buddy system to exit the building. If participants and staff are outside in an earthquake, all should stay outside. Staff will identify an open area away from buildings, trees, streetlights, and power lines and instruct participants to crouch down and cover their heads.

Animal Encounter:

Science Discovery staff is trained to report any atypical wildlife to the Boulder County Animal Control Unit (303-441-3600). As soon as an animal is sighted, instructors and teaching assistants will gather participants together and instruct them to stay together, stay calm and back away from the animal slowly.

Lightning:

When outdoors during a lightning storm, there is no truly safe place. Lightning is as unpredictable as it is powerful, but it's possible to manage the risk by reducing exposure. Most injuries from lightning occur from a "splash," whereby a lightning strikes an object and splashes to nearby objects, and "ground current," whereby electrical current dissipates from the hit object.

To avoid being caught in a lightning storm, Science Discovery trains its staff to take several precautionary steps, including:

- Observing local weather patterns
- Picking field camp/class locations and field trips with prevention in mind
- Understanding when to seek a safe location
- Monitoring storms as they're approaching
- Properly time visits to high-risk areas with weather patterns
- Avoiding dangerous locations
- Seeking appropriate cover for approaching fronts where there is perceived risk

In the event that someone is struck by lightning, 911 will be called immediately.

Lockdown, Shelter in Place, or Active Harmer on Premises:

Science Discovery uses these temporary sheltering techniques to limit civilian exposure to imminent threats of violence. A lockdown, shelter in place, or active harmer on premises procedure will be implemented only if there is a serious risk of danger to staff, participants and/or parents. The decision to initiate these procedures will be at the discretion of the Science Discovery Director, University of Colorado Boulder officials and in response to directives by local law enforcement. Parents/guardians will be notified with available information as soon as the situation allows.

At the conclusion of the incident, if the physical location of the camp/class is deemed unsafe, all impacted groups will proceed to a second meeting location. Parents/guardians will be notified of the alternative drop-off and/or pick-up location.

Emergency Telephone Numbers:

In case of any Emergency: 911

CU Boulder Campus Police: 303-492-6666

Boulder Police Department: 303-441-3333 (non-emergency)

Boulder Fire Department: 303-441-3350

Boulder County Public Health Department: 303-441-1100

Rocky Mountain Poison Control: 303-389-1100

Boulder Community Hospital: 303-440-2273

Boulder Community Foothills Hospital: 720-854-7000

FIELD PROGRAM SAFETY

- All Science Discovery field instructors, teaching assistants, and office staff are CPR and First Aid Certified. Science Discovery policy states that no child will be left unattended or out of sight range at any time while in the field.
- Each field program has a specified list of items participants are required to bring each day. This list is included in the website description for the camp/class and will be sent to registrants via email the week prior to the start of the camp/class.

BULLYING

Bullying involves a person or group of people trying to intimidate a target (victim); often repeatedly. Most bullying takes place out of sight of adults and children can be afraid to show that they are upset. Science Discovery staff is trained to take action and step in immediately if bullying is witnessed.

Unacceptable acts include but are not limited to:

- Physical: Hitting, kicking, biting, shoving
- Verbal: Teasing, put-downs, name-calling, hazing, hurtful joking, intimidation
- Racial slurs, threatening gestures, or depictions
- Comments regarding a person's presenting gender or those sexual in nature

SEXUAL ABUSE PREVENTION GUIDELINES

Science Discovery staff are required to be attentive to any activities or conditions that could threaten the safety of participants. When any threat to the safety of participants is identified, staff are required to inform the Program Director immediately.

Prior to hiring, instructors and teaching assistants undergo background checks and staff training in child sexual abuse prevention.

Sexual Harassment:

Sexual harassment can take place in verbal and nonverbal ways that create a hostile environment for our campers and co-workers. Examples of sexual harassment include telling explicit stories or showing sexually oriented pictures that cause other staff members' and campers to feel discomfort.

Staff Training:

- Science Discovery staff will never be alone with a participant. Two staff members will be present anywhere that participants are present. The only exception to this policy is when a single participant must use the restroom. In this case, a Science Discovery staff member will remain in the hall outside of the restroom.
- Physical contact will be kept to a minimum in all situations.
- Sexual banter, profanity, sexual jokes, or any other talk that is of a sexual nature between participants and staff is prohibited.

Reporting:

The University of Colorado Boulder is a mandatory reporter. As a result, Science Discovery is required by law to report suspected or known child abuse. If child abuse is suspected, the Science Discovery Director will be notified and will subsequently work with the University of Colorado Boulder's Office of Integrity and Compliance to report the incident to the appropriate authorities.

FOOD SAFETY AND HANDLING PROTOCOL

All instructors leading food-related camps/classes are certified via Colorado's food safety and food handling online certification training. This training includes hand washing procedures, proper food storage, cleaning, and preparation.

Any perishable food items will be bought and stored appropriately prior to use. All food will be kept and stored in appropriately sealed containers.

If your child is participating in a food-related camp/class where they will be handling, observing, and tasting various foods, please notify Science Discovery of any food-related allergies or sensitivities upon registration. Food consumption in these camps/classes is entirely voluntary and up to the discretion of the parent and child.

PHOTO PERMISSIONS

Science Discovery frequently takes photographs and video of program activities for use in brochures, advertisements, website design, and social media.

Upon registration, please indicate if you do not give Science Discovery permission to take pictures or video of your child participating in program activities.

Please note: All identifying information is removed prior to using photographs and/or video being used in any capacity.

REPORTING AN INCIDENT

If a parent/guardian would like to report an incident or discuss action taken by Science Discovery, please contact Maggie Warren (303-492-4615; maggie.warren@colorado.edu).

QUESTIONS?

Please contact CU Science Discovery:

- Website: www.colorado.edu/sciencediscovery
- Email: scidisc@colorado.edu
- Phone: 303-492-7188