



Science Discovery  
UNIVERSITY OF COLORADO **BOULDER**

# Parent Handbook



## K-12 Summer Camps and High School Classes

**University of Colorado Boulder**  
4001 Discovery Dr., SEEC Room C340, 610 UCB  
Boulder, CO 80309  
Office: (303) 492-7188 Fax: (303) 735-6443

scidisc@colorado.edu

<http://colorado.edu/sciencediscovery>

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# **ABOUT SCIENCE DISCOVERY**

Founded in 1983, CU Science Discovery collaborates with University of Colorado Boulder faculty to develop and deliver science education programs that heighten curiosity about the natural world and engage students in the scientific process.

Our mission is to increase literacy in science, technology, engineering and math (STEM) by providing hands-on experiences that connect students and teachers to current CU science. Science Discovery capitalizes on University of Colorado Boulder'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.

Science Discovery provides full-day and half-day options for students in grades K-12.

## **SCIENCE DISCOVERY SUMMER PROGRAMS FEATURE:**

- Unique opportunities to explore current 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 program sizes (maximum 16:2 ratio)
- Access to University laboratories, equipment, and resources

# LOCATIONS, MAPS and PARKING

CU Science Discovery summer programs take place at a variety of locations through the CU Boulder campus, Boulder County, CU Anschutz campus and Denver metro area.

The week prior to the start of each program, registrants are emailed the following:

- Address of where the program is located (with linked map)
- Instructions regarding parking
- Specific procedures for drop-off and pick-up
- What time to be at drop-off and pick-up location
- What to bring to the program each day

The most common locations are listed below:

## BOULDER:

- CU Boulder Main Campus, various labs
- Fiske Planetarium
- Fleming Building
- Jennie Smoly Caruthers Biotechnology Building (JSCBB)
- Sustainability, Energy and Environment Community (SEEC)
- Chautauqua Park

## DENVER:

- CU Anschutz Medical Campus
- Aurora Science and Tech Middle School

# DROP-OFF/PICK-UP PROCEDURE

The week prior to the start of each program, registrants are emailed the drop-off and pick-up times specific to their program.

## SIGN-IN/SIGN-OUT PROCEDURE

- You must be present to sign your child in and out each day.
- When signing your child in, you will need to know the name of the program they're attending and the name and phone number of the person picking them up.
- If this person is anyone other than yourself, they must be 18 years of age or older and provide a photo ID at pick-up. **Your child will not be released to any person not indicated on the sign-in sheet.**
- If your child is 12 years of age or older and you would like to permit them to sign themselves in and out without parent supervision, a Drop-Off/Pick-Up Exemption form may be submitted. The Exemption form may be submitted at any point prior to the start of your child's program 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. It is required for students to be signed-out each day unless a Drop-Off/Pick-Up Exemption form is submitted.
- All emergency contacts will be notified for any participants not picked-up by 4:15pm.

# **GRADE POLICY**

Science Discovery features hands-on science fun for students in grades K-12.

Careful consideration is used to determine grade levels for all programs. To provide the highest quality experience for all participants, it is necessary to adhere to the specified grade range for all programs.

Please note: Any kindergarten student joining a summer program is required to have reached their 5<sup>th</sup> birthday by the first day of the program.

# **SUPERVISED LUNCH**

CU Science Discovery provides free lunchtime supervision for all full-day programs at the same location. Please send your child with a sack lunch.

Note: At times, it is necessary that an individual program be nut-free. If that is the case, registrants will receive a nut allergy notice from Science Discovery. For the safety of students with allergies, it will be necessary for all parties to comply with the nut-free request.

# **TRANSPORTATION**

CU Science Discovery does not provide transportation between locations.

# **REFUND, CANCELLATION AND TRANSFER POLICY**

## **REFUND POLICY:**

- CU Science Discovery reserves the right to cancel a program due to low enrollment or other unforeseen circumstances.
- The full registration fee will be refunded when Science Discovery is forced to cancel a program.
- If a participant is removed from a program due to disruptive behavior, there will be no refund given.

## **CANCELLATION POLICY:**

- Cancellations made more than 15 business days prior to the start of a program will incur a \$35 administrative fee PER cancellation. (i.e. if a student is signed up for 3 programs and they need to drop all of them, this will incur a \$105 fee). No refunds will be given for cancellations made within 15 business days of the start of the program.

## **TRANSFER POLICY:**

- Transfer requests made up to 15 days prior to the start of the program will incur a \$15 administrative fee. Transfer requests made within 15 business days 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 come available, the first person on the waitlist will be contacted, giving them approximately 24 hours to register for the program. If they fail to register for the program within the given timeframe, the next person on the waitlist will be contacted.

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

# SCHOLARSHIPS

Scholarships are provided depending upon availability of funding and financial need. Requests for financial assistance are received and approved on a first-come/first-served basis, so please submit your application as soon as possible. CU Science Discovery strives to provide as many scholarships as possible to children who may otherwise be unable to attend camps – please consider this when determining the amount you can contribute to the cost of your child's program.

Please send scholarship request forms to:

CU Science Discovery Scholarship program details and be found here:  
[sciencediscovery.colorado.edu/registration](https://sciencediscovery.colorado.edu/registration)

# PARTICIPANTS WITH SPECIAL NEEDS

## **Behavioral/Emotional/Cognitive:**

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

## **Medical/Allergies/Medications:**

All medications, including inhalers and allergy-related emergency medication, require a physician approved and parent/guardian signed release form in order for CU Science Discovery trained staff to administer any medication while your student is under CU Science Discovery's supervision.

Only CU Science Discovery staff who have received training in administering medication are allowed to help administer medication while a student is under the supervision of CU Science Discovery. All medication must arrive at CU Science Discovery in its original container with the student's name and dosage information. The parent or guardian must deliver the medication to the appropriate CU Science Discovery staff member. Students are not allowed to keep medication in their possession.

In the case of an EpiPen, it is the parent/guardian's responsibility to deliver the device to a Science Discovery representative each morning at drop-off. If you chose to leave the device in our care for the duration of the week, please let us know on the first day of drop-off. We will place the device in a secure location when your student is not with us. Please note: Students are not permitted to carry an EpiPen on their person. Only CU Science Discovery staff members trained in medical administration are allowed to administer EpiPens.

# BEHAVIOR EXPECTATION STATEMENT

Our program philosophy is to provide a positive, joyful, and engaging space for students to experience science, technology, engineering, and math explorations. We value each camper's safety (physically, emotionally, and socially) and strive to meet every person's needs to our best ability. We believe Science Discovery programs offer a community where students can both explore STEM and develop life skills, such as making good decisions and taking responsibility for their words and actions. We encourage and practice inclusivity, respect for others, and bully-prevention.

Our instructors, teaching assistants, and volunteers are trained and supported to encourage a safe and welcoming environment for students' varied abilities and personalities. We 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 CU Science Discovery staff to create social and emotional intervention supports for children that require them. Based on the situation, CU Science Discovery staff may request a meeting with the student's parents/guardians to discuss concerns, interventions, consequences, and/or future actions.

We expect our students to be active participants in an inclusive, respectful, and safe camp/class culture. Failure to do so will result in consequence. CU 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. CU Science Discovery reserves the right to request the termination of future program participation for any student who does not uphold our behavior expectations.

# FIELD PROGRAMS AND TRANSPORTATION

## **TRANSPORTATION:**

- All children age 8 or younger are required to have a booster seat to ride in University vans. If your child is participating in a field camp, please provide a booster seat.
- Science Discovery does NOT provide transportation between locations unless noted.
- Some programs utilize 15-passenger vans to transport students. All van drivers are certified in van safety by the University of Colorado Boulder.

## **FIELD SAFETY:**

- All CU Science Discovery Field Instructors, teaching assistants, and office staff are CPR and First Aid Certified. CU Science Discovery policy is that no child will be left unattended or out of sight range at any time while in the field.
- Each field program will have a specified list of items to bring each day. This list will be included in the website description of the program and sent to registrants via email.

# ABSENCES

- If a student misses one day of a program, he/she is encouraged to join the remaining days of the week.
- If a student is sick or ill the morning of the camp, please refrain from bringing the student to camp in consideration of other students, instructors and staff.
- CU Science Discovery does not issue refunds or partial refunds for absences.

# MEDIA POLICY

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

Upon registration, please indicate if you do not give CU 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 in any capacity.

# **SAFETY PROTOCOLS AND INFORMATION**

## **INJURIES AND ILLNESS:**

If a student has been injured while participating in a CU Science Discovery program, staff will take the necessary precautions involved in ensuring the safety and health of the student. In the case of any emergency, call 911 or the appropriate emergency number immediately. After the student's injury is stabilized, the staff member taking care of the injured student will then complete an injury report form to document the incident. The parent/guardian will be notified of the entire situation and will be asked to sign the injury report form.

Should your student become ill while participating in a CU Science Discovery program, you will be notified immediately and arrangements will need to be made for your student to be picked-up as soon as possible. A CU Science Discovery staff member will stay with your child until you or an authorized adult arrives.

## **INCLEMENT WEATHER AND FLOOD SAFETY:**

CU Science Discovery programs typically continue under all weather conditions. For field-based camps that would be most directly impacted by inclement weather, necessary precautions will be taken to ensure student safety including: regular weather report checks on field days, in-field precautions and shelter-taking, and foregoing field trips as weather necessitates. Under such conditions, field camps will be held indoors at their designated classroom locations until weather permits any field excursions.

Staff are trained to make the following observations and decisions in the case of inclement weather:

- Prior to leaving for the field, check a reliable local weather report about possible weather events in the area.
- When possible, plan to avoid field exposure during inclement weather events (i.e., severe thunderstorms, lightning storms).
- If a severe weather event is fast-approaching, look to move quickly and take any necessary precautions in the field:
  - Lightning:

- Locate the lowest point in the surrounding area and avoid trees or tall objects
- Have students spread out and remove any metal objects from their surrounding area
- Have students squat low to the ground, ideally on backpacks, heels of shoes together and no other body parts touching the ground
- Seek adequate cover as soon as possible
- Severe/Heavy Rain:
  - If no lightning, seek natural shelter as soon as possible (i.e., under large tree, secure cliff, bridge, etc.)
  - Seek higher, level ground if in flood prone area i.e., creeks, flood plain, etc.)
  - Avoid steep slopes or areas where potential rock or mud-slide might occur
  - Seek adequate cover as soon as possible
- Tornado:
  - In field: If funnel cloud is spotted nearby, seek low lying ground immediately, laying on stomachs covering head and neck with arms
  - Avoid areas with debris or other material that could become airborne
  - In building: Move to the center of building on lowest possible floor, away from windows. If available, seek basement location.

Information below includes flood safety measures for the City of Boulder and Boulder County residents:

Dear Families,

Did you know the City of Boulder is the number one flash flood risk area in the state of Colorado? Floods can literally occur in a flash during a severe storm. Although Boulder's peak flood season is April 1 through September 30, floods can happen anytime throughout the year. If you live, work or play in Boulder, you are at risk. Be prepared for flooding at any time.

Extra caution is needed: As a result of the 2010 fire in Fourmile Canyon, rain events could result in:

- muddy creek water
- creek levels rising more quickly
- higher frequency of flooded underpasses. Use caution near creeks.

For tips on what to do before, during and after a flood, visit [www.boulderfloodinfo.net](http://www.boulderfloodinfo.net). To help you prepare for a flood event, the City of Boulder has put together a family Flood Action Plan for you to complete and post in your home and an informational brochure that will help teach you what to do before, during and after a flood. To view these materials and other flood information resources, visit [www.boulderfloodinfo.net](http://www.boulderfloodinfo.net).

Sign up for FREE emergency alerts on home, work, and cell phones, text messaging, e-mail and Twitter.

Alert sign-up: [BoCo911Alert.com](http://BoCo911Alert.com).

Updates on emergencies (fires, floods) as they unfold:

[www.boulderoem.com](http://www.boulderoem.com).

Twitter: @BoulderOEM.

Links on what to do before/during/after a flood:

[http://www.bouldercolorado.gov/index.php?option=com\\_content&task=view&id=3493&Itemid=1253](http://www.bouldercolorado.gov/index.php?option=com_content&task=view&id=3493&Itemid=1253)

## **MISSING STUDENT PROTOCOL:**

The best approach to a missing student protocol is to be proactive with regard to student presence. Our ultimate goal is to ensure that all students are safe and accounted for throughout their time at CU Science Discovery:

### **INSTRUCTORS AND TEACHING ASSISTANTS:**

- Create a buddy-check system with your campers.
- Conduct head-counts each time students return to the classroom, either from the field, snack or restroom break.
- Conduct head-counts when exiting AND entering passenger vans, when reconvening in the field, and during snack or lunch breaks.
- Establish a sit-and-wait expectation with students should they become separated from the group.
- Establish a go-to safety base in a secure area where students can wait should they become separated from the group.

The Missing Student Protocol will be followed if a student is found to be missing at 'buddy check', after head-count, etc.

All instructors, teaching assistants and anyone else who may be associated with the program, should follow the procedures listed below.

#### **0 - 10 Minutes:**

1. Instructor conducts an immediate headcount of students. TA will remain with other students in a secure location. Instructor checks classroom, field area, or safety base location, retracing steps as needed.
2. If student is not found in class room 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 CU 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 CU campus, program director notifies the CU Campus Police and/or 9-1-1. If student goes missing in the field, contact City of Boulder police, Boulder County Sheriff or

connect you to the nearest law enforcement.

6. CU Science Discovery staff and instructor continue searching for student in the surrounding area.

11-20 Minutes:

7. Director notifies any additional CU 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.

When the student has been located, it is recommended that the instructor and/or program director assess the student's needs and/or behavior, as every incident is different and could be very traumatic. If police and emergency personnel are present, allow them to complete any necessary protocols and procedures to evaluate the student. Follow emergency procedures that are in place and utilize any university personnel that could help. All parties should be notified.

Missing Child Call Tree:

- Instructor Contacts Program Director
- Program Director notifies CU Science Discovery staff
- Program Director notifies CU Campus Police (303-492-6666)
- Program Director notifies 911
- Program Director/police notifies parent/emergency contact

## **LIST OF 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

# **FOOD SAFETY AND FOOD HANDLING PROTOCOL**

CU Science Discovery does not provide food or snacks for students participating in half-day or full-day summer camp programs. Please ensure that your student has a healthy snack or lunch that is adequate for the duration of the program and is appropriately stored. Please note that CU Science Discovery does not provide refrigeration for snacks or lunches.

All instructors of food-related camps 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 just prior to use. All food will be kept and stored in appropriately sealed containers.

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

## **ALCOHOL AND DRUG POLICY**

CU Science Discovery has a zero tolerance policy for use of illegal drugs or alcohol. Any participant, volunteer, teaching assistant, or instructor suspected of use of alcohol or illegal drugs prior to or during any summer programs will be removed immediately from participating in Science Discovery's programming and/or employment will be terminated.

# SEXUAL ABUSE PREVENTION GUIDELINES

## **GUIDELINES FOR STAFF:**

As part of camp staff responsibilities while working for CU Science Discovery, staff are required to be attentive to any activities or conditions that could threaten the safety of campers. When any threat to the safety of campers is identified, staff must inform the Camp Director as soon as possible.

Child Abuse is a major area in which camp staff must be on alert at all times. Child abuse is never acceptable, and camp staff plays an essential role in preventing abuse from taking place.

## **DURING STAFF HIRING:**

We conduct screening that includes both background checks and interview questions about the appropriate and inappropriate touch of children.

Annual staff training for staff 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:**

- Staff should NEVER be alone with a child. Two staff members should be present anywhere that campers are present. The only exception to this policy is where a single camper must use the restroom. In this case, a Teaching Assistant will remain in the hall, not the bathroom.
- Physical contact should be kept to a minimum in all situations.
- Children should NEVER be allowed to sit on a staff members lap.

be kept to a minimum.

- Sexual banter, profanity, sexual jokes, or any other talk that is of a sexual nature with campers or staff is prohibited.
- Ceras and imaging devices should only be used for camp activities. These devices should never be taken into restrooms or other private areas.

### **ACCEPTABLE CONTACT:**

Hand shaking, high fives, and administering first aid are all examples of acceptable forms of physical contact between a staff member and a camper.

### **UNACCEPTABLE CONTACT:**

Long hugs, massages, tickling, piggy back rides, or sitting on a staff members lap are all examples of inappropriate and excessive physical contact.

### **REPORTING:**

Training will prepare staff for mandated reporting of suspected or known abuse. As a University of Colorado, Boulder employee, staff are a role model for young and impressionable campers. If staff recognize any of the above rules being violated, it is their duty to make sure the situation stops and report the issue to the Camp Director as soon as possible.

## **SOCIAL MEDIA AND SOCIALIZING**

Staff will not:

- 'Friend' or 'follow' a camper or encourage/allow a camper to 'friend' or 'follow' staff social media accounts.
- Show campers their phone or share it with them.
- Share aspects of their personal life with campers or ask them questions about their personal lives.
- Ask or encourage campers to meet or join in activities outside of camp. Also, refrain from talking to campers outside of camp hours unless they are accompanied by his/her parent.

# BULLYING

Involves a person or group 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. If you see bullying taking place, step in immediately.

Unacceptable Acts:

- Physical: Hitting, kicking, biting, shoving
- Verbal: Teasing, put-downs, name-calling, hazing, hurtful joking, intimidation Racial or sexual slurs and threatening gestures

# WEAPONS

Under no circumstances will a student be allowed to bring a weapon, real or perceived onto campus.

Examples include, but are not limited to:

- Guns
- BB guns
- Knives of any kind—including pocket knives
- Make believe weapons of any kind