CU Science Discovery
Parent Handbook
Summer Camps

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ABOUT CU SCIENCE DISCOVERY

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

Our 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 current CU science. CU Science Discovery capitalizes on CU-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 and engineers.

CU Science Discovery’s summer program provides full-day and half-day options for students ages 5-18.
CU SCIENCE DISCOVERY
SUMMER CAMPS

• FUN and exciting topics representing a range of STEM disciplines

• Unique opportunities to explore current CU science

• Hands-on, inquiry-based activities that are engaging and informative

• Enthusiastic, knowledgeable, and experienced instructors, including CU faculty, graduate and undergraduate scientists

• Small camp sizes (maximum camp size: 16 students, 2 adults)

• University laboratories, equipment and resources
LOCATIONS, MAPS, & PARKING

Boulder

CU Boulder Main Campus:

- **Drop off/Pick up** will be located at the Business Field. Parents and/or guardians are responsible for walking their camper(s) across Regent Drive to check-in/check-out. Please do your best to have your camper(s) dropped off by 8:45am/12:45pm so they can arrive at their camp location by 9am/1pm.

- **Parking** is complimentary in Lot 440, located just east of the Business Field, during the following times:

  - 8:30-9am
  - 12-1pm
  - 4-4:30pm

  Please note that parking in Lot 440 (or any other campus lot) outside of these times will require that you pay the meter. CU Science Discovery is not responsible for parking fees incurred outside of the times listed above, or in any lot other than Lot 440. You must also ENTER and EXIT on Regent Drive from Colorado Avenue. There will be significant construction taking place along Regent Drive, reducing this road to one lane, so please plan your time wisely.

- **CU Main Campus Map**

CU Boulder East Campus (Science Learning Laboratory):

- CU East Campus is located at 3400 Marine Street. The classrooms are located inside the Science Learning Laboratory located at the north entrance facing Marine Street, 1st floor.

- **Parking:** There is a parking lot (Lot 576) located on the North side of the building. As long as you are dropping-off or picking-up your student, you do not need to pay the meter. However, if you choose to stay for an extended period of time, please be sure you deposit the necessary amount.

- **CU East Campus Map**
Chautauqua Park

- Students will meet at a picnic table located near the playground and tennis courts at Chautauqua Park, east of the Chautauqua Dining Hall.

- Parking is located east of the tennis courts or along the Chautauqua Park circle drive.

- [Chautauqua Park Map](#)

Fiske Planetarium

- **Drop off/Pick up** will be located near Lot #308 (about 1 block west of Fiske, at the corner of Regent Drive at Kittridge Loop • enter from the Kittridge Road). This is a permit only lot, so please be quick! CU Science Discovery staff will be readily available to help you and your camper sign-in/out.

- **Parking:** If, for any reason, you wish to park for an extended period of time, you will need to **pay** and **park** in Lot 306 or along Regent Drive to the northeast of Fiske, between the Planetarium and the Police Building.

- [Fiske Planetarium Map](#)

Armory

- **Drop off/Pick up** will take place in front of the Armory Building. CU Science Discovery staff will be there with to assist students the first day of camp.

- [Armory Map](#)

Jennie Smoly Caruthers Biotechnology Building (JSCBB)

- **Parking** is available in Lot 543 along Innovation Drive and Lot 537 on the north side of the building. CU Science Discovery is not responsible for parking fees incurred by not paying the meters at these lots.

- [JSCBB Map](#)
Isabelle Farm
• **Drop off/Pick up** will be located at the Farm Stand at Thomas Open Space. CU Science Discovery staff will be there to help you with the sign-in/out process.

  • [Isabelle Farm Map]

Denver

Anschutz Medical Campus
• Anschutz Medical Campus is located at 13001 E. 17th Place, Aurora, CO 80045.

  • **Parking**: Visitor parking (for students driving themselves) is available in the Ignacio Lot on E. 19th Avenue.

  • **Drop off/Pick up**: At the flagpole in front of Building 500 (E. 17th Place)

  • [Anschutz Medical Campus Map]

Community College of Denver (Auraria Campus)
• Science Building, Auraria Campus, Denver, CO 80204

  • **Drop off/Pick up**: At 1054 11th St, next to the Science Building and across the street from the church (St. Elizabeth of Hungary). Look for CU Science Discovery staff and signs at the turnaround.

  • [Community College of Denver Map]
DROP-OFF/PICK-UP PROCEDURE

• Drop-off begins at **8:30am for morning camps** and **12:30pm for afternoon camps**. Please plan to have your child dropped-off by 8:45am or 12:45pm.

• Pick-up is at 12:00pm for morning camps and between 4-4:30pm for afternoon camps (on the CU Boulder campus ONLY).

• You must be present to sign your child in and out every day.

• **If your student is 12 years or older**, an exemption waiver must be signed by a parent/guardian turned in on the first day, allowing the student to sign themselves in and out.

• When **signing in on CU main campus**, you will need to know the name of the camp your student is attending.

• At this point, you will sign-in your student, and indicate the name of the person who will be picking up your student. 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 student has a camp in the morning and afternoon and is staying for supervised lunch, please indicate this on the sign-in sheet when you drop-off your student.

• At the end of the camp, the students will return to the same area where you signed-in. You MUST sign them out!

• ONLY in the case of an emergency will a verbal confirmation or phone call be substituted for written permission of an authorized person.

• If your student has not been signed-out and picked-up by the end of the day at 4:30pm, all emergency contacts will be notified.

Please note that this daily procedure is intended to keep your child safe and accounted for while under CU Science Discovery’s supervision. Following these steps helps to ensure that CU Science Discovery staff is providing the appropriate safety precautions to keep your child safe. We sincerely appreciate your cooperation!
AGE POLICY

CU Science Discovery features hands-on science fun for students ages 5-18.

Careful consideration is used to determine age levels for all camps. To provide the highest quality experience to all students, please respect the listed age requirements. We realize that many students are advanced for their age; however, it is CU Science Discovery policy that students meet the minimum age requirement for a camp within 3 months of the start date of the camp.

For example, your child is 8 years old with a birthday on August 1. They would be able to participate in camps for 9-11 year olds throughout the summer.

**Absolute Exception to the AGE POLICY is:**

- Any camps where starting age is 5: Child MUST reach their FIFTH birthday by the first day of camp.
REFUND POLICY:

- We reserve the right to cancel a camp due to low enrollment or other unforeseen circumstances.

- Full camp fee will be refunded when a camp or activity is cancelled by CU Science Discovery.

- If a child is suspended due to disruptive behavior, there will be no refund.

CANCELLATION POLICY:

- Cancellations made more than 15 business days prior to the start of the camp will incur a $35 administrative fee for EACH camp that is cancelled. (i.e. if you sign your student up for 3 camps and you 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 camp.

TRANSFER POLICY

- Transfer requests made up to 15 business days prior to the start of the camp will incur a $15 administrative fee. Transfer requests made within 15 business days of the start of the camp will incur a $35 administrative fee.
WAITLIST PROCEDURE

When a camp fills to capacity, our website will show this message on the camp description page: This camp is currently FULL.

Please call our main office at (303) 492-7188 to put your name on a waitlist for a camp.

- There is no charge for waitlisted students.

- If a camp opens prior to the Friday before, we will call the first family on the waitlist and give 24 hours to respond. We will then proceed to the next family, etc.

- If, however, a camp opens on the Friday before the camp starts (or the first day of camp) we will call the entire waitlist until the vacancy is filled.
LUNCH, EXTENDED DAY, & TRANSPORTATION

SUPERVISED LUNCH
CU Science Discovery provides free lunchtime supervision from 12:00 – 1:00pm for students taking an AM and PM camp at the following locations: CU Main Campus, Science Learning Laboratory (East Campus) or CCD. Please bring a bagged lunch that does not require refrigeration.

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 to Chautauqua from any of our other locations.

• Students are transported during some camps via a 15-passenger van. Only the instructors who are certified in van safety will be driving the students.
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 pay for camps. If you are applying for aid for multiple students, please complete a separate form for each student.

Please send scholarship request forms to:

- ATTN: Anjali Maus
  CU Science Discovery
  University of Colorado Boulder
  446 UCB
  Boulder, CO 80309-0446
- E-mail: Anjali.Maus@colorado.edu
- Fax: (303) 735-6443

CU Science Discovery Scholarship Application Form (pdf)
DISCOUNTS

CU Affiliate (CU/UCS/CCD) Discount
• All current CU, UCD and CCD faculty, staff and students are entitled to a 10% discount on all camp registrations. Simply register online, providing a verifiable department name. This discount may not be combined with any other discounts, coupons or gift certificate offers.

Multi-Camp Discount
• CU Science Discovery offers a 10% discount to all families registering for 5 or more summer camps. The discount begins with the fifth camp and is applied to the least expensive camp(s). This discount may not be combined with any other discounts, coupons or gift certificate offers. Please call 303-492-7188 to utilize this discount.
Behavioral/Emotional:
Upon registration, the parent/guardian must provide detailed information about behavioral/emotional needs of their student. 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. CU Science Discovery reserves the right to remove any student from the program whose behavior is disruptive to the 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.

Students are permitted to carry and self-administer inhalers.

In the case of a severe nut allergy, CU Science Discovery will make every effort to notify all families prior to the start of camp that special precautions will be necessary.
FIELD CAMPS & VAN SAFETY

VAN SAFETY

• All van drivers have successfully completed a university van training course.

• Booster Seats: CU Science Discovery requires that parents provide a booster seat for any child under 8 years old. CU Science Discovery will place these students in seats with shoulder straps.

FIELD SAFETY

• Students will be transported in university vans with a trained driver.

• All CU Science Discovery Field Instructors, TAs, 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.

WHAT TO PACK FOR A FIELD CAMP

• Students need sturdy walking shoes, hat, daypack, waterproof windbreaker, filled water bottle, a snack(s) and lunch (for full-day camps only) each day, as well as pre-applied sunscreen and insect repellent.

• Please leave any valuables including cell phones, money, or other electronics at home. CU Science Discovery instructors and staff are not responsible for valuables damaged, lost or stolen while in the field.
ABSENCES

• If a student misses a day of camp, he/she is encouraged to come to camp all other 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.

PHOTOGRAPHY POLICY

CU Science Discovery frequently takes photographs and video of camp activities for use in brochures, advertisements 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 camp activities.

Please note: All identifying information is removed prior to using photographs and/or video in any capacity.
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 & 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 head-count 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 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 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 whichever local law enforcement is closest. Calling 9-1-1 will 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 (303-492-0771)
- 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
INJURIES & 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.

**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
INCLEMENT WEATHER & 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 fieldtrips as weather necessitates. Under such conditions, field camps will be held indoors at their designated classroom location until weather permits any field excursions.

Weather observations to be made while in the field:

- 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:
  
o 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
    - Seek adequate cover as soon as possible
  
o 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 mudslide might occur
    - Seek adequate cover as soon as possible
  
o 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. 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.

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

Alert sign-up: BoCo911Alert.com.

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

Our goal is to provide a safe, positive, and engaging learning environment for ALL students. Our instructors aim to treat all students equally and fairly while positively encouraging each student to reach his or her full potential.

While we encourage all students to participate in camp activities, should a student decide that an activity exceeds his or her comfort level, they should respectfully decline participation and wait patiently while the other students complete the activity.

Instructors will begin each week establishing clear expectations for student behavior and positive participation. In no case will students be subjected to physical punishment or ridicule from the campers or its instructors.

In the event that positive reinforcement and constructive discipline are not effective, instructors will:

1) remove the student from activities and engage them in a discussion regarding expectations and behavior
2) create a written behavior contract with the student and notify his/her guardians
3) review further infractions and incidents in terms of the contract and conduct a meeting with the student and guardians
4) remove the student from the program

CU Science Discovery reserves the right to remove any student from camp who is being overly disruptive and/or threatening the safety of themselves, other students, or the instructors. Refunds for disciplinary removal will not be provided.
FOOD SAFETY & 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 any 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.