



Camper Packet

CSU Extension Office
Attn: 4-H Jr. Science Explorers
15200 W 6th Ave., Unit C
Golden CO 80401

(303) 271-6620 – main office and absence line

(303) 271- 6637 – Camp Coordinator

(303) 271- 6644 – fax

srmoore@jeffco.us

www.jeffcoextension.org

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Welcome!

Welcome to 4-H Jr. Science Explorers Club! Campers get set for a week of hands-on science exploration, and meeting new friends! Parents, please carefully review all the information contained in the Camper Packet. If you have any questions, contact the camp coordinator using the contact information provided on the cover page.

Forms check list - completed forms must be returned *no later* than **1 month** prior to camp start date.
Mail completed forms to address on front of packet or fax to (303) 271-6644.

- #1 Child's Statement of Health Status and Emergency Form & Camp Procedures and Expectations with a copy of child's **Immunization Record** attached
- #2 Disclosure Form, Photo Release and Pick up Authorization (complete both sides of form)

For campers taking medications during the camp day:

- #3a Prescription and Non-prescription Medication in the Camp Setting (use Form #3b for inhalers and #3c for Epi-pens)
- #3b Asthma Care Plan
- #3c Allergy and Anaphylaxis Action Plan

Forms regarding allergies, prescription or over the counter medication must be signed by a prescribing practitioner.

All medications will be carried by the supervisor in a locked storage container.

2012 Forms submission deadline schedule

Camp Week 1/June 11 – 15, 2012 Paperwork submission deadline **May 11, 2012**

Camp Week 2/June 25 – 29, 2012 Paperwork submission deadline **May 25, 2012**

If registering a camper after the paperwork submission deadline, completed forms are due no later than 1 (one) week after registration.

Camp hours

Check-in is from 7:30 a.m. to 8:00 a.m. on the first day of camp. Camp is in session daily from 8:00 a.m. to 4:00 p.m. Supervision is provided from 7:30 a.m. to 4:30 p.m. No supervision is available prior to 7:30 a.m. or after 4:30 p.m. Parents must make daycare arrangements before and after these hours.

Camp location

Jefferson County Fairgrounds – CSU Extension Office
15200 West 6th Avenue, Golden
Drop-off at the picnic pavilion
Follow signs to parking and camp entry



Equipment and clothing:

Please have child dress appropriately for the weather as a large portion of the day will be spent outside.

- lunch and healthy snacks
- water
- light coat or sweatshirt
- sunscreen
- any medication

Items to leave at home:

- electronics such as hand-held games, MP3 players, etc.
- cell phones
- knives

If your child has an allergy or must take prescription or over-the-counter medication in the camp setting, the appropriate #3 Form must be completed.

Refund policy

We understand that situations arise that make it necessary to cancel your child's camp registration. Our refund policy is outlined below. Cancellations must be in writing to Camp Coordinator, 15200 W 6th Ave., Unit C, Golden, CO, 80401 or via email to rmoore@jeffco.us.

Camp registration fees will be refunded according to the following schedule. All refunds are subject to a \$25 processing fee:

- Cancellations received 60 days prior to camp start date — 100% refund minus \$25 processing fee.
- Cancellations received 30 days prior to camp start date — 50% refund minus \$25 processing fee.
- Cancellations received less than 30 days prior to camp start date forfeit full registration fee.
- Refunds will be issued in the form of check or credit card refund depending on the method of payment. Refund checks may take up to 4 weeks and will be mailed to you.

Parents also have the option to transfer their child's registration fee to another camp week within the same calendar year, based on availability. There is no processing fee for this option.

Other cancellation policies are as follows:

Prior to Camp:

- Cancellations due to illness or accident **prior** to the camp session start date require a physician's written verification. Upon receipt of verification, we will issue a full refund minus \$25 processing fee.

After your child's camp week has begun:

- No prorated credits will be issued for partial attendance at a camp session or missed days due to illness, behavioral issues, or any other reason.
- Missed days of camp are non-transferable (e.g., missed Friday and want to come back next week for a day).

Camp Procedures and Policies

Transportation

Campers will be transported from the Jefferson County Fairgrounds in Jefferson County vans for field trips, if scheduled.

Children's safety during transportation

Staff will conduct routine head counts when boarding and exiting the van. A Colorado State Extension Staff member will drive the Jefferson County van. Every child will remain seated, facing the front and in the seatbelt while the van is in motion, hands and arms will stay inside the windows. No horseplay is allowed. Disruptive children will be seated with an adult. The Staff member driving will pull over to the side of the road should he/she suspect mechanical difficulties. Should a mechanical emergency arise, children will safely evacuate the van and remain on site till a replacement van arrives. The Staff member will be in contact with the office via cell phone.

Absences and late arrivals

If your child cannot attend on any given day, or will be arriving late please call the office at (303) 271-6620 and leave a message before 8:00 a.m.

After hours pick-ups

All children must be signed in and out daily. If your child is not picked up by 4:30 p.m., we will make attempts to reach parents and other contacts listed on the emergency form. The coordinator will be notified and if your child is not picked up by 5:00 p.m., authorities will be notified and a child-care fee of \$30 per ½ hour will be assessed.

Release of children

Campers will only be released to those individuals listed on the Pick-Up Authorization list. Please be sure that these individuals have valid identification when picking up children.

Parental notification in case of child's illness, accidents, and injuries

The Staff is First Aid/CPR trained; group supervisors have advanced medical training. Written authorization for emergency medical care is obtained. Authorization is available upon the request of a medical practitioner. Minor injuries are attended to on site. For more serious injuries or accidents, the child will be taken to the nearest medical facilities.

Medical emergency phone numbers and clinic addresses are listed in the child's records. Staff completes an injury report, notifies parents. This record is kept on file and a copy will be made available to the injured child's parent/guardian upon request. A staff member will remain with the child throughout treatment.

Discipline policy

Positive reinforcement and peer intervention techniques are used to overcome most discipline problems. If these techniques do not work, the child is managed one-on-one with a Staff member. Parents will be notified if problems become worse and their help enlisted. Should the child's behavior pose a danger to other children or if he/she is disrupting the camp experience for others, he or she will NOT be allowed to return and no refund will be granted. The camp coordinator will make the final decision on whether a child will be allowed to continue in the program.

Thank you for registering your child in 4-H Jr. Science Explorers! By doing so, you have enrolled your child in the Jefferson County 4-H program for the 2012 program year (ending Sept 30, 2012). As an enrolled 4-H member your child is eligible to transfer into a local community 4-H club and participate in county and state 4-H programs. Watch your mail/e-mail for exciting 4-H opportunities!



Extension

Jefferson County Parks - enriching life
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