

# Parent Handbook



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Grand Junction, CO 81501

970-254-1626

Website: [eurekasciencemuseum.org/](http://eurekasciencemuseum.org/)

Email: [camps@eurekasciencemuseum.org](mailto:camps@eurekasciencemuseum.org)

## Purpose & Philosophy

Our mission at the EUREKA! McConnell Science Museum (EUREKA!) is to inspire a passion and respect for math and science in our communities. EUREKA! is home to over 100 interactive and hands-on science displays for children and adults to explore. We engage with more than 25,000 learners annually through museum visits, organized school field trips, after school programs, family and adult events, and day and week-long STEAM programs for students K - 10th grade.

## Mission Statement

Our mission is to inspire a passion and respect for math and science in our communities.

## Program

- No School Day and Friday STEAM: EUREKA! hosts STEAM-focused day camps for students ages 5-16 (K-10th grade) from 7:30AM-5:15PM when D51 schools are not in session on weekdays, except for select major holidays.
- Summer Camps: EUREKA! hosts STEAM-focused day or week-long camps for ages 5-15 from 7:30AM-5:15PM throughout the D51 summer weeks.

## Staff and Volunteers

A staff to student ratio of 2:30 will be met at all times.

All volunteers for EUREKA! will report directly to the Program Coordinator, and will not count towards staff to student ratios. All volunteers will have completed background checks before interacting with students.

## Visitors

All visitors must sign in at the front desk when they arrive.

## Enrollment

Families can enroll students for programs through our online platform, Dashboard (<https://eurekasciencemuseum.org/dashboard>). Enrollment is done by student's age, which must align with the ***age of the student at the time of the program*** you are registering for. Students cannot be registered outside of their assigned age level, unless discussed with EUREKA! Admin. Students must be 5 years of age before attending their first camp at EUREKA! General enrollment is first come, first served, with a waitlist option when programs are filled. EUREKA! may reserve slots for participants of select grant funded programs.

Our online Dashboard system will not allow registrations to process unless 2 authorized adults are listed on the account, and the student's immunization records are accessible through the state database or manually uploaded by the guardians. (Student immunization records are accessible through the state database if they attend an in-person school in the state of Colorado. Be sure to select the student's school to bypass uploading immunization records).

A student's enrollment can be terminated if students or families are unable to follow and abide by EUREKA! policies. Our highest priority is the safety of our students and staff.

## Tuition

Camp tuition varies depending on the location, duration, and length of camp. All camp registration costs are listed on our EUREKA! Dashboard system.

# Scholarship Qualifications

The EUREKA! McConnell Science Museum aims to bring “science to the hands of kids”. The Youth Scholarship Program is designed for students who need financial assistance to participate in EUREKA! STEAM programs.

- Eligibility
  - Applicants must be under 18 years of age
  - Applicants must provide a current Free/Reduced Lunch approval letter from School District 51 OR a copy of a current Medicaid Card, Marillac Clinic Card, or provide a statement of need.
- Application Process
  - Create a dashboard account for your family and children. Make sure each child's age, school, and immunization records are complete and accurate, and there are two adults in the account designated as a parent/guardian.
  - Then submit a scholarship application:  
[eurekasciencemuseum.org/dashboard/account/scholarship-application](http://eurekasciencemuseum.org/dashboard/account/scholarship-application)
- Awards
  - EUREKA! Camps and programs are typically 75% off the member price up to a maximum of \$200 off per camp.
  - Traveling, overnight, and semester-long programs may vary.
  - Awards for other programs such as traveling day camps may vary.
- Each student is eligible for up to 3 scholarships per calendar year.
- Please note that scholarship funds are limited. If funds are depleted, scholarship applications may remain pending or be rejected until further funding is received.

## Non-Discrimination Policy

The EUREKA! McConnell Science Museum does not, nor shall, discriminate against race, religion, sex, gender, gender identity, color, creed, national origin, ancestry, age, physical or mental disability, veteran status, sexual orientation, genetic information, political affiliation, or other protected status in any of its activities, programs, or services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, clients, contractors, subcontractors, and visitors.

## Student Disabilities

EUREKA! does not discriminate against any student based on a disability or special needs. We will work with individual families on a case-by-case basis. It is the parent/guardian's responsibility to alert EUREKA!, prior to camp, if their student needs any scaffolded supports. EUREKA! will do our best to meet the needs of all students and their families in our program, while acknowledging we may have limitations due to staff ratios and knowledge/experience.

## Immunizations

All accepted learners must submit immunization records prior to programming. EUREKA! will consider medical exemptions upon review of physician generated documentation.

## Refund Policy

Full refunds, minus the standard processing fees (5% of the total transaction), are provided when notification is given more than 14 days in advance of the camp start date. For Environmental Institute Overnight Programs, refunds can only be issued up to four weeks before the date of the camp, and will incur the same 5% standard processing fee. Credits for canceled camps will no longer be issued, regardless of cancellation date. We can not partially refund a camp due to illness.

Before each camp begins, we dedicate significant effort to preparing and ordering materials for all participants, in addition to appropriately staffing and organizing student rosters. Advanced notice of cancellation allows us to adequately prepare science camps for all students. If a camp is canceled, a full refund will be issued.

All camp cancellations and refunds will be confirmed through an automated email to the primary guardian's email address.

## Student Drop Off and Pick Up

Student morning drop-off for EUREKA-based programs will be between 8:30-9:00 AM (with an early drop off option from 7:30AM for an additional cost). Student pick-up will be between 4:30-5:15 PM. However, students can be dropped off or picked up anytime during the day for EUREKA!-based programs. Offsite and traveling programs will have varying drop off and pick up times and locations. Please refer to the details in the Dashboard event and parent emails.

Student attendance will be taken through our Dashboard system. Students will be checked in when they arrive and checked out when picked up. At the end of every day, staff will check all areas on the premises, including the rest rooms, to ensure no students remain, in addition to reviewing the attendance log to ensure all students have been signed out.

If a student is dropped off while their group is off-site for a scheduled field trip, the student may be placed with another on-site group if spots are available and temporarily added to that group's roster until their group returns from the field trip. It is the responsibility of the family to communicate with EUREKA! in advance if they need to drop off/pick up when a scheduled field trip is planned.

If a learner is not picked up 5 minutes after the camp end time, the student's guardians will be called, followed by emergency contacts. If staff have been unable to communicate with guardians or an emergency contact 30 minutes after the camp end time, staff will call the Mesa County Sheriff's Office. EUREKA! staff will wait with the student at the museum until an authorized adult or Mesa County Sheriff Department picks up.

Learners can only be dropped off and picked up by authorized adults. If an individual not authorized tries to pick up, EUREKA! will not release the student to them until written or verbal permission is granted by the student's designated guardians in Dashboard.

## Snow Days and Inclement Weather

EUREKA! will follow CMU and District 51's decision about weather-related closures and changes. Once issued, we will notify families via email, in addition to posting a notice on our website.

In the event that camps need to close early, we will call the learner's parents/guardian, then emergency contacts if the guardians can't be reached.

EUREKA! staff will use the following weather chart to determine when it is safe for students will go outside for Fresh Air or activities:

# EUREKA BASE CAMP WEATHER POLICY

Wind-Chill Factor Chart (in F°)

Wind Speed	Calm	5 mph	10 mph	15 mph	20 mph	25 mph	30 mph	35 mph	40 mph
Air Temperature (in F°)	40°	40°	36°	34°	32°	30°	29°	28°	27°
	30°	30°	25°	21°	19°	17°	16°	15°	13°
	20°	20°	13°	9°	6°	4°	3°	1°	0°
	10°	10°	1°	-4°	-7°	-9°	-11°	-12°	-14°

comfortable for outdoor play	Use caution with outdoor play	Unsafe for outdoor play
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Heat Index Chart (in F°)

Relative Humidity	40%	45%	50%	55%	60%	65%	70%	75%	80%	85%	90%	95%	100%
Air Temperature (in F°)	80°	80°	80°	81°	81°	82°	82°	83°	84°	84°	85°	86°	87°
	84°	83°	84°	85°	86°	88°	89°	90°	92°	94°	96°	98°	100°
	90°	91°	93°	95°	97°	100°	103°	106°	109°	113°	117°	122°	127°
	94°	97°	100°	102°	106°	110°	114°	119°	124°	129°	135°		
	100°	109°	114°	118°	124°	129°	136°						

## Child Care Weather Watch

Watching the weather is part of a child care provider's job. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to monitor the health and safety of children. What clothing, beverages, and protections are appropriate? Clothe children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). Beverages help the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high-sugar content beverages and soda pop. Sunscreen may be used year around. Use a sunscreen labeled as SPF-15 or higher. Read and follow all label instructions for the sunscreen product. Look for sunscreen with UVB and UVA ray protection. Shaded play areas protect children from the sun.

**Condition GREEN** - Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all child age groups.

INFANTS AND TODDLERS are unable to tell the child care provider if they are too hot or cold. Children become fussy when uncomfortable. Infants/toddlers will tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by limiting the amount of time outdoors and playing in shaded areas. Give beverages when playing outdoors.

YOUNG CHILDREN remind children to stop playing, drink a beverage, and apply more sunscreen. OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens). They may resist applying sunscreen and drinking beverages while outdoors.

**Condition YELLOW** - use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time.

INFANTS AND TODDLERS use precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play.

YOUNG CHILDREN may insist they are not too hot or cold because they are enjoying playtime. Child care providers need to structure the length of time for outdoor play for the young child. OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens), applying sunscreen and drinking liquids while playing outdoors.

**Condition RED** - most children should not play outdoors due to the health risk. INFANTS/TODDLERS should play indoors and have ample space for large motor play. YOUNG CHILDREN may ask to play outside and do not understand the potential danger of weather conditions. OLDER CHILDREN may play outdoors for very short periods of time if they are properly dressed, have plenty of fluids. Child care providers must be vigilant about maximum protection of children.

## Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words.

**Blizzard Warning:** There will be snow and strong winds that produce a blinding snow, deep drifts, and life threatening wind chills. Seek shelter immediately.

**Heat Index Warning:** How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.

**Relative Humidity:** The percent of moisture in the air.

**Temperature:** The temperature of the air in degrees Fahrenheit.

**Wind:** The speed of the wind in miles per hour.

**Wind Chill Warning:** There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets and livestock.

**Winter Weather Advisory:** Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.

**Winter Storm Warning:** Severe winter conditions have begun in your area.

**Winter Storm Watch:** Severe winter conditions, like heavy snow and ice are possible within the next day or two.

In the event of severe weather, EUREKA! staff will follow our Emergency Action Plan.



# Student Schedule for EUREKA!-based Camps

(Subject to change)

- 8:30AM-9:00AM – Drop Off
- 9:00AM-12:00PM – Science Lessons and Activities (with a snack break)
- 12:00PM-1:00PM – Lunch/Recess
- 1:00PM-4:30PM – Science Lessons and Activities (with a snack break)
- 4:30PM-5:15PM – Clean Up and Pick Up

## Discipline

EUREKA! will use a positive reinforcement discipline approach, to meet the individual needs of each student. We will emphasize peer to peer conflict resolution, and embrace the importance of respect and safety in our learning environment.

If significant challenges of student behavior arise that impact the learning and safety of the classroom, guardians will be notified of the behavior challenges, and will work with staff to brainstorm solutions to apply in the learning environment. The support and cooperation of the family is key to the success of our learners. If behavior continues and affects the safety of staff or students, the camper will be unenrolled, with clear communication to families.

## Meals and Snack

There will be a morning snack time and an afternoon snack time, in addition to a midday lunch. Please send your learner with 2 portable snacks and a healthy lunch. During the summer time, free lunch through Lunch Lizard may be available. Information will be communicated for the individual camps that this service is offered.

## Student Personal Items

Please mark all student items and removable clothing clearly with their name. Our staff will do the best to organize and locate removable student items, but are not responsible for lost or stolen belongings.

## Lost and Found

Unlabeled student items whose owner can't be identified will go into the classroom lost-and-found box at the end of camp. This box lives at the entrance of EUREKA! and will be donated at the end of each semester.

## Student Toys and Personal Belongings

Please do not send your learners to school with personal toys or money. These items can be easily lost or broken. Student personal belongings will be stored in cubbies, however EUREKA! is not responsible for lost or stolen items.

## Toilet Training and Student Clothing

All students are expected to be toilet trained. If students have an accident, they will be provided an extra set of clean clothes from EUREKA!. Their soiled garments will be placed in a sealed plastic bag, stored out of reach of children, and given to parents during pick up.

Learners should arrive in camp appropriate clothing, where they can learn outside and engage in hands-on crafts and activities. Please ensure the student is dressed weather-appropriately during the year.

## Media Policy

EUREKA! reserves the right to use publications of audio, video, and/or photographic images of our participating learners, without the payment of compensation or royalties.

## Screen Time and Media Use

Learners will not receive more than 30 minutes a week of recorded media, such as videos or TV, and these will never be shown during snack or lunch time. Learners will not receive more than 30 minutes a day of tablet and computer time, which will be split into increments under 15 minutes at a time.

These policies do not apply to technology-based camps, such as Minecraft, Coding, Robotics, Animation, or Film-based programs. Camps with more than 30 minutes of technology use per day will be noted on the registration event in Dashboard.

## Health and Safety

### Illness and Medications

For the health and safety of other learners and staff, please do not send your student to camp when sick.

Students should stay home if experiencing the following:

- Fever of 100.4°F or higher
- Severe stuffy or runny nose
- Fatigue and muscle aches
- Vomiting or diarrhea in the last 24 hours

If they have been diagnosed with a contagious illness, please inform EUREKA! immediately so we can take proper precautions to keep our learners and staff healthy. We are required by the State of Colorado to report any student with a communicable disease to the Colorado State Health Department.

In the event a student becomes sick at camp, guardians listed on the emergency contact will be called to pick the student up. Students may return when they are free of fever and/or vomiting or diarrhea for 24 hours.

If your student needs to be administered medication, the following steps must be taken:

- For physician prescribed medications:
  - ***Guardians must submit a written and signed request for prescription.*** All medication delivered during camp hours will need a medication plan written out with our Medical Administrator staff that covers the necessary information required for that child's specific medical needs. Every medication will need a completed [Medication Administration Permission form](#).
  - Any students with an emergency medication (epi-pens, albuterol, etc), in addition to the Medication Administration form, will also need to complete an Emergency Care Plan. Families ***must provide the medication in the original container with the student's printed name, dosage, and directions.*** Staff will not be able to accept medication outside of its original container.
  - A trained Medical Administrator staff will administer the medication at the assigned time.
  - Guardians are allowed to come to EUREKA! to administer medication themselves, without written request.
  - All emergency medication (epi-pens, albuterol, etc) will be kept in a EUREKA! medication backpack, and will be carried by staff when the student is present.
  - All authorized non-emergency medication will be stored in a locked medicine box on a shelf that is inaccessible to students.
- For over-the-counter medications:
  - ***EUREKA! is unable to administer over-the-counter medications*** during camp days. Guardians are allowed to come to the museum to administer medication themselves, without written request.

## Sunscreen

EUREKA! is committed to sun safety. Families are expected to apply sunscreen to their students before camp. EUREKA! staff will reapply sunscreen every 2 hours, 80 minutes if swimming or playing in water. EUREKA! will use Rocky Mountain Sunscreen with an SPF of 30.

If you prefer your student to use a specific sunscreen, please provide it to staff with your student's name clearly labeled.

## Emergencies

In the event of an accident or sudden onset of sickness, we will immediately seek proper care for a child, and alert emergency services if deemed appropriate. Our staff will reference any individual emergency instructions from the student's file, and call guardians listed on the emergency contact, in addition to notifying our health care consultant.

It is the responsibility for families to keep updated emergency contacts and emergency plans.

## Injuries

All of our staff are CPR and First Aid certified. In the event of a minor injury, first aid will be applied and parents will be informed during pick up. If the injury is significant, but does not require emergency services, guardians will be called and notified.

## Safety and Supervision

EUREKA! will follow the ratio of 2 staff to 30 students, at all times. Learners will be supervised and in the line of sight when indoors and outdoors. Headcounts will be performed at the start and end of all daily transitions.

## Emergency Plans

EUREKA! will follow our emergency preparedness plan, which is annually reviewed and updated.

After an emergency event, it may not be possible to locate a student's parent/guardian or other authorized individuals. EUREKA! will need to keep the child safe until reunified, or contact the local emergency

management agencies if no one has been located to release the child once EUREKA! is no longer able to provide child care.

If the EUREKA! facility is unusable following an emergency event, programming will be canceled.

## Fire Plan

In the event of a fire, all students will immediately evacuate from the building to the courtyard of New Life Church. Staff will do a sweep of the building to ensure no students are in the bathrooms, and will call 911.

## Lost Child Plan

As soon as it is discovered or reported that a child is missing, all staff will be immediately notified of the following information:

- Name
- Age
- Approximate height and weight
- Skin and hair color
- Details of what the child was wearing (clothes including the type and color of the child's shoes and jewelry, identifying features like glasses or braces, and other accessories like a backpack)
- Where the child last seen, doing what, with whom
- What was the child's disposition before the disappearance: angry, happy, sad?

All available staff will conduct an immediate search of the building and area. If the child is not located within 10 minutes, 911 will be called, in addition to the child's guardians.

If it is identified that a student is separated from their assigned group, staff will immediately alert the admin team, and the student will be escorted back to their assigned group with their assigned staff members.

## Transportation

Students will be transported on EUREKA! Activity buses or vans for field trips. When being transported, all students will be seated in a rear seat with a seatbelt fastened. EUREKA! staff will visually check all students are buckled into their seats. If traveling in the EUREKA! Van, all students under 65 pounds will be seated on a booster seat. All EUREKA! drivers have completed the D51 online and in-person driver course. Student to staff ratios will be met at all times, including when inside a vehicle.

Each vehicle will have the following items, and staff will check they are present before all trips:

- Proof of insurance and vehicle registration.
- Mileage log book.
- Window shade.
- Fire extinguisher.
- Hazard triangle.
- Tire pressure gauge.
- Jumper cables.
- Flashlight or headlamp
- Hand towels
- Trailer hitch
- Trailer electrical adapter
- Driving binder
- Flares
- Duct tape
- Water (1 liter)
- First aid kit
- Car sickness bags

In the event of an emergency (flat tire, car sickness, accident) during transport, the driver will stop at the next safe area to pull off. Students will be evacuated from the vehicle to a safe area, away from traffic, until the problem is resolved or a replacement vehicle is provided.

All field trips will be communicated at the time of registration. By registering and agreeing to the parental contract at the time, parents give permission for students to attend the communicated field trip. It is the parents responsibility to communicate with EUREKA! Staff in advance if they need to drop off or pick up during off-site field trips. If any changes arise, field trip logistics will be communicated to parents via email.

## Mandated Reporters

All EUREKA! staff are mandated reporters, and have completed training through Child Protective Services. If staff have any reason to suspect physical, sexual, or emotional abuse, child neglect or exploitation against a student, they will call the Mesa County Child Protection Hotline at 970-242-1211.

EUREKA! staff will not inform families when a complaint has been reported.

## Claims

If you have concerns about this child care facility and would like to file a complaint against the facility, you may contact:

Colorado Office of Early Childhood, Division of Early Care and Learning, Child Care Licensing and Administration at 1575 Sherman Street, Denver, CO, 80203-1714 or call 303-866-5958 or 1-800-799-5876