



# Summer Camp Parent Packet

Summer 2024

## Policies and Procedures

Welcome to Golden History Museum & Park's Summer Camp program! We are excited to spend the summer with your children. This is all the information you need to know to get ready for camp. Please read this document carefully before registering your child. We ask that parents or legal guardians read and agree to all the below policies before registering. Any questions or modifications must be submitted to the camp administrator, Jesse Gagnon, via email at [jgagnon@goldenhistory.org](mailto:jgagnon@goldenhistory.org) prior to registration. Parents/ legal guardians will receive an updated Parent Packet in May.

## Structure

All sessions are scheduled for Monday through Friday. There are younger child camp options, ages 6-8, and older child camp options, ages 9-12, each week. There is an average ratio of 1 teacher for every 12 campers.

All camp sessions, except for Silent Stars, are offered in a half day format: 9:00am – 12:00pm or 1:00pm – 4:00pm. If you need to create a full day schedule (9:00am – 4:00pm), select a **morning and afternoon session**. Lunch is from 12:00pm – 1:00pm and is supervised by camp staff. Half day campers may participate in lunch, but the camp administrator must know in advance.

## Dates

Summer camp at Golden History Museum & Park runs for eight weeks Monday through Friday starting on June 3. Please utilize the list below to put together your summer schedule. For a more detailed description of each camp theme, please review our camp descriptions document on our [camp webpage](#).

### June 3 – 7

- Ages 6-8: Pioneer Kids and Art Explorers
- Ages 9-12: Frontier Explorers Science & Engineering and Home & Hearth

### June 10 – 14

- Ages 6-8: Dirty Jobs and History Mystery
- Ages 9-12: Silent Stars

### June 17 – 21

- Ages 6-8: Pioneer Kids and Art Explorers
- Ages 9-12: Frontier Explorers Science & Engineering and Home & Hearth

### June 24 – 28

- Ages 6-8: Dirty Jobs and History Mystery
- Ages 9-12: Silent Stars

## July 1 – July 5: Break Week

## July 8 – July 12

- Ages 6-8: Pioneer Kids and Art Explorers
- Ages 9-12: Frontier Explorers Science & Engineering and Home & Hearth

## July 15 – 19

- Ages 6-8: Dirty Jobs and History Mystery
- Ages 9-12: Silent Stars

## July 22 – July 26

- Ages 6-8: Pioneer Kids and Art Explorers
- Ages 9-12: Frontier Explorers Science & Engineering and Home & Hearth

## July 29 – August 2

- Ages 6-8: Dirty Jobs and History Mystery
- Ages 9-12: Silent Stars

## Pricing (per week)

**Member:** half-day \$190, full-day \$380

**Non-member:** half-day \$215, full-day \$430

**\*Member prices require a [current Household membership \(\\$95\) or higher.](#) We recommend becoming a member for the best rates and for early access to camp registration.**

## Locations

The drop off and pick up location for summer camp is the Golden History Museum at 923 10th St, Golden, CO 80401. Most activities will take place at the Golden History Park across the creek from the museum (1020 11th St, Golden, CO 80401). Please try to arrive on time (9:00am) so that you do not miss the group departing the museum.

## Field Trips

Campers and instructors may travel throughout downtown Golden and Golden History Museum & Park's (GHM&P) locations. Parents and guardians give permission for campers to travel for field trips on foot. All field trips are within walking distance of GHM&P facilities.

## Daily Schedule

- **Morning drop-off:** 8:45 a.m. – 9 a.m. (Campers leave the museum *promptly* at 9 a.m. to go to the History Park.)
- **Lunch break** 12 p.m. – 1 p.m. (All campers will each lunch together at the same time and then play a group game, supervised by camp staff.)
- **Pick-up for AM-only campers:** 12 p.m. – 12:15 p.m.
- **Drop-off for PM-only campers:** 12:45 p.m. – 1 p.m.
- **Evening pick-up:** 4 p.m. – 4:15 pm

Half day only campers have the option to attend lunch. Please make sure that camp staff know. Drop off and pick up is still the museum building.

Please pick up and drop off your child(ren) during designated times. If you are dropping off or picking up a child during any time other than those defined above, please contact the camp administrator in advance, as campers are in various locations within the Golden History Park.

## Extended Care

The museum offers a limited number of Extended Care spots for during summer camp. We recommend that you add this option when registering to guarantee your spot. During extended care, campers are supervised by museum staff at the Golden History Museum. There will be a variety of free play activities such as crafts and games for children to participate in.

### Extended Care Options

- **Early Drop-off** (8 a.m. – 8:45 a.m.) \$35/ week or \$10/ day
- **Extended Pick-up** (4:15 p.m.– 5 p.m.) \$35/ week or \$10/ day
- **Both** (8 a.m.– 8:45 a.m. & 4:15 p.m.– 5:00 p.m.) \$55/ week

### Late Pick-up Policy

- All children must be picked up by 4:15pm unless they are signed up for Extended Pick-up.
- Any parent/ guardian that has not signed up for Extended Pick-up that arrives after 4:15pm will be charged the \$10 daily fee for Extended Pick-up per child.
- Any parent/ guardian that picks up after 5:00pm will be charged a \$15 Late Pick-up Fee per child in addition to any assessed daily fee. At this time parent/ guardians will also be contacted. If a staff member is unable to reach a parent/ guardian or emergency contact, staff will contact the non-emergency dispatch line for the City of Golden.

## Medications

Medications should be taken before or after program or administered by a parent/guardian or the camper during the program. **Staff are not authorized to administer medication during program.** Emergency medication must be carried by and administered by the child unless previously arranged with the program administrator. Please make sure your child's enrollment paperwork is updated with any important medical information.

### A Note on Allergies

The Golden History Museum & Park does its best to accommodate participants with allergies. However, we cannot guarantee total protection. There will occasionally be food activities as a part of program. Parents/guardian will receive a food and ingredient list at the start of the summer. Please make sure that staff are notified regarding any food allergies.

### Beehive on Premises

There is an active beehive on-site at the Golden History Park by the chicken coop. The bees have varying levels of activity throughout the year. **Please make sure that staff are aware of any bee allergies and their severity.**

## Sign-in and Sign-out

Parents/ guardians are required to sign their child in and out every day. Parent/ guardians may designate additional adult individuals to pick-up or drop-off their child during registration. All authorized adults (including parents/ guardians) **should be prepared to show photo identification** when picking up children. This is for your child's safety.

Carpooling is very common at summer camp. Make sure that staff are away of carpooling situations and that your child's paperwork includes all authorized pickup information.

## Behavior Policy

Golden History Museum & Park wishes to protect the safety and welfare of all summer camp participants. To maintain a safe and fun environment our camp, staff may implement various techniques to manage occasional misbehavior. For example, a time out may be used to allow time for a child to regain his/her composure or he/she may lose the privilege to participate in an activity. Depending on the severity of the negative behavior, parents may be asked to pick up their child early from camp, but only after the issue has been discussed with the Camp Administrator.

If a camp instructor documents extreme or recurring negative behavior that is endangering to other participants or excessively disruptive to the operations of the camp, the Camp Administrator will meet with the parent(s)/guardian(s) to discuss the behavior issues and the child may have to leave camp. Golden History Museum & Park reserves the right to remove students who do not adhere to our behavior policy. In this instance no refund will be given.

### **Negative behavior includes, but is not limited to:**

- Uncooperative or violent behavior
- Not listening to camp staff
- Not respecting the rights of others
- Repeatedly running away from the camp staff or volunteers
- Theft or vandalism

## Refund/Cancellation Policy

- All cancellation requests received before 5 p.m. on Friday, May 3, 2024 will receive a full refund minus a \$25 processing fee.
- A 50% refund will be given for cancellation requests made between Saturday, May 4, 2024, and two weeks prior to the start of a registered session.
- No refund will be given for cancellation requests made within the two weeks prior to the start of a registered session.
- If for any reason Golden History Museum & Park cancels a camp session, campers will receive a full refund or the opportunity to transfer to another session if space is available.

## Camp Administration Contact Information

Jesse Gagnon, Student & Family Programs Coordinator | 303-277-8717 (direct)  
Britton Taylor, Education Assistant | 303-277-8723 (direct)

Golden History Museum & Park, 923 10th St, Golden, CO 80401 | 303-278-3557 (main)  
Email (*preferred contact method*) [jgagnon@goldenhistory.org](mailto:jgagnon@goldenhistory.org)