



Summer Camp Handbook

Bluff Lake Nature Center

Site Address

11255 MLK Jr. Blvd
Denver, CO 80238

Summer Camp Director

Ben Jacques
ben@blufflake.org
(413)896-1507
Primary Contact

Education Director

Chira Noce
chira@blufflake.org
(505)306-8262
Secondary Contact

Development Director

Leila Regan-Porter
leila@blufflake.org
Administration-June and July

Executive Director

Rachel Hutchens
rachel@blufflake.org
Administration-August Only

Natural Resource Manager

Tess Robeson
tess@blufflake.org
For Site-Related Questions

Bluff Lake is an equal opportunity employer, aware of federal and state laws that support opportunities for all. We strive to hire diverse staff members that not only have a background working with children and nature settings, but also offer a variety of skill sets and knowledge that will contribute to creating a well-rounded camp experience. Check out the [Bluff Lake Team!](#)

Table of Contents

BLUFF LAKE MISSION	4
CULTURE OF INCLUSIVITY	4
HOURS AND LOCATION	4
REGISTRATION	5
Admission and Fees	5
Camp Cancellation and Refund Policy	5
Returned Check Policy	5
REQUIREMENTS AND DEADLINES	5
All Campers	5
Only "Land and Life" Campers (Week 3 June 17-21 or Week 7 July 22-26)	5
Only Campers with a Medical Condition Potentially Requiring Medication - Details	6
CONFIRMING OR CHANGING DETAILS BEFORE CAMP	6
WHAT TO WEAR AND BRING	6
Clothing and Footwear	6
Lunch, Snacks and Water	7
Camper Backpack	7
Daily Packing Checklist	7
DROP OFF AND PICK UP PROCEDURES	8
Location	8
Illness Precautions	8
Authorized Pickup and Release of Children	8
Absences, Late Arrival, and Early Pick Up	8
Tardy Pick-Up Policy	9
COMMUNICABLE ILLNESS PRECAUTIONS	9
If Symptoms are Present	9
Hand Washing	10
Disinfection of Equipment and Table Tops	10
EXPECTATIONS FOR BEHAVIOR	10
General Camp Rules	10
Creek Time Rules	11

Bead Incentive Program	11
Disciplinary Action	11
POLICIES AND PROCEDURES	12
Sunscreen and Bug Spray	12
Lost and Found Procedure	12
Photography Release	12
Weather Policy	12
Field Trip Weather Policy	12
Staff Background Checks and Training	13
First Aid	13
Accident Policy	13
Transportation	13
Field Trips	13
Prevention of Sexual and Child Abuse	14
Camp Visitors	14
Pronouns	15
Disabilities	15
Additional Policies for Camp Staff	15
Notification of Changes	15
Filing a Complaint	15
FREQUENTLY ASKED QUESTIONS	15

BLUFF LAKE MISSION

BLNC educates individuals to be engaged, resilient, and curious; conserves a natural area in the city; furthers equity in outdoor access; and nurtures the health and well-being of communities and ecosystems. It was founded in Denver in 1994 by interested citizens to provide fun, experiential nature education to children in the out-of-doors. Bluff Lake strives to provide children with the opportunity to engage with nature and science at our urban wildlife refuge. Our 123 acres is small enough to be familiar but big enough to explore through the years and through the seasons. Summer is just the beginning! We aim to provide a hands-on experience and ecological background that will inform their concern for the environment and lead to appropriate and responsible action. Under the leadership of outstanding instructors, campers will get to experience and know the wild places in the Bluff Lake neighborhood.

CULTURE OF INCLUSIVITY

At Bluff Lake, we believe human beings are positively impacted when nature is an accessible part of their lives. We acknowledge that human impact continues to shrink Colorado's beautiful natural spaces, that much of outdoor space in Colorado is not accessible to its residents and visitors, and that many barriers exist to keep marginalized communities out. With that in mind, we hope that the land we manage and the programs we offer are welcoming for everyone to enjoy. We aim for land management practices that are sustainable and ensure the natural value of the site exists long into the future. We hope that individuals are encouraged to create their own connections with nature. We acknowledge that not everyone will choose to participate and that is okay. We want to meet people where they are and promote individual agency around nature. More information about Bluff Lake's [culture of inclusivity journey here](#).

HOURS AND LOCATION

Drop off and pick up both take place at the main parking lot at the front entrance to the site:

Bluff Lake Nature Center
11355 MLK Jr. Blvd.
Denver, CO 80238

8:00 am	Pre-camp extended care drop off (pre-registration required)
8:30 am	Medication drop off every Monday; Junior Counselor drop off
9:00 am	Standard camp drop off
3:00 pm	Standard full-day pick up
3:30pm	Junior Counselor pick up
5:00 pm	Post-camp extended care pick up (pre-registration required)

You must [register in advance](#) for extended care by contacting Camp Director Ben Jacques at ben@blufflake.org. Unregistered campers will not be checked in before 9am, and a tardy pickup fee will be charged after 3pm.

REGISTRATION

Admission and Fees

Online registration through CampDoc is required to enroll your child in camp, but their spot is not guaranteed unless all supplemental submissions and full payment are received by the deadlines. For most campers, the only supplemental submission is if your camper has a medical condition. If your camper has a medical condition, please see full details about [medical forms here](#). All forms are due at least two weeks before your camper's first day of camp. All payments, for all camp weeks, are due by May 20, 2024. Your camper will not be admitted to camp if we do not receive all required forms and payments.

Camp Cancellation and Refund Policy

If you must cancel please let us know as soon as possible. Many families are on the waiting lists, and advance notice of your cancellation makes scheduling much easier for both staff and other families. To request a refund, please contact Director Ben Jacques at ben@blufflake.org. Please include your name, your camper's name, and their camp dates. Refunds will only be issued until May 20th, 2024, after which you can receive credit towards a future program. By May 20th we will have hired our staff and bought supplies for the whole summer. Please see [full cancellation policies here](#). We do not give refunds for days of camp or extended care that are missed due to late forms, medication non-acceptance, expulsion for consistently dangerous or disrespectful behavior, or family scheduling conflicts.

Returned Check Policy

Checks are accepted as a form of payment if you are unable to make your payment through the CampDoc system. In the case of a returned check, a \$25 administrative fee will be collected in addition to the amount owed. Another form of payment is required within 48 hours of notice or your child's enrollment will be canceled.

REQUIREMENTS AND DEADLINES

All Campers

<u>Requirement</u>	<u>Deadline</u>	<u>How to submit</u>
Full payment	May 20, 2024	Your CampDoc account

Only "Land and Life" Campers (Week 3 June 17-21 or Week 7 July 22-26)

Your child will have the opportunity to attend a field trip to The Urban Farm during the Tuesday of their camp session (no additional charge). Details about the field trip will be emailed to you at least two weeks before your first day of camp.

<u>Requirement</u>	<u>Deadline</u>	<u>How to submit</u>
The Urban Farm waiver	1 week before your camp	Online signature (required)

Confirmation of Urban Farm waiver submission

1 week before your camp

Forward confirmation email or photo of confirmation screen to ben@blufflake.org

Only Campers with a Medical Condition Potentially Requiring Medication - [Details](#)

<u>Requirement</u>	<u>Deadline</u>	<u>How to submit</u>
IF ALLERGIES (with potential anaphylaxis): Emergency Care Plan & Orders	2 weeks before your camp	Email to ben@blufflake.org
IF ASTHMA (has rescue inhaler): Emergency Care Plan & Orders	2 weeks before your camp	Email to ben@blufflake.org
IF ANOTHER CONDITION (requiring medication): Medication Permission Form	2 weeks before your camp	Email to ben@blufflake.org
IF BRINGING ANY MEDICATION (including over-the-counter):	8:30 am on first drop off at camp	Arrive 30 minutes early on Monday. This Staff Checklist for Medication Drop Off lists everything we will check for. See Common Mistakes to Avoid here .
IF NOT BRINGING MEDICATION (if this disagrees with Care Plan & Orders, or by Bluff Lake request based on child's medical condition): Refusal Form	Your first drop off at camp	Email to ben@blufflake.org ahead of time (preferred), or sign at drop off on first day

CONFIRMING OR CHANGING DETAILS BEFORE CAMP

A week or two before camp you will receive a final confirmation email about your child's registration and small group assignments (first name and last initial of each child). Please watch for the email, then review it carefully and contact ben@blufflake.org **as soon as possible** if you have any concerns, or to request any changes. We will try our best to accommodate your request, but this is not guaranteed (especially within one week of the camp start date).

WHAT TO WEAR AND BRING

Clothing and Footwear

Your camper may wear their camp t-shirt if they wish, but it is not required. They should wear clothes that are comfortable for movement, and that are okay to get dirty! Please dress your

child for hot weather (sometimes very hot), but also send long sleeve layers in case the weather cools down (a fleece or rain jacket is recommended). If your child is particularly prone to mosquito bites, long sleeves and long pants are recommended.

It is very important that campers wear shoes that are comfortable for walking! We strongly recommend close-toed shoes paired with socks, because these do a much better job of preventing gravel from getting stuck under campers' feet. Campers should also bring sturdy water shoes or extra socks and sneakers to change into for wading in the creek (no flip flops or bare feet). We have a limited supply of water shoes to lend to campers if you do not own any. Please apply sunscreen to your child's exposed skin before dropping them off (as well as bug spray, if desired), and make sure they have a hat with them for protection from the sun.

Lunch, Snacks and Water

All campers need to bring a morning snack and water. Campers also need to bring a lunch and an additional afternoon snack if they are staying for extended post-camp care. Please make sure all food is non-perishable. Bluff Lake Nature Center does not have access to running water, so please provide your child with AT LEAST one full 16oz. water bottle per day. We will have hand wash stations available prior to snack time and lunch. Please write your child's name on the outside of their lunch box and water bottle. This helps us make sure that children do not share food or water, and also helps prevent lost items.

Camper Backpack

Please send your camper with a backpack containing all the items they will need during the camp day. This includes water, lunch, and snacks (more details below), sunscreen and bug spray for reapplication throughout the day (label the bottles with your child's name), water shoes, a hat, and extra layers (rain jacket). Many campers like to have a small towel to dry their feet after creek time, and a plastic bag to store their wet water shoes in. We recommend sending a cooling cloth or washcloth that can be moistened and worn on the campers neck to cool down throughout the day. Campers may bring their own field equipment (e.g., binoculars, bug nets) if they wish, but we will also provide these items to use during camp. **Please, NO electronics, toys, wallets, money, or pocket knives.**

Daily Packing Checklist

- Water bottle
- Lunch
- 1-2 snacks
- Sunscreen
- Water shoes
- Hat
- Extra layers (rain jacket preferred)
- Bug spray (if desired)
- Small towel (if desired)
- Plastic bag (if desired)

DROP OFF AND PICK UP PROCEDURES

Location

Both drop off and pick up will take place in the main parking lot at the front entrance to Bluff Lake Nature Center (11255 MLK Jr. Blvd). When you enter on the first day, we will direct you to the designated drop off/ pick up area for your child's small group. Once you know where that is, you may proceed directly to that location on subsequent days. Please always park your car in a parking spot, ensure loading and unloading take place out of the path of moving vehicles, and accompany your child over to their group's drop off/ pick up area to check them in or out.

Authorized Pickup and Release of Children

All campers must be checked in and out each day by a parent, guardian, or another adult pre-authorized for pickup. The authorized adult must bring an official photo ID. Please park your car and come over in person to meet your child and counselor at their assigned pick-up location. Pick up locations will be staggered across the parking lot (marked with colored banners to identify each small group). You will receive directions to your specific drop off location as you enter the parking lot on your first day of drop off.

Please let your child's counselor know if you need to add adults to the authorized pickup list you submitted with your child's registration. Changes to the authorized list can be made via email, in person, or, in the case of an emergency, over the phone. If an individual who has not been authorized by the parent tries to pick up the child, we will first try to contact the parent/ guardian by phone. If we cannot reach the parent for verbal confirmation that the individual is authorized for pickup, the child will not be released, and the individual will be asked to leave. If necessary, the authorities will be contacted.

If you would like for your child to be able to sign themselves in and out (for example, to walk or ride a bike to and from camp), please contact that Camp Director ahead of time to discuss the possibility. Whether or not this will be permitted is at the discretion of the Camp Director.

Absences, Late Arrival, and Early Pick Up

Bluff Lake will monitor the children to be sure they arrive when expected and follow up on their whereabouts if they are late. If your child cannot attend camp on any given day, or if you are running late for drop-off, please let the Camp Director know as soon as possible. Please also let Bluff Lake staff know ahead of time if you will need to pick up your camper early. If you are giving less than 24 hours of notice, please text (rather than email) to make sure we receive the message in time. Upon arrival for late drop-off or early pickup, call or text the Summer Camp Director Ben: (413)896-1507 for information about where to find your child's group, as it is likely they will be away from the parking lot for the day's excursions. You will still need to sign your child in or out as usual, either with their counselor, or with the Director. We do not issue partial refunds for missed camp days (excepting communicable diseases).

Tardy Pick-Up Policy

Our counselors' are paid by the hour, so when campers are picked up late it puts a practical and financial strain on the organization. Pickup times for campers are 3pm for full day, or 5pm for post-camp care. You will be assessed a childcare fee for each occurrence if you arrive more than 15 minutes after the scheduled pickup time:

- \$20 You arrived 16-20 minutes after pick-up
- \$30 You arrived 21-30 minutes after pick-up
- \$50 You arrived 31+ minutes after pick-up

We will call the camper's parent/guardian(s) if no one arrives at the scheduled pickup time. If the parent/guardian(s) cannot be reached, we will call the camper's emergency contact(s). If the camper is not picked up by 4:00pm for full day, or 6:00pm for post-care, we will contact the authorities.

COMMUNICABLE ILLNESS PRECAUTIONS

If a child is ill, please keep them home so that they can get better and protect the health of the other campers and adults. When a child shows signs of a severe or communicable illness, they will be separated from other children, the parent/guardian notified, and a doctor or medical facility consulted as needed regarding treatment. In case of a known communicable illness such as COVID-19, hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella, the Camp Director will report to the local health department pursuant to regulations of the State Department of Public Health and Environment and contact all parents/guardians of children in care. If you would like a transfer due to your child being kept home due to illness, please contact the Camp Director at ben@blufflake.org and we will try our hardest to accommodate you.

If Symptoms are Present

Any individual who is feeling unwell, or who shows any of the symptoms listed above, will immediately be separated from other individuals. Staff members will go home immediately. Campers will be taken to rest on the shaded bench near the hand-washing station outside of the building in the main parking lot, and will remain there under counselor supervision until we are able to reach their parents to have them picked up. No other campers will be permitted to enter the area around the ill child, and after the child's departure, the bench and hand-washing station will be thoroughly disinfected before any other individual is allowed to use it.

If any symptoms are observed among campers or staff, they will be recorded in an [Illness and Injury Log](#) that includes the individual's name, assigned group, symptoms, date and time of symptoms, and date and time of return to the group setting (if applicable). Bluff Lake will maintain these records for at least two months.

Hand Washing

Hand washing stations are available at three different locations on site. Participants and counselors will wash their hands with soap and water after using the bathroom, after handling any bodily fluids, after handling any trash, after handling any animals or animal waste, after entering the creek or handling creek water, in the case that a counselor needs to switch groups, before eating snack and lunch, after eating snack and lunch, before taking or giving medication, and before and after using shared materials for an activity. Camp staff will supervise handwashing to ensure that campers are washing their hands properly: getting hands wet, applying soap, rubbing hands until a soapy lather forms, washing hands for at least 20 seconds outside of the water, rinsing hands off, and drying hands with a paper towel. In the case that a handwashing station is not nearby, each counselor will have a bottle of hand sanitizer to dispense to the campers.

Disinfection of Equipment and Table Tops

Equipment and table tops will be washed with soap and water, disinfected with Oxivir™ wipes, and rinsed with water. Disposable paper towels will be used. Oxivir™ wipes (EPA Registration Number 7062760) is on the EPA List N: Disinfectants for Coronavirus (COVID-19), and it kills SARS-CoV-2 (COVID-19 virus) in 1 minute, with hydrogen peroxide as the active ingredient.

EXPECTATIONS FOR BEHAVIOR

Bluff Lake has an open door policy on communication between staff and parents. The Camp Co-Directors and counselors will do their best to inform the parents or guardians of the child's engagement, progress, and social and physical needs. Staff members are available before and after camp each day for this purpose, as well as being available by phone.

We ask campers and staff to [Respect the PONY](#) - Property, Others, Nature, and Yourself. We will discuss how this looks on the first day of camp, and gently remind campers as needed throughout the week. It is extremely important that each camper follows the rules so that we can create a safe and positive experience for everyone.

General Camp Rules

- Campers should leave everything in the environment (sticks, wildlife, berries, stones, flowers, etc.) unless they have permission from the camp counselor to remove an item.
- Shoes must be worn at all times by the campers. Sneakers or other rubber-soled shoes are particularly recommended when wading in shallow water (ponds or streams) to study aquatic life. It is recommended that campers carry water shoes in their backpacks. We do have a limited supply of water shoes available so please do not buy them for your camper if they do not already own them - we will provide them.
- Wildlife observed along the trail should be treated humanely. Campers may not throw rocks or other objects, shout, chase, or threaten the animals in any way.
- Campers should not touch any potentially dangerous plants or animals.
- Campers will not ingest any flora during camp.

- Campers must respect each other's privacy when using restroom facilities.
- Camp leaders will maintain sight or voice contact with campers at all times while campers are under their supervision.
- Campers must be clothed (shirt and shorts/pants) at all times during camp.
- Any item that could be dangerous should be kept at home, including but not limited to: pocket knives.
- It is imperative that one camper does not hinder the experiences that Bluff Lake Nature Center has to offer to those who want to learn in nature. Campers who are behaving in violent, threatening, or harassing ways will be asked not to return to camp.

Creek Time Rules

- The required staff ratio in and around water is no more than 10:1
- There must be at least two counselors present when children are in and around water
- No one can enter the water with any open cuts or wounds
- Never put water into your mouth, eyes, or nose
- Must have on sturdy shoes (no flip flops or bare feet)
- Counselor gets in the water first and out of the water last
- Campers must obey all counselor's instructions RIGHT AWAY
- Wading only, no swimming
- Water must be no higher than top of each individual's knees (depth will vary by height)
- No jumping
- Show respect and take care of creek critters (crayfish, minnows, clams)
- Campers are responsible for cleaning and caring for the gear they borrow (water shoes, nets, buckets)
- Everyone must wash their hands after creek time

Bead Incentive Program

A bead system will be used throughout the camp week to enhance camp culture, engage campers in activities, and reinforce positive behaviors. Counselors will award beads to campers when and if they are earned, and campers can collect the beads on their name tag necklace. Campers can earn beads for encouraging other campers (yellow), sharing how another camper brought them joy (pink), helping the counselors (purple), being an environmental steward (green), exploring the creek (blue), spotting wildlife (orange), finishing the weekly scavenger hunt (red), and successfully completing a full camp week (sunshine color-changing bead). Management by positive example often creates an environment of attention that will reduce the frequency of inappropriate behavior.

Disciplinary Action

If discipline is necessary, it will be constructive and educational in nature, and will include separating the child from the problem situation and talking with them patiently. Counselors will encourage campers to take a "cool down" for a few minutes in a safe space, as needed. Children will be encouraged to collaborate with counselors on their own consequences. This intervention system is designed to give campers opportunities to think, learn, and take ownership.

POLICIES AND PROCEDURES

Sunscreen and Bug Spray

Please apply these items to your child's skin before the program begins each day. Then, leave the items in their pack and have them apply it themselves during the day (we will let campers know when is an appropriate time to put it on). If they require help to apply their sunscreen and you consented to this on your registration form, then we assist them. (We are not allowed to apply sunscreen to children without written permission). If your child forgets their sunscreen, and you indicated no sunscreen allergies on their registration form, we will provide Coppertone Kids Continuous Spray Sunscreen SPF 50 for them to apply that day.

Lost and Found Procedure

Throughout the summer, many campers leave belongings at Bluff Lake. If a found item is labeled, we will return it to the camper the next day. If it is not labeled, we will place it into our Lost & Found Box, located just outside the front building door in the main parking lot. We urge parents to label all of their campers' personal items and clothing, and not to allow children to carry money or valuable items. If you suspect your camper left something behind, feel free to call camp staff or to come by the site and look through the Lost & Found Box.

Photography Release

By attending our program, you give Bluff Lake Nature Center permission to photograph your child while they are participating in summer camp. These photographs may appear in newsletters and/or marketing materials. To request an exception for your child, please contact ben@blufflake.org.

Weather Policy

Rain and heat are part of the outdoor experience, so we plan to hold camps regardless of weather. We do understand the dangers of lightning, however, and we will take appropriate shelter if lightning is present. If lightning storms persist, we will notify parents, and they can decide if they want to pick up their camper early. Campers are welcome to finish their day at camp safely under our shed awning. We only cancel camp for extreme weather (tornadoes etc). During Ozone Alert days we will take precautions to stay in the shade and rest in the afternoon. Please make sure your camper is prepared for all likely weather conditions by bringing a raincoat, sun hat, and plenty of water.

Field Trip Weather Policy

There are two field trip days during the summer on weeks 3 and 7 (Land and Life Session) where we drop off and pick up at the Smith Road Trailhead. There is no emergency shelter at this location and if the forecast calls for likely thunderstorms we will hold camp at the Bluff Lake site instead. Parents will be notified ASAP the morning of and a staff member will be positioned at Smith Road to direct drop off to the Bluff Lake site. If a thunderstorm occurs during the field trip we will call for pick up and use the Urban Farm as a safe shelter. Rain-out dates for the field trip may be available later in the session.

Staff Background Checks and Training

All staff receive federal and state background checks regarding criminal history, child abuse & neglect, and the sex offender registry. All staff are trained and certified in CPR, First Aid, Standard Precautions, Injury Prevention, Playground Safety, Recognition and Reporting of Child Abuse and Neglect, FEMA Disaster Preparedness, and Bluff Lake's Premises Safety, Emergency and Incident Procedures, and Hazardous Materials Safety. Select staff are also trained and certified in Medication Administration, and will be assigned as counselors for campers who are bringing medication. All staff also receive training in childhood development and mental health, youth education facilitation (including specific techniques, behaviors, and what language to use during certain situations), working effectively with teenage interns, teen suicide risk, conflict resolution, anti-discrimination and inclusiveness, avoiding and reporting sexual and other types of harassment, and the specific nature-themed curriculum of Bluff Lake Summer Camp.

First Aid

Each camp staff member must carry a fully-stocked first aid kit at all times that contains basic first aid medical supplies. Any medical supplies that are used from the kit must be replaced on that same day. Staff members are certified in First Aid and CPR, and will provide first aid for minor injuries throughout the day (e.g., scrapes, bug bites, small cuts). If needed, staff have access to a Childhood Nurse Consultant and an Early Childhood Mental Health Consultant via phone or in person.

Accident Policy

If an accident occurs, staff members will submit a written accident report to Bluff Lake Nature Center's Executive Director. If the accident is minor, we will notify the parent/guardian at the end of the day. If the accident is serious, we will immediately notify the parent/guardian and will take the child to the nearest medical facility.

Transportation

Bluff Lake staff members will not transport campers in motor vehicles unless in case of an emergency. If a staff member must transport a camper in a vehicle, they must possess a valid driver's license, drive in accordance with all state and local laws, and follow the Bluff Lake Driving Policies (available upon request).

Field Trips

The only planned field trips for the summer of 2024 are tours of The Urban Farm during Weeks 3 and 7, Land and Life theme, specifically on Tuesday, June 18, and Thursday, July 24, 2024. On those two days, the entire camp day, including drop off and pick up, will be held at Smith Road Trailhead (10000 E Smith Rd, Denver, CO 80238) rather than at Bluff Lake Nature Center. Campers and counselors will walk the short distance together from the Trailhead to the Farm at their assigned tour time. Full field trip details will be emailed to you at least two weeks in advance, and you have the option to refuse participation for your child.

During field trips, staff-child ratios of no greater than 15:1 will be maintained, and children will be actively supervised at all times. The Camp Director will carry an itinerary of events and a list

of all the children and staff on the field trip. Camp staff will carry information about each child's name, address, health care provider contact information, dentist contact information, and written authorization from parent(s) or guardian(s) for emergency medical care.

Prevention of Sexual and Child Abuse

- Bluff Lake has a zero tolerance policy for inappropriate touch, sexual innuendos, sexual harassment and/or sexual abuse. In the event of any of the above or related actions, the staff member will be removed immediately from participating in the program and/or employment will be terminated.
- If age-appropriate, child-to-child sexual exploration occurs, staff will intervene without humiliation, and report occurrence to Camp Director and parents via an incident report.
- Bluff Lake staff members, Junior Counselors, and Education Interns will never be alone in an enclosed space with a camper, including in a bathroom. Staff members and campers must all respect each other's privacy when using restroom facilities. If a camper needs assistance, a staff member must ensure that another adult is present. Campers should be fully comfortable using bathrooms independently before attending camp.
- Staff members and campers must be fully clothed (shirt and short/pants/skirt) at all times during camp. If a camper needs to change clothes, this must be done in private and if assistance is needed, a staff member must ensure that another adult is present.
- Staff members will be trained on sexual abuse prevention and how to handle concerning behaviors and warning signs of sexual abuse.
- Parents and the Camp Director must sign a letter of acknowledgement prior to any staff member communicating with or doing activities with a camper outside of camp.
- All staff members will read and sign a statement that clearly defines child abuse and neglect pursuant to state law and that outlines the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law.
- If a parent believes that their child has been abused, they should seek immediate assistance from the Colorado Department of Human Services, Division of Child Welfare, 1575 Sherman Street, Denver, CO, 80203-1714, (303) 866-5958 or 1-800-799-5876; or use the toll-free statewide child abuse and reporting line, 1-844-CO4-KIDS or 1-844-264-5437.

Camp Visitors

Any adult who wishes to visit during the camp day must first see the Camp Director, show photo identification, and sign in on the visitor log before entering.

Pronouns

In an effort to further equity in outdoor access, we value sharing pronouns which contributes to creating safe spaces for individuals by affirming an individual's gender identity and allowing others to refer to them in the most accurate way.

Disabilities

Bluff Lake makes efforts to accommodate children with disabilities and who have special needs in compliance with the Americans with Disabilities Act, Titles I-V. Our facilities are wheelchair accessible and Bluff Lake makes efforts to enroll and place children with disabilities in our summer camp program. Due to the outdoor venue and physical nature of the program, children must be sighted and ambulatory to attend Bluff Lake Summer Camp. If your child has a disability other than those listed above, please contact the Camp Director to see if accommodations can be made. Instructors are not specifically trained in care for disabled children, so we may recommend that a parent or guardian attend to accompany the child. Our primary concern is for the safety of all children.

Additional Policies for Camp Staff

If desired, you may request to review any of our remaining policies, which are located in the Camp Handbook Supplement for Camp Staff. These include our non-discrimination policy, ADA and religious accommodations, general staff expectations, health regulations, procedures for cleaning, sanitizing, and disinfecting, ill or injured child area, reporting child abuse, workplace harassment, cell phone, and driving policies. All camp staff will be trained in all of these policies prior to camp and will give their signature to confirm that they have read and understand the policies. Staff must comply with the policies at all times as a condition of employment.

Notification of Changes

Bluff Lake will notify parents or guardians in writing of any significant changes in its services, policies, or procedures, so that they can decide whether the center continues to meet the needs of the child. Bluff Lake will also notify parents/ guardians if the program is no longer able to serve children. If a child is withdrawn from a Bluff Lake program for any reason, the parent/guardian is responsible for notifying the Camp Directors.

Filing a Complaint

Bluff Lake Summer Camp is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a child care facility. If you would like to see a copy of the Report of Inspection you may request it from the Camp Director. Parents or staff members may file a complaint concerning suspected licensing violations at this facility by contacting the Colorado Department of Human Services, 1575 Sherman Street, Denver, CO 80203, 303-866-5958 or 1-800-799-5876.

FREQUENTLY ASKED QUESTIONS

Please visit our [Summer Camp FAQ Page](#) or [Summer Camp Website](#). If you still have questions, please contact Director Ben Jacques by email (ben@blufflake.org) or text (413)896-1507.