



WILD BEAR

NATURE CENTER

**PARENT HANDBOOK 2021**

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## **Section 1: Introduction**

Wild Bear Nature Center is a nonprofit, tax exempt organization offering environmental education programs for children since 1995. Wild Bear is licensed as a School Age Child Care program by the Colorado State Department of Social Services.

### **1.1 Mission Statement**

The mission of the Wild Bear Nature Center is to offer year-round, hands-on educational programs to people of all ages in order to foster a life-long appreciation of the environment and to promote an environmentally aware, responsible and ecologically sound community.

### **1.2 History**

Since 1995, Wild Bear Nature Center (Wild Bear) has been committed to serving the Boulder County community through its grassroots efforts connect all ages to nature through the vision of the nature center. Wild Bear is known for its creative and inspiring exhibits and programs for children, adults and families. Wild Bear's passionate roots to science education and the preservation of Colorado began as a small program serving 24 children in the summer of 1995, growing to serve thousands of people of all ages every year. Founded by an elementary school teacher, Wild Bear's passionate vision was inspired by the belief that learning should be life-long, occurring every day and all day and throughout our lives.

The long-term vision of Wild Bear from its modest beginnings in 1995 was to create a nature center facility in the mountains of Boulder County to provide the general public with opportunities to learn together about the environment and ecology in their own backyard. In 1999, Wild Bear collaborated with Boulder County Parks and Open Space and the Town of Nederland to preserve over 200 acres of land north of Nederland, called Mud Lake Open Space; voters approved this plan including the development of the Nature Center by Wild Bear. Over the next two years, Wild Bear successfully raised \$100,000 through private donations, and purchased 5 acres amid the Mud Lake Open Space.

In July of 2000, Wild Bear organized 134 volunteers to remove over 30 tons of trash off of the Mud Lake property allowing it to regenerate to its natural state. As another milestone toward the greater long-term vision of creating the off-grid center at Mud

Lake, in 2010 Wild Bear opened an interim nature center in downtown Nederland, where both visitors and locals can engage in educational workshops, enjoy exhibits highlighting the local and global environment, and contemplate our human impact thereon. Funded through donations from individuals, this 2200 sq. foot facility located in the downtown Shopping Center showcases educational information about a variety of plants and animals, live animal habitat exhibits and more.

Further, the Center contains workshop spaces as well as a small eco-gift shop. Open year round and 6 or more days a week, this downtown location has allowed Wild Bear to become a major community resource in Boulder County, and visitors from all over Boulder County, the Greater Denver area and the world have been enjoying this resource in Boulder County as another important educational opportunity provided by Wild Bear Nature Center. Through generous support from foundations and individual donors, Wild Bear continues to grow and expand as recognized environmental education leaders serving the Greater Denver area.

In 2019, Wild Bear exchanged its original 5 acres for a new site on the corner of CR128 and HWY 72 (Peak to Peak Scenic Byway). Now Wild Bear staff and board are planning the permanent nature center to be located there.

### **1.3 Statement of Values**

**Admiration and Respect of the Earth and all Living Systems:** We believe that people and nature inherently deserve our respect, and that we should take personal responsibility in our relationships with them.

**Sustainability & Balance:** We believe that functioning in harmony with our surroundings is a perpetual act of balancing that requires an ongoing awareness of factors both internal and external to ourselves. We believe that we can be successful as an organization as a direct result of outwardly adhering to our values in an environmentally sensitive and socially responsible way.

**Honesty, Integrity & Respect:** We believe these qualities must guide all dealings with oneself, others, and the environment.

**Responsibility:** We believe that we should have an attitude of ownership toward the roles we play in creating intended or unintended results.

Excellence: We believe that striving for excellence in all that we do is more rewarding for customers and employees, and is a critical factor in the success of our organization.

Teamwork: "The whole is greater than the sum of the parts." We believe that it is in the self-interest of all individuals affiliated with Wild Bear to develop and nurture a functional team approach that embraces and benefits from diversity while striving toward common goals.

Flexibility & Open-mindedness: We strive to be self-evaluative, value diversity, take advantage of teachable moments, be open to opportunity/ embrace/facilitate/celebrate evolutionary change, and not be unnecessarily limited.

Fun!: We believe that people must find pleasure in their work and enjoy the process above the result in order to be effective and sustainable. "Angels fly because they take themselves lightly."

Thoughtful Process Reaching Meaningful Results: We believe that successful learning and meaningful results can be accomplished in a multifaceted, experiential and cooperative environment where the process is an end, in and of itself.

#### **1.4 Nondiscrimination policy**

Wild Bear does not discriminate on the basis of race, religion, sex, sexual orientation, gender, or gender expression, nor national origin. Moreover, we will not discriminate on the basis of mental or physical disabilities, as long as there are reasonable accommodations that we can make that do not have a significant impact on our program. The core of our children's programs is exploring nature including hiking and other physical activities on a daily basis. Moreover, the vehicles used to transport children are not equipped with handicap ramp nor other modifications to accommodate children with physical disabilities.

#### 1.5 Contacting Us

Physical address: 20 Lakeview Dr. Unit 107

Nederland, CO 80466

Mailing address: PO Box

3017  
Nederland, CO 80466  
Phone number:  
303-258-0495 email:  
info@wildbear.org  
Website: wildbear.org  
Federal Tax ID number:  
84-1352764

## **Section 2: Children's Programs**

**2.1 Goals** The overarching goal of our children's educational programs is to foster a life-long appreciation of the environment and to promote an environmentally aware, responsible and ecologically sound community. We encourage our students to become lifelong learners, discovering the amazing wonders of nature. We strive to foster independent, self-confident, inquisitive learners, instilling an intrinsic love for learning.

**2.2 Programs** Wild Bear Nature Center is a licensed School Aged Child Care facility and strictly follows all regulations and licensing guidelines. Participants enjoy a rich variety of scientific studies such as Entomology, Ornithology, Hydrology, etc. supplemented with guest scientists and hands on activities. Wild Bear offers programs for children ages 3 – 16 years old year round. For both school year and summer programs a child may be registered for any combination of days and weeks.

*2.2. a School Year Bear Cubs: for ages 3-5* Children meet for 90 minutes one day a week to creatively engage in hands-on science discovery on a different subject each week.

*Kinder Nature: for ages 4-6* Children meet for 3 hours one day a week. This is a wonderful, creative Waldorf inspired style nature program. Using nature as the learning environment and children's strong connection to nature the program enhances the children's physical and mental development.

*Nature Craft After School: for ages 5-12* This program is available Monday – Thursday while after school. Children ride the bus from Nederland Elementary School or are dropped off at Wild Bear Nature Center. There is a different nature theme each week. Children often head to Mud Lake to learn in nature. When at the Nature Center the children participate in creative hands-on nature learning.

*Nature Camps on No School Days: for ages 5-12* These are all day, 8:00 AM – 4:00 PM, nature based programs. Each day there is a different topic for the children to explore. The group may head to Mud Lake, go on field trips to local museums or other organizations of interest, or stay at the nature center. Shuttle service on RTD buses from Boulder is available upon advanced request and if staff is available.

**2.2. Summer Wild Bear's summer programs** are in session for the weeks between the end of one school year and the beginning of the next. Unless otherwise noted the programs run daily from 8:30 AM – 3:30 PM.

**COVID-19 and Wild Bear Summer Camps:** In this section we will cover everything you need to know about COVID-19 and Wild Bear's policies for keeping children, families, and staff safe during our programming.

We will not be able to provide shuttle service for any camper this summer.

Pick up and drop off will be at the Nature Center. The vast majority of programming will occur completely outdoors.

Families who register this summer, must be able to commit to the same days/group each week for the entire session.

Staff will have the same children in their daily groups throughout the entire session.

Masks will be required for participants and staff when within 6 feet of anyone, or indoors.

We ask that each camper and staff member arrives well rested, nourished and hydrated. The goal is for individuals to arrive as resilient as possible.

Wild Bear camp reserves the right not to admit people who pose a communicable disease risk to others.

Families will be given a written and signed contract of agreement with COVID policies as part of registration.

**Potential actions taken by camp should an outbreak occur.**

Families and staff **MUST** inform Wild Bear immediately if any camper, staff member, other household member, or anyone they've come in close contact with in the last 14 days is showing any symptoms of COVID-19, are sick, or have tested positive for COVID-19..

We will send any staff or campers home if they or family members are showing ANY symptom(s). Consider providing access to an insurance that covers the cost of "camp interruption."

There will be a system in place for hand washing, hand sanitization etc.

Staff are trained to implement safety and health procedures for before, during, and after camp hours.

Camp or group materials will be sanitized after each use

Children will be provided individual supply packs for camp to contain exposure points.

First Aid kits will now include extra masks, hand sanitizer, gloves etc.

Model will adapt to any updates in current public health guidelines

Wild Bear reserves the right to postpone or cancel camp at any time.

2021 Programs:

*NederRANGERS: 5 & 6-year-olds* These young Wild Bears explore the natural areas around Nederland.

*Wild Naturalists: ages 7-8* These slightly older Wild Bears

*Mountain Adventurers: ages 9-12* This program meets Monday – Thursday during the summer. Each day of the week has a specific topic focus from fly fishing to citizen science.

2.3 Location NederRangers, Wild Naturalists, and Mountain Adventurers are based in outdoor spaces near Mud Lake Open Space, Baker Reservoir, and Wild Bear Nature Center

2.4 Staff Wild Bear staff holds Bachelors and Masters degrees in the field of Education, Environmental Education, Biology or related fields and have worked with children for many years. They provide positive, enthusiastic, experienced role models for your child (ren). All instructors are CPR/First Aid trained, and receive full training in Wild Bear's educational philosophy, group management, and teaching strategies.

All Wild Bear staff is required to receive FBI background checks before they are allowed to work with children.

Year-round education staff attend weekly and monthly staff meetings, have established weekly planning times and are encouraged to attend professional development courses throughout the year to learn new curriculum and teaching strategies.

Prior to the summer program, the summer staff participates in a full week of training and orientation to understand our program goals and behavioral management policies,

and work as a team to create a well-rounded program for your child.

Staff is trained to be observant and aware of potential dangerous situations. In any situation staff's primary objective is to keep children and themselves safe.

Stranger Danger: If staff come across an individual while out in the field who they consider a safety hazard (under the influence of alcohol or drugs, displaying violence or profanity), staff are trained to follow these guidelines:

a) Carefully assess the situation for safety and redirect/ask the intruder to leave. b) Note the evidence and proceed carefully to call 911 to report the individual and ask for

emergency  
assistance.

When out in the field, people are in the wild animals home and staff are trained to respect the wildlife that lives there! All wild animals will defend themselves if threatened. The staff is trained to respect and leave the animal alone. We do not touch or feed wild animals or domesticated dogs. Staff are trained to avoid encounters with mountain lions and black bears as well as what to do should there be an encounter.

2.5 Curriculum Wild Bear bases all learning experiences on the Constructivist Learning Theory -- the idea that learners construct knowledge for themselves from their individual experiences. This honors background experiences of each individual and provides age appropriate discovery learning opportunities. Children are always given the opportunity to share their knowledge with others. One of the most important goals of our curriculum is to encourage students to become lifelong learners, discovering the amazing wonders of nature. We strive to foster independent, self- confident, inquisitive learners, instilling an intrinsic love for learning.

Wild Bear forms curriculum around the following styles of learning:

- Linguistic: reading, writing, telling stories
- Logical/Mathematical: experiments, problem solving, reasoning/logic
- Spatial: drawing, building, designing, puzzles, using their imagination

- Musical: singing, instruments, sounds, rhythm
- Kinesthetic: moving around, games, dance, sports, body language
- Interpersonal: group/teamwork, communicating, sharing, cooperating
- Intrapersonal: journaling individual work, working in an independent self-paced instruction.
- Naturalistic: discriminate among living things as well as sensitivity to natural world features.

Developing an understanding of science makes it possible for people to share in the richness and excitement of comprehending the natural world. A sound foundation in science strengthens many of the skills that successful people use every day, such as creative problem solving strategies, critical thinking, and cooperative problem solving, and valuing life-long learning.

**Learning is play. Learning is fun. Play is learning....**

## 2.6 Supervision and Behavioral Policies

### 2.6. Supervision

- State regulations require a 15:1 child to adult ratio. However, Wild Bear strives to maintain an 8:1 student: adult ratio. For each group of children there will be at least one program leader.
- State regulations require that when 8 or fewer children are present, there must be at least one program leader on duty and a second staff member on call and immediately available in an emergency. We strive to have 2 staff members present even when there are 8 or less children in attendance especially on field trips.
- At all times, staff MUST be actively supervising the children.
- For safety reasons, Wild Bear encourages the use of a “Buddy System” when children are outside of the Nature Center. Staff is encouraged to establish pairs of “buddies” on the first day of each new program. This is particularly important during field trips, and in the event of an emergency.
- Children are within sight of an instructor at all times and staff must know

where the children are at all times.

- All staff members are trained to be observant and aware of their surroundings. Any suspicious persons or activities will be reported to the Executive Director and appropriate law enforcement immediately.

## 2.6. Behavioral Policies Parents sign a program contract before attendance.

This contract includes the following: Wild Bear utilizes a “teaching with dignity” model within all groups. This builds a positive and supportive atmosphere for all children. However, in the event that your child is disruptive (i.e physically or verbally aggressive or disrespectful, use of profanities, continuously disruptive behavior or defiance of staff), Wild Bear staff will request a conference with parent/guardian to set clear expectations. If the behavior persists following the conference with the parent/guardian, the child will be removed from the program without refund. Wild Bear expects parent/guardian to provide information about any special behavioral plans your child may have in school or otherwise. Staff Training:

- All teaching staff must participate in the Wild Bear Discipline Training (conducted during Staff Training week for summer camp staff) before working with children.
- Staff build a positive culture within their group, acknowledging those who are “doing it right”. Should children need direction, this is done privately and not in front of other children to avoid humiliating the child.
- Staff members are trained to always have another person within view when working with children
- Instances of physically or verbally aggressive or disrespectful, use of profanities, continuously disruptive behavior or defiance of staff must be addressed with the child and communicated to the parent. All instances are documented in writing and given to Executive Director to be placed in the child’s file.
- In the event that a child’s misbehavior continues after he/she has been talked to by staff, and with the parent, the instructor will inform the Executive Director, who will meet with the child and the instructor. If the behavior persists, a conference will be held with the parent. If the behavior continues, the child will be removed from the program without refund. **Parents are informed of this policy and sign a contract with the registration packet.** Prevention:
  - Staff will lay out clear behavioral expectations and consequences at the beginning of every program.

- Children are expected to respect each other, the staff, nature and Wild Bear materials as modeled by staff.
- Children are expected to listen to and follow directions given by a staff member.
- Staff use strategies to get the attention of children and children are expected to be attentive and focused when a staff member is discussing the topic at hand.
- Children are expected to keep their bodies to themselves.
- Physical contact between children, and between child and a staff member is to be limited to high fives, brief hugs, and hand holding when appropriate.
- Destruction of materials is never okay at Wild Bear.
- Children are expected to respect all living things.
- Children are not allowed to share food, as it becomes a health issue concerning passing germs and unknown allergies.

2.7 Transportation Policy Wild Bear provides transportation using its own vehicles, commercially rented vehicles and sometimes Boulder Valley School Buses for all children from the Nature Center to their daily base and/or field trip destination. Wild Bear's vehicles are driven by staff members. All children are required to use seat belts and child sets if required by age. BVSD buses are driven by school district drivers.

- Staff who have been designated to operate vehicles receive a 4 hour vehicle safety training
- Staff who operate vehicles submit a form testifying to a clean driving record, a copy of driver's license, and documentation of participation in Driver Safety training.
- At least one staff member and an assistant (volunteers or interns included) shall be on all field trips.
- Staff must carry a first aid kit, medical forms, and cell phone (turned on).
- Staff are NEVER allowed to transport a child in their personal vehicle.

Wild Bear Shuttle Service For all day Nature Camps on some No School days and summer programs, Wild Bear staff meet children in Boulder and ride with them to the Nature Center in Nederland.

- Children are supervised at a 10:1 ratio and all sit together on the

bus.

- Children are not allowed to bring electronics such as video games, iPod, phones or other electronic devices on the bus.
- Complete intake paperwork must have been submitted to Wild Bear in Nederland in advance.

The meeting point is at **the 1<sup>st</sup> and Canyon RTD** bus stop in front of the “Made” building. Parent/guardian must sign his/her child(ren) in with a Wild Bear Instructor. In the afternoon staff ride with the children to the RTD bus stop at the **SE Corner of 6<sup>th</sup> and Canyon**, by the Justice Center. Parent/guardians must sign the child out before the child will be permitted to leave the group. There is an additional fee for riding the RTD shuttle to and from Nederland.

## 2.8 Coming Prepared for programs

Children should come prepared each day for an active outdoor experience. It is important that the children have appropriate clothing and footwear to handle mountain terrain and the mountain’s quickly changing weather.

For school year programs a child should have a warm coat, snow pants, boots, mittens, and hat. The child should also have a heavy sweater or sweatshirt to use should the day warm and with activity the warm coat is no longer needed. For full day programs children should have a healthy lunch **and** snack, a fresh filled water bottle, a change of clothes and of course a backpack to hold all of the items and a positive attitude.

For summer programs a child should have a warm sweater or sweatshirt, rain gear, comfortable walking shoes, extra socks, a change of clothes, sunglasses and a hat. The child also needs a healthy lunch **and** snacks, a freshly filled water bottle that holds at least 1 quart or 32 ounces, sunscreen (applied at home), a backpack, and a positive attitude.

## 3. Registration and Financial Policies

3.1 Registration For any program a child may be registered for only the day(s) you want the child to attend. For example, the Nature Craft After School program is in session Monday thru Thursday the weeks school is in session. A child could be registered in

this program for the same one or more days a week every week, or just occasional day(s) during the school year.

- All children must be registered prior to the date of their attendance for each program(s) sessions they will attend. The easiest way to register a child is to use our online Ultracamp system. Just click on the link on our web page to get the process started. You can also register by phone 303-258-0495, or in person at the Nederland Nature Center.

- **Registration is not complete and children will not be added to session lists until tuition and fees are paid.**

- Spaces are limited and reserved only with payment of total tuition, scholarship award, or signed payment plan. In the event that a class is full, your child's name may be added to a waiting list and you will be notified promptly if a space becomes available. You will have \_\_\_\_ ( hours/days) to accept the space and pay the tuition for the session. If you do not accept the space in that time period, your child will be removed from the waitlist and the space will be offered to the next child on the waitlist.

- A **new intake packet**, including Program Contract, Intake Form, Parental Authorization Form, Health Information, Parent Handbook Acknowledgement Form and Media Release, **must be completed at the beginning of every SUMMER or once a calendar year**, or when there are material changes to Intake or Health Information forms occur. **The complete intake packet must be returned to Wild Bear at least two weeks prior to the first date of attendance.**

### 3.2 Financial Policies

- Total tuition and fees are due when a child is registered for a session unless you have filled out and signed a payment plan with staff.

- Wild Bear accepts cash, check, Visa and MasterCard.

- Wild Bear Nature Center offers scholarships to qualifying families provided through Wild Bear's donors. Generally, if you are a Free and Reduced Lunch participant with your school district or receive government subsidies, then we can provide you with a scholarship. These are provided to you through our donors. Please request a scholarship application to determine eligibility.

- Wild Bear also accepts Boulder and Gilpin County Child Care Assistance Program (CCAP).

**Tuition and Fees** Tuition fees make nearly 50% of our total annual budget. The rest of our revenues come from grants, donations, fundraising events, and gift shop sales. We

believe our tuition and fees are modest in comparison to most of the other programs in the Front Range. Wild Bear incorporates all material costs into the tuition fee. Occasionally, however, we may need to charge an additional fee for Full Day and Summer Programs to offset fees and admission charges for special activities. You will be informed at time of registration if additional fees will be assessed for the program for which you register.

- Please see our web site for current tuition rates for all programs.
- A 10% discount is applied to the fees for the second (+) child within a family who is enrolled in a program.
- A 15% discount is applied to tuition for early registration. for the summer programs. Current cut off date to receive the discount is on our web site. The discount will be automatically applied when using the Ultracamp online registration system.
- Additional discounts may be offered from time to time, please see our web site for any current discounts. The discount will be automatically applied when using the Ultracamp online registration system.
- Normally, for a child to attend a session, tuition and fees must be paid in full before the child attends. Payment plans can be arranged, if necessary. Wild Bear charges a 5% fee to late payments.
- When a child is registered for a session(s) and for any reason the schedule needs to be adjusted there will be a \$5/day changed fee.

When a child is registered for a session but will not be able to attend:

- tuition and fees will be refunded if cancellation is made at least 3 weeks prior to the date the child was to attend;
- if less than 3 weeks notice is given tuition and fees will be refunded **only if the child's space can be filled.**
- In all cases an administration fee of 10% of your cancellation total or \$25.00 whichever is larger will be retained.
- If Wild Bear needs to cancel a session for any reason parents/guardians will be notified by email, phone, and/or text at the earliest possible time. Tuition and fees will be refunded in a timely manner.
- Wild Bear will charge \$1.00/minute for late pick up. Example in summer program pick up time is 4:00 pm. If a child is picked up at 4:05 pm, or five minutes late you will be charged \$5.00.

#### 4. Other Policies and General Information

##### 4.1 Pick up/Drop off Policies

- A sign in/sign out sheet must be signed by an authorized person listed in the child's files when the child is dropped off and again when the child is picked up. Under State law, according to the Department of Social Services and Colorado Department of Health, it is the responsibility of the parent or guardian to leave and pick up their child and to ensure that the staff has been made aware of the fact that their child has arrived or left.
- When allowing others to pick up child(ren) parent/guardian must complete and have on file a Wild Bear permission to release form for each individual permitted to pick up child. A person unknown to Wild Bear staff picking up a child will be asked to present a photo ID.

4.2 Health Policies For the protection of all children, if illness is noticed after a child's arrival to Wild Bear, the child has abdominal pain, fever over 100.6 degrees Fahrenheit, a rash, pink eye/conjunctivitis, chicken pox , or is vomiting, the parent/guardian will be will be notified immediately for immediate pick up. The child will be separated from other children until the parent or other authorized person pick up the child. A child sent home for exhibiting signs of illness may not return until she/he has been symptom free for 24 hours. In the case of chicken a child may not return to Wild Bear until all blisters have formed scabs. When a child is ill, the parent must take responsibility to provide alternate care.

##### 4.3 Accidents and Medical Emergencies

- In the case of an accident, such as a scrape or fall, Staff will fill out an accident report and parents will be asked to sign when they pick up the child. A copy will be placed in the child's file and a copy will be sent home. All incidents involving a bump to the head shall be communicated with parents.
- For a non-life-threatening emergency where medical attention is needed, parents are notified before medical arrangements are made. Parents are responsible for directing staff to the appropriate medical service and parents are responsible for all medical expenses. If parents cannot be reached, the emergency contacts listed in the child's file will be contacted. If none can be reached, appropriate medical services will be arranged as needed in accordance with provisions agreed to by parents on the authorization form in the child's file. **No employee or staff member will ever transport a child for the**

**purposes of medical treatment unless given permission by a parent or guardian.**

- In the event of a possibly life threatening emergency, the Staff member in charge will make the decision whether to call emergency medical services (i.e. ambulance, fire, rescue, 911). After emergency medical services are contacted, the parents are contacted and the Wild Bear Director is also notified. CPR and First Aid may be administered to the victim by qualified staff members if needed until such time that medical personnel are with the child.

4. 4 Medication Administration Wild Bear staff members **may not legally administer** medication to a child (**over the counter or prescribed**) unless accompanied by a Doctor's written notice. Medication forms can be found in your packet of information to be filled out and returned to Wild Bear upon enrollment in programs. The medication prescribed must be in the original container bearing the original pharmacy label, which shows the prescription number, date filled, doctor's name, directions for use method of administration and frequency and the child's name. Medication is kept in a locked storage, out of reach of children, when not being used. When no longer needed, or when expired, medications are returned to the parents or destroyed and parents are notified. Parents will be asked to sign a medication slip for each medication given, noting the time to be given, dose, frequency, method, and number of days to be given. In no case will a Wild Bear staff member administer a dosage in excess of the maximum recommended on the label without written direction by a physician. All administration of medication must be logged in the Medical log.

4.5 Missing/Lost Children Staff members are required to perform head counts throughout all of our programs. Having a child become lost or missing is very rare. However, it is very important for you to know that we do have a procedure and policy should this unfortunate circumstance arise. Staff members will notify the Executive Director immediately when it is suspected that a child may be missing. Staff will look for the child for 15 minutes. If the child is not located, the Police will be called by dialing 911. After the Police have been notified, the parents will be notified of the situation.

4.6 Sunscreen Policy Wild Bear staff cannot apply sunscreen without your permission.

- For summer programs, it is the parent's responsibility to apply sunscreen before the child arrives to Wild Bear and to provide sunscreen with a minimum of SPF15. Parents must provide permission to Wild Bear staff for Wild Bear to use their own sunscreen.
- When needed instructors will assist with re-applying sunscreen if the parent

has authorized Wild Bear to do so on the Health Information Form.

- If you choose not to have Wild Bear apply or reapply sunscreen, you must note it on the registration form.

#### 4.7

##### Absences/Tardiness

- If your child will not be attending Wild Bear due to an illness or other reason, it is the parent or guardian's responsibility to inform the staff. Please call Wild Bear at 303-258- 0495 to inform us of such occasions by 8:30 am!
- Parents will be required to make other arrangements for care if a child arrives late and thereby misses his or her program due to departure on a field trip. In some instances arrangements may be made for the late child to meet the group if the parent can transport him/her to that location.

4.8 Late pick up Parents are required to pick up their child by the program's end. See individual program brochures to be sure of end time for your child's program. In the event that an authorized person does not pick up the child by the designated time, late fees will be charged. Should a parent continuously pick up after closing hours, a late charge will be assessed at \$5 for every 5 minutes (see financial policy). If an authorized person does not pick up the child within 15 minutes, parents are called. If 1/2 hour from the program's closing time, staff will call the emergency contact listed in the child's file. If an authorized person does not pick up the child within one hour from the program's closing time, Social Services will be called and the child will be placed in protective custody. The child will be released to parents or authorized persons at the discretion of Social Services.

4.9 Child's Belongings A common sight at Wild Bear is a parent asking a bewildered student "Where did you leave your lunch box?" or "How did you get your shirt dirty?" Please remember children are young and will lose things and given the opportunity will get dirty. Please send your children in clothing that can get dirty and don't send expensive lunch boxes and water bottles. Your child will be involved in his/her most important work - having fun.

Wild Bear provides a place for children to store personal belongings. We recommend that all belongings that come to Wild Bear be labeled with your child's name. Labeled belongings usually end up back with the child.

We ask that children leave money and toys at home. This prevents your child from losing his prize possessions and avoids distraction during exciting learning moments!

Wild Bear also asks that children leave all electronic devices (cell phones, games, etc.) at home.

By minimizing what your child brings to Wild Bear, you will cut down on the amount of lost items. Leave new, expensive things at home. There will be a Lost & Found at Wild Bear where you can check for all abandoned items. While we make every effort to be sure your child leaves with what they came with, we cannot be responsible for things left behind at Wild Bear.

**4.10 Weather/Natural Disaster Policies** The weather in the mountains can change quickly. Wild Bear staff is trained to regularly monitor the weather, looking for signs of severe rain storms forming. When severe storms may be forming while a group is outside the staff will take appropriate actions to keep children and themselves safe.

- If cell phone service is available, staff will inform the Executive Director of the groups location, weather conditions and if emergency assistance is needed.
- If staff thinks the group can safely return to its vehicle and the Nature Center they will lead the group quickly, but safely i.e. no running, to the vehicle and drive to the center.
- Should lightning be present before the group reaches the vehicle staff will look for a building the group could go into, or low areas where the group can take shelter close to the ground away from tall trees and bodies of water.
- If flooding seems like a possibility staff will lead the group to high ground and remain there until either the threat passes or emergency assistance arrives.

Wild fire is a potential danger when in the mountains along Colorado's Front Range. Our staff is trained to be aware of the danger and means to keep children and themselves safe. As with lightening and flooding dangers staff will:

- If cell phone service is available, staff will inform the Executive Director of the groups location, fire location and if emergency assistance is needed.
- If staff thinks the group can safely return to its vehicle and the Nature Center they will lead the group quickly, but safely i.e. no running, to the vehicle and drive to the center.
- If the group can not safely return to its vehicle, staff will lead children quickly away from the fire.

**4.11 Visitor Policy** During the school year, all visitors to the children's program (such as scientists, artists, musicians, volunteers, etc) must sign in and out on our visitor sign-in sheet located on the front desk at the Wild Bear Nature Center. Visitors must

list name, address, time of visit, and purpose of visit/interests.

4.12 Parent Involvement Parent participation is a great asset to all of our programs. Parents are welcome to visit Wild Bear at any time. This is a great opportunity for us to all work together to ensure an exciting summer for your child. We welcome parents to join any programs. Come join the fun!!!

4.13 Mandatory Reporting Policy All staff are required to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law. If staff members have reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the Boulder County Department of Social Services, Nederland Police Department or Boulder County Sheriff's Department.

If a parent suspects his/her child has been abused by Wild Bear Nature Center staff, the abuse should be reported immediately to the Executive Director, the Boulder County Department of Social Services at 303-441-1240 and to the Nederland Police Department at 303-258-3266 or the Boulder County Sheriff Department at 303-441-3650.

4.14 Program Evaluations We are open to and embrace any and all feedback. Please feel free to give us feedback at any time of the year. You may schedule an appointment with a staff member or the Executive Director at any time to discuss your family's needs.

Parents will be asked to fill out evaluations at the end of most programs. Your feedback is vitally important to us and helps us to constantly improve and provide quality programs. Please take the time to tell us how you feel we are doing and provide any suggestions or comments about your expectations of Wild Bear Mountain Ecology Center. We occasionally release surveys if you could please find the time to fill them out we would appreciate it!

### **EMERGENCY EVACUATION AND REUNIFICATION OF FAMILIES:**

Following an emergency evacuation, parents will be called and notified as to where Wild Bear staff and children are relocated for pick up. Safe places could include:

Nederland Community Center or Nederland Elementary School/Nederland Middle Senior High School.

Voicemails will be changed on Wild Bear phones to inform parents and all parents will be contacted. Parent contact information can be accessed online from any location. If time allows, staff and student files will be taken if evacuated. All children and staff including anyone with disabilities or special needs, will be safely evacuated to the safe location.