

# INNOVATION STATION

Powered by



## Camp Director

Abbey Esposto  
abbey@galileo-denver.com



## Camp Phone Number

(720) 392-5006

## Camp Location

Clayton Early Learning Center  
3605 M.L.K. Jr Blvd, Denver, CO 80205

## Parking

The entrance to our location on the Clayton Campus is past the main entrance. You will continue to drive west on MLK to a driveway with a Clayton signed labeled “WEST ENTRANCE”. You will see Innovation Station signage at this entrance as well. Please drive into the lot at the end of the driveway and follow staff instructions for the contactless drop-off process.

## Before Camp Begins

By 9am the Friday before camp begins:

- [Log in to your account](#) and review your registration details
- Check your camper’s emergency/authorized pick-up contacts
- Make sure all health information is correct.
- If your camper will be bringing any medication with them you **MUST** have the attached forms (attached to this email) filled out and signed by a medical professional and parent/guardian.

## Check-In/Check-Out

Due to COVID-19, Innovation Station will be staggering the drop-off and pick-up times for campers. We will also be using a contactless check-in and check-out procedure each day where parents/guardians will not get out of their car.

### Check-In

There will be an *optional* check-in period each morning from 7:30-8:15am. Campers who are dropped off during this time will be part of an early care group. Please see below for more details.

For all other campers your drop-off slot will be assigned by your camp group. Times are staggered as follows; 8:30-8:40am, 8:40-8:50am, 8:50-9:00am. Please be sure to arrive in your assigned time slot to help us follow health guidelines related to staggered drop-offs and to support your camper’s group in staying on schedule.

*\*If you have multiple campers in different groups we can accommodate them all being dropped off together. Please alert a Camp Director to the situation when you arrive.*

We will email you your camper's assigned drop off time by Friday (6/12) evening! When you arrive at camp you will drive up to the designated spot to check-in with a Camp Director. The process will follow these steps;

- **Contactless check-in:**
  - Parents/guardians who do pick-up or drop off are required to wear a mask
  - Campers will stay in the car until a Camp Director or Assistant camp director has checked them in via a secure QR code and completed a health screening, including a temperature check.
    - If the camper does not meet the health requirements, the camper will not be allowed to attend camp.
  - Campers will be escorted to their group area by the Camp Director or Assistant Camp Director and will wait 6ft apart until the rest of their group arrives to begin activities.

### **Check-Out**

Like check-in your camper(s) will be assigned a staggered check-out time slot as well. We will email you your camper's assigned drop off time by Friday (6/12) evening!

At check-out your camper's group will be waiting outside during their assigned check-out time. A Camp Director will check photo ID from the adult picking up and then scan the camper's QR code before they get into the vehicle.

**To keep campers safe, we require a photo ID from an adult on your camper's authorized pick-up list every day at check-out.** If you would like to add someone to your camper's authorized pick-up list, please call Abbey Esposto, the Camp Director. We charge a \$1 per minute late fee for families picking up after their designated time. We will call all the authorized pick ups; email and text the parents and guardians. After 1 hour, we will call child protective services.

### **Checking Out Early**

If you need to pick up your camper during the camp day, please call your Camp Director. The Camp Director or Assistant Director will escort the camper to your car and follow the same steps as above.

## **Important COVID-19 Information**

We are following all guidance for both [licensed child care centers](#) and [summer camps](#) in Colorado, as well as [CDC guidance](#) for child cares, camps and schools for the Summer 2020. We will be doing the following, including but not limited to:

- Contactless check-in & check-out
- Campers will wear masks when inside
- Campers will stay 6 ft apart while indoors. They will have tarps to sit on to help them socially distance
- Campers will stay 6 ft apart while outdoors, as much as possible
- We will maintain groups of 1:10, limiting the amount of additional adult interaction with these groups
- We will sanitize the bathrooms after each use, by campers and staff
- We will sanitize any shared camp materials at the beginning and end of each day
- Both campers and staff will wash their hands many times through the day (e.g., each transition, before and after snack and lunch, etc)
- All Staff will have a negative COVID-test prior to 6/15
- All Staff will do a health screen before reporting to work each day and will have a temperature check upon arriving at camp.
- In the event that a staff or camper is diagnosed with COVID-19, we will immediately notify local health officials. These officials will help administrators determine a course of action for their child care

programs or schools. We will likely dismiss campers and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and disinfect the affected facilities. Work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

No refunds will be given if this situation occurs.

## What to Bring to Camp

### Supplies

Due to COVID-19 regulations campers are asked to bring their own supply of frequently used, hard to disinfect, materials to camp. Please note that these supplies DO NOT need to be newly purchased, using supplies from the school year or a home art center is perfect! Please have all the supplies in a box or bag labeled with your camper's name. If your camper is registered for multiple weeks in a row they can leave their materials at camp week to week.

- Notebook/journal for sketching and designing
- Colored pencils/crayons/markers - one set or a mix of these is great!
- Scissors
- Glue (glue stick OR liquid school glue)
- Tape (scotch OR masking)
- Pencils with good erasers
- Optional—Favorite book for Destination Relaxation or early care

### Clothing

Campers should wear casual clothing that can get dirty and comfortable shoes for indoor and outdoor activities. Once a week, your camper will have Water Day activities at camp, you will find out your camper's assigned water day during pick-up on Monday. On water day campers should arrive with bathing suits under their clothes and wear closed-toe shoes (water shoes are a great option). Please bring a towel to dry off.

### Food/Water Bottle

Please pack your camper a lunch and two snacks (that do not need refrigeration), and a full water bottle each day of camp. The food should be in a lunch box/container that is labeled with your camper's name. The water bottle should also be labeled with your camper's first and last name. We will not be offering any lunches or snacks for purchase at camp this summer. Once a week, during Water Day activities, campers will be offered an individually wrapped popsicle. ***If your child should not eat a popsicle please let the camp director know ASAP.*** Please note that campers may not share food due to health and safety restrictions. In the event that your camper forgets their lunch, we will offer them a nut-free/allergy free granola-type bar and call the authorized parent/guardian.

### Sun Protection

Campers should arrive with sunscreen already applied and will likely want to bring a hat and additional sunscreen (labeled with camper's full name). Campers will have the opportunity to re-apply sunscreen throughout the day. *Galileo cannot apply sunscreen for your campers because of social distancing policies.*

### Epi-Pens & Inhaler

**If your child requires an EpiPen or Inhaler, please have it in the box that contains the prescription label and bring it to camp on Monday morning. You MUST also have the correct documentation filled out and signed by a medical professional and parent/guardian, forms are attached to this email.** We have staff members trained on how to administer inhalers and EpiPen in the event of an emergency. Please feel free to call Abbey, the Camp Director, the week before camp to talk through any concerns or specific instructions

you may have. Don't forget to take your child's medication home on the last day.

## What to Leave at Home

Due to COVID-19 regulations we need to be extremely careful about items that enter camp. We ask your campers to leave their stuffed animals, toys, games, cards, cell phones, video games, other technology items or any other personal valuables at home—Innovation Station cannot be responsible for these items at camp nor can we properly sanitize and disinfect these items to allow them in the building.

We do not allow weapons, drugs, alcohol, tobacco or other banned substances at camp. Campers who ride bicycles or scooters to camp are responsible for locking and securing them on their own.

## Other Camp Information

### Early Care

We will offer an early drop-off option from 7:30-8:15am for any families needing that extra morning time. There is no extra charge for this. During this time campers will be on the playground and supervised by an instructor. There will not be specific activities planned for this time. Campers are welcome to draw or read independently outside as well.

### Adding Sessions

Space permitting, you can sign up for additional weeks of camp online or over the phone by 3 pm on the Friday before the week you want to attend.

### Lost & Found

Help us keep track of your campers' belongings by labeling all personal items with their first and last names. The Camp Directors will go through any collected Lost & Found on Friday afternoon and do our best to return it to the correct camper. If you find you are missing an item after your camper's week has ended please reach out to Abbey Esposto and we will do our best to locate the item. Unfortunately, we are unable to store lost and found items once camp is over, so don't wait to start your search—we will donate any unclaimed items on the final day of camp.

### Behavior Issues

We may ask campers who disrupt the camp experience for others to leave camp. We do not allow hitting or inflicting physical harm on other campers. In those cases, we will contact a parent to pick up the child immediately. We do not issue refunds to campers who are asked to leave camp.

### Sick Policy

It's important to us to maintain a safe and healthy environment for our campers and staff. If your child is sick and could possibly be contagious, please do not send them to camp. Email or call your Camp Director to note your camper's absence. If a camper becomes sick while at camp, we will call a parent to come pick them up.

### Refund Policy

- Cancel camp and we'll refund your purchase, minus a \$125 per session cancellation fee. No refunds fewer than 30 days before your first camp week.
- No refunds if your child misses a day of camp for any reason.
- Switch to another session or location any time for free. No transfers after 3 pm the Friday before your camp week.

*We can't wait to see your family at camp!*