

STEAM CLUB SUMMER CAMP HANDBOOK 2026





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Welcome to Summer Camp!

Welcome to STEAM Club Summer Camp at Colorado Springs Christian School! We are so excited to have you join us for an incredible summer of learning, creativity, and fun.

Our dedicated team of STEAM Club staff is honored to walk alongside your children this summer, providing a safe, Christ-centered environment where campers can explore science, technology, engineering, arts, and math through hands-on activities, engaging field trips, and creative challenges. Each day is designed to inspire curiosity, encourage problem-solving, and create lasting memories.

At STEAM Club, we believe in the value of experiential learning and the importance of fostering a supportive community where every child feels seen, valued, and encouraged to grow. We are committed to making their experience enriching, meaningful, and full of joy.

As we begin this adventure together, we encourage campers to try new things, build new friendships, and embrace the opportunity to learn and grow in a fun and engaging atmosphere.

If you have any questions as you prepare for camp, please don't hesitate to reach out to us at steamclub@cscslions.org. We are here to help and want to ensure your family has a smooth and enjoyable camp experience.

Thank you for choosing Lions STEAM Camp at CSCS—where curiosity is sparked, friendships are built, and learning comes to life!

In Christ,

Anna Flanagan

Anna Flanagan
Director, Lions STEAM Camp
Colorado Springs Christian School



About STEAM Club Summer Camp at CSCS

STEAM Club Summer Camp is an extension of Colorado Springs Christian School's commitment to providing an excellent education from a Christ-centered, biblical perspective for lifelong service. Our purpose is to offer engaging, hands-on learning experiences that nurture curiosity, foster creativity, and support families through convenient, high-quality summer programming for students in grades K–6.

Camp Philosophy & Mission

At STEAM Club Summer Camp, our primary goal is to create a safe, joyful, and secure environment where every child is known and valued. Rooted in biblical principles, we promote respect for God, self, others, and the world around us. Our developmentally appropriate programming is designed to support the whole child—spiritually, physically, emotionally, socially, and intellectually.

We believe children learn best by doing. Through a project-based, hands-on approach, campers are encouraged to explore, experiment, and discover their God-given talents. By nurturing curiosity and providing opportunities for problem-solving and critical thinking, we help students build confidence in their abilities and cultivate a love of learning.

Our STEAM curriculum fosters innovation, creativity, and adaptability, while instilling a growth mindset grounded in biblical truth. We will equip campers to become compassionate leaders, effective collaborators, and lifelong learners.

Additionally, we value the importance of family convenience. With flexible attendance options, extended hours, and a variety of activities and field trips designed to enrich and support students, STEAM Club Summer Camp is built to serve both children and families in a meaningful, practical way.

Through every lesson, activity, and interaction, our mission remains clear: to raise up the next generation of well-rounded, Christ-following individuals who are prepared to serve their communities with excellence and integrity.



Enrollment Procedure

Families can fill out the form located here [CSCS Lions' STEAM Club](#) to enroll in our program. Enrollment is continuously open throughout the summer. This form asks families to provide information about their children that will help us keep them safe, happy, and healthy throughout camp.

This information will include the following:

- Name
- Age
- Allergies
- Basic Medical information
- Parent/Guardian contact information
- Authorized pickup names

Parents/guardians will be asked to fill out a few more forms to help keep their campers healthy and safe at camp. This includes a sunscreen release form, a health form, and a field trip release form. Immunization information must also be provided.

Camp Schedule

Each week at STEAM Club Summer Camp is built around an exciting theme that guides hands-on learning and activities. Every morning, campers dive into projects and challenges related to the weekly theme, engaging in creative, problem-solving experiences. After a lunch break, campers participate in a variety of afternoon activities, including sports, guided arts and crafts, and group games designed to build communication and teamwork skills. Afternoon activities will change daily and are tailored to the interests of the campers, ensuring a fun, dynamic experience for everyone. Campers will be attending three theme-based field trips per week on Mondays, Wednesdays, and Fridays.

STEAM Club Summer Camp — Daily Schedule

Time	Activity
8:00–9:00 AM	Check-In & Welcome Activity
9:00–10:00 AM	STEM Games & Challenges
10:00–10:30 AM	Theme Activity #1
10:30–11:00 AM	Clean-Up, Snack & Playtime
11:00–12:00 PM	Theme Activity #2
12:00–1:00 PM	Lunch & Outdoor Playtime
1:00–2:00 PM	Theme Activity #3
2:00–3:00 PM	Technology Exploration Activity
3:00–3:30 PM	Afternoon Break



Time	Activity
3:30–4:30 PM	Theme Activity #4
4:30–5:00 PM	Outdoor Playtime
5:00–6:00 PM	STEM Games & End-of-Day Wrap-Up

\Monday-Wednesday-Friday.schedules.will.include.a.Field.Trip

*Daily schedule subject to change as needed.

Special.Note;STEAM Camp will be closed on July 3rd, 2026. Our first week of camp is shortened and will only run May 26th- May 29th, 2026.

Camp Fees

Daily camp fee is \$60 per day Monday-Friday. Families will only be billed for days attended. A \$50 Registration fee will be collected at the time that enrollment is processed. A \$15 late fee will be applied for late pick-ups after 6:00 PM.

Satisfaction Guarantee: If you decide that STEAM Club Summer Camp is not the right fit after your first day of camp, please notify us by emailing steamclub@cscslions.org within 24 hours of your first class meeting. Once we have received notification, we will issue a refund for your camp (excluding the registration fee and credit card fees). If you have any questions please do not hesitate to reach out to us.

Financial Assistance

Depending on your family's financial and tax situation, camp expenses may be eligible for tax deductions or credits, potentially reducing your overall tax liability. If you are interested in taking advantage of these benefits, please consult with a tax professional or review your area's specific tax regulations to understand the eligibility criteria and applicable deductions or credits.

To take advantage of these benefits, it is important to keep track of your expenses and maintain proper documentation, such as receipts or invoices. Please feel free to contact our team if you require any additional documentation to utilize these benefits.

Opt-Out Policy

Parents may opt out of certain activities for their children if they do not want them to participate. This can be done through email at any time by emailing steamclub@cscslions.org.

What to Bring

STEAM Club Summer camp is thrilled to be able to provide a STEAM shirt and draw-string bag for every camper! Please make sure to wear STEAM Club shirts on Field Trip days. Every day, please make sure that your camper has the following with them:

- Lunch
- Water Bottle



- Snacks
- Closed-toed shoes
- Clothes that they can run/play in
- Sunscreen for your child
- STEAM Club shirt on Field Trip days

Clothing that campers can play in should be worn to the program. All jackets, hats, belongings, etc., that may be lost throughout a child's day should be clearly labeled with their name so that we may reunite the item with the camper whenever possible. Campers must come with their own lunch and additional snacks. STEAM Club will provide one snack per day.

If your child requires any medication, please notify the camp director. An additional form will be provided to ensure we have the proper information to distribute and store your child's medication as prescribed.

What Not to Bring

- Toy guns, knives, including pocket knives
- Weapons of any kind
- Money
- Electronics

Please understand that it is difficult to monitor personal belongings brought from home. Additionally, to minimize the risk of loss or theft, money should not be brought to the camp. STEAM Club is NOT responsible for any items stolen, lost, or damaged. It is our policy to hold all unauthorized items and return them only to parents.

Drop-Off Policy

Campers may be dropped off at the Middle School/Elementary office. Doors will open at 7:50 AM. A staff member will be at the door to greet students until 8:10 AM. You may drop off your child by car near the elementary school and our staff will greet them at the door. If you are dropping your camper off late, please inform the STEAM Club Summer camp staff via email/phone and call the STEAM phone (719) 741-0325 when you arrive. A staff member will come to the door to greet them.

Pick-Up Policy

Campers may be picked up near the Middle School/Elementary school entrance. Please bring a form of identification to pick up your child. The standard pick-up time for campers is anywhere between 3:00-6:00 pm. Please be aware that STEAM Club is not open past 6:00 PM. Your camper(s) must be picked up no later than 6:00 PM. If you have not picked up your camper(s), and we have not heard from you or your emergency contacts by 6:00 PM), you will be charged for the late pickup;

In addition, if your camper is not picked up within two hours of closing (by 8:00 PM) and we have not heard from anyone listed on the camper's authorized pick-up list, we must notify the local police department and Child Protective Services. We will always stay with



children until they are transferred to the care of either Child Protective Services or their parents/guardians/family. No matter the pickup time, our staff will stay on campus until all campers who have been checked in have been checked out for the day.

Campers may only be picked up by those on their authorized pickup list. All individuals authorized to pick up your camper(s) must be listed in the enrollment form. In order to add an individual to the authorized pick-up list after your enrollment form has been submitted, please email steamclub@cscslions.org.

If the staff member who releases the camper(s) does not know the adult, identification will be required to ensure that the adult is authorized to pick up the child. In the case of an emergency, the camper(s) may be released to an adult for whom the campers' parent or guardian has given written authorization. It is important to note that one parent may not limit the other from picking up a camper in our care until a court has determined custody. We kindly advise that any updates to custody orders be communicated to STEAM Club and that a certified copy of the order is provided to the Camp Director for record-keeping purposes.

Transportation

All transportation arrangements to and from the camp must be organized and managed by the parents or guardians of the campers. It is the responsibility of the parents or guardians to ensure that their children arrive at the camp safely and on time, as well as to arrange for their timely pickup at the conclusion of the camp session.

For all STEAM Club field trips, students will be transported using CSCS-certified and licensed vehicles, operated by approved drivers holding the appropriate CDL or non-CDL certification, depending on the vehicle used.

To ensure the safety and compliance of all participants, parents/guardians are required to sign a Field Trip Release Form prior to their child's participation in any off-campus trips. Students will only be permitted to attend field trips if this form is completed and on file.

Group Sizes and Ratios

We base our group sizes and staffing ratios on a combination of local regulations and what we believe provides a safe environment for our campers. Our average camper-to-instructor ratios are as follows: Instructor : Camper Ratio 1:15. Campers will always be supervised with at least one instructor and one aide.

Supervision Procedures

During their time in our program, campers will always be with a supervising individual (a STEAM Club instructor, aide, or our Camp Coordinator). Campers will be signed into our program at the beginning of the day or as they arrive at camp for the day, and they will remain signed into our system until an authorized individual signs them out.

Campers are accounted for throughout the day, utilizing head counts and attendance roll-calls based on the number of Campers signed in at that time.



Media Policy

While we recognize the importance of technology in our incredibly digital world, we kindly request that campers refrain from bringing personal electronic devices, such as smartphones or tablets, to our program. By limiting the use of electronic devices, our program works to encourage face-to-face interactions, promote active participation in activities, and foster a healthy balance between technology and real-world experiences. In tandem with this policy, we understand the importance of maintaining communication between parents and campers. In exceptional cases where it is necessary for parents to contact their child or for campers to contact their parents, we will allow the use of personal electronic devices. This exemption ensures that important and timely communication can take place when needed. We kindly ask for your support in adhering to this policy to create a conducive learning environment for all campers.

Our Photo and Media Policy outlines our guidelines regarding the use of photographs and media content involving our campers. By enrolling your child in our program, you agree to adhere to this policy during the enrollment process. Please contact your Camp Director in writing if you require accommodations to this policy.

Campers may be shown full-length television and/or movie programs as a part of their time with us at STEAM Club Summer Camp. Only television/movie/video programming they will be shown will be pre-approved by our Camp Coordinator and/or Camp Director. Every educational video that is shown to campers will directly pertain to the lesson which they are currently being taught as a part of their STEAM Club programming. Staff will watch all videos alongside children; no advertisements will be shown to children as part of this programming. Any video content shown as a part of a lesson will be a very small part of the program, as our program is focused on providing offline discovery opportunities for all children.

If campers are to use the internet, it will be on an approved device with access only permitted for instructor-supervised research as it relates to the final outcome of the camp. Campers will be educated on how to utilize the device and internet safely for this purpose. If you have any concerns or questions regarding this policy, please do not hesitate to reach out to us. We greatly appreciate your understanding and cooperation in creating the best possible experience for your child.

Camper Expectations

At STEAM Club Summer camp, we believe that every camper is a valued part of our community. Guided by our commitment to provide a Christ-centered, nurturing environment, we strive to create a safe, fun, and enriching experience for all. To ensure a positive experience for every child, we ask campers to follow these simple expectations:

1. Have Fun & Try New Things

- Embrace each day with a spirit of curiosity and adventure.



- Participate fully in activities, projects, and group challenges.
- Approach new experiences with a positive attitude and a willing heart.
- Encourage and cheer on your fellow campers.

2. Be Safe & Make Wise Choices

- Follow all camp rules and listen carefully to staff instructions.
- Use good judgment and be mindful of safety for yourself and others.
- Let a staff member know immediately if you see something unsafe.

3. Show Respect

- Treat everyone with kindness, patience, and compassion, reflecting Christ's love.
- Listen attentively to camp staff and fellow campers, valuing their ideas and opinions.
- Respect personal space and be mindful of words and actions.
- Take care of camp equipment, facilities, and God's creation.

By choosing to have fun, be safe, and show respect, our campers help create a joyful and Christ-honoring camp environment where friendships grow, creativity flourishes, and lasting memories are made.

Behavior & Discipline

At Colorado Springs Christian School, we believe in the power of partnership between families and our STEAM Club team. Parents and guardians play an essential role in a child's growth and development, and by working together, we can create a positive and supportive camp experience for every camper.

Our goal is to provide a comprehensive, Christ-centered environment where children feel safe, valued, and encouraged to grow. Through active collaboration and open communication, we strive to build a unified support system that nurtures the spiritual, emotional, social, and academic development of each child.

Communication & Support

We value open and transparent communication with parents and guardians. As needed regular updates will be provided about your child's participation, progress, and any important information related to camp activities or needs. If specialized support is required, our team will work to provide the necessary care.

Behavior Expectations & Support Plans



Our approach to behavior management is rooted in mutual respect, positive reinforcement, and clear expectations. We focus on:

- Recognizing and celebrating positive behaviors.
- Providing gentle guidance and clear explanations when addressing concerns.
- Modeling Christ-like behavior and encouraging children to follow that example.
- Offering grace and support while maintaining a safe, respectful environment for all campers.

When challenges arise, staff are trained to seek help from fellow team members and supervisors to ensure every situation is handled with care and wisdom. If additional support is needed, we will collaborate with families to develop a Support Plan tailored to the camper's needs.

Discipline Process

- Incident Reports will document any significant behavioral concerns.
- A Support Plan will be created in partnership with parents if a pattern of misconduct emerges.
- The Support Plan will outline agreed-upon strategies to help the camper succeed within the program.
- If the camper's behavior continues to pose a safety risk to themselves or others, suspension or expulsion may be considered.
- Families will be contacted immediately should suspension or expulsion become necessary. No refunds will be issued in cases of expulsion.

Commitment to a Safe & Christ-Honoring Environment

Every decision made at STEAM Club Summer Camp is guided by our commitment to provide an excellent education from a Christ-centered, biblical perspective. Our ultimate goal is to serve each child with love, patience, and grace while upholding a safe and positive environment for all campers.

Illness/Injuries

We aim to create a healthy and safe environment for all campers and staff members at STEAM Club Summer Camp. We promote and reinforce good hygiene practices among campers, including regular handwashing, proper cough and sneeze etiquette, and the use of tissues or elbows to cover the mouth and nose. Staff members monitor and encourage these practices to minimize the spread of germs within the camp.

Campers should be kept home if they experience any of the following symptoms:

- Fever: A temperature of 100.4°F (38°C) or higher.
- Vomiting or diarrhea: Two or more episodes within the past 24 hours.
- Severe coughing or difficulty breathing.



- Excessive fatigue or weakness that affects their ability to participate in activities.
- Contagious diseases requiring isolation as determined by medical professionals.
- Any other symptoms could potentially jeopardize the camper's or others' health and well-being.

Campers must be symptom-free for at least 24 hours without the use of medication before returning to camp.

We ask for and appreciate parents'/guardians' cooperation in keeping their children home when they are unwell, as this contributes to the overall well-being of the community.

If your child becomes sick while in our care, we will make every effort to contact you. If we cannot reach you, we will call the emergency contacts you have listed on your child's enrollment form. The child will be given a quiet place to rest away from other campers, but within the supervision of our staff. Sick children need to be picked up within one hour from the time we make contact.

If your child is exposed to a communicable disease, such as hepatitis, chicken pox, strep, measles, etc., please notify us as soon as possible so that we can notify all staff and parents/guardians. If your child contracts one of these illnesses, we require a release from your physician before your child may re-enter camp.

Allergies/Asthma

We strive to create an allergen-conscious environment by implementing preventive measures, such as minimizing the presence of known allergens, regularly reviewing and updating our allergy management protocols, and promoting awareness among staff members and campers.

Upon enrollment, we require parents/guardians to provide detailed information regarding their child's allergies and asthma. Parents/guardians are responsible for providing an up-to-date allergy and asthma action plan (by filling out our form post-registration), including emergency contact information, medication details, and specific instructions for managing allergic reactions and asthma symptoms. The allergy and asthma action plan will be shared with relevant staff members, and a copy will be readily accessible in the after-care center in case of emergencies.

Parents/guardians should notify the after-care center promptly of any changes or updates to their child's allergies or asthma management plan. Parents/guardians must provide the necessary medications, such as inhalers and epinephrine auto-injectors, labeled with the child's name and clear instructions for use. Medications will be stored securely, following appropriate guidelines, and will only be administered by designated staff members who have received appropriate training in medication administration.

In the event of an emergency, staff members will follow the child's individualized action plan, administer appropriate medications as instructed, and seek immediate medical attention if necessary. Parents/guardians will be notified as soon as possible. Only staff who have been trained and certified will ever provide necessary medication to a camper.



Administration and Storage of Medication

STEAM Club Summer Camp has strict guidelines and procedures for parents/guardians when requesting the administration of medication by our staff members. A registered RN will be available for training and consultation in the event that a medical authorization is required.

Parents/guardians must complete and submit a “Medication Administration Authorization” form, providing detailed information about the medication, dosage, and administration instructions for our on-site nurse. The parent/guardian must provide authorization by written request from the prescribing healthcare professional, including the diagnosis, medication details, and any specific precautions or considerations. Parents/guardians should notify the program if medication administration will no longer be required, ensuring the necessary documentation and authorization updates are completed.

All medications must be provided in their original packaging, clearly labeled with the camper’s name, medication name, dosage, and frequency of administration. If the medication requires additional instructions or supplies (e.g., measuring devices, spoons), they should be provided along with the medication in a labeled and sealed container. Only designated staff members who have received appropriate training in medication administration will be responsible for administering medications. Staff members will undergo regular training updates to ensure competence in proper medication handling, storage, and administration techniques. Staff members will document each medication administration, including the date, time, medication name, dosage, and any observed side effects or concerns.

Immunizations

All campers must comply with Colorado state requirements for vaccinations appropriate to their age. Vaccination records must be submitted to STEAM Club Summer Camp prior to the first day of camp, or campers may not be permitted to attend camp per state law. You may do this through email, by submitting your child’s record to steamclub@cscslions.org, or by bringing a copy in person to your child’s first day of camp. If an exemption is required for the camper, proper exemption forms must be submitted. More information about Colorado vaccination standards and all forms can be found on the CDE website.

Smoking

STEAM Club Summer camp operates a smoke-free program. CSCS prohibits all forms of smoking or vaping on all school property, both indoors and outdoors.

Reporting Suspected Abuse and Neglect

All STEAM Club Summer Camp instructors and directors are mandated reporters. They are required by law to report suspected abuse and neglect. If child abuse is ever seen by staff, it will be immediately reported to directors, who will then notify the appropriate authorities and parents. A director will complete a written report. Each staff member is 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.

Any caregiver or staff member who has 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, will immediately report, or cause a report to be made of such fact to the county department of social services or local law enforcement agency.

If the suspected child abuse occurred at STEAM Club Summer Camp, the report of suspected child abuse will be made to the county department of social services, police department, or other law enforcement agency. If the suspected child abuse did not occur at the STEAM Club Summer Camp, the report of suspected child abuse will be made to the county department of social services in the county in which the child resides or to the local law enforcement agency in the community in which the incident is believed to have occurred. Staff members of the county department of social services or a law enforcement agency that investigates an allegation of child abuse will be given the right to interview staff and children in care and to obtain names, addresses, and telephone numbers of parents of children enrolled at the childcare facility.

Any report made to the law enforcement authorities or a county department of social services of an allegation of abuse of any child at the camp, will result in the temporary suspension or reassignment of duties of the alleged perpetrator to remove the risk of harm to the child/children if there is reasonable cause to believe that the life or health of the victim or other children at the facility is in imminent danger due to continued contact between the alleged perpetrator and the child/children at the facility. Such suspension or reassignment of duties will remain in effect pending the outcome of the investigation by the appropriate authorities.

To file a report of child abuse in Colorado Springs, please call 1-844-CO-4-KIDS (1-844-264-5437).

Excessive Heat Procedure

Summer in Colorado can get hot! To prepare, STEAM Club Summer Camp has procedures in place to keep campers and staff safe. These procedures apply to all summer camp activities, staff, and campers.

We define excessive heat as Heat Index values reaching 90°F or higher or any heat conditions deemed hazardous by the Camp Director and or Coordinator. The Camp Director and/or Coordinator will monitor Heat Index values daily and make the following modifications as necessary:

80°F to 90°F:

- Increase hydration reminders.
- Schedule frequent rest breaks in shaded or air-conditioned areas.
- Reduce the intensity of outdoor activities.

91°F to 103°F:

- Further increase hydration and rest breaks.
- Move strenuous activities to cooler parts of the day (early morning or late



evening).

- Monitor campers and staff more closely for signs of heat-related illnesses.

104°F to 124°F:

- Cancel all strenuous outdoor activities.
- Move all activities indoors or to shaded, cool areas.
- Ensure constant access to water and encourage continuous hydration.
- Be vigilant for signs of heat exhaustion or heat stroke and take immediate action if symptoms are observed.

125°F and Above:

- Cease all outdoor activities immediately.
- Provide constant access to air-conditioned environments.
- Monitor all individuals for any signs of heat-related illnesses and treat them immediately. Consider emergency measures such as evacuation to cooler locations if prolonged extreme heat is expected.

In the case of heat-related illness, the following actions will be taken:

Heat Exhaustion:

- Move the individual to a cool place.
- Offer cool, wet cloths for campers to apply to their body.
- Provide sips of water.
- Seek medical attention if symptoms persist.

Heat Stroke:

- Call emergency services immediately.
- Move the individual to a cool place and keep them as cool as possible.

All staff at STEAM Club Summer Camp are certified in CPR, AED, and First-Aid.

Inclement Weather Procedure

Weather can be unpredictable, so to best prepare, STEAM Club Summer Camp has procedures in place to keep campers and staff safe during various inclement weather situations. Inclement weather includes severe thunderstorms, heavy rain, lightning, high winds, hail, and any other weather conditions that could pose a risk to safety. The Camp Director and/or Coordinator will monitor weather forecasts as well as subscribe to weather alert systems from reliable sources such as the National Weather Service (NWS) and local weather stations. Weather conditions will be checked at least three times a day: morning, afternoon, and evening. The camp staff should be informed of any potential threats based on forecasting at the beginning of each day and updated as the day progresses.

If an inclement weather situation should arise, the Camp Director and/or Coordinator will notify the camp staff and communicate what the nature of the threat is, what level the threat is, and actions to be taken. As the situation continues, the Camp Director will keep the camp staff informed on the status. The following system will be used to note the level of inclement weather threat:

- Green: No inclement weather threats.



- Yellow: Conditions suggestive of inclement weather, but no threats present.
- Orange: Inclement weather threat in the surrounding area (~30 miles), but not at the location.
- Red: Inclement weather threat within 6 miles of the camp location.

The protocol for several of the inclement weather situations are as follows:

Thunderstorms and Lightning

- Cease all outdoor activities and move to safe shelter immediately.
- Avoid tall objects, open fields, and bodies of water.
- Stay indoors and away from windows.
- Refrain from using electrical appliances and plumbing.

Heavy Rain and Flooding

Move to higher ground if flooding is imminent.

Avoid crossing flooded areas.

High Winds and Tornadoes

- Move to a designated tornado shelter or the lowest level of a sturdy building.
- Stay away from windows and cover your head and neck.

Hail

- Direct campers to the nearest sturdy building, away from windows and glass doors.
- Close windows, blinds, and curtains and stay away from windows and glass doors

All other inclement weather situations will be handled at the judgment of the Camp Director and/or Coordinator in consultation with professional recommendations.

After inclement weather has passed, the Camp Director and or Coordinator will conduct a thorough inspection of camp facilities and grounds for any damage. Any damages or hazards will be reported and documented. Activities will be resumed after the Camp Director and/or Coordinator ensures it is safe to do so. A debrief about the event and the safety measures taken will be provided to campers and parents.

The Camp Director and/or Coordinator will conduct regular training sessions for staff on this procedure and emergency response procedures. The staff will in turn inform the campers on basic safety measures and the importance of following instructions during inclement weather.

This SOP will be reviewed annually or after any significant weather event and updates will be made as necessary to improve safety measures and response procedures.

Building Security & Access

We actively work to maintain a safe environment at Colorado Springs Christian School. As part of these efforts, we maintain strict building security. Upon arrival at the building, individuals visiting the Colorado Springs Christian School campus during STEAM Club Summer Camp program hours will be required to confirm a reason for access and sign-in. All STEAM Club Summer Camp instructors and directors will always have identification on them to show that they are working with STEAM Club Summer Camp.



Emergency Procedures

Evacuation: Evacuation route maps are located in every room. STEAM Club Summer Camp will conduct head counts and take attendance when campers arrive at the meeting point at the end of the evacuation routes.

Shelter-in-Place: is defined as an event where there is a threat in or near the building. In the case of a shelter-in-place, we will be locking all doors to the building and sheltering quietly in an area away from windows. We will work closely with local law enforcement to keep all campers and staff safe and to release campers when the area is clear. We will notify parents through email when a shelter-in-place has occurred.

Active Shooter: STEAM Club Summer Camp follows Colorado guidance and policy regarding “See something, say something,” and we take all reports of concerning behavior incredibly seriously. STEAM Club Summer Camp will follow evacuation routes posted around the school in the case that it is safe to evacuate during an active shooter situation. STEAM Club Summer Camp will establish an assembly point for all staff and campers, and work to determine a reunification point for campers and families. Both of these meeting places will be determined in conjunction with local law enforcement.

If it is unsafe to evacuate the premises, STEAM Club Summer Camp will confirm all doors are locked. Campers and staff will shelter quietly in an area away from windows and, ideally, in an area with objects available to hide behind. All sources of noise will be silenced, and all individuals will be asked to remain quiet. STEAM Club Summer Camp will work closely with local authorities to keep track of the location where every camper and staff member is sheltering.

STEAM Club Summer Camp will work with local law enforcement and/or security to release campers and staff from their sheltering locations as soon as we are safely able to do so. When appropriate, STEAM Club Summer Camp will then establish an assembly point for all staff and campers, and work to determine a reunification point for campers and families. Both of these meeting places will be determined in conjunction with local law enforcement.

When it is necessary to shelter in place (often to protect occupants from external threats such as severe weather, hazardous materials, or security incidents), STEAM Club Summer Camp will guide campers to an internal room that is secured enough for the event at hand. For example, in the case of weather events, we will go to a room appropriately built to withstand the weather event.

In the case of a shelter-in-place, campers will go to a room that can be appropriately secured with locked doors, blocked windows, and the ability to turn off the lights. STEAM Club Summer Camp will work with local law enforcement and other appropriate authorities as necessary, depending on the nature of the hazard. STEAM Club Summer Camp will work to do headcounts before and after every movement throughout the school, and will also do attendance once campers are at the place that they need to shelter, to ensure that all campers are accounted for. If a shelter-in-place order is to occur, parents will be notified through phone calls and emails as soon as it is safe to do so.

Fire: Plans for fire evacuation are located in every room. Fire drills are held at random



times to ensure that everyone is prepared in the case of an emergency. Records of drills will be kept on-site at all times. The relevant alarm equipment is also tested regularly in conjunction with drills. If a fire is to occur, parents will be notified through phone calls and emails as soon as it is safe to do so. In addition, the following procedure will be followed:

- Step 1: Instructors will gather all campers and count to ensure they have all of their campers who have checked into the program.
- Step 2: Instructors will ensure they have an up-to-date roster before leaving the building.
- Step 3: All campers will be led through the exits of the building following the posted emergency evacuation plans. Instructors will follow the alternative established route if the primary exits are blocked.
- Step 4: Once outside of the building, in a designated safe zone, instructors will work to count their campers again to ensure that they have their appropriate number of campers. Instructors will report all numbers to the Camp Director, who will double-check that everyone is accounted for.
- Step 5: Instructors will utilize strategies to help calm children and to keep them organized.
- Step 6: Once it has been deemed that it is safe to return to the building, the Camp Director and/or Coordinator will communicate that with the instructors.
- Step 7: Instructors will then bring their campers back inside and count again to ensure they have all their campers.

Tornado: Plans for what to do in the event of a tornado are located in every room. Tornado drills are held at random times to ensure that everyone is prepared in the case of an emergency. Records of drills will be kept on-site at all times. The relevant alarm equipment is also tested regularly in conjunction with drills. If a tornado is to occur, parents will be notified through phone calls and emails as soon as it is safe to do so. Parent pickup will be paused during the course of a tornado to ensure that everyone is kept safe inside of the designated areas of the building. Parents who are on-site during the tornado will be escorted to a safe location in the building where they can shelter for the duration of the event. Alongside this, the following protocol will be followed:

- Step 1: Instructors will gather all campers and count to ensure they have all of their campers who have checked into the program.
- Step 2: Instructors will lead the campers to the designated area where they can assume a safe position to protect themselves. The position will be as follows:
 - Kneeling on the floor, facing the wall
 - Bending over, with their head on the floor
 - Covering their head with their hands

Step 6: Once in a designated safe zone, instructors will work to count their campers again to ensure that they have the appropriate number of campers. Instructors will report all numbers to the Camp Director and/or Coordinator, who will double-check that everyone is accounted for.



- Step 7: Everyone will remain in place until otherwise instructed.
- Step 8: Once it has been deemed that it is safe to return to normal classrooms, the Camp Director and/or Coordinator will communicate that with the instructors.
- Step 9: Instructors will then bring their campers back to their rooms and count again to ensure they have all their campers.

Lost Child: At STEAM Club Summer Camp, we take camper safety very seriously. All campers are closely monitored, attendance is thoroughly taken and kept up to date, and headcounts are performed throughout the day. Losing a child would be an unlikely scenario for us, but we are prepared for the situation nonetheless. In the unlikely event that a child is lost during their time with STEAM Club Summer Camp, the remaining campers will be brought together to allow for proper supervision while some of the staff members search the entire school building and grounds. If a child is not found, the police and the child's parents/guardians will be immediately notified. Staff will then spread out and begin to search the surrounding area for the child with the assistance of emergency services.

Reunification with Parents: If there ever arises an emergency situation where campers may need to be reunified with parents through a controlled release situation or at an external site, we will work to reunify parents with their campers as soon as we are safely able. In the event that this occurs, we will work closely with local authorities and emergency officials to determine the best course of action. We will provide written and telephone communication to all parents in these situations as soon as we are safely able to do so. In the event that an emergency situation occurs requiring reunification, please do not visit the campus until safely cleared to do so by the Camp Director or emergency officials.

Continued Operations After an Emergency or Disaster: After an emergency or disaster, STEAM Club Summer Camp will resume operations as soon as it is mentally and physically safe to do so. Before re-opening, STEAM Club Summer Camp staff will conduct an analysis of the premises to identify any remaining hazards and risks to safety. A plan will be put into place to keep campers safe and/or resolve these hazards/risk factors (if possible) before reopening is permitted to occur. If counseling may be needed after an emergency event or disaster, STEAM Club Summer Camp will work with our partners to provide the appropriate services to benefit the well-being of our campers. Parents/guardians will be notified of any disruptions to childcare services as soon as STEAM Club Summer Camp knows that a disruption may occur. Re-opening protocols will be communicated to families through email and phone calls.

Other Emergency Procedures: If other emergencies are to occur during the course of STEAM Club Summer Camp programming, parents will be notified through email and/or telephone when it is safe to do so. In all circumstances, the health and safety of the



children in our care come first, and we will take all steps that we can to ensure that our campers remain healthy and safe during their time with us.

Questions or Comments

We welcome any questions, comments, or observations that you have. Written comments are highly recommended so the camp management can review your comments and provide you with a written response. The Camp Director and/or Coordinator can also discuss issues, concerns, and specific childcare questions during camp hours. If disputes or problems arise, please be courteous and kind to staff and personnel as we work together to resolve the issue. We aim to create a warm, friendly environment for all of the children in our care and to work with parents closely to address all concerns promptly.

If the Camp Director and/or Coordinator has concerns during camp about a child, they will reach out to the parent/guardian to discuss those concerns directly or schedule a time to speak during a conference. Parents/guardians may also request a scheduled conference with the Camp Director and/or Coordinator to speak about any concerns that they may be having. A person who has a complaint about our operation may contact the Colorado Department of Early Childhood by phone at 1 (800) 799-5876 or through email at cdec_communications@state.co.us. The Colorado Department of Early Childhood address is 710 S. Ash St., Denver, CO 80246.