Updated November 2026

Policies and Procedures

This manual may be changed at any time upon the discretion of Butterfly Pavilion. Changes in services, policies or procedures will result in a notification of parents or guardians through email, letter, or phone.

Butterfly Pavilion Camps can directly be reached at:

- A direct line to the Camp Director is 720-974-1877 or 720-375-9986.
- During Spring, Fall & Winter Camps, they can directly be reached at 720-531-9377.
- During the summer if your camper is in Classroom A, they can directly be reached at 720-531-9377.
- During the summer if your camper is in Classroom B, they can directly be reached at 720-531-9367.
- During summer if your camper is in Classroom D, they can directly be reached at 720-531-9363.
- Alternatively, this phone number is regularly answered at the Butterfly Pavilion: 303-469-5441 by Guest Services staff.

Butterfly Pavilion Mission

Butterfly Pavilion exists to foster an appreciation of invertebrates by educating the public about the need to protect and care for threatened habitats globally, while conducting research for solutions in invertebrate conservation.

1. Purpose and Philosophy on Child Care

Butterfly Pavilion camps are intended to be an educational alternative to typical childcare. Children who enroll will receive the highest level of care but will also be enriched by numerous activities related to nature and the invertebrate world.

Butterfly Pavilion camps will provide an experience that is engaging, fun, and sparks curiosity for invertebrates and the environment around us. These camps will be driven by fun, adventure, science, and caring – to create an atmosphere which will allow campers to grow and immerse themselves in every topic.

Butterfly Pavilion camps will provide hands-on opportunities for children to interact with the invertebrate world. Through the various activities each week, students will foster an appreciation of invertebrates and feel empowered to protect their habitats.

Children enrolled at Butterfly Pavilion camps will be treated with the highest level of respect, nurtured in their growth, viewed as equals to one another and be provided ways to express their individual passions, knowledge, curiosity, and creativity.

2. License Information

Butterfly Pavilion Camps are licensed as school age childcare, building based, day camps. All Butterfly Pavilion Camps adhere to Code of Colorado Regulation number 2.100 and 2.500.

3. Ages of Children Accepted

All camps at Butterfly Pavilion are intended for children ages 5-10. We will only accept children in camp that are age 5 by the start date of camp, 4-year-olds will not be accepted into camp.

4. Services for Special Needs Children

Butterfly Pavilion will make its best effort to accommodate children with special needs and integrate the child with his/her peers who do not have disabilities. Our buildings, trails and program sites are accessible. Individual requirements would need to be assessed for staffing needs and accessibility.

Sign language interpreters may be obtained with adequate notice. Butterfly Pavilion will comply with the non-discrimination provisions of Title VI of the Civil Rights Act of 1964 as amended and its implementing regulation, Title 45 Code of Federal Regulations (CFR), part 80; the Age Discrimination Act of 1975 as amended and its implementing regulation, Title 45 CFR, part 91; Section 504 of the Rehabilitation Act of 1973 as amended and its implementing regulation, Title 45 CFR, Part 84. We will also comply with Titles I through V of the Americans with Disabilities Act as amended and its implementing regulation, Title 29 CFR, part 1630.

Decisions related to the enrollment, placement, or dismissal of a child with a disability or chronic condition will follow the Americans with Disabilities Act. A lack of independent ambulation or the need for assistance in feeding, toileting, or dressing or in other areas of self-care will not be used as sole criteria for enrollment or placement or denial of enrollment or denial of placement.

5. Hours of Operation, Drop-Off, Pick-Up, Special Activities, and Holidays

Butterfly Pavilion as a business is open 7 days a week from 9:00-5:00pm. The building is closed Thanksgiving and Christmas.

Butterfly Pavilion Camps will run on designated Monday-Fridays throughout the year. Summer Camp offerings are currently scheduled during the months of June, July, and August. Additional weeks may be offered at the discretion of the camp director.

Camp Hours

- Camps run (full-day) from 9:00am-4:00pm.
- Drop-off is from 8:45am-9:00am
- Pick-up is from 4:00pm-4:15pm

- If a parent doesn't pick up their child by 4:15pm, an accommodation fee of $1 for every minute late will be charged.

6. Adverse Weather Policy and Emergencies

Provisions will be made for indoor activities at our various classroom sites (Classrooms A, B, D) in case of adverse weather and Air Quality Index Advisory Unhealthy for Sensitive Groups. Shade, access to water and indoor activities will be provided during adverse weather and when the air quality index value is 101 to 150. Children are encouraged to bring appropriate clothes (including hats, rain jackets, and closed toe shoes) and a water bottle. Program leaders are equipped with a radio that they will use to communicate with the camp director while both indoors and outside along the Nature Trail. A weather app will be used to monitor weather during camp hours and to make decisions regarding appropriate activities for the conditions.

Tornado

The Director and Coordinator will monitor weather status and notify staff of any Tornado Watch or Warning. In the event of a tornado watch, all staff will be notified and will move children near the specified areas of safety. In the event of a tornado warning or a spotted tornado, all staff will be notified via Building PA system. Staff will then immediately take children to the nearest area of safety. Areas of safety are Classroom B, Water's Edge Kitchen, Rearing Room, Colorado Backyard bathrooms, bathrooms next to Survival, and any room without windows. If caught outside and areas of safety cannot be reached, staff will lead children to the nearest low-lying area. Staff and children will remain in safety until an all clear is sounded.

Shelter in Place

In the event of shelter in place, the same procedures for tornadoes will be followed.

Fire

In the event of a fire, staff will evacuate children to the nearest exit and will go to the corner of 104th and Westminster Boulevard or the overflow parking lot. Once safe, staff will conduct role call to ensure that everyone is there.

Adverse Weather

In the event of adverse weather, the same procedures for tornadoes will be followed.

Lockdown

In the event of a lockdown, no one will be permitted to enter or leave the facility. All children will be moved to Classroom B, and the door will be secured shut. The lockdown will stay in place until facility leadership or police have lifted the lockdown.

Active Shooter

In the event of an active shooter, staff will take the children to either shelter in place, in a room with no windows and lock/barricade the door and stay down and quiet or leave the building through the closest exit and lead the children to the corner of 104th and Westminster Boulevard or the overflow parking lot. Once safe, staff will conduct a role call to ensure that everyone is there.

Evacuation of Children with Disabilities

In the event of an evacuation, staff will ensure that all children are guided with care and prompt action. If staff notices a child struggling or in need of assistance, they will ask how best to help before taking action. Staff will ensure the child's needs are understood and inquire if any special precautions are required. Below are guidelines for assisting children with various needs during emergencies:

Children Who Are Blind or Have Low Vision

- Explain the Situation: Clearly describe the nature of the emergency and give simple, age-appropriate instructions for exiting the area.
- Guide Safely: Offer your hand or arm for guidance and reassure the child throughout the evacuation.
- Verbal Guidance: Inform the child about where you are going and mention any obstacles along the way.
- Orient and Reassure: Once in a safe location, help the child understand their surroundings and ask if they need further assistance.
- Service Animals: Ensure that any service animal remains with the child, as the animal may also feel stressed.

Children Who Are Deaf or Hard of Hearing

- Gain Attention: Flashlights, wave your hands, or gently tap the child's shoulder to get their attention.
- Clear Communication: Face the child and use simple gestures or written notes, if needed, to explain the situation and evacuation route.
- Provide Physical Guidance: If communication is difficult, gently guide the child outside if necessary.

Children With Mobility Limitations – (Non-Wheelchair Users)

- Ask Before Acting: Ask the child if they can walk or need assistance to evacuate, and provide help as needed.
- Ensure a Clear Path: If there are obstacles, clear a path for the child to exit safely.
- No Immediate Danger: If there is no immediate threat, the child may wait in a safe area until emergency personnel arrive.
- Imminent Danger: If evacuation is urgent, assist the child using a sturdy chair or carry them to safety if necessary.

- Assistive Devices: Ensure any mobility aids the child uses are brought to them as soon as possible.
- Inform Authorities: Notify emergency personnel of any children still inside and their location.

Children With Mobility Limitations – (Wheelchair Users)

- Ask Preferences: Always ask the child how they prefer to be assisted during evacuation.
- Evacuation Equipment: Familiarize yourself with any available evacuation chairs and their location.
- Self-Evacuation (Ground Floor): If the child is on the ground floor, they may be able to evacuate with minimal assistance.
- Clear Path: Ensure a clear route is available for the child to exit safely.
- No Immediate Danger: In non-urgent situations, the child may prefer to wait in a designated safe area until help arrives.
- Imminent Danger: If the child prefers to remain in their wheelchair and cannot be evacuated, direct them to a safe area and notify emergency personnel.
- Carrying Children: Wheelchairs are typically too heavy to carry, but if the child needs to be carried, ask for their preferred method, such as a two-person carry.
- Mobility Aids: Ensure any necessary devices are brought to the child as soon as possible.
- Inform Authorities: Immediately notify emergency personnel about the child's location if they remain inside.

Children with Emotional or Psychological Disabilities

- Monitor Reactions: Be aware that loud alarms, smoke, or crowds may be overwhelming. Approach calmly and avoid physical contact unless permitted.
- Reassure and Guide: Ask how you can assist the child and offer to stay with them once evacuated to provide a sense of security.

Reunification with Families After Emergency

Meeting Places for Reunification

- The primary reunification point will be Butterfly Pavilion 6252 W 104th Ave, Westminster, CO 80020.
- If the primary site is unsafe or unreachable, the secondary meeting point will be the overflow parking lot at Butterfly Pavilion.
- The third meeting place will be the Armed Forces Tribute Garden 6001 W 104th Ave, Westminster, CO 80020.

Communication with Parents and Guardians

Staff will use multiple channels to notify families of the reunification process in case of an emergency:

- Phone Calls & Text Messages: Families will receive phone or text alerts with details on the emergency and pickup location. Ensure that all emergency contact numbers provided are up-to-date.
- Email Updates: Emails will be sent to inform families of the current situation, including instructions and the status of their children.

Procedures for Medical Transport

In the event that a child requires medical attention during an emergency:

- Immediate Notification: The child's parent or guardian will be notified immediately if the child must be transported for medical care.
- Hospital Transport: The child will be transported to the preferred hospital that is listed in their file during registration.
- Medical Information: Staff will ensure that the child's medical information, including allergies or health conditions, is shared with medical personnel.
- Reunification at the Medical Facility: Parents will be directed to the medical facility where they can reunite with their child, and ongoing updates will be provided by phone or text.

Lockdown Response

During a lockdown situation, the following protocols will be in place for both the program and parents:

- Program Response: Staff will immediately secure the facility, following lockdown procedures such as locking doors, keeping children away from windows, and staying quiet until authorities indicate it is safe.
- Parent Notification: Families will be informed of the lockdown via text message or phone, but parents should not come to the facility until the lockdown is lifted.
- Post-Lockdown Reunification: Once authorities declare the situation safe, parents will be notified of when and where they can pick up their child. If the lockdown requires relocation, parents will be informed of the alternate reunification site.

- Stay Informed: Parents should avoid calling or arriving at the childcare facility during a lockdown, as this may jeopardize the safety of staff and children. All communication updates will be sent via the official channels.

7. Admission and Registration of Children

Butterfly Pavilion Camp registration can be completed on the website. Registration will close one week before the start date of camp. Registration is a two-part registration process, and registration is not considered complete unless both parts are completed. If both parts aren't completed by three weeks before the start date of camp, your registration and spot will be cancelled without a refund.

1. First part: Purchase camp through the website website.
2. Second part: Complete part two using the Parent Portal with the same username and password you used to purchase the camp https://camps.butterflies.org.

After you complete the first part of registration, you will receive a confirmation email with information on how to complete the second part of registration. You will receive reminder emails to complete this before the camp. If both parts aren't completed by three weeks before the start date of camp, your registration and spot will be cancelled without a refund. One week before the start date of the camp, you will receive a detailed email with information about what to expect for camp.

Registration is officially secured when Butterfly Pavilion receives the full payment, and both parts of the registration are completed in full. Children will be admitted to camp at their designated session only after all required forms have been submitted; both parts of registration have been completed, and payment has been made in full.

If you have any questions about camp, you can call the Camp Director at 720-375-9986 or email camps@butterflies.org, and someone will get back to you.

8. Immunizations

In order for children to attend Butterfly Pavilion camp, their current immunization records must be sent to camp staff before the start date of camp. Immunization records must be on an official Colorado Certificate of Immunization form, which is provided by the Colorado Department of Health and Environment, and it must be signed by a health care provider. If your child has medical exemption from immunizations, an Immunization Certificate of Medical Exemption must be filled out and signed by a health care provider and sent to camp staff before the start date of camp. If your child has nonmedical exemption from immunization, an Immunization Certificate of Nonmedical Exemption must be filled out and signed by a health care provider and sent to camp staff before the start date of camp.

If immunization records, medical exemption forms, and nonmedical exemption forms are not filled out on the proper form, not signed by a physician, or not sent to camp staff before the start date of camp, the child will not be able to attend camp.

9. Camp Fees and Payment

Fees for camp sessions vary depending on the program for which a child has enrolled and the family's status as a member of Butterfly Pavilion. Fees are subject to change based on new program offerings.

Camp Dates and Fees can be found in this location:
https://www.butterflies.org/camps/

The full payment for camp must be made before the start of camp; if not, the child will not be able to attend camp.

Camp Termination, Cancellations & Refunds:

Should the camp need to terminate operations, parents or guardians will be notified by email and phone. If parents should withdraw their children from before or during camp, they will be asked to give the camp written notification (email) ahead of time.

- Cancellations with at least 3 weeks' notice will be charged a 10% processing fee, and the remainder of the cost will be refunded to the customer.
- All cancellations and transfers must be made via e-mail to the Camp Director at least 3 weeks before the date of the camp and will be charged a 10% processing fee, with the remainder of the cost refunded to the customer. The Camp Director can be reached at camps@butterflies.org.
- Transfers may only be made into camps that still have availability.
- No refund is given for cancellation with less than 3 weeks' notice. This includes absence due to illness.
- A full refund will be given to the customer if the Butterfly Pavilion cancels a camp for any reason.

10. Locating Children

For security purposes, a sign-out sheet for parents and guardians will be maintained daily for the camp. It will include for each child in camp:

- Date
- Child's name
- Any comments and specific pick-up or drop-off information
- Who is authorized to pick up children

Staff will verify attendance throughout the day. At pick-up, IDs will be checked to ensure that the person picking up is on the authorized list. If the person is not on the authorized list, the child will not be released to them, and the guardian will be called.

The whereabouts of children will be determined by a posted schedule at the camp headquarters/classroom. Groups that are away from the building will be reached via cell phone or radio. Children will always be accompanied by camp staff.

11. Discipline and Conduct

Parents shall advise camp staff of any unusual disciplinary issues of their children through their registration information. Campers are expected to adhere to appropriate behavior guidelines, which will be discussed at the beginning of the day by camp educators. Campers are expected to be responsible for their words and actions, be respectful of others, and follow directions from staff members. Campers shall leave all electronic devices at home such as phones, cameras, switches, smartwatches, or other technology at home. (A parent/guardian must seek permission from the camp director for the camper to be able to carry a cell phone for emergencies.)

The following behaviors are prohibited from children attending camp:

- Endangering the health and safety of themselves, other campers, and/or staff or volunteers.
- Stealing, damaging, or failing to care for Butterfly Pavilion or personal property.
- Continual disruption of the program.
- Running away from the group/camp staff.
- Refusal to follow the behavior guidelines.
- Inappropriate physical contact.
- Using profanity or inappropriate language or displaying clothing or other personal items with offensive content.
- Bullying or acts of aggression or violence.
- Possession or use of illegal substances, tobacco, or alcohol.
- Possession of weapons - any object that may cause harm to another or place another person in fear of his/her safety, may be considered a weapon.

The following steps will be taken for failure to follow these behavior guidelines:

- Camp staff will redirect the camper to a more appropriate behavior.
- The camper will be reminded of the behavior guidelines.
- If the behavior persists, staff will call and discuss the problem with a parent/guardian.
- The staff will document the situation. The written documents will include what the behavior problem is, what provoked the problem, and the corrective action taken.

- If the problem persists to the point where a second phone call becomes necessary, the Camp Director may find it necessary to have the camper picked up early from camp.
- If a camper's behavior at any time threatens the immediate safety of themselves, other campers, or staff, the parent/guardian will be notified and expected to pick -up the child immediately.

If a parent/guardian needs to be notified for immediate pick-up, a behavior incident form will be filled out and filed with the camp directorAt Butterfly Pavilion, we are committed to creating a safe, inclusive, and positive camp experience for every child. We do not take the decision to remove a child from camp lightly. This step is only taken when it is determined to be in the best interest of the child, or when necessary to ensure the safety and well-being of other campers, staff, or the overall camp environment.

Our team works hard to provide appropriate support and guidance to all campers; however, we recognize that some children may require levels of support beyond what we are able to provide in a camp setting. In these cases, it may be determined that our camp is not the best fit for the child at this time.

If a child is removed from camp, refunds will not be issued.

Praise for appropriate behavior will help to reinforce those actions. Discipline will be appropriate, constructive, and educational in nature, and may include such measures as diversion, withholding privileges, separation of the child from problem situations, and talking with the child about the situation.

Children will not be subjected to physical or emotional harm or humiliation.
The director will not use or permit a staff person or child to use corporal or other harsh punishment, including but not limited to pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling, or any humiliating or frightening method of discipline.

Discipline will not be associated with food, rest, or toileting. No child will be punished for toileting accidents. Food will not be denied or forced upon a child as a disciplinary measure.

Separation, when used as discipline, will be brief and appropriate for the child's age and circumstances. The child will be in a safe, lighted, well-ventilated area and be within the hearing and vision of a staff member. The child will not be isolated in a locked room, bathroom, closet, or pantry. If separation and a one-on-one discussion with a counselor does not improve the situation, after fifteen minutes the camp

director will be called on the radio and informed of the situation. After this point, a decision will be made if the camper's appointed adult should be called to pick up the child from camp.

Verbal abuse and derogatory remarks about the child are not permitted. Authority to discipline will not be delegated to other children, and the camp will not sanction one child punishing another child.

12. Children's Illnesses, Accidents, and Injuries and Notification of Parents

Written authorization for emergency medical care will be kept in the child's file. Each parent will also provide phone numbers where they and their child's primary physician can be reached.

Emergency telephone numbers will be posted at each permanent site and kept by each child's primary camp counselor. In addition to parental phone numbers and child primary care physicians, numbers will include 911 for ambulance, police, rescue unit, and fire; the clinic or hospital nearest to the camp; the health department and Rocky Mountain Poison Control.

In case of emergency, illness, or injury; staff will evaluate the child(ren) to determine what sort of medical care is needed. Staff may take any of the following steps depending on the severity of the injury or illness:

1. Call 911.
2. Transport the child via ambulance to the nearest medical facility unless otherwise requested by the parent.
3. Provide on-site first-aid.
4. Contact parents.

Parents will be notified immediately in case of illness or injury.

Within 48 hours following the accident or illness, camp staff will report in writing to the Department of Human Services any accident or illness occurring at the center that resulted in medical treatment by a physician or other health care professional, hospitalization, or death. They will also complete a Butterfly Pavilion Accident Form. Reporting forms are kept in the administrative office.

When children show signs of severe or communicable illness, they will be separated from other children. The parent(s) or guardian(s) will be notified, and a doctor or medical facility will be consulted as needed regarding treatment. Butterfly Pavilion aligns with Jefferson County's School and Childcare Disease Reporting Guidance, https://cdphe.colorado.gov/report-a-disease
Signs and symptoms for excluding a child include, but are not limited to, vomiting/ throwing up/ nausea, diarrhea, cough*, and feeling feverish, having chills, or a

temperature of 100.4°F or greater. The child or staff member may return to camp 24 hours after their last episode unless their symptoms are caused by an illness that requires them to stay home longer.

*Students and staff may return if the cough is not fully resolved following discussion with a care provider.

Staff members with a communicable illness will not be permitted to work or have contact with children or other staff members if the illness could be readily transmitted during normal working activities.

Camp will report to the Colorado Department of Public Health and Environment or its local unit any communicable illness, including but not limited to measles, mumps, diphtheria, rubella, tuberculosis, shigella, hepatitis, meningitis, salmonella, and giardia, contracted by a staff member or a child in care at the center. Children's confidentiality will be maintained.

A medical log will be maintained at the center, recording the child's name and the date of each instance of at least the following:

- Administration of first aid
- Illness of the child while attending the center
- Accident requiring the child to receive medical attention
- Administration of any medication to a child

13. Lost Child

In case children are lost and cannot be found in adjacent restrooms and activity areas, the sign-out sheet will be checked, and the administration office will be notified. One staff member will be sent to secure any entries or exits. Butterfly Pavilion staff members will be notified of the child's appearance and be asked to assist in locating the child. Available staff members (those without children in their care) will conduct a sweep of the grounds. If the child is not located, a call to 911 will be placed.

The camp will submit a written report to the Colorado Department of Early Childhood within 48 hours about any child who has been lost from the center and for whom the local authorities have been contacted. Such report must indicate:

- The name, birth date, address, and telephone number of the child
- The names of the parents or guardians and their address and telephone number if different from those of the child
- The date when the child was lost
- The location, time, and circumstances when the child was last seen
- Actions taken to locate the child
- The name of the staff person supervising the child

14. Transporting Children

Children may be transported in ambulances in case of emergency. Off-site field trips requiring vehicles will not be conducted.

15. Supervision of Special Activities

For camps held at Butterfly Pavilion, all activities will be conducted on site at Butterfly Pavilion or in the adjacent Big Dry Creek Open Space. Children will always be supervised.

There will be at least 1 staff member for each 15 children in attendance. At any time when 15 or more children are present at camp, there will be at least 1 program leader and another responsible person at least 16 years of age on the premises. When 15 or fewer children are present, there will be at least 1 program leader on duty and a second staff member on call and immediately available in an emergency. Either the Camp Director or Camp Counselors with the support of appointed Education Leadership staff will be always on-site during camp duration.

16. Media and Internet Usage Plan

Media (including videos, clips, music, and games) will be viewed only when accompanying the activities that the children will engage in as a part of the camp program. Videos will be of an educational nature. All media that children are exposed to must not contain explicit language or topics. All television, recorded media, computer, tablet, cell phones, video games and other media devices are prohibited during snack or mealtimes. Media may be viewed by camps as an educational addition to programming and as a complement to free and quiet times. Information and communication with children about safe online practices will be discussed, and best practices for informational research will be shared. Media-based interactives in the exhibits may be utilized. Media will never be used to replace quality instruction time. Parents who do to wish their child to see or interact with media may contact the Program Director at any time and an alternate plan may be devised.

Children will not be permitted to use the internet while under care of Butterfly Pavilion. Staff will communicate to children online safe practices to ensure their safety.

17. Authorization for Releasing Children

Each child will have on record a list of parents and/or guardians and other trusted adults for whom children can be released to. Children will be released from camp only to persons for whom the camp has written authorization per the above files.

If an individual who is not authorized for release attempts to pick up the child, they will be refused, and the signed release authorization will be provided to them. If the

individual attempts to take the child or causes a disturbance, 911 will be called immediately.

Identification must be provided by the individual and matched to the child's files for adults who have authorized release.

18. Late Pick-Up of Children

The end of the session occurs at 4:00pm for full day camp. Parents will be requested to pick up their children at the program end, 4:00pm-4:15pm. Drop-off begins at 8:45am and pick up ends at 4:15pm. If a parent is late picking up their child, they will be charged $1 for every minute that they are late. This will be noted by camp staff, communicated to parents, and the Camp Director, Camp Coordinator, Registration Manager, or Accountant will send a payment link via email to the parent. The payment for the fee will need to be made before the child can return to camp.

If a child is not picked up by 4:15pm, a phone call will be made to the parent, and a message will be left if not reached. Camp staff will then make a call to the authorized emergency contact to come pick up the child. In an emergency, the child may also be released to an adult for whom the child's parent or guardian has given verbal authorization. If the staff member who releases the child does not know the adult, identification will be required to assure that the adult is authorized to pick up the child.

Butterfly Pavilion will close at 5:00 p.m. If children are not picked up by 5:00 p.m. and no provisions have been secured with the parents or their authorized emergency contacts, the Westminster Police Department office will be contacted, and the camp staff will release the children to them.

The sign-out sheet will be checked periodically against children present throughout the day to ensure the whereabouts of the children. Camp staff will follow up on any inconsistencies of this list with the actual number of campers present.

At the end of any camp, staff members will reference sign-in/out sheet and ensure that all children participating that day have left.

19. Late Arrivals

Camp begins at 9:00am. If children arrive after the start of the program and the camp group is no longer in the camp room, parents will need to take the child to front desk inside the main entrance of Butterfly Pavilion. Here, they will meet a staff member, who will radio camp staff to help connect the child to the group.

20. Children's Medicines



Updated November 2026

Butterfly Pavilion suggests that all necessary medications be administered to the child at home (before or after the camp session) when possible. When this is not possible, we will work with the caregiver to create a plan to address the needs of that child. Butterfly Pavilion holds itself in compliance with both the Colorado Nurse Practice Act and the American with Disabilities Act.

Butterfly Pavilion camp staff has multiple Medication Administration certified staff that can administer medication when necessary. In order to be able to administer medication, inhalers, or epi-pens during camp, the following criteria need to be met:

- To be able to have medication, inhalers, and epi-pens on site at Butterfly Pavilion camp and in order to administer medication, inhalers, and epi-pens, the appropriate forms need to be filled out, signed by a physician, and sent to camp staff before the start date of camp. The forms are:
    - Colorado Asthma Care Plan and Medication Order for School and Child Care Settings
    - Medication Administration Permission for School and Child Care
    - Colorado Allergy and Anaphylaxis Emergency Care Plan and Medication Orders
- Medication must be kept in the original container. Prescription medicine containers must bear the original pharmacy label that shows:
    - the prescription number
    - name of medication
    - date filled
    - physician's name
    - child's name
    - directions for dosage
- When no longer needed, medications will be returned to parents or guardians or destroyed.

Prescription and non-prescription medication for eyes and ears, all oral medication, medication for lacerations or severe burns, and individual special medical procedures can be provided only on written order or a prescription from a physician to the child's parent(s) or guardian(s), or to the camp, with knowledge and written consent of the parent(s) or guardian(s). A health plan and medical authorization form will be completed and submitted to Butterfly Pavilion prior to camp, discussed by trained camp staff with the parent(s) or guardian(s), and filed in the appropriate binder.

Medication will be dispensed, and a record made only by persons trained in first aid and medication administration. Staff will be trained prior to administering medication to any child. Medication administration training will include:

- Procedures for recording administration information
- Administering medications consistent with physician and pharmacy requirements

- Measurement of correct dosages

The written record of medication administered will include the child's name, the date and time the medication was administered, the name and dosage of the medication, and the name or initials of the staff person who administered it. The medication log will be kept on file in the camp office.

All medicines and drugs will be kept in a storage area inaccessible to children and according to pharmacy instructions. Medicines will never be allowed to encounter food.

21. Personal Belongings

Children will be allowed to either leave their personal belongings (in a bag or backpack) in the classroom space the camp is utilizing or be carried with them. There will be no need for the children to carry money to camp. Children should leave all toys, stuffed animals, phones, cameras, smartwatches, games, or other technology at home. Books are permitted and may be brought out during free time or quiet time, at the discretion of camp staff.

22. Meals and Snacks

Snack time will be designated in the morning and afternoon as appropriate to the camp length. Children must bring their own snacks.

If the program falls during the lunch hour (12:00-1:00 p.m.), a lunch break will be taken. Children must provide their own lunch and store it with their personal belongings in their assigned classroom. Parents will be responsible for providing a form of cooling if needed in the lunch. Butterfly Pavilion cannot heat up food for campers.

Butterfly Pavilion is not an allergy-free camp, and campers may bring lunches that include nuts. If a camper has a severe allergy or special dietary restriction, this must be noted in their medical authorization form and appropriate measures to accommodate (like extra cleaning and separation of lunch tables) will occur.

If snacks or lunch have been forgotten, Butterfly Pavilion staff will call the child's parent or guardian to provide.

23. Guests

Butterfly Pavilion Camps have space on-site reserved exclusively for their use (Classroom A, Classroom B, and Classroom D). These spaces will be off-limits to the general public. Some activities, particularly outdoor activities, will take place in the same space as used by guests at Butterfly Pavilion.

Regardless of the location of an activity, visitors or guests will not be allowed to participate with the children. When in areas of general use, camp staff will pay close attention to the whereabouts of the children to make sure they stay with the group and do not wander off.Parents or guardians are not permitted to stay throughout the duration of the camp unless there is a medical reason stated on their form, and the camp director is notified at least one week ahead of time. This is to preserve the child-like nature of camp and allow campers to extend their learning and growing beyond the home.

24. Filing a Complaint about Child Care

To file a complaint about childcare at Butterfly Pavilion camps, should you suspect licensing violations, please contact the Colorado Department of Human Services, 1575 Sherman Street, Denver, Colorado 80203-1714, (303) 866-5958.

25. Reporting of Child Abuse

Butterfly Pavilion has zero tolerance for child abuse.

Any camp staff 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 must 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 the childcare facility, the report of suspected child abuse must be made to the Department of Social Services, police department, or other law enforcement agencies in Jefferson County.

If the suspected child abuse did not occur at camp, the report of suspected child abuse must 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.

At the time of admission, the facility must give the child's parent or guardian information that explains how to report suspected child abuse or child neglect.

If a staff member is suspected of child abuse, they will be immediately removed from providing care to children and the suspected abuse will be immediately reported to the Social Services, police department, or other law enforcement agency in Jefferson County. Additionally, the suspected abuse will be reported to the CEO at Butterfly Pavilion. Throughout the investigation, the staff member will have no contact with children at Butterfly Pavilion. Based upon the results of an investigation into the

situation, action will be taken which management feels is appropriate, up to and including termination of employment.

Each staff member of the camp will 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.

26. Activities

At camp, we offer a variety of activities designed to provide your child with enriching and enjoyable experiences. Please review the list of activities below and provide your authorization for your child to participate.

Activities:

- Outdoor Bug Seaches: Campers will explore nature and learn about different insects in a safe and supervised environment.
- Outdoor Walks: Campers will take guided walks in our gardens and along nature trails to enjoy and learn about the natural surroundings.
- Outdoor Running Games: Campers will be given the opportunity to engage in activities such as tag and other running games but can choose not to participate.
- Other Games: Campers and counselors will have the freedom to decide on additional games, ensuring a variety of fun activities.
- Indoor Play Area: Campers will have the opportunity to play in our multi-purpose room but can choose not to participate.
- Zoo Exhibits: Campers will be given the opportunity to hold/touch invertebrates in our exhibits but can choose not to participate.