



**Where Kids
Make History**

Discover Our Activities & Adventures

Hands-On History Policies and Procedures for School-Age Full Day Programs

We are thrilled to welcome your child to the Hands-On History program! Thank you for registering them. We look forward to creating meaningful and memorable experiences together.

HOH Policies and Procedures are shared at registration, emailed to parents before the first day of camp, and available online at historycolorado.org. Starting in summer 2026, Hands-On History programs will be licensed as school-aged childcare, building-based day camps. For questions, please contact the Program Director at your site (see list on page 11).

These policies and procedures were last updated in **March 2026**.

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General Information

Program Purpose & Philosophy

Hands-On History offers participatory history- and culture-based programming for students when school is not in session. The curriculum mixes interactive, hands-on, experiential style educational lessons with student-driven enrichment opportunities. All lessons intersect with the themes and topics specific to the community, including, but not limited to: Native American arts and traditions, hand-building adobe and clay bricks, homesteading, storytelling, pottery, wool & fiber arts, jewelry crafting, Mexican Folklorico dancing, equality struggles of marginalized communities, modern and historical construction, archeology, and other history-based curricula.

The program's curriculum is based on social and emotional instruction that focuses on five core competency areas: self-awareness, self-management, social awareness, relationship skills, and responsible decision making. The expected outcomes of programs based on social and emotional instruction include: increased academic achievement, improved social-emotional skills, increased self-confidence, improved mental health, and improved youth behavior. Social and emotional instruction shows strong scientific evidence that it improves the stated outcomes.

License Information

Starting in summer 2026, Hands-On History programs will be licensed as school-age, building-based day camps. All HOH programs adhere to the Code of Colorado Regulations number [7.712 - Rules Regulating School-Aged Child Care Centers](#).

Ages Accepted

Hands-On History is offered for school-aged children ages 6-14. Children have to be 6 years of age and either attending or have completed first grade to attend.

For teens over 14, the Summer Teen Museum Corps offers a volunteer opportunity that involves supporting Hands-On History programming, mentoring younger students, and learning more about museum career pathways. Participants are expected to complete 50 hours of volunteer service during the summer and will receive a stipend for their commitment. More information can be found on the History Colorado Center Volunteer Opportunities page: [History Colorado Center Volunteer Opportunities](#)

Hours of Operation

Hands-On History offers full-day programming, which means a minimum of 8 hours of programming per day. Program hours range from 8:00 a.m. to 5:00 p.m., depending on the program location (see below). Hands-On History programs are closed on New Year's Day, July 4th, Thanksgiving week, and Christmas Day.

Months of Operation:

- Fall Fridays: September - December
- Spring Fridays: January - May
- Winter Break Camp- December - January
- Spring Break Camp: March and April
- Summer Break Camp: June - August

Program Location	Hours of Operation
CSU Spur Campus, Denver	8:30 am - 5:00 pm
El Pueblo History Museum, Pueblo	8:00 am - 4:00 pm
Fort Garland Museum, Fort Garland	8:00 am - 4:00 pm
Centennial Village Museum, Greeley	8:30 am - 5:00 pm
History Colorado Center, Denver	8:30 am - 5:00 pm
The Church Project, Monte Vista	8:00 am - 4:00 pm
Trinidad History Museum, Trinidad	8:00 am - 4:00 pm
Ute Indian Museum, Montrose	8:00 am - 4:00 pm

Registration and Fees

Procedure for Registration

HOH programs are open to History Colorado members and non-members. Parents/guardians may register online through our program website.

At the time of camp registration or shortly thereafter, parents/guardians must provide:

- Child's first and last name
- The grade that the child is attending or entering when the program starts
- Names of parent/guardian or other adults who are authorized for pick-up
- Home address of child and parent/guardian

- Home phone number
- Emergency contact names and emergency phone numbers
- Allergies, information regarding medications that must be administered during camp days, and other health concerns
- Documentation of immunization status or exemption as required by the Colorado Department of Public Health and Environment (CDPHE)
- Preferred medical and dental care contact information

Registration isn't complete until full payment is received. Payment is due within 2 weeks of receipt of an invoice unless otherwise arranged in advance and in writing with program staff.

Special Needs

Hands-On History staff collaborates with parents/guardians to make programs accessible to children with various needs in accordance with the Americans with Disabilities Act. However, please note that HOH does not provide supplementary or paraprofessional services. If you have questions or wish to discuss your child's needs, please contact the Program Director at your site before completing registration.

Fee Schedule

Hands-On History strives to be an affordable, high-quality education and enrichment option for families. Program fees vary by location (see below). We offer several tuition assistance opportunities, and individual codes and/or verification may be required to receive discounts not automatically applied. Tuition assistance can be stacked, and families can receive up to 70% off tuition.

Program Location	Camp Base Price per Week	Fifth Day Cost per Semester
CSU Spur Campus, Denver	\$350	N/A
El Pueblo History Museum, Pueblo	\$150	\$360 - \$450
Fort Garland Museum, Fort Garland	\$125	\$300
Greeley History Museums, Greeley	\$200	N/A
History Colorado Center, Denver	\$350	N/A
The Church Project, Monte Vista	\$125	\$300 - \$375

Trinidad History Museum, Trinidad	\$100	N/A
Ute Indian Museum, Montrose	\$250	N/A

Late Fees

Parents/guardians are subject to a fee if children are not picked up by the designated program end time. A late fee of \$1.00 per minute, per child will be charged beginning 15 minutes after the program concludes. Consistent or repeated late pick-ups may lead to suspension or expulsion from the program.

Refund Policy

All sales are final unless the program staff cancels the program. Exceptions can be requested in cases of death in the family, severe illness, or for required quarantine.

Hands-On History will not issue refunds or credits for cancellations caused by circumstances beyond our control, such as inclement weather or unexpected building closures. A refund or credit will only be provided if 50% or more of the total program is canceled.

Withdrawing Program Registration

Parents may choose to withdraw their child from HOH programs at any time. We ask that parents/guardians who wish to cancel enrollment notify staff as early as possible, as our camps fill up quickly and commonly have waitlists. Knowing that a child is not coming allows us to open up enrollment to other families. Parents are encouraged to communicate with camp educators and directors about planned or unplanned absences, but it is not required.

Preparing for Camp

Dressing for HOH

Participants should always wear washable, practical clothing, including closed-toe, comfortable footwear. We encourage clearly labeling all items with the child’s name.

Personal Belongings

To prevent loss or damage, participants should leave cash and expensive personal items at home. This includes, but is not limited to, electronic devices such as cell phones, tablets, electronic games, MP3 players, iPads, and iPods. We also recommend that children not bring personal toys, as they may get lost or mixed up with the activity center supplies. Hands-On History is not responsible for any money or property that is damaged, lost, or stolen. Children will have a designated bin for storing their belongings while at camp.

If a child brings a valuable item, they will be instructed to keep it in their backpack. Staff will then contact the parent/guardian to request that the item not be brought back to the program. Exceptions for comfort toys may be granted by Program Directors on a case-by-case basis.

Medications

Parents/guardians are asked to administer all non-emergency medication to their child outside of program hours. However, HOH program staff are trained to administer emergency medication relating to asthma and/or allergies, including inhalers, oral and/or topical allergy medications, and epinephrine for anaphylaxis.

All emergency medicines, EPI-Pens, and inhalers must be disclosed to staff and approved before the child's first day. Medication must be kept in the original container. Prescription medicine containers must bear the original pharmacy label that shows the prescription number, the name of the medication, the date filled, the physician's name, the child's name, and dosage directions. All medication should also be in a zip-lock bag (if possible) with the child's name labeled on the outside. The parent/guardian must also provide the program staff with a Medication Authorization Form, an Allergy and Anaphylaxis Emergency Care Plan, a Medication Orders Form, an Asthma Care Plan Form, and/or any other necessary or required medical care plans/health orders before the start of the child's program. **Care plans must be received no later than two weeks prior to the first day of the program, or your child will not be able to attend.**

Emergency medications, including epinephrine auto-injectors and inhalers, and associated health plans will be kept with staff (in a backpack) and out of reach of children. Children are not allowed to self-carry or self-administer medication at Hands-On History. If a child is found to have medication in their possession, the staff will collect it, contact the parent/guardian to notify them, and return it at the end of the day.

It is the parent/guardian's responsibility to notify the Program Director about any medications that may accompany your child to camp. Some medications may require additional medical care plans/health orders, as well as training and/or delegation of medication administration to meet a child's individual medical needs.

HOH staff work closely with a Child Care Health Consultant who oversees health plans and medication administration delegation for HOH programs in compliance with the delegatory clause of Colorado's Nurse Practice Act. Program Staff are trained in Standard Precautions, CPR, and First Aid, and can address emergencies as they occur. Should your child need medical attention, we will follow the information provided on your emergency form. Parents will be notified of any incident, regardless of its severity.

Diapering and Toilet Training

Children registered for Hands-On History programs must be toilet-trained and able to use the bathroom independently. Program staff will not diaper children. If children cannot use the restroom alone, they will be sent home and may return when they can meet this requirement.

Hand Washing

To help participants stay healthy, we have set times for handwashing, including when children arrive, before and after eating, after using the toilet, and after touching frequently touched items or surfaces. If soap and water are not readily available, alcohol-based hand sanitizer containing at least 60% alcohol will be provided under supervision.

Pick-up and Drop-off Procedures

To ensure the health and safety of all Hands-On History participants, parents/guardians should ensure their child has a lunch, a water bottle labeled with the child's first and last name, and seasonally appropriate clothing, including closed-toe footwear.

Drop-off and pick-up can only occur by individuals identified on the registration forms provided during enrollment in Hands-On History, or by individuals for whom we have written notice who are approved to pick up.

Drop-off and pick-up instructions vary by location (see below).

Program Location	Drop-Off & Pick-Up Instructions
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CSU Spur Campus, Denver	Pull up to the loading zone in front of the Vida building at the CSU Spur campus, located at 4777 National Western Dr., Denver, CO.
El Pueblo History Museum, Pueblo	Park in the parking lot on the north side of the building and check in/drop off inside the Koncilja Atrium
Fort Garland Museum, Fort Garland	Park at the front of the museum, then enter through the wooden gate or the gift shop. Parents/guardians must walk students to the Mess Hall (on the south side of the grounds), where HOH programs take place. Please confirm your child's Authorized Pickups and get your PIN code at the first drop-off. Our Education Team members may request a photo ID at pick-up.
Centennial Village Museum, Greeley	TBD
History Colorado Center, Denver	Bus loading zone on 12th Ave between Lincoln and Broadway.
The Church Project, Monte Vista	Enter the classroom through the side door on 3rd Ave. Temporary parking is available between orange cones outside the entrance.
Trinidad History Museum, Trinidad	Enter through the gate on Walnut St., pick up/drop off takes place on the Bloom Mansion porch
Ute Indian Museum, Montrose	Families head to the south side of the building (left of the main doors) to the patio. Enter the classroom through the 2nd door on the right.

At-Home Health Screenings

Parents/guardians are asked to screen children at home before they arrive at camp. If a child is experiencing symptoms, is generally unwell, or has a fever, they must remain home. Please refer to the Colorado Department of Public Health & Environment document, [“How Sick is Too Sick?”](#)

Late drop-off

If parents/guardians are unable to drop off during the designated time, they will be required to walk their child to the front desk. The front desk will notify the program staff, who will meet families at the front desk, check in the participant(s), and escort them to

the program. To keep children safe, we ask that you do not send them into the building or leave them on the sidewalk unattended should you arrive late for drop-off.

Children who arrive late to the program after their class/group is away from the center on a field trip or excursion will not be allowed to attend the program that day unless prior arrangements have been made in writing in advance.

Procedure for releasing children only to those authorized by parents/guardians

A child will only be released to persons that parents/guardians have identified by name and who appear on the authorized pick-up list. Any emergency or day-of additions to the authorized pick-up list must be initiated by the parent/guardian and communicated directly to a Program Director. A valid state-issued photo ID is required and checked each day of pickup, and/or the person must enter a unique Jumbula pickup code. If a person is not authorized and attempts to have a child released to them, the HOH staff will attempt to contact the parents at all provided numbers. If no contact is made, the person will be asked to wait until confirmation is secured from parents/guardians. In circumstances where the person attempting to have the child released is behaving inappropriately, the police/sheriff will be called.

To sign a child out of the program, adults must be prepared to present a valid state-issued photo ID at any time, and/or utilize the parent's unique Jumbula code. HOH staff accept driver's licenses, passports, the MyColorado digital ID, and ID cards issued by the state of residence.

Early Pick Up

Parents/guardians who plan to pick up their kids early should let program staff know at morning drop-off. Upon arrival, parents/guardians should text/call the designated program phone number, and a staff member will collect the child and meet the authorized adult at the designated pick-up location.

Procedures followed when a child is not picked up

All children must be picked up by the end of the program. Parents/guardians are asked to please notify the Program Director/staff if they are running late. If they are not picked up, program staff will attempt to reach parents/guardians at the numbers provided, and a late fee will be incurred (see fee schedule). If parents cannot be reached, those listed

as emergency contacts will be notified. HOH staff will supervise the child until an authorized pick-up person arrives.

If no one can be contacted within 30 minutes of the program ending, the local police will be contacted, and custody of the child will move to the local police or sheriff's authority.

While Your Child is at HOH

Guidance and Discipline Procedures

Positive guidance strategies are used to help children learn self-control and self-direction without losing self-esteem. Children are encouraged to use words to solve problems, limits are stated, and choices are provided to empower children to succeed. Children are shown positive alternatives rather than being shut down or told no, and positive behavior is rewarded. HOH staff are trained in situational awareness and work collaboratively with their team and program directors to ensure that children are kept safe. No child in a HOH program is subjected to physical punishment, corporal punishment, verbal abuse, or threats by staff, volunteers, or parents. Food denial, limiting access to restroom facilities, and isolation in closed areas are not permitted.

Suspension and Expulsion

The Hands-On History Team practices restorative justice as a tool for behavior management. It focuses on helping students navigate conflict resolution, take ownership of their behavior, and practice skills like empathy, perspective-taking, and forgiveness. We focus on prevention and intervention to eliminate and/or address minor incidents.

Parents will be contacted and must pick up their child if there are incidents of biting, hitting, tantrums, or other behavior that impacts other children. The child will be separated from the rest of the children, encouraged to use de-escalation techniques, and wait with a staff member until they are picked up. To return to Hands-On History after any type of suspension, a reintegration process will be required, including a meeting with the parent/guardian, the child, and staff.

Both guardian and child will be required to attend this meeting, and a behavior contract is established and signed with input from the child, parent/guardian, and program staff to set the child up for success moving forward.

If a child is suspended from the program more than two times in five days, more than three times during a season, and/or engages in behaviors identified as major incidents

after signing a behavior contract, they will be removed from the program for the duration of the season. Refunds will not be given for any child removed for behavioral reasons. Major incidents include bullying, physical altercation, intentionally inflicting pain on self or others, property damage, running from staff, attempting to leave supervised areas or property without adult supervision/permission.

As needed, the program staff can access mental health consultants' services. Resources from the Colorado Department of Early Childhood are available at <https://cdec.colorado.gov/early-childhood-mental-health-consultation> or by calling (833) - ECMH411.

Identifying Children’s Location in Camps

Program staff utilize a written or electronic system for daily check-ins and check-outs. They are also equipped with a cellphone and/or radio, ensuring they are always reachable during program hours. Activity plans for each day, including times and locations, may be requested and are subject to change. A program roster will always be in the possession of the program staff.

Program Location	HOH Phone	Office/Reception Phone
CSU Spur Campus, Denver	720-833-8027	970-297-4321
El Pueblo History Museum, Pueblo	720-595-4777	719-583-0453
Fort Garland Museum, Fort Garland	N/A	719-379-3512
Centennial Village Museum, Greeley	303-656-0904	970-350-9220
History Colorado Center, Denver	720-833-8027	303-447-8679
The Church Project, Monte Vista	719-496-1761	719-206-0155
Trinidad History Museum, Trinidad	720-910-3015	719-846-7217
Ute Indian Museum, Montrose	N/A	970-249-3098

Field Trips and Transportation

Hands-On History programs may occasionally schedule field trips to other businesses and cultural attractions. Parent/guardian consent will be obtained in advance for all field

trips. Permission slips will provide detailed information about the date, time, and location of the field trip, as well as the transportation method (e.g., walking, bus, or vehicle). While on field trips, program staff will maintain a 1 staff to 10 children supervision ratio and regularly take attendance of children in their care to ensure everyone is accounted for at all times. Staff will carry emergency contact information, a copy of the emergency disaster plan, a first-aid kit, and the camp cell phone so they can be contacted at all times. If children attending the field trip require medications to be administered during the field trip or have special health needs, a staff member with current medication administration training and delegation will attend the trip.

HOH may utilize public transportation or a third-party bus service to transport children on field trips. For vehicles with a manufacturer's established capacity of under 16 passengers, children will be secured in a child restraint system appropriate for that child's age and development. Staff will maintain safety protocols for transportation, including ensuring that children remain seated while the vehicle is in motion, that their arms, legs, and heads remain inside the vehicle at all times, and that children are loaded and unloaded out of the path of moving vehicles.

Written arrangements can be made in advance with the Program Director for parents/guardians who wish to transport their own children to and from field trips.

Weather and Outdoor Play

Parents/guardians are asked to dress children in clothing appropriate for the day and the expected weather. Outdoor time is weather permitting. We follow [Child Care Weather Watch guidelines](#) when deciding to stay inside because of temperature, rain, or other conditions.

Sunscreen

HOH staff provide Coral Isles Sunscreen: SPF 50, Oxybenzone-Free, Water-Resistant, and Fragrance-Free. Parents/guardians are welcome to supply their own sunscreen, if desired. If parents/guardians supply their own sunscreen, it will be collected at the beginning of the program and labeled with the child(ren)'s first and last name. Personal sunscreen can be accessed by children upon request or when the group is applying sunscreen. Children are required to apply sunscreen themselves under the direct supervision of a staff member. Sunscreen is reapplied throughout the day as needed.

Meals and Snacks

Lunches are to be provided by parents/guardians and sent with children each day. Peanut-free lunches are encouraged, and sharing food or drinks is not allowed. If a child is found to have a meal that does not appear to meet current USDA Child and Adult Care Food Program meal pattern requirements, HOH staff will supplement the child's meal to meet standards.

Hands-On History will provide healthy snack options to children at least two times a day. All snacks provided meet current USDA Child and Adult Care Food Program guidance and requirements. Snack menus are planned at least one week in advance and are available to parents/guardians by request. Parents/guardians are responsible for identifying any dietary needs or restrictions, including allergies and religious or cultural beliefs, at the time of registration so that safe and appropriate options can be made available. No sugar-sweetened beverages are provided to children by HOH staff, including, but not limited to, soda, fruitades, fruit drinks, flavored milks, and sports and energy drinks. We encourage parents to refrain from sending these beverages to HOH.

During meals, staff will maintain active supervision and follow proper ratios while continuing to model positive, appropriate behaviors. All necessary accommodations will be made for children with special dietary needs or dietary preferences, such as vegetarian/vegan, including providing separate tables for participants and staff with allergies. All television, recorded media, computers, tablets, cell phones, video games, and other media devices are prohibited during snack or meal times except during a planned special occasion.

Children are asked to bring their own labeled water bottles to camp each day. If a child forgets a water bottle, a water source will be provided. Program staff will allow time for participants to refill water bottles at refill stations several times throughout the day, especially before outdoor activities.

Screen Time and Media Use

Occasionally, developmentally appropriate videos directly connected to the day's curriculum are used. Additionally, participants will have the option to watch movies and short clips of educational videos after the scheduled daily programming concludes, while they wait for their parents or guardians to arrive for pick-up. Curriculum-themed movies are screened on Friday afternoons.

HOH programs do not allow children to use media devices with internet access while in the program. Should a child bring an electronic device from home, they will be asked to

store it in their backpack for the entire day. If the child doesn't comply, a staff member will keep it safe and return it at the end of the day.

Policy Regarding Visitors

HOH programs operate in museums, libraries, and other public buildings. When the building is open, participants will be enjoying many of the same spaces as general visitors (e.g., exhibitions, historic sites, and reading rooms). Children are always supervised, and visitors specifically to HOH programs are not allowed. If an adult is needed to attend the program with a child (e.g., a paraprofessional, health care provider, translator, etc.), program staff may grant exceptions on a case-by-case basis in advance. Hands-On History may bring in instructors and special presenters to lead special activities, such as practicing artists and cultural experts. They are not left alone with the children, and staff will remain with them at all times.

Parent Communication

Notification of Parents/Guardians of Illness, Accidents, and Injuries

If a child becomes ill while at HOH, they will be separated from the rest of the group and kept under supervision. Parents/guardians will be contacted and asked to pick up the child as soon as possible. We ask that parents/guardians have a backup plan if they know it will be a hardship to leave home or work immediately. After a child leaves, the spaces they used will be thoroughly cleaned. If a child or staff member has a communicable illness or infection, we will notify families and staff in that participant's group while maintaining confidentiality. For any communicable illness or infection, we will follow the local health agency's guidance on reporting, space closures and cleaning, notifications, and quarantine.

Minor injuries, such as bumps and bruises, will be reported to the authorized pick-up at the end of the camp day. Parents/guardians will be contacted for more significant injuries or injuries requiring medical treatment beyond band-aids or ice packs.

All illness/injury reports will be documented with an incident report. If a child is injured or becomes ill while attending a HOH program, staff will contact parents and complete an injury/illness report form, which includes the nature of the injury/illness, when and where it occurred, and what measures were taken to comfort or treat the child. A copy of the injury/illness report will be provided to the parent/guardian upon request.

Emergency and Reporting Procedures

Program Orientation

On the first day of each program, staff will review emergency procedures and health and safety guidelines with the children in the morning. Emergency procedures for camps follow the guidance of History Colorado's Security Department and are outlined in each site's Emergency Procedures Plan.

Responding to Emergencies

HOH program staff are trained in and adhere to the HOH emergency policies and procedures. In the event of an emergency, we follow all evacuation (fire or power outage), call-to-shelter (tornado), and safe-haven (active shooter) procedures as outlined in the location Emergency Procedures Plan. We will take extra steps to evacuate children with disabilities and special needs.

Lost Children

Upon realizing that a child is separated from their group, staff will immediately alert the Program Director, building security, and/or guest services teams and provide a detailed description of the child. Building security and/or guest services teams will secure the area and initiate a thorough search of the premises. The Program Director will contact the parent/guardian and the local police/sheriff. A written incident report will be submitted to the state within 24 hours, detailing the child's information, time/location last seen, and the circumstances.

Parent Notification

Following an emergency, the Program Director will notify parents/guardians as soon as it is possible and safe to do so. Unless otherwise notified, parents/guardians should plan to pick up children at the regular pick-up location. If an alternate location is necessary, parents will be notified via text, voice call, and/or email. In an emergency, the child(ren) may also be released to an individual for whom the child's parent(s) or guardian(s) has given verbal authorization.

Reporting Child Abuse

Under the "Child Protection Act of 1987" (C.R.S. 19-3-301) in the Colorado Children's Code, child care center workers are required to report suspected child abuse or neglect. The law at 19-3-304 states that a child care worker 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 which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department or local law enforcement agency.”

If abuse or neglect is suspected, Hands-On History staff will contact the Department of Social Services in the county in which the child resides or the local law enforcement agency in the community where the incident occurred (see below).

Program Location	Local Department of Social Services
El Pueblo History Museum, Pueblo	Pueblo County Department of Human Services (719-583-6160)
Fort Garland Museum, Fort Garland	Costilla County Department of Social Services (719-672-4131)
Centennial Village Museum, Greeley	Weld County Department of Human Services (970-352-1551)
History Colorado Center, Denver CSU Spur Campus, Denver	Denver Department of Social Services (720-944-3666)
The Church Project, Monte Vista	Rio Grande County Department of Social Services (719-657-3381)
Trinidad History Museum, Trinidad	Las Animas County Department of Human Services (719-846-2276)
Ute Indian Museum, Montrose	Montrose County Department of Human Services (970-252-5000)

Procedure for Filing a Complaint

Hands-On History is committed to providing high-quality, fun, and safe experiences for participants and to addressing any issues raised. Parents are encouraged to communicate concerns and suggestions to the program staff or, if necessary, to contact Tamara Trujillo, Hands-On History Program Director, at Tamara.Trujillo@state.co.us or (303) 653-7696.

If you wish to file an official complaint, please contact the Colorado Department of Early Childhood, 710 S. Ash Street, Denver, Colorado 80246; (303) 866-5958.