

**Keystone
Science School
Information Packet**

Updated 1.2025

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OUR MISSION

With the outdoors as a backdrop for learning, Keystone Science School inspires curiosity and critical thinking through the lens of science to change lives and strengthen communities. (1)

CODE OF COLORADO – POLICIES AND PROCEDURES

The numbers in parenthesis correspond to the Code of Colorado Regulations - 2.206-B Child Care Facility Licensing Requirements for Policies and Procedures (pg 28) and 2.505-C School Age Child Care Center Licensing Requirements for Policies and Procedures (pg 161).

HOURS

[Please see Google](#) for up-to-date office hours. (3) (4)

CONTACT INFORMATION

Call (970) 468-2098

Email: Support@KeystoneScienceSchool.org

Website: www.keystonescienceschool.org

PROGRAMS OFFERED

Summer Programs

KSS summer programs blend hands-on science with outdoor, experiential education to create the best summer experience. Day camps, overnight camps, and adventure programs are available on our campus and at locations all over Colorado.

Outdoor Education

Since 1976, KSS has been providing K-12 schools with engaging day and overnight field trips combining Science, Adventure, and Fun! Students participate in field-based science programs mixed with adventure either on the KSS Campus or at off-site unique locations in Colorado.

Please refer to our [website](#) for information on participant age and more detailed information about our programs, including program dates and hours. (2)(3)(4)

ENROLLMENT PROCESS

To enroll for any of our open enrollment programs, please visit our website and click on our

“Enroll” link on any program page. You will be able to access or set up a [KSS Online Account](#) through our registration software website and register your participant. A deposit is due upon registration. (5)

PAPERWORK

Supplemental forms are needed for all our programs in addition to enrollment. Once you’ve enrolled online, please log into your [KSS Online Account](#) and click on “Forms”. Our software will guide you through all the required paperwork. For questions regarding enrollment and paperwork, please call the customer experience department at [\(970\) 468-2098](#) or email Support@KeystoneScienceSchool.org. (5)

REQUIREMENTS TO ATTEND PROGRAMMING

1. Participants should be potty trained, be able to go to the restroom, and be independent in basic hygiene practices like washing hands on their own. (22)
2. Participants should be able to listen, follow, and understand directions and rules and stay at all times with their designated group.
3. Guardians have all the required forms and waivers completed in their account before the start of camp.
4. Guardians have paid all outstanding balances for the session attending.
5. Participants need to be in good health to be able to take part in all activities during camp. If your child develops any illness or symptoms, please refer to the section “Exclusion Policy” and Colorado’s Guideline [“How Sick is Too Sick?”](#) to know if your child should not attend the program.
6. Guardians have to bring all medication that their camper needs and have the corresponding medical forms completed and submitted. **No camper will be allowed in our programming if essential medications are not checked in and the health and well-being of the participant will be compromised.** (19)
7. Participants must have documentation of school-required immunization status or a certificate of medical or nonmedical exemption, which is required by the Colorado Board of Health. Up-to-date school-required immunizations must be documented as specified on the Colorado Department of Public Health and Environment certificate of immunization. (5) (6)

SERVICES OFFERED FOR SPECIAL NEEDS CHILDREN IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

To best support programming needs, KSS relies on client health forms, information from guardians, and other disclosed information to meet the needs of the client. It is important to

disclose all details and information about a camper's physical and mental health, as well as any behaviors and/or special needs. KSS will make all reasonable accommodations for children with disabilities, special medical conditions, and those with access and functional needs. As part of our Risk Management & Emergency Response Plan, any specific child needs will be addressed in our Action Plan and how to best meet their needs in case of an emergency. When applicable, the use of an Individualized Education Program (IEP), parent information, and additional resources will be used to determine procedures for each child with special needs. This will be documented similarly to children with food allergies or special medical needs.

KSS is not a health facility and may not be capable or able to accommodate specialized participants' needs. Each need is reviewed on a case-by-case basis to best balance participant needs and programming outcomes. Please call our office at (970) 468-2098 to have a further conversation about how programming will look like for your child and check if we are able to accommodate your participant. (3)

PAYMENT POLICY

RATES AND PAYMENTS

Please see our website for our current programming and pricing. (6)(7)

CANCELLATIONS

Please visit our website for the most up-to-date cancellation policy. (30)(25)

PERSONAL BELONGINGS

PERSONAL ITEMS

Please pack personal items such as water bottles, sunscreen, lunches, layers, and rain gear in a daypack labeled with your participant's name. Including your participant's name on their belongings is important so items stay separate from others' personal items. Your participants will keep this bag with them throughout each day. If the participants need to leave their bags while they are in certain activities, their personal belongings will be placed in a designated location.

If your participants are doing overnight programs, please pack sanitary personal items and toiletries in a Ziploc or toiletry bag labeled with their name, so they stay separate from others' personal items. (20)

Please see the [packing list for the program](#) your participant is enrolled in for a comprehensive list of items they should bring with them. Participants should be dressed appropriately for the weather or expected weather conditions. We do have some clothing and gear to lend to participants, as needed. (29)

LOST AND FOUND

At the end of each program, we will have a Lost and Found collection. We will hold all unclaimed items for two weeks after they have been found. Anything not claimed will either be donated to our gear shed or to a local thrift shop. If your participant is missing a personal item, please fill out a [Lost and Found Request Form](#) and we will look for it. To avoid losing personal items, please write your participant's name on everything that they will bring to the program. Items can be picked up in person or mailed to the mailing address on file with a shipping cost charged to your credit card on file. (20)

SPENDING MONEY

If your participant is interested in purchasing items from the School Store (if open), they can purchase items with cash or a major credit card. The school store will only be open during camp celebrations at the end of programming. (20)

While tips for our KSS staff are appreciated, they are not required or expected.

PROHIBITED ITEMS

- Nuts and tree nuts– KSS is a nut-aware campus. We ask that you please send your participants' lunch and snacks free of any nut and tree nut products. This includes peanut or almond butter, trail mix, and granola bars with nuts.
- Drugs and Alcohol; including any nicotine products
- Knives and weapons.
- Fire-starting materials.
- Electronic devices – This includes radios, iPods and other music players, smart watches, laser pointers, electronic games, cell phones, laptops, eReaders, tablets, and camcorders or other recording devices. Disposable and digital cameras are permitted.
- Pets – All pets must be left at home including during check-in and check-out. We also discourage participants from acquiring pets during programming.
- Sporting Equipment: Participants may not bring their own sporting equipment unless pre-approved by KSS staff.

This policy will be reiterated to participants at the beginning of their program. Any prohibited

items found after that time will be confiscated for the duration of the session. (20)

SCHEDULES AND ACTIVITIES

Keystone Science School offers a wide range of activities in its programming. These activities are selected depending on several factors and schedules are designed to be flexible, so participants get the most out of their program at KSS. To see a sample schedule for each program and for more information, visit our [website](#).

TELEVISION/VIDEO VIEWING

Keystone Science School will not show television or videos to program participants other than short (less than 5 minutes) educational videos to supplement an activity and camp celebration videos, with the exception of our Day Camp Sleepover nights and one night during Discovery Overnight Deluxe in which we will show a full-length film. All videos will be screened and approved by KSS leadership staff to ensure there is no explicit content or language. Media viewing will be prohibited except during a planned special occasion. (14) (15)

FIELD TRIPS AND SPECIAL ACTIVITIES

Field trips and special activities will be included in our pre-program communication and schedules, so parents and guardians are informed about them. If the activities are conducted or guided by a third party, KSS staff will still be present and supervising all participants. The corresponding waivers will also be provided by these entities and will be included in our forms to sign and complete during the enrollment process. (13) (14)

When participants are out of cellular service range due to adventures in the backcountry, our counselors/instructors all carry satellite communication devices to maintain communication with the administration.

COMMUNICATION WITH YOUR PARTICIPANT

MAIL AND CARE PACKAGES

We allow and encourage emails, letters, or care packages to your campers if they are staying overnight in on-campus Summer Camp. We will deliver mail regularly to the campers. If your camper would like to write letters home, we recommend sending your camper with pre-stamped and pre-addressed stationary.

EMAIL

To reach your camper via email please put the name of the program, session #, and your

camper's name in the subject line (e.g. "Discovery Camp Session 8 – John Smith") to CamperMail@KeystoneScienceSchool.org. Emails can be sent to campers and will be printed and delivered by staff if the camper is participating in on-campus or in-service programming. However, campers will not have the technology to send emails in return.

MAIL

Name of the program, session #, and your camper's name
(e.g. "Discovery Overnight Session 10 – Rebecca Miller")

1053 Soda Ridge Rd
Keystone, CO 80435

Mail in the mountains of Colorado moves slowly, please allow ample time for any mail you send to arrive before your camper's session. Any mail that arrives after your campers' session will be returned to the sender.

You are welcome to send a care package to your child, drop it off at the beginning of the session, or purchase pre-made care packages from the school store for delivery during the program. Please label it with the name of the program, session #, and your camper's name. We recommend that you include enough items for your camper's bunkmates. This will make you the coolest loved one ever and it preemptively may prevent any homesickness outbreaks from campers who may not have received anything.

Remember KSS is a nut-aware campus. Please do not include any items that contain nuts or tree nuts or have been processed in a facility that also processes nuts or tree nuts.

VISITORS

Personal visits by family and friends are limited to drop-off, pick-up, and family nights. We do not allow visitors on campus or at our program locations during a session unless they are part of our planned session activities. Visits from parents and loved ones disrupt the child's experience and increase the potential for other children to feel homesick. Please do not attempt to "Surprise Visit" your child. If a visit is needed due to a medical reason or an emergency, please contact us to discuss the situation at (970) 468-2098. (23)(22)

We have a no-phone-home policy. Keystone Science School has found that phone calls home disrupt the overall experience of participants, which is focused on independence and positive separation from home. Phone calls also tend to enhance homesickness and stress from separation. Before sending your child to programming, please avoid saying things like "Call us if you have any problems" or "We're only a phone call away!". If a family emergency

arises in which you must contact your child before the end of the session, please call our Office at (970) 486-2098.

MEALS & SNACKS

We play hard at Keystone Science School and we know fueling our participants is the most important thing we can do to keep them healthy, happy, and energetic!

Overnight Programs: All meals will be provided by KSS. Campers will eat breakfast and dinner prepared by our KSS kitchen staff, and we will pack lunches and snacks in the morning to enjoy while out on our adventures. Students on adventures will be learning how to prepare breakfast and dinner while camping and lunches and snacks will be packed to enjoy during their day of activity.

Day Programs: Please pack a healthy and balanced lunch and morning/afternoon snacks for your camper unless they attend school in the Summit School District or you have purchased lunches for them. Please review your [KSS Online Account](#) to confirm if you have purchased lunches.

KSS is a nut-aware campus. Please send your participant's food free of any nut products. This includes peanut or almond butter, trail mix, and granola bars with nuts.

Meals and snacks are nutritious and prepared to manage common food allergies (nuts/tree nuts/dairy/gluten/etc.) Please note any food allergies or dietary restrictions on your enrollment forms before programming. (21)

HEALTH & SAFETY POLICY

TRANSPORTATION

Our participants visit amazing places that sometimes require transportation. Guardians will be informed of these travel locations before their program. Trips may include adventure day locations, trails, campgrounds, and parks in our 15-passenger vans. (12)

All van drivers are 20+ years old, have four years of licensed driving experience, a clean record, and go through four hours of 15-passenger van driving training. We follow Colorado Car Seat Safety Laws and require children eight years old and under to sit on KSS-provided booster seats. Vans will never transport a number of people that will exceed the capacity specified by the manufacturer and children will always be supervised by an approved adult who is not actively driving. In the event of an emergency, KSS staff will refer to our Risk Management &

Emergency Response Plan to determine the course of action. Our vans are inspected daily to guarantee all passengers and drivers safety. (15)(13)

DROP-OFF AND PICK-UP PROCEDURES

AUTHORIZED PERSONS FOR PICK-UP

At the end of the day or session, participants will be waiting at the pick-up area (location dependent on the program). Guardians will be asked for their unique PIN that is attached to their profile to confirm they are a guardian or authorized pick-up for the participant. If you would like to designate someone else to pick up your child, please add them to your authorized pick-up list in your account or call our office to add them at (970) 468-2098. They will be assigned a unique PIN and will be asked for it at the time of pick-up. Should you or an authorized pickup not have their PIN, they will be required to present a valid form of ID. (16)

Some of our programs have the option for participants to check out from programming on their own. If guardians would like their participants to be able to sign themselves out without an adult, please contact our office to check if this option is available for the program your child is participating in. In case it is, guardians must authorize it in their Online KSS Account under "Authorized Pickups." Participants must check out with KSS staff before leaving. (15)(16)

EARLY OR LATE DROP-OFF

Participants should not arrive earlier than the designated drop-off time for their program. An additional fee may be assessed for all drop-offs before the designated time. Participants arriving more than half an hour late may be turned away if their group has already left campus. (18)

EARLY OR LATE PICK-UP

Please be on time to pick up your participant. Any early pick-ups must be communicated at least 24 hours in advance to our office and will be treated on a case-by-case basis. Late pick-ups may result in additional charges and possible exclusion from programming. For more details, please visit our website. If you need to pick up your camper earlier, you will be running late, or have any trouble finding us, please call our office at (970) 468-2098. (17)

In the event that a child is not picked up within 30 minutes of the pick-up time, and KSS staff are not able to contact the guardians and/or emergency contacts, KSS staff will notify their supervisor and call local authorities to take over. (17)

HEALTH SCREENING

Upon arrival, depending on the program, your child will undergo a short health screening. We do this to ensure the overall health of our community. This process ensures your participant, and others leave KSS programs as healthy as they came. KSS staff will monitor participants' health throughout programming. Any illness or condition that jeopardizes the health of the KSS community may result in exclusion from programming. Please refer to the section "Health Exclusion from Programming" to learn more. (10)

SUNSCREEN AND BUG SPRAY

Participants need to bring sunscreen labeled with their first and last names. It is encouraged that they carry it in their day packs as they will need to reapply throughout the day. KSS Staff will supervise children applying sunscreen on their own. Written authorization and instructions from guardians will be required for KSS staff to assist directly in the application of sunscreen.

If the packing list from the program your camper is attending lists bug spray, please follow the above instructions for sunscreen as this will also apply to bug spray.

MEDICAL FORMS

Please fill out all the medical forms completely, have them signed, and upload them to your online account promptly. These forms include the KSS Health History Forms and Immunization Record. For all overnight programs, a Physician's Report will also be available in your online dashboard and a completed form is required to participate. If applicable, an allergy, seizure, asthma, diabetes care, or action plan will be available in your online dashboard and required. If your participant will need to take any medicine (prescribed or over-the-counter), supplement, or vitamin while programming a medication administration permission form will need to be completed for each. Remember, the more information you can provide us, the better we will be prepared to give the best experience to your camper during programming. (10)(19)

MEDICATIONS AND SUPPLEMENTS

Participants taking vitamins, supplements, over-the-counter or prescription medications, must provide medications with Medication Administration Permission Forms to KSS staff before the start of the program. Participants will not be allowed to bring any medication (including vitamins, supplements, and over-the-counter medication) that does not have an associated Medication Administration Permission Form signed by a licensed physician or healthcare provider.

For emergency medications such as an EpiPen or albuterol inhaler, guardians are required to provide the applicable care or action plan in place of a medication administration permission form.

For all programs, if your participant self-carries an emergency medication such as an inhaler or epinephrine, it must be documented on the Action/Care Plan Forms and signed by a licensed physician or healthcare provider. Participants and guardians should inform KSS staff of where they keep their emergency medicine.

We have specific staff who have completed medication administration training and have been delegated by our healthcare consultant to administer medication. You will have a chance to speak with them as part of the check-in process. Medications will be kept in a secure place and returned at the end of camp. (19)

HOW DO I PACK MY MEDICATIONS?

1. All medication must be in the original prescription or over-the-counter container. Medication not in the original container or expired will not be accepted.
2. Please bring the exact amount of medication needed for the program. You will be asked to count out what is needed. Do not provide extra.
3. During the check-in process, guardians will turn the medication in to the Camp Nurse or other leadership staff.
4. Do not pack medication in the child's luggage. Have it out and ready at check-in.

This includes over-the-counter medicine, prescription medicine, vitamins, homeopathic remedies, and/or herbal medications.

PARTICIPANT MENTAL HEALTH

KSS considers the mental health and emotional safety of participants equal to their physical safety. KSS strives to create safe mental health experiences through positive relationships, open communication, clear boundaries and respect for personal space, and creative programming that responds to participant needs. Understanding the source of a child's distress is helpful and we strive to understand each individual's experience. For KSS staff to be prepared with the best resources, it is important that guardians fully disclose all information about their participant's mental health before programming. This can help set up both KSS staff and the participant for a more successful and positive experience during programming. Please contact our Office at (970) 468-2098 if you would like to give more information or details that you believe might be helpful after filling out the medical and health forms in your KSS Online Account. (8)

KSS staff members are not trained mental health professionals and thus should not assume that they can fully manage mental health emergencies. Staff are encouraged to seek support from Program Managers and local mental health services. In the case of a severe mental health incident, guardians will be notified after staff have ensured a safe environment for your participant. (10)

PARTICIPANT INJURY OR ILLNESS

Our number one concern is to ensure the health and safety of each participant. KSS staff is Basic First Aid and CPR/AED certified at a minimum. Additionally, many of our staff hold a current Wilderness First Aid (WFA) or Wilderness First Responder (WFR) certification. For summer camps, we have a Camp Nurse on-site or a healthcare consultant, and our staff is required to carry first aid kits at all times.

In the event of injury or illness, our KSS staff will provide care according to their medical training. In the case of severe injury or illness, emergency medical services or higher medical care may be contacted. In some cases, emergency transportation and evacuation may occur by emergency transportation vehicles or KSS vehicles. Several medical clinics are located within 15 minutes of KSS. In the event of injury or illness, we will call guardians or designated emergency contacts.

Insurance and cost for treatment arising out of an accident or injury during programming is the responsibility of the participant's guardian. Guardians will be asked to provide KSS with proof of insurance on the KSS medical form. If you have any questions, please call our office at (970) 468-2098. (10)

SPECIAL MEDICAL NEEDS AND 1:1 CARE NEEDED FOR PARTICIPANTS

If your participant requires one-to-one care or has special medical needs where guardians need to be in proximity to the participant, please call our office at (970) 486-2098 to discuss what programming might look like for your participant and if we can accommodate your participant's needs. (3)

PROGRAM WITHDRAWAL

Please refer to the section "Exclusion from Programming" to learn more about our Exclusion Policy due to health reasons. (30)(25)

You can see more details about our Health and Safety Policy on our webpage.

REGARDING SUPERVISION OF PARTICIPANTS

Participants will be supervised by KSS staff at all times, where appropriate. Ratios of at least 2 staff to 13 students will be maintained throughout programming per licensure and ACA standards. Ratios and staff responsibilities for special activities, transportation, and field trips are outlined in the risk management plan 1.1 F and G.

Attendance, group assignment, field day location, and activity information for each program will be accessible by administrative staff. Staff will be able to be contacted by cell phone while in cell service and will carry satellite messaging devices when they are traveling to areas with no cell phone coverage. It is the responsibility of each program area to ensure that the participant's information is current. (7)(13)(8)

IN CASE OF EMERGENCY

REGARDING PARTICIPANT SEPARATION FROM THE GROUP

In the event a child does become lost, procedures outlined in the Risk Management & Emergency Response Plan will be implemented, including a multi-tiered search. (11)(12)

POLICY REGARDING INCLEMENT WEATHER

Colorado's weather and air quality tend to change rapidly. KSS staff are expected to know the weather and air quality forecast each day, plan accordingly, and conduct activities with consideration for our staff and the participants' health following the procedures in the risk management plan. (4)(5)

If KSS decides to cancel programming caused by inclement weather, guardians will be contacted by our staff as soon as possible. (11)

REGARDING EMERGENCY AND DISASTER PREPAREDNESS

In the event of a natural disaster or other emergency, KSS staff will follow the procedures found in the risk management plan for the given scenario. All KSS staff is required to review our risk management plan and participate in regular training. (11)(27)

POLICY REGARDING EMERGENCY PICKUP LOCATIONS

In the event of an emergency requiring the evacuation of participants from the Keystone Science School campus and other locations, centralized guardian pickup locations will be identified and communicated to guardians via text or email when possible or via our website at www.keystonescienceschool.org if direct communication is not possible. (11)(16)

BEHAVIORAL POLICY

CULTIVATING POSITIVE RELATIONSHIPS

KSS programs are only possible with staff establishing culture and setting expectations to provide participants with a Positive Learning Environment (PLE). Addressing group concerns and individual behaviors is important to maintain a PLE. To succeed, participants will be informed of what is expected and permissible at the beginning of the program.

Our staff has been trained in positive and inclusive instruction methods as well as in identifying bullying and other negative behaviors. We always do our best to correct and communicate behavioral issues with participants and guardians. Our staff will communicate directly with participants about behavior expectations. (8)(9)

Creating a Respectful Environment

Inclusive language respects each person's identity, values each member, and creates space for difference. The goal and one of our Values at KSS is that "We Are Different Together" and KSS staff will uphold a programming culture that utilizes and affirms inclusive language. Language and actions that exclude or denigrate an individual or group and/or reinforce bias are not welcome and will not be tolerated during programming. (8)(9) Read more about our [inclusion policy](#).

HOMESICKNESS

Keystone Science School programs are a way for your child to experience new things away from guardians and cultivate a sense of independence and confidence. We understand that this new environment and being away from their family can cause stress, anxiety, and homesickness. Our staff has been trained to manage these feelings and has several resources and activities to welcome campers, make them feel safe, and introduce them to their new environment, fostering new relationships with our counselors and other participants so they can make new friends.

In case of severe homesickness, KSS staff will evaluate the situation and will inform guardians about the status of their participants. We will try to get more insight into the cause of these feelings and any resources guardians might have that we have not tried to soothe their participants and get them back into programming. If after several attempts from our KSS staff, the participant seems to be having a negative experience in the program, we will call guardians to pick up their child. (30)(25)

Remember we have a no-phone policy. Historically, access to home and communications from guardians only increases homesickness and stress from separation.

FLIGHT RISK (RUNNING AWAY)

Should a participant be a flight risk (running away), KSS staff will do their best to acknowledge and address the participant's feelings and attempt to return them to programming safely. We will inform guardians if we feel a participant is a flight risk. If the participant continues to run away from the group, putting themselves at risk, they will be excluded from programming. Management will discuss the next steps with guardians and if there are any alternative options that KSS can offer to accommodate the participant. (9)(10)

BEHAVIORAL MANAGEMENT

Our behavior policy recognizes that there is a spectrum of behaviors, and we always work to understand where children are coming from when issues arise. All behavioral incidents will be reported to Management via Incident Reports and will be examined case-by-case. All negative behaviors including repeated minor negative behaviors, as well as singular severe negative behaviors, may result in exclusion from programming. Please see the Exclusion policy for more details.

Mild

Mild behaviors are isolated or occasional minor actions that may disrupt the programming and/or group dynamic to some extent but are generally manageable and intervention can happen promptly. KSS Staff will usually be able to resolve these conflicts by reminding participants about the rules and expectations that were set up at the beginning of the session.

Mild behaviors may include but are not limited to consistently not paying attention, interrupting others while talking, making fun of another participant, minor non-serious/non-injury disagreements or fights between campers, etc. For minor undesirable behaviors, counselors will issue verbal warnings first and will try to resolve the incident with the parties involved. If the behavior continues, the counselors will use a Make-It-Right Form and guardians will be notified. Make-It-Right Forms are a structured and documented conversation between participants and KSS staff to avoid the issue in the future.

Moderate

Moderate behaviors are considered as actions that violate rules and expectations established by counselors at the beginning of the session and that disrupt the program and/or group

dynamic, having a significant negative impact on campers' relationships with other participants, their surroundings, and/or KSS staff.

Moderate behaviors may include but are not limited to repeated and escalating mild undesirable behaviors that follow a pattern, disagreements or fights that involve non-serious physical contact between participants, name-calling, bullying, defacing or vandalizing facilities, etc. Counselors and instructors will use a Make-It-Right Form, and Behavior Referral Form if applicable (only for Day Camp) or behavior contract (overnight programs). Behavior Referral Forms are a conversation between participants, guardians, and KSS staff to avoid the issue in the future and an understanding that repeating the same behavior will result in suspension or dismissal from the program. Guardians will be notified and we will encourage them to have a conversation with their participant when they go back home after programming.

Severe

Severe behaviors are defined as any repeated or isolated action that is a perceived or a real threat that endangers the health and safety, emotional, mental, or physical well-being of any person involved in the KSS program, including themselves.

Severe behaviors may include but are not limited to the use of drugs or alcohol, consistent use of language that excludes or denigrates an individual or group and/or reinforces bias, refusal to cooperate with KSS staff, getting intentionally separated from the group putting themselves or others at risk, repeated moderate undesired behaviors that do not change after several attempts from our KSS staff to correct them, undesired attention or physical touch from one participant to another that invades their personal space and violates their physical boundaries, etc. These behaviors will not be taken lightly and will be evaluated on a case-by-case basis which may lead to the child being dismissed from programming. These behaviors will be evaluated by KSS leadership and may result in permanent expulsion from future KSS programming. (9)(30)(10)(25)

! :! ATTENTION NEEDED FOR A PARTICIPANT DUE TO BEHAVIOR

Keystone Science School believes our programs are an experience in which participants are able to learn and grow as individuals. Our staff are trained to manage participant behavioral needs and will use all available resources to help manage and support participants. If a child requires one-on-one attention from our staff and we are unable to provide this level of supervision, or this compromises the safety or experience of the rest of the group, the participant may be excluded from programming. Guardians must share all relevant behavioral information with KSS to best support their participants' success in programming. (9)(30)(25)

GUARDIAN & STAFF CONFERENCES

KSS Leadership will only reach out to guardians to schedule a meeting to discuss a participant's progress or needs in regard to our behavior policy if there are concerns. If guardians are interested in scheduling a meeting to discuss their participants' progress or needs, please contact us to schedule a time with the appropriate KSS staff member(s). (24)

EXCLUSION POLICY

If a participant is dismissed from a KSS program, guardians of overnight campers must pick up their child within 3 hours of being notified. Guardians of day campers must pick up their child within 1 hour of being notified that the child needs to go home. (30)(25)

BEHAVIORAL EXCLUSION FROM PROGRAMMING

KSS reserves the right to dismiss a participant from the program if the participant behaves in a way that is considered by KSS staff to be detrimental to the quality and best interest of the program or other participants.

Any repeated mild or moderate behaviors, or a single severe behavioral incident, may result in exclusion from programming. Behavioral incidents are evaluated on a case-by-case basis. If an incident occurs, KSS staff will contact program managers. Using the information available, program managers in conjunction with staff, will decide for the group promptly. Decisions regarding behavioral incidents may result in behavioral management leading up to and including exclusion from the program.

When a child is dismissed from the program, guardians of the child will be contacted by KSS program managers and asked to pick up their child and remove them from the program. No refund of program fees will be provided for participants dismissed from the program for inappropriate conduct. Return to future KSS programs will be at the discretion of KSS leadership staff. (9)(30) (25)

HEALTH EXCLUSION FROM PROGRAMMING

If a child develops or shows any symptoms of illness before or during camp, KSS staff will use Colorado's Guideline ["How Sick is Too Sick?"](#) to determine if the participant can be in the program.

Before the start of programming, it is best to observe participants for illness at least 7 days before the start of the session. If your camper develops or shows any symptoms of illness from

this list, please refer to Colorado’s Guideline “How Sick is Too Sick?” to determine if the participant should skip camp.

- Severe or new cough
- Diarrhea
- Fever
- Flu-like symptoms
- Vomiting
- Has tested positive for COVID-19
- Has been diagnosed with an illness by a healthcare provider

If your child needs to stay home according to Colorado’s Guideline “How Sick is Too Sick” or your healthcare provider’s recommendations for any other health concern, please call our office at (970) 468-2098 to inform us about your camper’s absence and know about the next steps.

If a participant feels unwell during programming, the individual will be monitored and may be separated from the group. Trained KSS staff will use available diagnostic tools to determine the cause. Staff will give the participant some time to rest and allow symptoms to subside. If symptoms persist or worsen, KSS staff will communicate with guardians and ask for the child to be picked up for one of the following reasons:

- Symptoms prevent the camper from participating and enjoying the program.
- Our staff cannot provide the proper care for the participant while still caring for other participants
- The participant needs to be sent home according to Colorado’s Guideline “How Sick is Too Sick”.

KSS staff will utilize a sick kit and designate a space for the child to be supervised and isolated from others while they wait for their guardians. (10)(11)

If your child cannot attend or is excluded from programming due to health reasons, please contact our office at (970) 468-2098 for next steps.

Filing a Complaint and/or Reporting Abuse

If you wish to file a formal complaint against Keystone Science School, please address your complaint to:

Colorado Department of Human Services:
Child Care Licensing and Administration Division of Early Care and Learning
1575 Sherman Street, 1st Floor Denver, CO 80203

Phone: 1-800-799-5876 or 303-866-5948

Fax: 303-866-4453

Email: cdhs_oec_communications@state.co.us

(25)(23)

Reporting Suspected or Known Child Abuse and/or Neglect

All KSS staff members have been trained in recognizing signs of child abuse and neglect. As mandated reporters, it is the responsibility of our staff to report all incidents of child abuse or neglect according to state law. If suspected child abuse occurs at KSS, the report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in which the childcare facility is located. If the suspected abuse did not happen at the facility, the report of abuse must be made to the county department in which the child resides. (26)(24)