

Keystone Science School Information Packet

Last updated November 8, 2021

OUR MISSION

Keystone Science School inspires curiosity and critical thinking through the lens of science to change lives and strengthen communities. We create future leaders who can problem solve and work together in an ever-evolving world and workplace environment. (1)

CODE OF COLORADO – POLICIES AND PROCEDURES

Updated 6/30/2021 - The numbers in parenthesis correspond to the Code of Colorado Regulations - 7.712.3-A - Child Care Facility Licensing requirements for Policies and Procedures (Pg 283)

HOURS

Please see our website for up-to-date Office hours. (4)

CONTACT INFORMATION

Call (970) 468-2098

Email Support@KeystoneScienceSchool.org

Website www.keystonescienceschool.org

PROGRAMS OFFERED

Summer Camps

KSS camp programs blend hands-on science with outdoor, experiential education to create the best summer camp experience. Day camps and overnight camps are available in our campus and at other locations that can include options out-of-state.

Outdoor Education

Since 1976, KSS has been providing K-12 schools with superior day and overnight field trips combining Science, Adventure, and Fun! Students participate in field base science programs mixed with adventure at unique locations in Colorado.

After School

After School is a community wide program utilizing STEAM activities which stands for Science, Technology, Engineering, Arts, and Mathematics. This will allow children to have continued education, exploration, and opportunities to develop new skills, all while having fun!

Please refer to our website to find how old children should be to be able to participate and more detailed information about our programs, including program dates and hours. (2)(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 an online account through our registration software website and register your participant. A deposit is typically due upon registration. (6)

PAPERWORK

Supplemental forms are needed for all our programs in addition to enrollment. Once you've enrolled online, please log into your account and click on "Forms". Our software will guide you through all required paperwork. For questions regarding enrollment and paperwork, please call the Customer Experience Specialists at (970) 468-2098 or email Support@KeystoneScienceSchool.org. (6)

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

KSS will make all reasonable accommodations for children with disabilities 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, use of an Individualized Education Program (IEP), parent information, and additional resources will be used to determine procedures for each individual child with special needs. This will be documented similarly to children with food allergies or special medical needs on staff program documentation.

To best support programming needs, KSS relies on client health forms, information from guardians, and other disclosed information to best meet the needs of the client. 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. (3)

PAYMENT POLICY

RATES AND PAYMENTS

Please see our website for our current programming and pricing.
Helpful Tip: If you save your credit card information you will be able to set up a balance payment plan and use it for future enrollments and payments. (7)

CANCELLATIONS

Please visit our website for the most up-to-date cancellation policy. (24)

TRANSPORTATION

Our participants visit amazing places that sometimes require transportation. This will be approved by parents before the program starts. Trips may include adventure day locations, trails, campgrounds, parks, and sometimes locations out-of-state in our 15-passenger vans. (12)

All van drivers are 21+ years old, have five 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 seven 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 course of action. Our vans are also inspected daily to guarantee all passengers and drivers safety. (14)

Please visit our website if you are looking for additional transportation services, if your participant is flying to Colorado, or is looking for transportation from locations within Colorado. (12)

TRANSITIONING FROM SCHOOL

If your child is participating in KSS After School Program, directly after the end of the school day, students will go to the cafeteria and/or gym (varies by school) to check in to the program. KSS staff will take attendance daily. (25)

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 (dependent upon location). You will be asked for your unique PIN that is attached to your profile to confirm you are a parent or guardian for the participant. If you would like to designate someone else to pick up your child, please be sure to 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.(15)

Some of our programs have the option for participants to check-out from programming on their own. If parents/guardians would like their participant 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, parents/guardians must authorize it in their Online KSS Account under "Authorized Pickups." Participants must check-out with KSS staff before leaving.(15)

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. For more details, please visit our website. (17)

EARLY OR LATE PICK-UP

Please be on time to pick up your participant. Late pick-ups may result in additional charges and possible exclusion from programming. For more details, please visit our website. If you will be running late or have any trouble finding us, please call our Office at (970) 468-2098. (16)(24)

In the event a child is not picked up within 30 minutes of the pick-up time, and KSS staff were not able to contact the parents or guardians and/or emergency contacts, KSS staff will notify their supervisor and call local authorities to take over. (16)

PERSONAL BELONGINGS

PERSONAL ITEMS

Please pack personal items such as water bottles, sunscreen, lunches, money, layers and rain gear in a backpack labeled with your participant's name. Including your participant's name on their belongings is important so items stay separate from other's personal items. Your participant 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 bathroom bag labeled with their name, so they stay separate from other's personal items. (19)

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 contact us 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 shipped with shipping cost charged to you. (19)

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.

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 participant's lunch and snacks free of any nut and tree nut products. This includes peanut or almond butter, trail mix and granola bars with nuts.
- Knives and weapons
- Fire-starting materials
- Electronic devices – This includes: radios, iPods and other music players, expensive smart watches, laser pointers, electronic games, cell phones, laptops, eReaders, tablets, and camcorders or other recording devices. Disposable and digital cameras are permitted. Cameras may be held for safekeeping by KSS staff.
- Pets – All pets must be left at home. 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. (19)

SCHEDULES AND ACTIVITIES

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

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. 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. (13)

FIELD TRIPS AND SPECIAL ACTIVITIES

Field trips and special activities will be included in our webpage and sample 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. (6)(13)

BECAUSE YOU CARE

MAIL AND CARE PACKAGES

We allow and encourage emails and/or letters 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

CamperMail@KeystoneScienceSchool.org. 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"). Emails can be sent to campers. However, campers will not have technology to send emails in return.

Mail

Name of the program, session # and your camper's name
(e.g. "Discovery Adventure Session 10 – Rebecca Miller")
1053 Soda Ridge Rd
Keystone, CO 80435

You are welcome to send a care package to your child. We request that you include enough items for your camper's bunkmates. This will make you the coolest parent ever and it preemptively prevents any homesickness outbreaks from campers who may not have received anything.

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

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 increases 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. (21)

We have a no-phone-home policy. Keystone Science School has found that phone calls home disrupts the overall experience of participants, which is focused on independence and positive separation from home. Phone calls home also tend to enhance homesickness and stress from separation. Prior to 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 prior to 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. On most days, 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.

Day programs: please pack a healthy and balanced lunch and morning/afternoon snacks for your camper unless we specifically say KSS or the Summit School District will provide them.

After School: A nutritional snack will be provided to students during afternoon programming.

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/treenuts/dairy/gluten/etc.) Please note any food allergies or dietary restrictions on your enrollment forms prior to programming. (20)

PARTICIPANT HEALTH & SAFETY

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. (10)

SUNSCREEN

Participants need to bring sunscreen preferably labeled with first and last name. 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 parents/guardians will be required in order for KSS staff to assist directly in the application of sunscreen.

MEDICAL FORMS

Please fill out all the supplemental medical forms completely, have it signed, and upload it to your online account promptly. These forms include the KSS Medical History Form and Immunization Record. Fill also the Allergy/Asthma/Seizure Action Plans, and Medication Administration Permission Forms if applicable. (6)

MEDICATIONS

Participants taking part in licensed programs must provide medications and Medication Administration Forms to KSS staff prior to the start of the program. **Participants will not be allowed to bring any medication (including supplements and over-the-counter medication) that does not have an associated Medication Administration Permission Form signed by a licensed physician or health care provider.** All medications must be in their original packaging and clearly labeled with the participant's name and administration instructions. **This includes over-the-counter medicine, prescription medicine, vitamins, homeopathic remedies, and/or herbal medications.**

For all programs, If your participant self-carries an emergency medication such as an inhaler or epinephrine, it must be documented on the Medication or Action Plan Forms and signed by a licensed physician or health care 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 been delegated to by our health care 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. KSS does not provide any medication. (18)

PARTICIPANT INJURY OR ILLNESS

Our number one concern is to ensure the health and safety of each participant. Our entire 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 also have a Camp Nurse on-site, 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 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 parents, guardians, or designated emergency contacts.

Insurance cost for treatment arising out of an accident or injury while at our programs is the responsibility of the participant's parent/guardian. Participants must have medical insurance and will be asked to provide KSS with proof of insurance on the KSS medical form. If there is any question about this, please call our Office at (970) 468-2098. (10)

EXCLUSION FROM PROGRAMMING

If a child develops or shows any symptoms of illness during programming, KSS staff will use the Colorado's Guideline "How Sick is too Sick?" to determine if the participant can continue in the program. If symptoms do not ease, KSS staff will utilize a sick kit and designate a space for the child to be supervised and isolated from others. KSS staff will communicate with the parents or guardians and will ask for the child to be picked up. (10)

You can learn more about our health and safety policy on our webpage.

REGARDING SUPERVISION OF PARTICIPANTS

Participants will be supervised by KSS staff at all times. KSS staff will be able to be contacted by cell phone while in cell service. KSS staff will carry satellite messaging devices when they are traveling to areas with no cell phone coverage. (8)

Attendance, emergency contact, group assignment, and field day location information for each program will be accessible by administrative staff. It is the responsibility of each program area to ensure that the participant's information is current. (8)

REGARDING PARTICIPANT SEPARATION FROM THE GROUP

Continuous supervision and participant count by staff will prevent 'loss' of a child. 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)

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 provided there is no danger for our staff and for the participants' health. To know more about our action plans and how we adapt programs to inclement weather, please visit our webpage for the most up-to-date information.

In the event that KSS decides to cancel programming caused by inclement weather, parents/guardians will be contacted by our staff as soon as possible. (5)(24)

BEHAVIORAL POLICY

CULTIVATING POSITIVE RELATIONSHIPS

KSS programs are not possible without 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. In order to succeed, participants need to know what is expected and permissible at the beginning of the program.

At Keystone Science School, we believe in fostering positive and respectful relationships between participants and with staff members. 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 make the program experience a positive one for all participants and we work to correct and communicate behavioral issues with participants and parents. Our staff will communicate directly with participants about behavior expectations. (9)

Creating a Respectful Environment

Inclusive language respects each person's identity, values each member, and creates space for difference. The goal of our staff is to 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 during programming. (9)

Behavioral Consequences

Our behavior policy recognizes that there is a spectrum of undesirable behaviors, and we always work to understand where children are coming from when issues arise. For minor undesirable behaviors, KSS staff will issue verbal warnings first. If the behavior continues, they will fill out a Make-It-Right Form with the participant. Make-It-Right Forms are a conversation between participants and KSS staff with the purpose of avoiding the issue in the future. This will be communicated with the parents or guardians. For continuing minor behaviors or new severe behaviors, KSS staff will fill out a Behavior Referral Form and discuss it with parents or guardians. Behavior Referral Forms are a conversation between participants, parents and KSS staff with the purpose of avoiding the issue in the future, and an understanding that repeating the same behavior will result in suspension or dismissal from the program. (9)(26)

PROGRAM WITHDRAWAL

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. Behavior such as, but not limited to, the use of drugs or alcohol, fighting, refusal to cooperate, or endangering the health and safety, emotional or physical well-being of any person involved in the KSS program, including themselves, may result in immediate dismissal from KSS programming. When a child is dismissed from the program, parents or guardians of the child will be contacted by KSS Program Managers and asked to pick

up their child and remove him/her 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 the KSS Program Managers. (26)

PARTICIPANT MENTAL HEALTH

KSS considers 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 want to strive to understand each individual's experience to inform treatment and accommodations. KSS staff members are not trained psychologists and thus should not assume that they can fully manage mental health emergencies. Staff are encouraged to seek support of Program Managers and local mental health services. In the case of a severe mental health incident, parents or guardians will be notified after staff have ensured a safe environment for your participant. (9)

Filing a Complaint and/or Reporting Abuse

If you wish to file a formal complaint against Keystone Science School, please address your complaint to: (22)

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

cdhs_oec_communications@state.co.us

Reporting Suspected or Known Child Abuse and/or Neglect

All KSS staff members have been trained on 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. (23)