



Keystone  
Science School

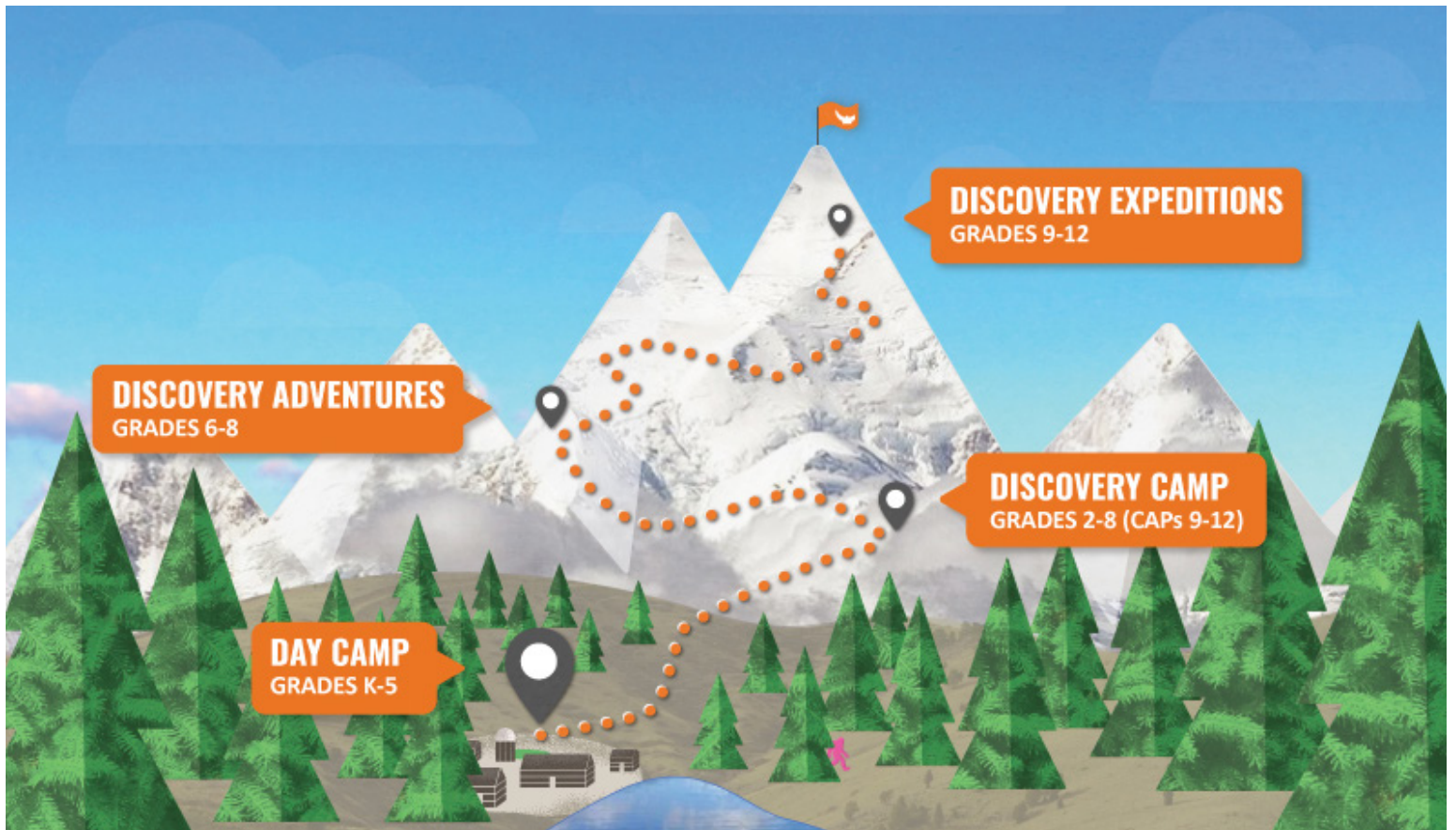
# Information Packet Summer 2021

**Keystone Science School**  
1053 Soda Ridge Rd.  
Keystone, CO 80435

(970)468-2098  
[Support@KeystoneScienceSchool.org](mailto:Support@KeystoneScienceSchool.org)



Since 1976



## 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.

## CODE OF COLORADO - POLICIES AND PROCEDURES

Updated 1/26/2021 - The numbers in parenthesis correspond to the Code of Colorado - Pg 254 - Child Care Facility Licencing requirements for Policies and Procedures.

## PROGRAMS OFFERED

### Summer Camps

KSS camp programs blend hands-on science with outdoor, experiential education to create the best summer camp experience.

### Outdoor Education

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

## HOURS

Please see our website for up-to-date office hours.

## CONTACT INFORMATION

Call (970)468-2098

Email [Support@KeystoneScienceSchool.org](mailto:Support@KeystoneScienceSchool.org)

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### Girls in STEM

We believe in empowering girls by engaging them in hands-on, real-world activities to show STEM is relevant and fun in an ever-changing world.

### After School

After School is a community wide program utilizing the CATCH curriculum which stands for Coordinated Approach to Child Health. It aims to equip children with the knowledge and skills to make healthy decisions, all while having fun!

## REGISTRATION PROCESS

To register for Summer Camp, please visit our website and click on our 'Register Now' link on any camp page. You will be able to access or set up an online account through our registration software website and register your camper. A deposit is due upon registration. All deposits are non-refundable. Helpful Tip: If you save your credit card information you will be able to set up a balance payment plan and use it for extra session options including DVDs, overnights, drop-in days, and even additional sessions. (6) Please see our website for our current programming and pricing (7).

## PAPERWORK

Supplemental paperwork is needed for all of our programs in addition to registration. Once you've registered online, please log into your account and click on "Required Paperwork." Our registration software will guide you through all required forms. For questions regarding registration and paperwork please call the camp team at (970) 468-2098 or email Support@KeystoneScienceSchool.org. (6)

## CANCELLATIONS

Please visit our website for the most up to date cancellation policy.

## 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 the Risk Management Briefing, any specific child needs will be addressed in the Emergency Action Plan (EAP) 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. (3)

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 client needs. Each need is reviewed on a case by case basis to best balance client needs and programming outcomes.

## TRANSPORTATION

We visit many amazing places in and around Summit County for our Camp programs. Trips include adventure day locations, local trails, and parks. All van drivers are 21+ years old, have five years of licensed driving experience, a clean driving record, and go through four hours of 15-passenger van driver training. We follow Colorado Car Seat Safety Laws and require campers seven years old and under to sit in KSS provided booster seats, and our vans are inspected daily. (12)(14)

Please see our website for current hours, as well as drop-off and pick-up locations.

### Flying to Camp

If your camper is traveling by plane to Denver International Airport (DEN), please make your child's airplane reservations for camp as soon as possible and email your camper's itinerary to the Camp Office. We will arrange a meeting plan with your child. When your child arrives at the airport, our staff will meet them at the gate holding a KSS sign with the child's name on it. Dinner is served on the first day of camp and breakfast is the last meal offered at camp. Lunches will be made available at no extra charge to children traveling by plane. Please see our website for updated flight times and applicable fees.

Campers must be accompanied by a guardian when arriving to camp in 2021. There will be no satellite location pick-ups or drop-offs.

### Morrison Pick-up and Drop-off

This is a great pick up/drop off location for those living down on the front range. Be sure to select the Morrison Drop off/Pick up option in the registration. Please see our website for updated shuttle times and applicable fees.

## AUTHORIZED PERSONS FOR PICK UP

At the end of the day, campers will be waiting at the pick-up area. When you pick up your camper, you will be asked for a photo ID that is confirmed with the approved pick up list. If you would like to designate someone to pick up your child, please be sure to add them to your approved pick-up list during registration, or call the Camp Office to add them. They will be asked for a photo ID. (15)

## EARLY OR LATE ARRIVAL

Campers should not arrive earlier than the designated drop off time for their program. An additional fee of \$15 per camper per every 15 minutes will be assessed for all



drop offs before the designated time. Campers arriving more than half an hour late may be turned away if their group has already left campus. (17)

## EARLY OR LATE PICKUP

Please be on time to pick up your camper. An additional fee of \$15 per camper per every 15 minutes will be assessed for all late pick ups. If you will be running late or have any trouble finding us, please call the Camp Office at (970) 468-2098. (16)

# PERSONAL BELONGINGS

## PERSONAL ITEMS

Please pack personal items such as water bottles, lunches, and rain gear in a backpack labeled with your campers' name. Including your campers' name on their belongings is important so items stay separate from other campers' personal items. Your camper will keep this bag with them throughout each day. (19)

Please pack sanitary personal items such as toothbrushes or a comb in a Ziploc or bathroom bag labeled with your campers' name, so they stay separate from other campers' personal items.

## LOST AND FOUND

At the end of each program, we will have a Lost & Found collection. We will hold all unclaimed items for two weeks after the program has ended. Anything not claimed will either be donated to our gear shed or to a local thrift shop. If your camper is missing a personal item, please call (970) 468-2098 and we will look for it. To avoid losing personal items, please write your Camper's name on everything that they bring to camp. Items can be picked up in person or shipped with shipping cost charged to you.

## PROHIBITED ITEMS

- Nuts - KSS is a nut-aware campus. We ask that you please send your Camper's lunch free of any nut products. This includes peanut or almond butter, trail mix and granola bars with nuts.
- Knives and weapons
- Fire-starting materials
- Electronic Devices - Including: radios, iPods and other music players, expensive smart watches, laser pointers, electronic games, cell phones, laptops, eReaders, tablets, and camcorders or other recording devices. This policy is included on our liability form and campers will be reminded of this policy at the

beginning of their camp session. Any electronic devices found after that time will be confiscated for the duration of the camp session. Disposable and digital cameras are permitted during camp activities. Cameras may be held for safekeeping by KSS staff.

- Spending Money - It is not necessary for campers to bring spending money. If your camper is interested in purchasing items from the School Store, they can purchase items with cash or a major credit card. While tips for our staff are appreciated, they are not required or expected.
- Pets - All pets must be left at home. We also discourage campers from acquiring pets while at camp.
- Sporting Equipment - Campers may not bring their own sporting equipment unless pre-approved by camp staff.

## VISITORS, MAIL, AND CARE PACKAGES

Personal visits by family and friends are limited to drop-off, pick-up, and family nights. We do not allow visitors on campus during a session, unless they are part of our planned session activities. Visits from parents and loved ones disrupt the camp experience and increase the potential for other children to feel homesick. Please do not attempt to 'Surprise Visit' your camper. (21)

We have a no-phone-home policy. Keystone Science School has found that phone calls home disrupts the overall camp experience, 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 camp, 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 camp session, please call the Camp Office at (970) 468-2098.

We allow and encourage emails and/or letters to your camper. We will deliver mail each evening to the campers. If your camper would like to write letters home please note that we do not sell stamps, postcards, or stationery. We recommend sending your camper with pre-stamped and pre-addressed stationary.

Email: [CamperMail@KeystoneScienceSchool.org](mailto:CamperMail@KeystoneScienceSchool.org). Please put "Discovery Camp Session \_\_\_\_" and your camper's name in the subject line

Mail: Camper Name - Session \_\_\_\_\_  
Keystone Science School  
1053 Soda Ridge Rd  
Keystone, CO 80435

Care Packages: You are welcome to send a care package to your child. We request that you include enough items for your camper's three bunkmates (tents will have five tent-mates). This will make you the coolest parent ever and it preemptively prevents any homesickness outbreaks from campers who may not have received anything. Please do not include any edible items, including candy or gum. Any food sent in a care package will be confiscated to prevent wildlife issues in the dorms and on campus.

## MEALS & SNACKS

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

For overnight programs, all meals will be provided by KSS. On most days, campers will eat breakfast and dinner prepared by our kitchen staff, and we will pack lunches and snacks in the morning to enjoy while out on our adventures.

For day camps, please pack a healthy and balanced lunch for your camper, as well as a morning and afternoon snack. Summit School District will provide lunches to students who qualify at the local elementary schools.

KSS is a nut-aware camp. Please send your camper'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/dairy/gluten/etc.) Please note any food allergies or dietary restrictions on your camper's registration information prior to programming. (20)

## CAMPER HEALTH & SAFETY

### HEALTH SCREENING

Upon arrival, your camper will undergo a short health screening. We do this to ensure the overall health of the camp community. This process ensures your camper and others leave camp as healthy as they came. Staff will monitor camper health throughout programming.

## PAPERWORK

Please fill out all the supplemental medical paperwork completely, have it signed, and upload it to your online account promptly. These forms include the KSS Liability Form (signed online), KSS Medical History Form, Immunization Record, Allergy/Asthma Action Plans, and Medication Administration Forms. It is essential that we receive this information so we can effectively assist campers in the event of sudden illness or injury.

It is essential that we receive this information so we can effectively assist campers in the event of sudden illness or injury. In case of an illness or injury, guardians will be called by the staff nurse or camp director to notify you of the situation. In an effort to keep your camper healthy and safe, we provide Rocky Mountain Sunscreen. It is a broad-spectrum SPF sunscreen (fragrance free, greaseless, and moisturizing).

## MEDICATIONS

Campers must provide medications and Medication Administration Forms to KSS staff at the start of the program. Campers will not be allowed to bring any medications that do not have an associated Medication Administration Form signed by a licensed physician or health care provider. All medications must be in their original packaging and clearly labeled with the camper's name and administration instructions. No expired medication will be accepted. This includes over-the-counter medicine, prescription medicine, vitamins, homeopathic remedies, and/or herbal medications.

If your camper self-carries an emergency medicine 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. Campers and guardians should inform staff of where they keep their emergency medicine.

We have specific staff who are trained and authorized to distribute medications. 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 staff does not provide any medications (even over-the-counter medications).

## CAMPER INJURY OR ILLNESS

Our number one concern is to ensure the health and safety of each camper. Our entire Camp staff is Basic First Aid and CPR/AED certified at a minimum. Additionally, many of our camp staff hold a current Wilderness First Aid (WFA) or Wilderness First Responder (WFR)

certification. We also have a Camp Nurse on-site, and our staff are required to carry first aid kits at all times.

In the event of injury or illness, our 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 camp is the responsibility of the camper's parent/guardian. Campers 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 the Camp Office at 970-468-2098. (10)

You can learn more about our health and safety policy at [www.KeystoneScienceSchool.org/camp/camp-resources/health-and-safety](http://www.KeystoneScienceSchool.org/camp/camp-resources/health-and-safety)

## **REGARDING SUPERVISION OF CAMPERS**

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

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 camper information is current. (8)

## **REGARDING CAMPER SEPARATION FROM GROUP**

Continuous supervision and participant counts by staff will prevent 'loss' of a child. In the event a child does become lost, procedures outlined in the Risk Management Plan will be implemented, including a multi-tiered search. (11)

## **POLICY REGARDING INCLEMENT WEATHER**

Colorado's weather tends to change rapidly and electrical storms can appear quickly. Staff are expected to know the weather forecast each day and plan accordingly. If a storm is approaching, groups should seek shelter indoors if possible, or seek a safer location such as below treeline in a dense forest. Staff will teach and practice a "Lightning Drill" with their campers if choosing to explore trails with

a potential forecast of thunderstorms/lightning. Activities may be conducted during light rain and/or after the rain, provided there is no danger of lightning. (5)

# **BEHAVIORAL POLICY**

## **Cultivating Positive Relationships**

KSS programs are not possible without staff establishing culture and setting expectations to provide campers with a Positive Learning Environment (PLE). Addressing group concerns and individual behaviors is important to maintain a PLE. In order to succeed, campers need to know what is expected and permissible at the beginning of programs. (9)

At Keystone Science School, we believe in fostering positive and respectful relationships between campers and with staff members. Our staff have 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 camp experience a positive one for all campers and we work to correct and communicate behavioral issues with campers and parents. Our staff will communicate directly with campers about behavior expectations. We reward positive behaviors through giving campers beads like the "Respect the PONY" bead.

## **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 a client 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, then fill out a Make-It-Right Form with the camper if the camper continues. Make-It-Right Forms are a conversation between campers and staff with the purpose of avoiding the issue in the future. For continuing minor behaviors or new severe behaviors, KSS staff will fill out a Behavior Agreement and contact parents or guardians. Behavior Agreements are a conversation between campers and 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)

### **Program Withdrawal**

KSS reserves the right to dismiss a camper from the program if the camper behaves in a way that is considered by KSS staff to be detrimental to the quality and best interest of the program or other campers. 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 students dismissed from the program for inappropriate conduct. Return to future KSS programs will be at the discretion of the KSS Program Managers. (24)

### **Camper 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 camper's distress is helpful and we want to strive to understand each camper'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, guardians will be notified after staff have ensured a safe environment for your camper.

## **FILING A COMPLAINT & 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  
cdhs\_oec\_communications@state.co.us

### **REPORTING SUSPECTED OR KNOWN CHILD ABUSE AND/OR NEGLECT**

All 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 child care 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)z