



Keystone
Science School

LEAD TEACHER CHECKLIST & INFORMATION PACKET



On the Road School Programs

Keystone Science School

www.KeystoneScienceSchool.org

1053 Soda Ridge Road, Keystone, CO 80435

T: 1-800-215-5585, (970) 468-2098

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SchoolPrograms@KeystoneScienceSchool.org

Office hours: Monday - Friday, 9:00 a.m. - 5:00 p.m. Mountain Time

OVERVIEW

Background

Since 1976, Keystone Science School has taught scientific principles and leadership skills to young people, teachers, and community members through engaging hands-on field experiences. The School was founded on the belief that leaders should approach decision-making with a healthy respect for scientific inquiry, collaboration, and civic engagement. Our programs prepare future leaders to address the increasingly complex issues our society faces.

Located at 9,200 feet on the site of Old Keystone Village in Keystone, Colorado, our historic 23-acre campus serves as the ultimate outdoor laboratory and is the home base for our diverse suite of programs. Our facilities include modern log-style dormitories, a central dining hall, an outdoor amphitheater, and a state-of-the-art observatory.

Mission

Keystone Science School educates youth and adults to broaden perspectives and foster appreciation for engaged citizenship. We accomplish this through meaningful and collaborative learning experiences in the natural mountain environment that incorporate nonbiased scientific inquiry, leadership development, civic engagement and academic rigor.

Vision

The vision of Keystone Science School is to reach twice as many clients by 2020. These clients will come from a diverse set of communities cutting across socio-economic boundaries as well as reaching unique groups (foster children, children with disabilities, etc.). To do this, KSS will drastically improve facilities, including the addition of a Learning Center, continue to expand its reach beyond the state of Colorado and develop and implement cutting edge programs and experiences that incorporate science, adventure and fun. KSS envisions becoming a premier accredited school in the industry.

Values

We change lives. It's a lofty claim, but we know that people are impacted through their experiences at Keystone Science School. Our lives have been transformed and we inspire others to reflect, grow and change as well.

We foster open, honest relationships. We care about each other and those we serve and strive to be approachable, friendly and authentic in all interactions. We believe that being mindful leads to higher levels of professionalism and instills trust.

We strive for excellence. We maintain high expectations for ourselves and seek challenges for the betterment of those we serve. We embrace an entrepreneurial spirit and incorporate innovative ideas into our programs.

We find joy in teaching and learning. We live our mission and bring fun and laughter to everything we do, every day. We're academic, but far from boring.

We ask questions and seek solutions. We inspire critical thinking in each other and those with whom we work. By presenting topics and issues in a non-biased way, we provide tools to learn how to think, not what to think.

We are accountable. The numbers are equally as important as the mission. Transparency is critical and we keep a close eye on financial success.

LEAD TEACHER CHECKLIST

Contract & Deposit

- Read, sign, and return the Contract to Keystone Science School.
Email: SchoolPrograms@KeystoneScienceSchool.org
Fax: 970-468-7769
- Submit the Deposit Invoice for payment to the Keystone Science School.

*Please note, your requested program dates and times are NOT secured until Keystone Science School receives the signed Contract and Deposit.
Please read the Contract carefully and contact KSS if there are changes.*

Pre-Trip Questionnaire

- Complete the online **Pre-Trip Questionnaire – Curriculum**, as soon as the Contract and Deposit are submitted.
- Complete the online **Pre-Trip Questionnaire – Logistics**, as soon as you know the dynamics of your group.

Curriculum & Program Planning with a KSS Instructor

- Request a **Cabin/Tent Assignment Sheet** from your Lead Instructor. The set-up will depend on your specific On the Road location.
- Upon receiving the **Contract, Deposit, and Pre-Trip Questionnaire – Curriculum**, a KSS Instructor will contact you to begin planning the details of your program.
- KSS Instructors will send a **Field Journal** in advance of your trip. Please make copies of the Journal for each student and chaperone.
- Upon request and with ample lead time, KSS can develop a Curriculum Overview, Detailed Schedule, and/or Pre/Post Trip Activities
- Schedule a **Parent Presentation**. A KSS staff member may be available to attend the presentation, please speak with your KSS Instructor to see if scheduling permits a KSS staff member to attend the presentation.

Prior to Program (at your convenience)

- Distribute the **Parent/Student Information Packet** to parents/guardians. These packets can be found on our website. The packet contains information for parents/guardians, information for students, a packing checklist, and the Medical/Liability Forms (3 pages).
- Distribute the **Chaperone Information, Roles and Responsibilities (included in this document)** to all participating adults (parents, guardians, and teachers). That section contains information for chaperones, a packing checklist, and the Medical/Liability Forms (3 pages).
- Complete the **Field Group Assignment Sheet**.
- Complete the **Cabin/Tent Assignment Sheet**.
- Consult with your school nurse to ensure protocol for administering student medications while your group is at KSS.
KSS assumes no responsibility for the administration of student medication. If no procedure exists, please refer to the “Student Medication Form” included in this packet.
- Collect the filled-out and signed three-page **Medical/Liability Form** and begin arranging them by **Field Group Assignment**.
- Compile Field Group Packets, scan to PDF, and email to Keystone Science School.**
 - The cover sheet for each Field Group should be the **Field Group Assignment Sheet** which lists each student and chaperone.
 - Under the cover sheet should the corresponding three-page **Medical/Liability Form** for each student and chaperone.
 - Scan each packet to PDF and email SchoolPrograms@KeystoneScienceSchool.org.
- Plan an appropriate departure time and travel accommodations.** Unless other arrangements have been requested, please plan to arrive at and depart from your On the Road field location at 12:00 PM. For current road conditions call CDOT at 877-315-7623.

90 Days Prior to Program

- Call or email KSS to change group size. If you do not call to change your group size, the number on the contract will be used to determine the minimum amount of the final balance.

1 Day Prior to Program

- Remind students and chaperones to pack a bag lunch to bring with them.
- Check the **Medical/Liability Forms** to make sure they are complete and signed.
- Discuss **Information for Students** with your group.

The Day of Your Program!

- Please notify our office (970-468-2098) when you are thirty minutes away (Eisenhower Tunnel, Breckenridge, or Frisco).
- Make sure you and your students have **Field Journals and lunches**.

Final check, do you have the following forms?

- Field Group Packets**
 - Do you have a Field Group Assignment Sheet, followed by the Medical/Liability Forms, for each field group?
- Cabin/Tent Assignment Sheet**
 - Do you have a Cabin/Tent Assignment Sheet completed and ready for arrival at your On the Road location?

LEAD TEACHER INFORMATION, ROLES, & RESPONSIBILITIES

The Lead Teacher's Role

The lead teacher is responsible for leading communications and trip planning with Keystone Science School, as well as organizing all teachers, parent volunteers, and students for the program. Follow the Lead Teacher Checklist carefully to make your job as simple and organized as possible! Below are some hints and suggestions for maximizing the organization of your trip. Don't hesitate to contact us if you have any questions: SchoolPrograms@KeystoneScienceSchool.org.

Completing the Pre-trip Questionnaire

The Pre-trip Questionnaire has been split into two online forms, one to handle your curriculum requests and the second to help organize the logistics for your group.

Please complete the **Pre-trip Questionnaire- Curriculum** as soon as your Contract and Deposit have been submitted. Even if you are a returning school and you have filled one out before, we will need for you to complete the online form as we use the Curriculum PTQ to prepare our staff and craft the curriculum for your group. If we receive the Curriculum PTQ early enough, KSS is excited to provide you with a curriculum overview including additional lesson plans to be taught in the classroom. We want your visit to be what you want! We will send you a field journal that will be used by students during the program at KSS along with pre- and post-trip activities should you desire them.

Please complete the **Pre-trip Questionnaire-Logistics** as soon as you know the specific details and logistics of your group. The Logistics PTQ collects information on your travel arrangements, student numbers, including a male/female breakdown, and food allergies. This form is integral to scheduling and includes crucial details surrounding your cabin/tent arrangements and food requirements and needs. Please remember to ask your chaperones/teachers who are accompanying the group if they have any food-related allergies or needs.

Arrangement of Students in Field Groups

The arrangement of the field groups is a crucial factor in the students' experience. When you arrive at the On the Road field location with Keystone Science School you will be asked to turn over the Medical/Liability Forms arranged by field group.

Please carefully consider the following factors when determining field groups in order to nurture successful group dynamics:

- Create groups with approximately equal numbers of students in each group. You may wish to make single sex groups, as there is a great deal of research within science instruction and single gender grouping.
- Mix students into groups with students they do not know very well. This will present an opportunity to develop teamwork and inclusive behavior skills.
- We request that you do not put parent volunteers in field groups with their children. While we value the time parents take away from home to spend at KSS, this experience is an opportunity for students to learn and grow away from their traditional parent environment.
- Please let us know prior to your arrival if your group includes students with special needs.

NEW FOR 2014: It can be a great group bonding experience to choose team colors or group names for each field group. You can purchase KSS bandanas in various color combinations to help unite the field groups. Please contact SchoolPrograms@KeystoneScienceSchool.org to discuss field group bandanas.

Creating the Tent/Cabin Assignment Sheet

When creating tent/cabin assignments:

- Please confirm your housing accommodations with KSS prior to your arrival, including a run down on your bathroom amenities.
- Request a Tent/Cabin Assignment Sheet from your lead instructor (set-up will depend on your On the Road location)
- Male and female students must always be housed in separate tents/cabins/rooms.
- Teachers and adult volunteers should share tents/cabins/rooms with their co-adults rather than students.

Information Packets and Required Forms for Parents/Students and Chaperones

At least two-weeks prior to your arrival, please distribute the information packets to parent/students and chaperones. The information packets also include an overview of programs, a packing checklist, and the Medical/Liability Form. A completed Medical/Liability Form (3 pages) is required for all participants in Keystone Science School programs, including adults.

- Please make sure student's parents/guardians *receive, read, and understand* the **Parent/Student Information Packet**.

- If schedules align and given proper notice, a KSS staff member may be available to attend the Information Session for your KSS program to help answer parent questions. Please email SchoolPrograms@KeystoneScienceSchool.org to request that a KSS staff member attend your information session.
- Please make sure that you and your chaperones (teachers and parents) *receive, read, and understand* the **Chaperone Information, Roles, Responsibilities** section of this document. Please make sure that you brief the teachers and parent volunteers, especially your fellow teachers, on the information you included in the Pre-Trip Questionnaire and share your expectations of the trip with them.

Copying Journals and Information for Students and Chaperones

Instructors will create journals and send them via email, prior to your arrival.

- Please make a double-sided copy of the journal for every student and chaperone.
- Please do not use a journal from previous programs. Some pages are specifically for this program.
- Bring Ziploc bags in which to store journals, pens or pencils while in the field.

Digitizing & Arranging the Medical/Liability Forms

Keystone Science School must retain Medical/Liability Forms for seven years after a program is completed. To this end, we are working toward retaining digital copies of files so we minimize the physical storage necessary to house these forms. We are asking that lead teachers scan to PDF the Medical/Liability Forms and send these via email, prior to your arrival. If receive these forms in advance, our instructors will also have the ability to review medical concerns and needs in advance of your arrival.

Upon your arrival we will need hard copies of the Medical/Liability Form, arranged by field group. These packets of forms will be carried by each Instructor during the field day and then stored in our office overnight.

Upon Arrival

If your group arrives promptly at your scheduled arrival time, a KSS field instructor will be waiting to greet you in the parking area of your On the Road location. Do not plan on arriving before your scheduled arrival time as KSS instructors will not be available to welcome you and your students. If you anticipate that you will arrive early or late, please call the KSS office (970-468-2098/1-800-215-5585) on the way so that we can coordinate your arrival with your lead instructor.

Please have copies of your Medical/Liability forms, arranged by field group, and in hand upon your arrival. A KSS Instructor will be taking these forms as soon as you get to the On the Road location with Keystone Science School, to distribute to the field group instructors for review prior to Chaperone Orientation.

General Schedule

Individual schedules will vary for school groups, below you will find a generalized schedule typical of a three-day program. Given enough lead time and upon request, the lead instructor can create a more detailed schedule for your group.

DAY 1		DAY 2		DAY 3	
Noon	School arrives, orientation, break into field groups	7 AM	Quiet hours end	7 AM	Quiet hours end
2 -5	Field day	7:30	Hoppers to dining area	7:15	Cabin/tent cleaning begins
5-6	Flex time	8-8:45	Breakfast	7:30	Hoppers to dining area
5:45	Hoppers to the dining area	8:45-9:30	Flex time, pack for the field day	8-8:45	Breakfast
6-6:45	Dinner time	9:30 – 5	Field day	8:45-9:30	Flex time, pack for the field day
6:45-7:30	Flex time	5-6	Flex time	9:30-11	Field day
7:30-8:15	Evening program	5:45	Hoppers to the dining area	11:15	Lunch
8:15	Flex time until lights out	6-6:45	Dinner time	Noon	Departure
10:00	Quiet hours	6:45-7:30	Flex time		
		7:30-8:15	Evening program		
		8:15	Flex time until lights out		
		10:00	Campus-wide quiet hours		

CHAPERONE INFORMATION, ROLES, & RESPONSIBILITIES

The participation of chaperones, both teacher and parent volunteers, is an essential component of all KSS programs. We greatly appreciate the time that adults take away from their jobs, homes and families to assist with supervision while school groups participate in KSS programs! These experiences for students couldn't happen without the help of chaperones. The lead teacher will convey the crucial information to chaperons on their roles and responsibilities while On the Road with KSS. Please note, all chaperones must have a completed Medical/Liability Form upon their arrival. If a Chaperone has specific food requirements or needs, please convey this information to KSS as soon as possible so we can do our best to accommodate their dietary restrictions.

Chaperones attending a Keystone Science School Program are expected to:

- Serve as role models for students and demonstrate the importance of leadership and respect.
- Have clear communication within their own team of adults and check in regularly with KSS staff.
- Enthusiastically participate in and model a positive attitude in activities such as hiking, snowshoeing and cross-country skiing.
- Assist with discipline and focus the students on the academic process.
- Be active participants and leaders during meals and dorm clean-up.
- Have all adult teachers and parent volunteer present during indoor evening classes.
- Provide KSS with timely verbal and written feedback regarding the program.

Chaperone Schedule & Responsibilities

Following Cabin/Tent Orientation and Chaperone Orientation, students will separate into their individual teaching groups and the field day will begin.

- Chaperones will be assigned to one teaching group and asked to stay with this group. If there are reasons for switching groups, please speak about this with a KSS staff member. If special discipline problems arise, please communicate with the KSS instructor about handling it together.
- A KSS field instructor will typically ask a chaperone to stay in the rear of a hiking or skiing group to ensure that the group stays together.
- Many of the KSS field instructors use questioning strategies that necessitate "wait-time" while students formulate ideas. Please allow the students this time to develop and voice ideas.
- Members of the KSS staff are not allowed to administer student medications. Chaperones from the students' school are required to follow their school's policies in regards to handling and dispensing student medications.

Chaperones will be responsible for students' safety and well-being during flex time and quiet time. We ask that at least one adult accompany the hopper groups to the dining area for morning and evening meals. On the final day, chaperones will work with students to clean the cabin/tent area.

Flex Time

Flex time is student free time and is time for students to relax, play, read, sleep, shower and prepare for their day.

- An adult must be present at all times anywhere students congregate (skiing or playing outside, in dorms, etc.).
- No students should be in the cabin/tent area unsupervised. Girls should not be in boys' cabins/tents and vice-versa.
- The dining area is available for appropriate activities (with one adult present), but will need to be vacated 15-20 minutes prior to meals.
- Organized games and skiing should be supervised.
- Some suggested flex time activities include field journal activities, letter writing, art activities, storytelling, cards, games. We have balls for sports, but you are welcome and encouraged to bring athletic equipment for games that can be played outside.
- We encourage chaperones and lead teachers to lead some kind of debrief at the end of the day after the evening program. This can cover a wide variety of topics such as community building, female and male bullying, spending time away from home, etc.

Meal Time and Hopper Groups

- Please make sure that students are on time for all meals.
- Meal times are at 8:00 a.m. and 6:00 p.m. in the cook area. Students and adults will be given an opportunity during breakfast to pack their own "field lunch" at a table of lunch foods. You may be asked to help serve food at meals. We also ask that you help control the noise level and content of conversation between the students during meals by strategically placing one adult at each table.
- The teaching groups take turns "hopping," or assisting with meals. When your group is scheduled to be the hoppers please bring the students to the dining area 15-30 minutes prior to the meal for set-up. Each KSS field instructor will inform his/her

own teaching group of the hopper schedule and exactly when their hoppers are expected to be at the cook area. Your role after the meal is to assist students who clean-up in the dining area. Help students do a thorough job of washing tables, sweeping, running the vacuum cleaner, taking the garbage out, etc. A KSS field instructor will supervise the cleaning process.

Times Between Meals and Class

If a chaperone's field group is not scheduled for hopper duty, they will have a bit of free time following meals.

- This can be handled like flex time. It is also a good time for touch-up cleaning in the cabins/tents, helping students with packing their daypacks each day or having students prepare for departure on the last morning.
- Students must be indoors after dark unless a pre-planned activity is approved by KSS staff.

Evening Programs

- Our evening programs start at 7:30 p.m. and last 45-75 minutes. These are interactive classes that require focused student participation and the involvement of all teachers and parent volunteers.
- Depending on group numbers and ages, we may split up a group and run two smaller programs concurrently.
- If your group elects a talent show as an evening program, chaperones will be asked to approve student songs and skits to ensure they are appropriate.

Dorm Supervision

- An adult must be present at all times while students are in the dorms.
- Students are responsible for keeping dorms in order. Encourage students to straighten dorms and bathrooms daily.
- Rest is essential to support the active learning process. We require quiet time between 10:00 p.m. to 7:00 a.m.
- Horseplay and practical jokes are not allowed in the cabins or dorms, as it can be hazardous to the students and buildings. Please inspect student luggage for silly string, shaving cream, etc.
- Students learn a great deal at KSS and might become a bit overwhelmed as they try to communicate their experiences, so here are a few questions to help you direct students during flex time:
 - What were some of the team challenges you participated in?
 - What was something interesting that you did today?
 - What was something you learned? Did this make you wonder about any new questions?
 - What responsibilities did you have as a hopper?
 - What activities did you do during flex time?
 - What scientific instruments did you use when you were gathering information during your field day?
 - Have you learned anything new about any of your classmates or teachers?

Dorm Clean-up and Departure

- Chaperones are asked to supervise clean-up of cabins/tents before breakfast on departure day.
- Packing takes a long time and needs to be finished before much cleaning can be done. Emphasize packing the night before. Assistance in helping this process move along quickly is essential.
- Surprisingly, many students have never cleaned before, so they may need quite a bit of direction. Cleaning supplies will be provided by the KSS staff. We will provide a list of cleaning tasks and we encourage groups to start the cleaning process the night before departure.
- Just prior to the group's departure, KSS staff will make a final "walk through" of the cabins/tents. The school or organization, participant or minors' parents will be held responsible for any damages incurred to the facilities. Please report any damages or graffiti to KSS staff immediately so the problem can be corrected.
- Before departure, Chaperones should do a careful final sweep of the cabin/tent area to look for personal belongings that were left behind. Please call KSS right away if your group gets back to school and discover something was left behind
- Feedback and evaluation are important to KSS staff. We appreciate and encourage chaperone feedback, please complete and return evaluation forms while you are still with KSS.

Safety Guidelines and Medical Emergencies

- Chaperones are directly responsible for student supervision during flex time, night time, and after meals.
- The lead teacher is responsible for seeing that the KSS field instructors have a complete set of signed Medical/Liability Forms for all of the students and adults in each teaching group.
- If a student is injured on the trail, the KSS program instructor is responsible for first aid and arranging for transportation of the student to medical facilities.

- A staff person is readily available on campus at all times. Please report any emergency situations to KSS staff immediately by using our emergency phone system (even if it is the middle of the night). This procedure will be explained during your Chaperone Orientation.
- In the event of a life-threatening emergency, use your cell phone to dial 911. While one adult makes the 911 call, another adult should contact the on-call KSS staff member.

Electronics and Snack Food

- Chaperones should consider bringing an alarm clock.
- We suggest that students leave the following items at home: iPods, cell phones and computer games.
- Candy and other junk food are discouraged. For safety reason no food should be brought into tents or cabins for any reason.
- Meals are more than adequate, but chaperones may bring healthy afternoon and evening snacks for students and keep them in the dining area. For students and chaperones who have special food needs, storage will be made available in the dining area for these items (eg. Gluten free bread).

Communication

We ask that parents contact students by telephone only in case of emergency. Students will be outside most of the day and will not be available by phone. While using the cabin facilities, students cannot directly receive an incoming call. Please do not allow students to bring a cell phone. If a student needs to be contacted, parents/guardians should call the KSS Campus Office at (970) 468-2098. In case of an emergency outside of normal business hours, parents/guardians will be instructed on how to reach a KSS staff member. If a student is to be picked up by a parent or guardian at any time during the program, teachers or parents must notify KSS in advance.

FIELD GROUP ASSIGNMENT SHEET

Please contact KSS to confirm the number of field instructors assigned to your group.
 After you have collected the Medical/Liability Forms from each student, please arrange them by field group and attach this cover sheet.
 Please have the field group packets ready to hand to KSS staff as soon as you arrive at your On the Road location.

Group _____

KSS Instructor _____

KSS Staff Will Complete

KSS Van Number _____

KSS Staff Will Complete

Teacher/Chaperone _____

Teacher/Chaperone _____

STUDENTS			
<i>Lead Teacher Will Complete</i>		<i>KSS Staff Will Complete</i>	
#	Name	Allergies / Meds	Gear Borrowed
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

STUDENT MEDICATION FORM

This form is meant to assist teachers and chaperones track and distribute student medications if a school procedure is not already in place.

Student Name _____

Medication/Dose	
When Taken?	
Allergies/Side Effects?	

Medication/Dose	
When Taken?	
Allergies/Side Effects?	

Day	Initial & Time
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	
SUNDAY	

Day	Initial & Time

Directions

- For each student needing to take medication during their Keystone Science School trip, complete a Student Medication Form and fill out all relevant information.
- Label a Ziploc bag with the students name and place the filled out Student Medication Form and the medication (in its original, official bottle) inside.
- Medication will be stored in a secure space during your time with Keystone Science School.
- When the medication is distributed, have the person distributing the medication initial in the correct section of the chart below and write the time the medication was given to the student.

PACKING CHECKLIST: ON THE ROAD PROGRAM

Mountain weather can be unpredictable, we recommend students bring multiple layers to comfortably adjust to the changing conditions. **When selecting clothing, we suggest packing synthetic and non-cotton items.** Below you will find a recommended packing list consisting of items required to stay safe and warm during the trip with KSS. The amount of clothing is representative of a typical three-day stay and should be adjusted for longer or shorter trips. Please note, students who are tent camping will be sleeping on the ground- please pack a sleeping pad for tent camping experiences.

Please note: Instructors will work with the students to ensure they are outfitted properly for mountain conditions. If students do not own the listed equipment, we will bring a limited number of items from our gear shed to ensure their comfort and safety during their visit.

How many bags should be packed?

- Overnight Bag** We recommend packing your student's gear, including their sleeping bag and pillow, in one duffel bag or an over the shoulder bag. Students will have to carry their gear from the bus to the dorm.
- Day Pack** Backpack with two arm straps, large enough to carry extra layers, lunch, two water bottles, and a KSS Journal.
- Lunch** Please pack a lunch for your student on the first day, preferably in a reusable lunch bag that fits in his/her day pack.

OVERNIGHT BAG

- Sleeping Bag & Pillow
- Clothing (see clothing list)
- Towel and Washcloth
- Toiletries Kit
 - Toothbrush / Toothpaste
 - Shampoo / Soap
 - Brush or Comb
 - Other items as needed
- Headlamp or flashlight

DAY PACK

- 2 Water bottles
- Sunscreen (spf 15 or higher)
- Lip Balm (spf 15 or higher)
- Sunglasses
- Pencil or Pen
- Reusable lunch bag
- Ski Goggles (WINTER)

OPTIONAL:

Money for the school store, handkerchief or bandana, gaiters (nylon boot-top coverings), camp shoes (not hiking shoes), camera with extra batteries, binoculars, a book to read, reusable plastic containers for lunch.

DO NOT BRING
Cell phones or pocket knives.

CLOTHING

Top

- 2 T-shirts
- 1 Long-sleeve shirt or turtleneck
- 1 Long underwear top
- 1-2 Synthetic fleece jackets or wool sweaters
- 1 WATERPROOF rain jacket or poncho (FALL/SPRING)
- 1 INSULATED winter jacket (WINTER)

Bottom

- 3 Underwear
- 1 Long underwear bottom
- 1 Jeans or long pants
- 1 WATERPROOF rain pants (FALL/SPRING)
- 1 INSULATED snow pants (WINTER)

Feet

- Hiking boots or sturdy walking shoes (preferably waterproof)
- Tennis shoes
- 2-3 Pairs of Socks

Head and Hands

- 1 Warm hat
- 1 Hat with a brim
- 1 Pair gloves or mittens (warm and water resistant)
- 1 Scarf or neck warmer

Participant Name _____

KEYSTONE SCIENCE SCHOOL – MEDICAL / LIABILITY FORM (Required for participation)

Name of Group _____ Date/Year of KSS Visit _____

Parent/Guardian Name _____ Parent/Guardian Name _____

Telephone 1 _____ Telephone 2 _____ Telephone 3 _____

Mailing Address _____

In case of emergency, what other relative, neighbor or friend may be called?

Name _____ Relationship _____ Telephone _____

Insurance Information

(If you do not have insurance, you will be responsible for all costs associated with medical treatment)

Insurance Company & Policy # _____ Insurance Co. Phone _____

Insurance Co. Address _____

Client Medical Information

Date of Birth: _____ Age _____ Sex _____ Height _____ Weight _____

Family Physician _____ Telephone _____

Restrictions to participant's activities advised by physician*:

Please complete the following regarding allergies to foods, medications and/or environmental allergens*:

Allergen	Reaction	Medication taken for reaction
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Dietary Restrictions (medical or non-medical)*:

What medications is the participant currently taking? And for what condition are these medications being taken?

Has the participant had a recent operation or illness pertinent to the activities of this program? **Yes No**

If yes, please explain?

Date of last tetanus shot

Does the participant have heart problems? **Yes No**

Does the participant have respiratory problems? **Yes No**

If yes to either of the above, please explain

Explain any other medical concerns, problems, or pre-existing conditions:

****If you have any questions or concerns regarding restrictions to activities, allergies, and/or dietary restrictions please feel free to contact School Programs at 970-468-2098 or email SchoolPrograms@KeystoneScienceSchool.org.***

Participant Name _____

KEYSTONE SCIENCE SCHOOL

Acknowledgement and Assumption of Risks and Release and Indemnity Form

In consideration of the services of Keystone Science School ("KSS"), I, joined by my parents or guardian if I am under eighteen years of age, agree and acknowledge as follows:

ACTIVITIES AND RISKS

Although KSS has taken reasonable steps to provide me with appropriate equipment and skilled staff for the program for which I have registered, I acknowledge that the activities of the course have risks, including certain risks, which cannot be eliminated without destroying the unique character of the activities. The same elements that contribute to the unique character of these activities can cause loss or damage to my person or property, accidental injury, illness, or in extreme cases, permanent trauma, disability or death. I understand that KSS does not want to frighten me or reduce my enthusiasm, but considers it important for me to know in advance what to expect and to be informed of the activities' inherent risks. The following describes some, but not all, of those risks.

- KSS courses may occur in remote places, many hours from medical facilities. Communication and transportation are difficult and sometimes evacuations and medical care may be significantly delayed.
- Equipment may fail or malfunction, despite reasonable maintenance and use.
- Travel is by vehicle, snowshoe, snowmobile, skis, foot and/or other means, over rugged unpredictable off-trail terrain and improved and unimproved roads, including boulder fields, downed timber, rivers, rapids, river crossings, high mountain passes, snow and ice, steep slopes and slippery rocks. Attendant risks include collision, falling, drowning and others usually associated with such travel, including environmental risks, and all other risks reasonably associated with such outdoor travel.
- Environmental risks and hazards include, without limit: rapidly moving, deep or cold water; insects, snakes, and predators, including large animals; falling and rolling rock; lightning, avalanches, flash floods, falling timber, and unpredictable forces of nature, including weather which may change to extreme conditions without notice, and any other such risk such as those set forth above. Possible injuries and illnesses include but are in no way limited to hypothermia, frostbite, non-freezing cold injury, high altitude illnesses, sunburn, heatstroke, dehydration, and other mild or serious conditions.
- KSS activities are conducted indoors and outdoors, day and night. Physical activities might include, but are in no way limited to, the following types of activity: hiking, backpacking, stream crossings, outdoor rock climbing, night hikes, challenge course activities, white water rafting, cross-country skiing, trail work, field games, outdoor cooking, overnight camping.
- KSS activities most likely involve travel to locations away from the primary classroom on our campus. If the travel is not supervised by KSS and includes the use of personal vehicles and/or carpooling in vehicles not owned or controlled in any way by KSS, KSS has no responsibility for any incident arising out of such travel.
- Decisions are made by KSS instructors and participants, usually in a national forest and/or wilderness setting, based on a variety of perceptions and evaluations which by their nature are imprecise and subject to reasonable errors in judgment. Misjudgments may pertain to, among other things, a participant's capabilities, environment, terrain, water and weather conditions, natural hazards, routes and medical conditions.
- KSS School Programs participants, including minors, will have unsupervised free time before, during and after their course. Free time activities are not part of the KSS program and are at the sole risk of the participants. KSS has no responsibility for such activities. KSS staff may from time to time provide assistance or even accompany participants in these free time activities, but in doing so, they are acting as private individuals, and not for KSS, and KSS is not responsible for their conduct. I acknowledge that engaging in this program may require a degree of skill and knowledge not required in other activities, and that I have responsibilities as a student for managing risks to which I and others may be exposed.
- I acknowledge that KSS activities are instructional in nature and I expect to be challenged to expand my skills and judgment. I acknowledge that the staff of KSS has been available to more fully explain to me the nature and physical demands of this activity and the inherent risks, hazards, and dangers associated with this activity.

I represent to KSS that I am in good physical condition with no known **MEDICAL CONDITIONS OR PROBLEMS** that could limit my ability to safely participate in the Program, that I have actively sought confirmation of my represented physical status from a qualified medical professional, and that I assume all responsibility for all known or unknown conditions that may in any manner and to any degree affect my ability to safely participate in the program.

ACKNOWLEDGEMENT AND ASSUMPTION OF INHERENT AND OTHER RISKS

I understand that the description above of the risks is not complete and that other unknown or unanticipated risks, inherent or otherwise, may result in property loss, injury, illness or death. I expressly acknowledge and assume the inherent risks identified herein and those inherent risks not specifically identified. My participation in this activity is purely voluntary, no one is forcing me to participate, and I elect to participate in spite of and with knowledge of the inherent risks. I represent that I am fully capable of participating in the program, without causing harm to others or myself. Therefore I assume and accept full responsibility for me and for injury, death and loss of personal property and expenses suffered by me and them as a result of those inherent risks and dangers identified herein and those inherent risks and dangers not specifically identified, and as a result of my negligence or otherwise wrongful conduct in participating in these activities.

In further consideration of the services of KSS, I (joined by my parents or guardian if I am under eighteen years of age,) acknowledge that I have read and understand the Activities and Risks, above, and confirm its representations and agree to all its provisions as though they were fully set forth again here. In addition, except with respect to an injury or loss that occurs on public lands whose rules and regulations prohibit doing so, I acknowledge and expressly assume **all other** risks of the course and any other activity of KSS, whether those risks are known, unknown, inherent or otherwise.

Participant Name _____

AGREEMENTS OF RELEASE AND INDEMNITY

If I am an adult student, or the parent or guardian of a minor student, I agree, to the fullest extent allowed by law, for myself and on behalf of the minor child, if any, as follows:

- a) To release and discharge KSS, its owners, its agents, employees, trustees, advisors, officers, course sponsors, contractors, and all other persons or entities associated with it and its activities (individually and collectively referred to as "Released Parties") from any and all claims of injury, disability, death or other damage or loss which I or the minor child may suffer, arising out of or in anyway related to my, or the minor child's, enrollment or participation in the activities of KSS. I understand that in signing this document I, for myself and the minor child, surrender all rights to make a claim or file a lawsuit against a Released Party, for personal injury, property damage, wrongful death, products liability (including strict liability), breach of warranty or contract or under any other legal theory, except in cases of intentional wrongs or the gross negligence of KSS.
- b) To defend, indemnify (that is, protect by payment or reimbursement, including attorney's fees and costs), and hold harmless any and all Released Parties from any claim which may be brought by the minor child, a co-participant, rescuer or any other person, including a member of my or the minor child's family, asserting a loss, including by reason of my, or the minor child's injury or death, which may arise from or in anyway relate to my or the child's enrollment or participation in the activities of KSS.

The Release and Indemnity described above includes but is not limited to any claim arising out of or in any way related to transportation or other occurrences to and from any activity of KSS, and the use of KSS's equipment or facilities. The Release and Indemnity described above includes claims arising in whole or in part from negligent acts or omissions of the Released Parties or any of them.

- I agree with KSS that this agreement is to be interpreted as waiving and releasing all claims arising from my participation in the Program **EVEN THOUGH CAUSED BY THE ACTS, OMISSIONS, NEGLIGENCE, OR THE FAULT OF THE RELEASED PARTIES.**
- This agreement is intended to be **AS BROAD AND INCLUSIVE** as is permitted by the laws of the State of Colorado. If any portion of this agreement is found to be invalid, the balance of this agreement shall continue in full force and effect.
- This agreement shall be governed by the laws of the State of Colorado, and any lawsuit or claim involving my participation in the Program or this agreement shall be brought only in the state courts of Summit County, Colorado.

OTHER PROVISIONS

I, (joined by my parents or guardian if I am under eighteen years of age) further agree as follows:

KSS is authorized to obtain or provide emergency hospitalization, surgical or other medical care for me. Any such third-party medical care provider is authorized to exchange pertinent medical information with KSS. Costs reasonable associated with medical services, including evacuation or transportation shall be born by me, if an adult, or by the parent or guardian of a minor student.

Any dispute between KSS and me and/or my parents or guardian shall be governed by the substantive laws (not including the laws which might apply the laws of another jurisdiction) of the State of Colorado, and any mediation or suit shall occur or be filed only in the State of Colorado. If I have any legal dispute with KSS that cannot be settled through discussions between the parties, I will attempt to settle the dispute through mediation before a mutually acceptable mediator. To the extent mediation does not result in a resolution, the dispute will be submitted to binding arbitration in Colorado pursuant to the procedures under the Colorado Uniform Arbitration Act. If any part of this agreement is found by a court or other appropriate authority to be invalid, the remainder of the agreement nevertheless will be in full force and effect. This agreement is entered into voluntarily, after careful consideration and is binding upon the persons signing below, their heirs, executors, administrators, wards, minor children and other family members. Its terms may be varied only by a written instrument signed by the parties.

PHOTO/VIDEO CONSENT AND RELEASE

Periodically, Keystone Science School uses video, photos of and statements made by participants in Keystone Science School programs for newsletters, fund-raising efforts, informational videos, brochures and articles about the School. All images and statements are used with reasonable judgment and consideration for purposes directly relating to the operating of the school. This release form gives Keystone Science School permission by the signer, the Parent or Guardian of participant, to include the image or likeness of, and statements made by the child/participant in interviews, photographs, video or quotes/testimonials for the purposes mentioned above. By signing this document you also grant the right to edit, use, and reuse said products for nonprofit purposes including use in print, on the internet, and all other forms of media. By signing you also release Keystone Science School and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

THE PARTICIPANT AND/OR THE PARENT(S) OR GUARDIAN OF A MINOR PARTICIPANT HAVE READ THIS PAGE AND THE PREVIOUS PAGE AND UNDERSTANDS AND AGREES TO ITS TERMS, INCLUDING THE ACKNOWLEDGEMENTS AND ASSUMPTIONS OF RISKS, AGREEMENTS OF RELEASE AND INDEMNITY AND THE ADDITIONAL PROVISIONS, ABOVE.

At least one parent (preferably both) or guardian must sign below if the participant is under 18 years of age to reflect their understanding and agreement, for themselves and on behalf of the participant, to the provisions of the Acknowledgements and Assumptions of Risks, Agreements of Release and Indemnity and additional provisions, above, including, though not exclusively, their agreements to release and indemnify the Released Parties.

Participant Name		
Participant/Parent or Guardian Signature	Printed Name Participant/ Parent or Guardian Signature	____/____/____ Date
Participant/Parent or Guardian Signature	Printed Name Participant/ Parent or Guardian Signature	____/____/____ Date

Stay updated on what's going on at Keystone Science School!

Please write your email address below if you'd like to receive our KSS quarterly newsletter and other exciting updates from KSS.
We aim to send no more than one email a month.

EMAIL: _____

Participant Name _____