

# **Keystone Science School**

## **Information Packet**

Updated 11/13/2023

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## **OUR MISSION**

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

## **CODE OF COLORADO – POLICIES AND PROCEDURES**

The numbers in parenthesis correspond to the Code of Colorado Regulations - 7.712.3-A - Child Care Facility Licensing Requirements for Policies and Procedures (Pg 254)

## **HOURS**

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

## **CONTACT INFORMATION**

Call (970) 468-2098

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

[Website www.keystonescienceschool.org](http://www.keystonescienceschool.org)

## **PROGRAMS OFFERED**

### **Summer Programs**

KSS camp programs blend hands-on science with outdoor, experiential education to create the best summer camp experience. Day camps, overnight camps, and adventure programs are available on 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 engaging day and overnight field trips combining Science, Adventure, and Fun! Students participate in field-based science programs mixed with adventure either on the KSS Campus or at off-site unique locations in Colorado.

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

## **ENROLLMENT PROCESS**

To enroll for any of our open enrollment programs, please visit our website and click on our "[Enroll](#)" link on any program page. You will be able to access or set up a KSS Online Account through our registration software website and register your participant. A deposit is due upon registration. (6)

## PAPERWORK

Supplemental forms are needed for all our programs in addition to enrollment. Once you've enrolled online, please log into your [KSS Online Account](#) and click on "Forms". Our software will guide you through all the required paperwork. For questions regarding enrollment and paperwork, please call the Customer Experience Specialists at [\(970\) 468-2098](tel:9704682098) or email [Support@KeystoneScienceSchool.org](mailto:Support@KeystoneScienceSchool.org). (6)

## REQUIREMENTS TO ATTEND PROGRAMMING

1. Participants should be potty trained, be able to go to the restroom, and be independent in basic hygiene practices like washing hands on their own.
2. Participants should be able to listen, follow, and understand directions and rules and stay at all times with their designated group.
3. Guardians have all the required forms and waivers completed in their account prior to the start of camp.
4. Guardians have paid all outstanding balances for the session attending.
5. Participants need to be in good health to be able to take part in all activities during camp. If your child develops any illness or symptoms, please refer to the section "Exclusion Policy" and Colorado's Guideline "[How Sick is Too Sick?](#)" to know if your child should not attend the program.
6. Guardians have to bring all medication that their camper needs and have the corresponding medical forms completed and submitted. **No camper will be allowed in our programming if essential medications are not checked in and the health and well-being of the participant will be compromised.** (6) (24)

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

To best support programming needs, KSS relies on client health forms, information from guardians, and other disclosed information to meet the needs of the client. It is important to disclose all details and information about a camper's physical and mental health, as well as any behaviors and/or special needs. KSS will make all reasonable accommodations for children with disabilities, special medical conditions, and those with access and functional needs. As part of our Risk Management & Emergency Response Plan, any specific child needs will be addressed in our Action Plan and how to best meet their needs in case of an emergency. When applicable, 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.

KSS is not a health facility and may not be capable or able to accommodate specialized participants' needs. Each need is reviewed on a case-by-case basis to best balance

participant needs and programming outcomes. Please call our Office at (970) 468-2098 to have a further conversation about how programming will look like for your child and check if we are able to accommodate your participant. (3)

## **PAYMENT POLICY**

### **RATES AND PAYMENTS**

Please see our website for our current programming and pricing.

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)(25)

## **PERSONAL BELONGINGS**

### **PERSONAL ITEMS**

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

If your participants are doing overnight programs, please pack sanitary personal items and toiletries in a Ziploc or toiletry bag labeled with their name, so they stay separate from others' personal items. (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 fill out a [Lost and Found Request Form](#) and we will look for it. To avoid losing personal items, please write your participant's name on everything that they will bring to the program. Items can be picked up in person or sent to you with a shipping cost charged to your credit card on file. (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 participants' lunch and snacks free of any nut and tree nut products. This includes peanut or almond butter, trail mix, and granola bars with nuts.
- Drugs and Alcohol; including any nicotine products
- Knives and weapons.
- Fire-starting materials.
- Electronic devices – This includes radios, iPods and other music players, smart watches, laser pointers, electronic games, cell phones, laptops, eReaders, tablets, and camcorders or other recording devices. Disposable and digital cameras are permitted. 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 its programming. These activities are selected depending on several factors and schedules are designed to be flexible, so participants get the most out of their program at KSS. To see a sample schedule for each program and for more information, visit our website

## **TELEVISION/VIDEO VIEWING**

Keystone Science School will not show television or videos to program participants other than short (less than 5 minutes) educational videos to supplement an activity with the exception of our Day Camp Sleepover nights in which we will show a full-length film. All videos will be screened and approved by KSS leadership staff to ensure there is no explicit content or language. Media viewing will be prohibited except during a planned special occasion. (13)

## **FIELD TRIPS AND SPECIAL ACTIVITIES**

Field trips and special activities will be included in our pre-program communication and schedules, so parents and guardians are informed about them. If the activities are conducted or guided by a third party, KSS staff will still be present and supervising all participants. The

corresponding waivers will also be provided by these entities and will be included in our forms to sign and complete during the enrollment process. (6)(13)

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

## **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](mailto: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 and will be printed and delivered by staff. However, campers will not have the technology to send emails in return.

### **MAIL**

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

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

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

Remember KSS is a nut-aware campus. Please do not include any items that contain nuts or tree nuts or have been processed in a facility that also processes nuts or tree nuts. (20)

### **VISITORS**

Personal visits by family and friends are limited to drop-off, pick-up, and family nights. We do not allow visitors on campus or at our program locations during a session unless they are



part of our planned session activities. Visits from parents and loved ones disrupt the child's experience and increase the potential for other children to feel homesick. Please do not attempt to "Surprise Visit" your child. If a visit is needed due to a medical reason or an emergency, please contact us to discuss the situation at (970) 468-2098. (21)

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

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

Meals and snacks are nutritious and prepared to manage common food allergies (nuts/tree nuts/dairy/gluten/etc.) Please note any food allergies or dietary restrictions on your enrollment forms prior to programming. (20)

## **HEALTH & SAFETY POLICY**

### **TRANSPORTATION**

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

All van drivers are 20+ 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 the 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 if you are looking for transportation from locations within Colorado. (12)

### **DROP-OFF AND PICK-UP PROCEDURES**

#### **AUTHORIZED PERSONS FOR PICK-UP**

At the end of the day or session, participants will be waiting at the pick-up area (location dependent on the program). Guardians will be asked for their unique PIN that is attached to their profile to confirm they are a guardian or authorized pick-up for the participant. If you would like to designate someone else to pick up your child, please 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 guardians would like their participants to be able to sign themselves out without an adult, please contact our Office to check if this option is available for the program your child is participating in. In case it is, guardians must authorize it in their Online KSS Account under "Authorized Pickups." Participants must check out with KSS staff before leaving. (15)

#### **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. Any early pick-ups must be communicated at least 24 hours in advance to our Office and will be treated on a case-by-case basis. Late pick-ups may result in additional charges and possible exclusion from programming. For more details, please visit our website. If you need to pick up your camper earlier, you will be running late, or have any trouble finding us, please call our Office at (970) 468-2098. (16)(24)

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

### HEALTH SCREENING

Upon arrival, depending on the program, your child will undergo a short health screening. We do this to ensure the overall health of our community. This process ensures your participant, and others leave KSS programs as healthy as they came. KSS staff will monitor participants' health throughout programming. Any illness or condition that jeopardizes the health of the KSS community may result in exclusion from programming. Please refer to the section "Health Exclusion from Programming" to learn more. (10)(24)

### SUNSCREEN AND BUG SPRAY

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

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

### MEDICAL FORMS

Please fill out all the medical forms completely, have them signed, and upload them to your online account promptly. These forms include the KSS Medical History Forms and Immunization Record. For all overnight programs, a Physician's Report will also be available in your online dashboard and a completed form is required to participate. If applicable, an allergy, seizure, asthma, diabetes care, or action plan will be available in your online dashboard and required. If your participant will need to take any medicine (prescribed or over-the-counter), supplement, or vitamin while programming a medication administration permission form will need to be completed for each. Remember, the more information you can provide us, the better we will be prepared to give the best experience to your camper during programming. (6)

### MEDICATIONS AND SUPPLEMENTS

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

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

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

We have specific staff who have completed medication administration training and have been delegated by our healthcare consultant to administer medication. You will have a chance to speak with them as part of the check-in process. Medications will be kept in a secure place and returned at the end of camp. (18)

#### HOW DO I PACK MY MEDICATIONS?

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

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

#### **PARTICIPANT MENTAL HEALTH**

KSS considers the mental health and emotional safety of participants equal to their physical safety. KSS strives to create safe mental health experiences through positive relationships, open communication, clear boundaries and respect for personal space, and creative programming that responds to participant needs. Understanding the source of a child's distress is helpful and we strive to understand each individual's experience. For KSS staff to be prepared with the best resources, it is important that guardians fully disclose all information about their participant's mental health before programming. This can help set up both KSS staff and the participant for a more successful and positive experience during programming. Please contact our Office at (970) 468-2098 if you would like to give more information or details that you believe might be helpful after filling out the medical and health forms in your KSS Online Account. (6)

KSS staff members are not trained mental health professionals and thus should not assume that they can fully manage mental health emergencies. Staff are encouraged to seek support from Program Managers and local mental health services. In the case of a severe mental

health incident, guardians will be notified after staff have ensured a safe environment for your participant. (11)

### **PARTICIPANT INJURY OR ILLNESS**

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

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

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

### **SPECIAL MEDICAL NEEDS AND 1:1 CARE NEEDED FOR PARTICIPANTS**

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

### **PROGRAM WITHDRAWAL**

Please refer to the section "Exclusion from Programming" to learn more about our Exclusion Policy due to health reasons. (24)

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

### **REGARDING SUPERVISION OF PARTICIPANTS**

Participants will be supervised by KSS staff at all times. 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 the '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.

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

### POLICY REGARDING EMERGENCY PICKUP LOCATIONS

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

## 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 will be informed of what is expected and permissible at the beginning of the program.

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

### Creating a Respectful Environment

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

## HOMESICKNESS

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

In case of severe homesickness, KSS staff will evaluate the situation and will inform guardians about the status of their participants. We will try to get more insight into the cause of these feelings and any resources guardians might have that we have not tried to soothe their participants and get them back into programming. If after several attempts from our KSS staff, the participant seems to be having a negative experience in the program, we will call guardians to pick up their child. (24)

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

## FLIGHT RISK (RUNNING AWAY)

Should a participant be a flight risk (running away), KSS staff will do their best to acknowledge and address the participant's feelings and attempt to return them to programming safely. We will inform guardians if we feel a participant is a flight risk. If the participant continues to run away from the group, putting themselves at risk, they will be excluded from programming. Management will discuss the next steps with guardians and if there are any alternative options that KSS can offer to accommodate the participant. (11)

## BEHAVIORAL MANAGEMENT

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

## 1:1 ATTENTION NEEDED FOR A PARTICIPANT DUE TO BEHAVIOR

Keystone Science School believes our programs are an experience in which participants are able to learn and grow as individuals. Our staff are trained to manage participant behavioral needs and will use all available resources to help manage participants. If a child requires one-on-one attention from our staff and we are unable to provide this level of supervision, or this compromises the safety or experience of the rest of the group, the participant may be excluded from programming. It is imperative that guardians share all relevant behavioral information with KSS to best support their participants' success in programming. (9)(24)

## EXCLUSION POLICY

If a participant is dismissed from a KSS program, guardians of overnight campers must pick up their child within 3 hours of being notified. Guardians of day campers must pick up their child within 1 hour of being notified that the child needs to go home. (24)

### BEHAVIORAL EXCLUSION FROM PROGRAMMING

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

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

When a child is dismissed from the program, guardians of the child will be contacted by KSS program managers and asked to pick up their child and remove them from the program. No refund of program fees will be provided for participants dismissed from the program for inappropriate conduct. Return to future KSS programs will be at the discretion of KSS leadership staff. . (9)(24)

### HEALTH EXCLUSION FROM PROGRAMMING

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

Prior to the start of programming, it is best to observe participants for illness at least 7 days before the start of the session. If your camper develops or shows any symptoms of illness from this list, please refer to Colorado's Guideline "How Sick is Too Sick?" to determine if the participant should skip camp.

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



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

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

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

KSS staff will utilize a sick kit and designate a space for the child to be supervised and isolated from others while they wait for their guardians. (10)(24)

If your child cannot attend or is excluded from programming due to health reasons, please contact our Office at (970) 468-2098 for next steps. (24)

## **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](mailto:cdhs_oec_communications@state.co.us)

## **Reporting Suspected or Known Child Abuse and/or Neglect**

All KSS staff members have been trained in recognizing signs of child abuse and neglect. As mandated reporters, it is the responsibility of our staff to report all incidents of child abuse or neglect according to state law. If suspected child abuse occurs at KSS, the report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in which the childcare facility is located. If the suspected abuse did not happen at the facility, the report of abuse must be made to the county department in which the child resides. (23)