



**KEYSTONE
SCIENCE SCHOOL**

INFORMATION PACKET

For Lead Teachers

Keystone Science School
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INFORMATION PACKET CONTENTS

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SINCE 1976



BACKGROUND

Since 1976, Keystone Science School (KSS) has taught scientific principles and leadership skills to young people, teachers, and community members through engaging hands-on field experiences. KSS 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 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.

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.



DID YOU KNOW WE OFFER OTHER PROGRAMS?



GIRLS IN STEM

4 weekend programs a year for girls and non-binary students in 4th-8th grade

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. Female STEM professionals support each program and students by giving them guidance to navigate a male-dominated workforce.



SUMMER PROGRAMS

Day Camp, Pathfinders, Overnight Camp, and Adventures

KSS Camp programs blend hands-on science with outdoor, experiential education to create the best summer camp experience. Our programs follow a progression that ensures that campers can return each year for a fresh, exciting experience with new things to learn.



H2O OUTDOORS

High school students in Colorado

3-day program teaching high school students about the many uses of water and the policy which surrounds how Colorado's water is managed. Throughout the program students will be learning about careers within water management, conducting field-based research, and visiting several key locations.



RETREATS & RENTALS

Lodging, Meals, and Meeting Space

KSS is a great location for your next retreat, meeting, or small conference. Our campus is situated in the Rocky Mountains with easy access to a variety of outdoor activities within Summit County. We are a short distance from I-70 and Denver International Airport is only 1.5 hours away.



PROGRAM DUE DATES

This is an abbreviated list of steps to set up an outdoor education field trip with Keystone Science School.

- [Choose your program](#) and contact KSS to book dates and get [pricing](#)
- Due upon confirming dates: [program details form](#)
- Due upon receipt to reserve dates with KSS: agreement & deposit payment
- Due 90 days prior to arrival date: complete [final program numbers form](#)
- Due 30 days prior to arrival date: complete [program selection form](#)
- Due 30 days prior to arrival date: final invoice payment due
- Due 2 weeks prior to arrival date: verification of completed medical & liability forms
- Due 2 weeks prior to arrival date: complete field groups & housing assignments
- Arrive to campus at 12:00pm on the arrival date

INCLUDED IN EACH PROGRAM:

- Educational programming that meets Next Generation Science Standards.
- At least one trained field instructor for every 13 students during daytime programs and at least one KSS staff member per 40 students for evening programs.
- Transportation during the program only, 1 van per field group.
- Relevant equipment for the programming. KSS also can lend students donated outdoor gear such as hiking boots, snow pants, jackets, etc. as needed.
- For overnight programs: 3 meals per 24-hour period (not including lunch on arrival day) and lodging for the number of students and required chaperones for the program.

NOT INCLUDED IN EACH PROGRAM:

- Transportation to and from the program location at the start and end of the program. Unless previously booked with KSS for an additional cost.
- Arrival to programming cannot be prior to 12:00pm and departure cannot be later than 12:00pm unless previously approved by KSS for an additional cost.

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. Organizing an outdoor education program of this magnitude is not an easy task so please contact us if you have any questions.

COMPLETING THE NEEDED FORMS

As the lead teacher you will be responsible for making sure all program forms are completed. You will need to fill out the Program Details Form, Confirmation of Final Numbers, Program Selection Form, and the Field Group and Housing Assignments. You will also need to make sure all General Liability and Medical Waivers are completed by all students, teachers, and chaperones coming on the trip at least 2 weeks before your arrival date.

FIELD GROUPS & HOUSING ASSIGNMENT

The arrangement of the field groups is a crucial factor in the students' experience. Your students will spend most of their time in these groups which can be no larger than 13 students and 1 chaperone. Our field group size is set by the capacity of our vans. If there are additional chaperones in a field group, the additional chaperones will be expected to transport themselves to field days or stay back. The number of field groups is based on the number of students attending the program.

KSS will send you a link to the Field Group and Housing Spreadsheet. This spreadsheet will be customized for your program and indicate the number of field groups and the dorm setup that we have planned for your program. If your students/chaperones do not fit into the form provided please reach out to us for the next steps. This form needs to be filled out no later than 2 weeks before your program. This form is how we are able to verify completed waivers.

TIPS FOR ARRANGING FIELD GROUPS

Please carefully consider the following factors when determining field groups to nurture successful group dynamics.

- Create groups with approximately equal numbers of students in each group.
- You may want to mix students into groups with other 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. We recommend exceptions to this only in the instance where a student requires special accommodations or support.
- Please let us know before your arrival if any students in your group need specific physical or teaching accommodations.

TIPS FOR ARRANGING HOUSING ASSIGNMENTS

- With groups of 32 students or less, KSS will house your entire group in one dormitory. You will see this on the housing portion of the spreadsheet.
- The organization of student's housing assignments is up to the discretion of the school and lead teacher. We require the housing assignments only for use in case of emergencies.
- Teachers and chaperones will be in the same building as the students and will be included on the housing assignment spreadsheet. Either in the designated chaperone room or in other rooms that are not occupied by students in the building.





It required that Lead Teachers distribute the [Parent & Student Information Packet](#) or link to the Parent & Student Preparation page on the KSS website to meet the licensing requirements for KSS programming.

KSS JOURNALS

The journal selection will be based on the discussion during your pre-program phone call with our programs admin team which will happen at least 2 weeks before your trip. You will receive the link to your journal in the “See You Next Week” email from our customer experience team. This email will include information on how to print the journals. Please also bring Ziploc bags with the student’s name on them to put journals and pencils in while in the field.

STUDENT MEDICAL AND LIABILITY FORM

We need information from everyone who participates in programming with Keystone Science School to provide the best experience possible. You will receive a link to an electronic General Liability and Medical Waiver form that you need to distribute to anyone who will be attending even part of your program with Keystone Science School.

Anyone who has not submitted a completed and signed General Liability and Medical Waiver will not be permitted to attend the program with Keystone Science School.

SAMPLE SCHEDULE

Day 1

12:00pm: Arrival, Lunch & Orientations
1:30pm: Field group activities
4:00pm: All group activities
5:00pm: Free time
6:00pm: Dinner time
7:00pm: Free time
7:30pm: Evening programming
8:30pm: To the dorms for bedtime*

Day 2

8:00am: Breakfast
9:00am: Prep for the day
9:30am: Field group activities
10:30am: Off-campus field day
3:30pm: Arrive back to KSS
4:00pm: Activities
5:00pm: Free time
6:00pm: Dinner
7:30pm: Evening programming
8:30pm: To the dorms for bedtime*

Day 3

7:00am: Pack up and clean up dorms
8:00am: Breakfast
9:00am: Culminating group activities
11:00am: Program wrap-up
11:45am: Load buses for departure
12:00pm: Departure - see you next time!

*Bedtime might be earlier for younger students.

CHAPERONE INFORMATION, ROLES, & RESPONSIBILITIES



The participation of chaperones, both teachers and parent volunteers, is an essential component of the 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.

Here are some Roles and Responsibilities of Teachers and Chaperones that we find helpful to communicate ahead of time.

STUDENT & BEHAVIOR MANAGEMENT

- While we do our best to minimize technology during our programs, we want you to have photos to remember your experience at KSS and share with others. **Please take photos!**
- One teacher or chaperone must be present with each field group during all field group times.
- Every trip must have one additional chaperone that can stay behind should a student not be able to participate in an activity.
- Be present at all activities, including the Evening Programs.
- Let the students solve the challenges and answer the questions for them to get the full team-building and learning experience.
- KSS Instructors will take the lead on group management during the field day, evening programs, and meals. We expect that the chaperones should support instructors, especially by helping with any one-on-one student needs so the instructors can continue to focus on the group needs. This helps us track where students are in an emergency.
- Please sit one chaperone per student table if possible.

FLEX TIME & DORMS

- **A chaperone/adult must always be present and watch students with both eyes and ears to prevent incidents of bullying and physical injury.**
- **An adult must always be present while students are in the dorms. For everyone's safety always avoid being in a one-on-one situation with a chaperone and student unless they are your child.**
- Please keep students within the established boundaries that are communicated during the big group orientation. Please feel free to establish smaller boundaries if you prefer.
- Please inform the lead instructor if any students need to go home during your trip so we can document it and have updated lists in case of an emergency.
- A staff member is assigned to be on-call each evening. Call the on-call number if you need assistance during flex time or at night. In the case of an emergency, call 911 first and then contact the on-call person.
- Teachers and chaperones will be responsible for facilitating students in cleaning the dorms or packing up tents at the end of the program.
- Please report any damages or graffiti to KSS staff immediately so the problem can be corrected.



ELECTRONICS

We prefer for students to not have access to any electronics including cell phones and smart watching during their program at KSS. If you choose to let your students keep their cell phones we ask that they stay in the dorms and are only used during flex time. Please note that when students have their phones in the dorms it can keep them up at night and be distracting for other students.

Keystone Science School is a technology-aware campus so we encourage all teachers, chaperones, and instructors to be off of their electronics and only bring them out when necessary and away from students.

RISK MANAGEMENT & STUDENT COMMUNICATION

All KSS School Program Instructors hold current wilderness medicine certifications and are trained in current risk management practices. In the event of an incident or medical emergency, students are initially treated by KSS program instructors. If professional medical attention is required, the KSS staff in conjunction with the lead teacher and the school's designated medical administrator will arrange transportation for the student(s) to the nearest medical clinic. The school's teachers or chaperones will notify parents of the ill or injured student as soon as the situation allows.

We understand that emergencies happen. If a parent/guardian needs to contact their child for an emergency, first please have them contact the lead teacher. If you cannot get a hold of the lead teacher they may call the Keystone Science School main office at (970) 468-2098. If it is after hours they will receive instructions for how to contact our on-call phone number. Please note that the lead teacher will still be the one that the parents/guardians will need to communicate with even if they call the KSS phone number.

CONCERNS, PROBLEMS, ISSUES

Please bring any concerns to KSS staff during the program so they can be addressed during the program. We want the school to have the best possible experience.

UPON ARRIVAL

When you reach Eisenhower Tunnel (westbound) or Vail Pass (eastbound) please call (970) 468-2098 to let us know that you are close to KSS. When your group arrives at Keystone Science School, a KSS lead instructor will greet you in the roundabout in front of our office building. They will give brief instructions before your group unloads, moves into dorms, and starts the program.

PAYMENT & CANCELLATION POLICY



Pricing is dependent on the season, location, and your selected activities. Please contact us by calling (970) 468-2098 or emailing Support@KeystoneScienceSchool.org for a current pricing sheet.

At the Time of Contract Signing

- 50% of the cost (required to reserve dates)

30 Days Prior to Arrival Date

- Payment in full due (late payments will result in additional fees)

CANCELLATION POLICY

Contract Signing to 90 Days Prior to Arrival Date

- School forfeits 50% deposit

Within 90 Days of the Arrival Date

- School is responsible for the full cost of the program

School Cancellation due to COVID, Weather, or Road Conditions

- Refund not provided

CANCELLATION & REFUND DETAILS

If any cancellation of a program reservation occurs between the signing of the agreement and 90 days of the arrival date, the School is responsible for 50% of the contracted costs listed in the agreement.

In the event of such a cancellation within 90 days of the arrival date, the school is responsible for 100% of the contracted costs listed in this agreement. If KSS can fill the canceled dates with the enrollment of a group of comparable size to the group, specifically to fill the program reservation for that group, the school will only be responsible for 50% of the contracted amount listed in this agreement.

A refund will not be provided if a school cancels the agreed-upon program due to a global pandemic or other unforeseen circumstances

CHANGE IN GROUP SIZE

Any changes to the group size will be communicated to KSS by [filling out this form](#) no later than 90 days before the program starts.

- We cannot always accommodate an increase in group size, but if we can accommodate the increase you will be provided with an additional invoice to pay upon receipt.
- Within 90 days of arrival date, the group will be responsible for at least 90% of the original contracted or approved amended amount.
- Any changes made in excess of 50% of the contracted amount will not be refunded.
- If a group size is reduced to less than 10 students, the group must pay the full amount for 10 students.

FINANCIAL AID

Keystone Science School strives to provide each student with the opportunity to participate in an outdoor education program. Financial aid awards are based on need and are distributed to schools allowing them to distribute financial aid to students on an as-needed basis.

Guidelines:

- Scholarships typically range from 5%-30%
- The school or group is responsible for distributing the financial aid to their students.
- The application must be fully complete to be considered.
- Any financial aid awarded to a school or organization must be used toward the direct cost of the program and is not permitted to be used for other expenses (transportation, food, etc.)
- It is the school or organization's responsibility to ensure financial aid is properly distributed to benefit families first.

To apply, please complete this [application](#) and we will be in touch within about a month with your financial aid determination.



★ The amount of clothing is representative of a typical 3-day stay and should be adjusted for longer or shorter trips.

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.

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 lend students 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.

DAY PACK

- ▣ 2 Water bottles
- ▣ Sunscreen SPF 15 or higher
- ▣ Lip Balm (SPF preferred)
- ▣ Sunglasses
- ▣ Pencil or Pen

OPTIONAL

- ▣ Money for school store
- ▣ Reusable lunch bag
- ▣ Bandanna
- ▣ Camp shoes
- ▣ Camera with extra batteries
- ▣ Binoculars
- ▣ Book

OVERNIGHT BAG

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

Do NOT Bring cell phones, pocket knives, candy or junk food, or your nicest clothes.

! WRITE STUDENT'S NAME ON EVERYTHING

CLOTHING

TOP

- ▣ 2 T-shirts
- ▣ 1 Long-sleeve shirt
- ▣ 1 Long underwear/thermal top
- ▣ 1-2 Synthetic fleece jackets or wool sweaters
- ▣ 1 WATERPROOF rain jacket or poncho
- ▣ 1 INSULATED winter jacket (Oct-May)

BOTTOM

- ▣ 3 Underwear
- ▣ 1 Long underwear/thermal bottom
- ▣ 1 Jeans or long pants
- ▣ 1 Quick-drying rain pants (FALL/SPRING) (optional)
- ▣ 1 INSULATED snow pants (Oct-May)

FEET

- ▣ Tennis shoes / Walking shoes
- ▣ Optional: Hiking boots (preferably waterproof)
- ▣ Snow boots (Oct-May)
- ▣ Winter socks (non-cotton)

HEAD AND HANDS

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



GIRLS IN STEM

4th-8th Grade Girls

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. Female STEM professionals support each program!

Programs: Snow & Avalanche Science, Medical Explorers, Film Fest, and Water in the West.



H2O OUTDOORS

9th-12th Grade

H2O Outdoors is a 3-day program teaching high school students about the many uses of water and the policy which surrounds how Colorado's water is managed.



BEYOND THE CLASSROOM

4th-12th Grade Teachers

3-day professional development workshop for 4th-12th grade classroom teachers and informal educators. Receive curriculum and training to explore local and regional issues using KSS's non-biased framework. CEUs available!

LEARN MORE





DISCOVERY CAMP

1st-8th Grade

Experience a traditional sleepaway camp or day camp in the Rocky Mountains of Keystone, Colorado mixing Science, Adventure, FUN!



DAY CAMP

K-6th Grade

Offered in week-long sessions, our KSS campus day camp utilizes our 23-acre campus and surrounding areas to instill an appreciation for nature and the outdoors.



PATHFINDERS

1st-8th Grade

Experience a traditional sleepaway camp or day camp in the Rocky Mountains of Keystone, Colorado mixing Science, Adventure, FUN!



ADVENTURES

1st-8th Grade

Experience a traditional sleepaway camp or day camp in the Rocky Mountains of Keystone, Colorado mixing Science, Adventure, FUN!

SCHOLARSHIPS

Through generous donations made by individual donors, corporations, and foundations we are able to offer financial aid to those who qualify.

LEARN MORE & REGISTER

