

Lead Teacher Checklist and Information Packet

Overnight Program

For Lead Teacher Only

Keystone Science School

1628 Saints John Rd. Keystone, CO 80435

Phone: (970) 468-2098, 1-800-215-5585, Fax (970) 468-7769

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



Keystone
Science
School

LEAD CHAPERONE CHECKLIST

Immediately after you receive this Forms and Information Packet

- Read, sign, and mail or fax (970-468-7769) the **Group Contract** to Keystone Science School. Make arrangements for the deposit to be mailed to our office as well. Please make sure you read the contract and contact us about changing your group size if necessary.
- Complete the **Pre-Trip Questionnaire** and return it to KSS via mail or fax.

After we receive your Signed Contract and Pre-Trip Questionnaire, a **Field Journal** which the students will use at KSS will be sent along with a **Teacher's Companion** packet of pre- and post-trip activities should you desire it.

- Schedule Pre-Trip Activities from the **Teacher's Companion** into your curriculum.
- Copy the **Student Journal** for each student.
- (Optional and free of charge) Schedule a parent presentation with the KSS School Programs Director.

Prior to Program (at your convenience)

- Copy and distribute the **Student Forms and Parent Information Packet** to parents. Each packet contains:
 - **Information For Parents**
 - **Information For Students**
 - **Student Medical Form**
 - **Clothing and Equipment Checklist**
 - **School Store Order Form** (please remove if you are not offering this option to your students)
- Copy and distribute the **Teacher and Parent Volunteer Information Packet** to all chaperones (both parents and teachers):
 - **Chaperone Information**
 - **Adult Medical Form**
 - **Clothing Equipment Checklist**
- Organize the names of your students & chaperones on the:
 - **Teaching Groups Assignment Sheets** and
 - **Housing Assignment Sheets**
- 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 at KSS.***
- Collect signed **Student Medical Forms** and **Adult Medical Forms** including the two-page **liability** forms. Check all forms for the necessary signatures including page two of the liability release form.
- Divide **Students and Chaperones** into teaching groups.
 - Make **Teaching Group Packets**
 - Each packet should contain a **Student or Adult Medical Form including the two-page liability release** for each member of the group, fastened under a **Teaching Group Assignment Sheet** listing the members of that group.
 - *******Please note! We DO NOT** require a second set of the medical/liability forms in alphabetic order – only the Teaching Group Packets.
- Plan an appropriate departure time. Unless other arrangements have been made, please plan to arrive at and depart from KSS at 12:00 PM. It is about a 1.5-2 hour drive from Denver to KSS. ***Please do not leave Denver before 10:00 am*** if you are due to arrive at noon. For current road conditions call CDOT at 877-315-7623.

90 Days Prior to Program

- Call or email the KSS Campus Registrar (970-468-2098/1-800-215-5585) to change group size if necessary. 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.

The Day Before Your KSS Program

- Remind students and chaperones to pack a bag lunch to bring with them.
- Check the **Student and Adult Medical Forms** to make sure they are complete and signed in *three* places.
- Discuss **Information for Students** with your group.
- If applicable to your group, remind students and chaperones to bring cash or checks for purchases at the **KSS School Store**.

The Day of Your KSS Program

- Please notify our office (970-468-2098) if your group will be arriving more than half an hour early or late.
- Make sure you or your students have their **Student Journals and lunches**.

BRING THESE FORMS WITH YOU!

- Teaching Group Packets** with teaching group assignment sheets attached. **We no longer require a second alphabetized set!**
- Housing Assignment Sheet(s)** for your use in the dormitories. These will not be collected by KSS staff.

LEAD CHAPERONE INFORMATION, ROLES & RESPONSIBILITIES

THE LEAD CHAPERONE'S ROLE

The Lead Chaperone is responsible for leading communications and trip planning with Keystone Science School, as well as organizing all teachers, parent chaperones, and students for the program. *Follow the "Lead Chaperone 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 call us if you have any questions (Campus Registrar: 970-468-2098).

COMPLETING THE PRE-TRIP QUESTIONNAIRE

Please fill out the online Pre-Trip Questionnaire as soon as possible - no later than 30 days before your program, *even if you are a returning school and you have filled one out before.* We use this to create our staff schedule, prepare our staff, and craft the curriculum for your group. 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.

ARRANGEMENT OF STUDENTS IN TEACHING GROUPS

The arrangement of the field groups is a crucial factor in the students' experience. Please carefully consider the following factors in order to nurture successful group dynamics:

- Create co-ed groups with approximately equal numbers of students in each group
- Group students with similar physical abilities together
- Mix students into groups with some students they don't know very well (as an opportunity to develop teamwork and inclusive behavior skills)
- We request that you do not put Parent Chaperones 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.

CREATING THE HOUSING ASSIGNMENT SHEET

When creating housing assignments, please take into consideration:

- Male and female students must always be housed in separate rooms.
- With groups of ~30 people or less, KSS reserves the right to house the entire group in one dormitory. Be sure to confirm your housing arrangements with KSS prior to your arrival.
- Chaperones should share rooms with their co-chaperones rather than students.
- When a dorm is used to house either all male or all female students, both bathrooms are available for all the students.
- On rare occasions, the composition of groups attending our programs includes several separate small groups or includes groups with very uneven numbers of students of one gender or the other. When this occurs, it may become necessary to ask schools to *share space in the dormitories.* We ask for your willingness to be flexible if this occurs. You will be assigned your own Field Instructor(s) - the groups will not be mixed together during the daytime field experience or indoor evening classes.

COPYING JOURNALS AND INFORMATION FOR PARENTS AND CHAPERONES

- Please make double-sided copies of the journals we send to you for this program.
- Please do not use a journal from previous program. Some pages are specifically for this program.
- Follow Pre-Trip Activity suggestions on how to make your students' journals personalized and durable. Bring Ziploc bags to put journals and pens or pencils in while in the field.
- Please make sure that you and your chaperones all *receive, read, and understand* the **Teacher and Parent Volunteer Information Packet**. Please make sure that you brief the chaperones, especially your fellow teachers, on the information you included in the Pre-Trip Questionnaire and share your expectations of the trip with them.

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 lot. 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 greet you when you arrive. **Please have your copies of your medical forms in hand upon your arrival.**

TEACHING GROUP ASSIGNMENT SHEET

Use this form to create Teaching Group Packets PRIOR to your arrival. Make one copy for each teaching group.

Attach this sheet to one copy of the Student and Adult Medical Forms for the members of this group. Have these packets ready to hand to KSS staff as soon as you arrive at KSS.

Before you fill out this form, contact KSS (970-468-2098) to confirm the number of Field Instructors that will be scheduled to work with your students. Each field group will have one KSS Instructor, at least one adult chaperone, and 8-12 students. Please refer to the "Arrangement of Students in Teaching Groups" section of the **Lead Chaperone Information, Roles and Responsibilities** pages for guidelines about the structure of these groups.

CHAPERONE(S): _____

STUDENTS:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

KEYSTONE SCIENCE SCHOOL – STUDENT/ADULT MEDICAL FORM (REQUIRED FOR PARTICIPATION)

Name of Group _____ Dates of KSS visit _____

Participant's Name _____ Parent/Guardian Name(s) _____

Telephone #1: _____ Telephone #2: _____ Telephone #3: _____

Mailing Address _____

E-mail Address _____

Would you like to receive the KSS Newsletter, emailed quarterly? Yes No

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 activities as advised by physician _____

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

<u>Allergen</u>	<u>Reaction</u>	<u>Medication taken for reaction</u>
_____	_____	_____
_____	_____	_____

Non-medical dietary restrictions _____

What medications is student currently taking? For what condition are these medications being taken?

Have you had a recent operation or illness that would affect participation in this program? Yes No
If yes, please explain _____

Date of last tetanus shot _____

Do you have any heart problems? Yes No Respiratory problems? Yes No
If yes to either of the above, please explain _____

Explain any other medical concerns or problems _____

KEYSTONE SCIENCE SCHOOL –

Acknowledgement of Risks, Assumption of Risks and Release and Indemnity Form

In consideration of the services of Keystone Science School (“KSS”), a program division of The Keystone Center (“TKC”), 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 equipment, 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 other means, over sometimes 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.
- Environmental risks and hazards include 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. Possible injuries and illnesses include 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 include hiking, cross-country skiing and snowshoeing.
- KSS activities most likely involve travel to locations away from the primary classroom. 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 students 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 student’s capabilities, environment, terrain, water and weather conditions, natural hazards, routes and medical conditions.
- KSS 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.

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.

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 and to indemnify (that is, protect by payment or reimbursement, including attorney's fees and costs) 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.

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 which 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.

THE STUDENT AND THE PARENT(S) OR GUARDIAN OF A MINOR STUDENT 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 student is under 18 years of age to reflect their understanding and agreement, for themselves and on behalf of the student, 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.

_____  _____ / _____ / _____
Parent or Guardian Signature Date


Print Name: _____

_____  _____ / _____ / _____
Parent or Guardian Signature Date

Print Name: _____

Model and Statement Release

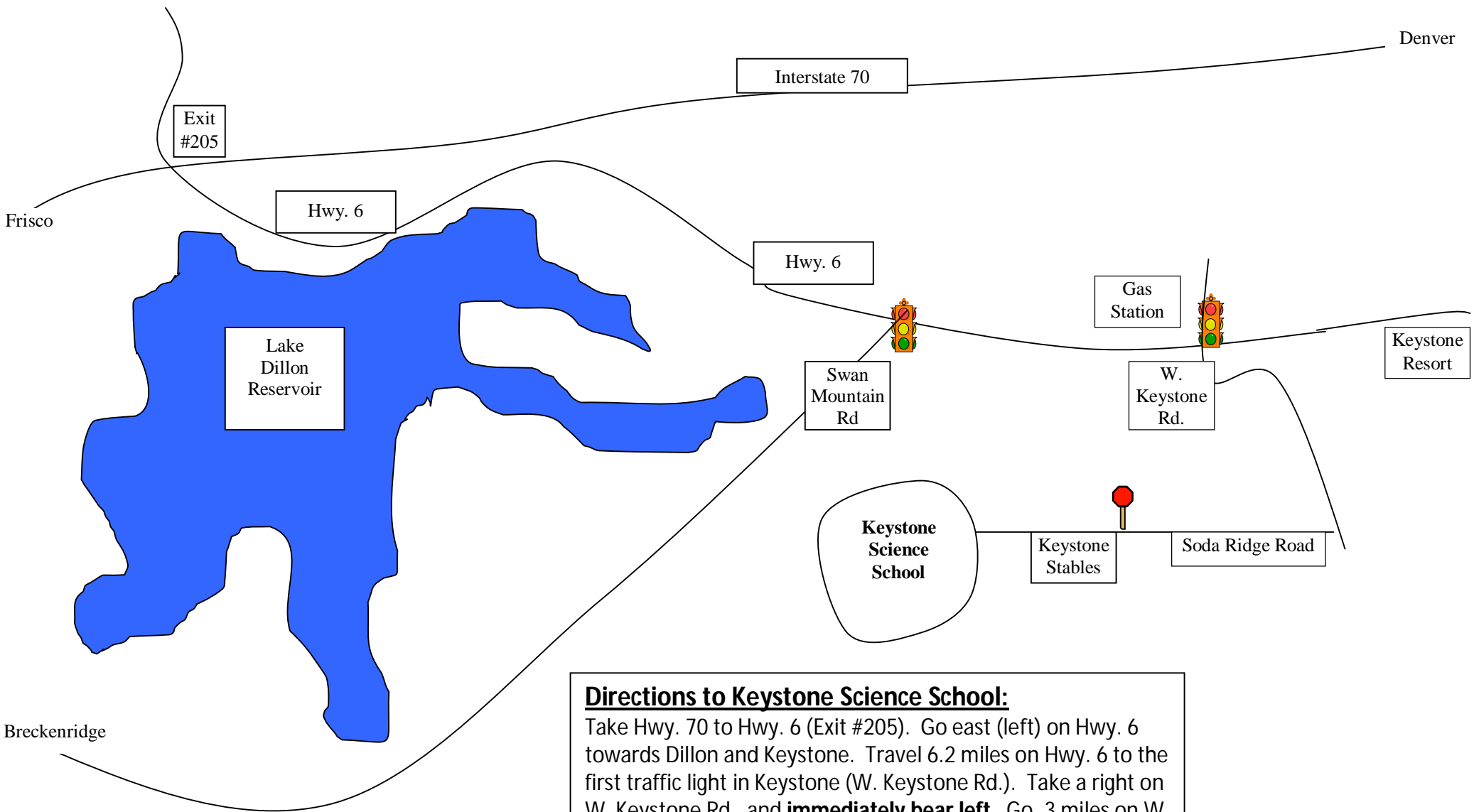
Periodically, Keystone Science School uses photos of and statements made by participants in Keystone Science School programs for newsletters, fund-raising efforts, brochures and articles about the School. All photos and statements are used with reasonable judgment for purposes directly relating to operating the School. This release form gives Keystone Science School permission by the signer, the Parent or Guardian of participant, to utilize their child's photos or statement for the purposes mentioned abc

Signature Parent or Legal Guardian _____ 
_____ / _____ / _____
Date

KEYSTONE SCIENCE SCHOOL HOUSING ASSIGNMENT SHEET

Use this sheet for both dormitories. They have identical floor plans.

<p>ROOM 16</p> <p>name _____</p> <p>name _____</p> <p>name _____</p> <p>name _____</p>	<p>ROOM 15</p> <p>name _____</p> <p>name _____</p> <p>name _____</p> <p>name _____</p>	<p>Boys' bathroom and shower*</p>	<p>Girls' bathroom and shower*</p>	<p>ROOM 12</p> <p>name _____</p> <p>name _____</p> <p>name _____</p> <p>name _____</p>	<p>ROOM 11</p> <p>name _____</p> <p>name _____</p> <p>name _____</p> <p>name _____</p>	
<p>← emergency exit</p>					<p>emergency exit →</p>	
<p>ROOM 14</p> <p>name _____</p> <p>name _____</p> <p>name _____</p> <p>name _____</p>	<p>ROOM 13</p> <p>name _____</p> <p>name _____</p> <p>name _____</p> <p>name _____</p>	<p>storage</p>	<p>cleaning supplies</p>	<p>lobby</p>	<p>ROOM 10</p> <p>name _____</p> <p>name _____</p> <p>name _____</p> <p>name _____</p>	<p>ROOM 9</p> <p>name _____</p> <p>name _____</p> <p>name _____</p> <p>name _____</p>
<p>*These are unisex bathrooms...whenever possible a dorm will be used to house EITHER male or female participants so both bathrooms will be available.</p>		<p>ROOM 17 OVERFLOW USE ONLY</p> <p>name _____</p> <p>name _____</p> <p>name _____</p> <p>name _____</p> <p>name _____</p> <p>name _____</p>		<p>main entrance</p>	<p>This building is a modern, log cabin structure, equipped with built-in bunk beds, heat, running water and electricity.</p>	



Directions to Keystone Science School:

Take Hwy. 70 to Hwy. 6 (Exit #205). Go east (left) on Hwy. 6 towards Dillon and Keystone. Travel 6.2 miles on Hwy. 6 to the first traffic light in Keystone (W. Keystone Rd.). Take a right on W. Keystone Rd., and **immediately bear left**. Go .3 miles on W. Keystone Rd., and take a right at the first street on the right, Soda Ridge Rd. Follow Soda Ridge Rd. one mile until the stop sign. Go straight through the stop sign, pass the stables (on the left), and you'll pull into the KSS parking lot.