

Teacher and Parent Volunteer Information Packet

2011 – 2012 Overnight Program

Please copy and distribute to all teachers and parent volunteers

Keystone Science School

1628 Saints John Rd. Keystone, CO 80435

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

<http://www.keystone.org> EMAIL: susanj@keystone.org

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



Keystone
Science
School

TEACHER AND CHAPERONE INFORMATION, ROLES & RESPONSIBILITIES A PARTNERSHIP FOR EDUCATION AND SUPERVISION

The participation of chaperones 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 your help.*

Chaperones attending a Keystone Science School Program are expected to...

- **Serve as great role models for students and demonstrate the importance of leadership and respect.**
- **Have clear communication within their own team of chaperones and check in regularly with KSS staff.**
- **Enthusiastically participate in and role model a positive attitude in physical 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 at least one adult chaperone present during indoor evening classes.**
- **Provide KSS with timely verbal and written feedback regarding the program.**

GENERAL SCHEDULE AND CHAPERONE RESPONSIBILITIES (SUBJECT TO CHANGE WITH GROUP SIZE/NEEDS)

7:00am	Quiet hours end Wake up students Get hoppers ready to leave Monitor students until breakfast	7:15/30	Evening Program At least one adult needs to be at the program to help monitor student behavior
7:30	Hoppers should be at Rives Dining Hall Have hopper group at the dining hall on time Help KSS staff manage students during meal set up and clean up	8:15	Flex time until lights out Students can use either the dorms or dining hall.
8:00	Breakfast begins Bring students to the dining hall on time. Sit with students and remind students to keep noise level and conversation appropriate and respectful	10:00	Campus-wide Quiet hours begin Students need to be indoors & quiet until 7 am
8:45	Preparation/Flex Time Get students ready for the day Supervise activities with students	<u>Last Morning Reminders</u>	
9:15/30	All students come to dining hall to begin the Field Experience Meet your field instructor at the designated location ready for the field day.	7:00	Place all luggage on dorm porch
5:00	Flex time begins for students Monitor students during flex time and make sure all areas with students have an adult.	7:15	Dorm cleaning begins Chaperones facilitate student cleaning
5:45	Hoppers should be at Rives Dining Hall See breakfast hopper responsibilities above	8:00	Breakfast See breakfast meal responsibilities above
6:00	Dinner begins See breakfast meal responsibilities above	9:15/30	All students come to dining hall to begin the Field Experience Meet your field instructor at the designated location ready for the field day.
6:40	Flex time until the evening program	11:15	Lunch Slide Show School Store
		11:45	Get luggage and Load Bus
		12:00	Departure

ADJUSTMENTS FOR THE HIGH ALTITUDE ENVIRONMENT

Remind students and fellow chaperones that it is essential to drink a lot of water before and during the KSS program. Sufficient hydration will help the body more effectively adjust to the altitude in Summit County.

ROLE OF THE CHAPERONE DURING THE FIELD EXPERIENCE

Following Dorm Orientation and Chaperone Orientation, students will separate into their individual Teaching Groups and the Field Experience will begin.

- You will be assigned to one teaching group throughout your stay. You should stay with this group throughout your stay. If there are reasons for switching groups, please speak about this with a KSS staff member. Your role is to assist in overall safety, enthusiasm and support. 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. Teachers and chaperones from the students’ school are required to follow their school’s policies in regards to handling and dispensing student medications.**

FLEX TIME

Flex time occurs between breakfast and the field day, 5:00-6:00 p.m., between dinner and evening program and between evening program and lights out. This is time for students to relax, play, read, sleep, shower and prepare for their day.

- *A chaperone must be present at all times where there are students* (skiing or playing outside, in dorms, etc.)
- No students should be in the dormitories unsupervised. Girls should not be in boys’ dormitories and vice-versa.
- Rives Dining Hall is available for appropriate activities (with one chaperone present), but will need to be vacated 15-20 minutes prior to meals. Organized games and skiing should be supervised.
- The Challenge Course area is strictly off-limits unless a KSS staff member is present.
- Some suggested flex time activities: 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 in our meadow.

MEAL TIME AND HOPPING

- 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 dining hall. Students and chaperones 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 Rives Dining Hall 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 Rives Dining Hall. 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, etc. A KSS Field Instructor will supervise the cleaning process.

TIMES BETWEEN MEALS AND CLASSES

If your 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 dorms, 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 **7:15 or 7:30 p.m.** and last 45-75 minutes. These are interactive classes that require focused student participation and the involvement of at least one chaperone.
- Depending on your group numbers and ages, we may split up the group and run two smaller programs concurrently.
- If your group elects a talent show as an evening program, you 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.
- Dormitory windows should be opened only when being used as an emergency exit.

DORM CLEAN-UP AND DEPARTURE

- Chaperones are asked to supervise clean-up of dorms/cabin before breakfast on departure day.
- Packing takes a long time and needs to be finished before much cleaning can be done. Emphasize packing and showering the night before. Your 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 are located in the dormitories. We will provide you with a list of cleaning tasks and we encourage you to start the cleaning process the night before your departure.
- Just prior to the group's departure, KSS staff will make a final "walk through" in the dorms/cabin. 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 you depart, please do a careful final sweep of the dorms to look for personal belongings that were left behind. Please call us right away if you get back to school and discover that someone left some of their belongings behind.
- Feedback and evaluation are important to KSS staff. We appreciate and encourage your feedback, so please complete and return evaluation forms while you are still at KSS.

SAFETY GUIDELINES AND MEDICAL EMERGENCIES

- Chaperones are directly responsible for student supervision during flex time, night time, and after meals.
- The Lead Chaperone is responsible for seeing that the KSS Field Instructors have a complete set of signed Medical Forms for all of the students and adults in each teaching group. Another full set of all the school group's Medical Forms is kept in Rives Dining Hall at all times.
- If a student is injured on the trail, the KSS Field 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 the phone in Rives Dining Hall to dial 911 and follow the directions posted on the wall above the phone. After the 911 call has been made, contact the on-call KSS staff member using our emergency phone system.

ELECTRONICS AND SNACK FOOD

- Chaperones should consider bringing an alarm clock.
- If you would like to do so, feel free to have the students to leave the following items at home: radios, tape and CD players, cell phones and computer games. Candy and other junk food are discouraged. In an attempt to keep rodents out of the buildings, no food should be stored in the dorms. Meals are more than adequate, but chaperones may bring healthy afternoon and evening snacks for students and keep them in the dining hall.

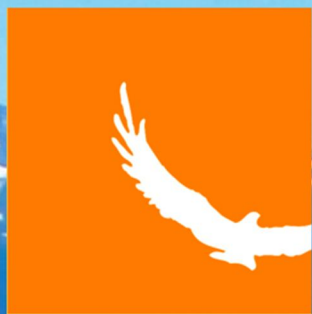
COMMUNICATION

- We ask that families or colleagues contact chaperones by telephone *only in the case of an emergency*. Students and chaperones will be outside most of the day and will not be available by phone. There is no incoming phone service in the dorms. If families or colleagues must contact chaperones, they may call and leave a message at the KSS Campus Office at (970) 468-2098.

THANK YOU FOR YOUR ENTHUSIASM AND SUPPORT! WE APPRECIATE IT!

Keystone Science School

Summer Camps



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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 _____

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 above.

_____  _____ / ____ / ____
Parent or Guardian Signature Date

Mountain weather can be unpredictable! Below is a listing of items required to stay safe and warm during a stay at KSS. The amount of clothing noted is for a typical three-day stay and should be adjusted accordingly for longer or shorter trips. When possible, pack synthetic or wool clothing rather than cotton. Laundry facilities are available for emergency use only.

TOP

- 2 t-shirts (preferably non-cotton)
- 1 long-sleeve shirt or turtleneck (preferably non-cotton)
- 1 polypropylene/synthetic or wool long underwear top (NOT cotton)
- 1-2 synthetic fleece jacket or wool sweater (NOT cotton)
- 1 WATERPROOF rain jacket
- 1 insulated winter jacket (only necessary during winter months)

BOTTOM

- 2 sets underwear
- 1 pair polypropylene/synthetic or wool long underwear bottoms (NOT cotton)
- 1 pair jeans or other long pants
- 1 pair WATERPROOF rain pants
- 1 pair insulated snow pants (only necessary during winter months)

FEET

- 1 pair hiking boots or sturdy walking shoes, preferably waterproofed and broken in
- 1 pair tennis shoes
- 2-3 pairs warm wool or synthetic socks

HEAD AND HANDS

- 1 warm hat that covers the ears
- 1 hat with a rim (such as a baseball cap) that will shade your face from the sun
- 1 pair warm, water-resistant gloves or mittens
- 1 scarf or neck warmer

EQUIPMENT

- 1 day pack (backpack with 2 arm straps large enough to carry extra warm clothes, lunch, water bottle, and KSS journal)
- 2 one-quart plastic or aluminum water bottles (*please do not bring bottles with straws attached- they leak!*)
- sunscreen (SPF 15 or higher)
- lip balm (SPF 15 or higher)
- sunglasses
- pencils and/or pens
- lunch (first day only)**
- 1 sleeping bag or bed linens (blankets, sheets)
- pillow
- pajamas
- 1 towel and wash cloth
- toiletries kit (toothbrush, toothpaste, comb, soap, shampoo, etc.)

Optional (Recommended, if available)

Flashlight, handkerchief or bandana, gaiters (nylon boot-top coverings), slippers for the dorm, camera and film, binoculars, a book to read, reusable lunch bag or plastic container for lunches. If allowed by your teachers, you may bring electronic games, toys or CD/tape players.

❖ **PLEASE DO NOT BRING**

Cell phones, camcorders, or pocket knives.

Keystone Science School Store Order Form

8/2/2010

Mail to: Susan Juergensmeier; 1628 Sts John Rd.; Keystone, CO 80435

Following are items available for purchase in the Keystone Science School Store. Depending upon your school's policies, the School Store may be open during your group's visit. If you would like to place an additional order, please use the form below. Prices, sizes and colors are subject to change. Please call 970-468-2098 for availability.

Item	Color	Size and Quantity - (indicate number of items ordered)	Price	Total \$
KSS Logo T-Shirt Short Sleeve	Blue	Youth Medium _____ Adult Small _____ Med _____ Large _____ X-L _____	\$15.00	
	White	Youth Medium _____ Adult Small _____ Med _____ Large _____ X-L _____	\$15.00	
Scat T-Shirt Short Sleeve	Gray	Youth Medium _____ Adult Small _____ Med _____ Large _____ X-L _____	\$15.00	
Animal Track T-Shirt Short Sleeve	Green	Youth Medium _____ Adult Small _____ Med _____ Large _____ X-L _____	\$15.00	
Star Glow in Dark T-Shirt Short Sleeve	Black	Youth Medium _____ Adult Small _____ Med _____ Large _____ X-L _____	\$18.00	
KSS Fleece Vest	Blue	Adult Small _____ Med _____ Large _____ X-L _____	\$30.00	
	Black	Adult Small _____ Med _____ Large _____ X-L _____	\$30.00	
KSS Hoodie	Navy	Adult Small _____ Med _____ Large _____ X-L _____	\$35.00	
KSS Baseball Cap - trucker		one size _____	\$15.00	
KSS Baseball Cap - solid		one size _____	\$15.00	
KSS Knit Beanie		one size _____	\$10.00	
Rocky Mountain Tree Book		one size _____	\$5.00	
Rocky Mountain Flower Book		one size _____	\$5.00	
Rky Mountain Mammal Book		one size _____	\$5.00	
KSS Caribiner		one size _____	\$4.00	
KSS Lanyard		one size _____	\$4.00	
KSS Water Bottle - nalgene		one size _____	\$10.00	
KSS Water Bottle - metal		one size _____	\$15.00	
Bug Box		one size _____	\$2.00	
KSS Patch		one size _____	\$3.00	
Shipping (See Below)				
Total				

Shipping Charges:

Order Amount

Shipping Charge

\$1.00

\$0.83

\$2.00 - \$25.00

\$4.00

\$26.00 - \$75.00

\$7.00

\$76.00 - \$150.00

\$9.00

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____