

Parent Handbook 2023-2024



Locations and contact information	2
Program fees	3
Hours and Days of Operation	3
Registration & Enrollment	3
Cancellation Policy	4
Program Payment & Monthly Enrollment	5
Program Expectations & Agreements	6
Program Nuts & Bolts	7
Drop Off & Pick Up Procedures	8
Late Pick Up Policy	10
Health & Safety	11
FAQS	14



RANCH HOUSE
7676 S. Continental Divide Rd.
Littleton, Colorado 80127
303.979.4070

COMMUNITY CENTER
1 Club Drive
Littleton, Colorado 80127
303.979.2233

DAKOTA LODGE
14422 W. Ken-Caryl Avenue
Littleton, Colorado 80127
303.979.4070

Welcome Families!

Welcome to Ken-Caryl Ranch Metropolitan District (KCRMD) Before and After School Programs! It is our pleasure to offer a caring, educational, and affordable school age recreation program for you and your family.

The KCRMD Recreation B&A Program at the Ranch House and Community Center provides explorative and fun opportunities in science, drama, sports, art, cooking, outdoor play, nature lessons and group games. Our Young Explorers B&A Program at the Dakota Lodge is an outdoor education focused program providing opportunities to explore nature through various experiments, art, group projects, outdoor play and more. All youth programs strive to promote healthy development through experiential, hands-on learning.

To help us best serve your student, please read the following information on program policies and procedures. If you have any questions, comments or suggestions please feel free to contact us at (303) 979-1876 or email youthprograms@kcranch.org.

We look forward to playing, learning, and growing with you and your family!

Sincerely,
Lizz Brock
Recreation Supervisor
Youth Program

OUR MISSION: The Ken-Caryl Ranch Metropolitan District Youth Programs collaborate to promote safe, enriching experiences for youth and families through educational exploration. As a dedicated team, we foster positive development and healthy lifestyles.

LOCATIONS & CONTACT INFORMATION

Ranch House (Shaffer Elementary)

7676 S. Continental Divide Road
Littleton, CO 80127
Facility: (303) 979-1876
Program Cell Number: TBD

Community Center (Bradford Primary/Intermediate: K-6 only)

1 Club Drive
Littleton, CO 80127
Program Cell Number: TBD

Dakota Lodge (Bradford Primary/Intermediate: K-6 only)

14422 W. Ken Caryl Ave.
Littleton, CO 80127
Program Cell Number: TBD

PROGRAM FEES

2023-2024 Before & After Care Program Fees

	Per day Resident/ Non-Resident	Drop in Resident/ Non-Resident
Before School Only	\$21 / \$27	\$24 / \$30
After School Only	\$21 (DL/CC) \$24 (RH) / \$27 (DL/CC) \$31 (RH)	\$24 (DL/CC) \$27 (RH) / \$30 (DL/CC) \$34 (RH)
Both Before & After	\$34 (DL/CC) / \$44 (DL/CC)	\$37 / \$46
Full Day	\$55 / \$72	\$58 / \$73 if space available

*All fees are subject to change.

DL= Dakota Lodge; CC= Community Center; RH= Ranch House

To attend care, all families must provide the following for each student:

- Program registration online
- Current ePACT information (online student-file)
- Current immunization record
- If needed, medication administration or health care plan forms*

HOURS AND DAYS OF OPERATION

All programs are offered Monday – Friday.

	<u>Morning Program*</u>	<u>Afternoon Program*</u>
<u>Bradford</u>	6:45am – School Start Time	School End Time – 6:00pm
<u>Shaffer</u>	No Before Care	School End Time – 6:00pm
<u>Full Day Programs</u>	8:00am – 5:00pm	

*SCHEDULE SUBJECT TO CHANGE

Full day programs are offered on school holidays, breaks, and early release days. See separate school calendar for details.

The program is closed on the following dates/holidays: Sept. 4, Nov. 23 & 24, Dec. 25-26, Jan. 1, May 24 & May 27.

REGISTRATION & ENROLLMENT

Our program welcomes students of all backgrounds to attend. Our program does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background.

Students must be in grades K-6 (between the ages of 5 -12 years) to be eligible for enrollment. Five (5) year-olds must be currently enrolled in or have completed Kindergarten.

Registration is done online and can be found here:

https://apm.activecommunities.com/kcranchmetrodistrict/Activity_Search?detailskeyword=BEFORE&IsAdvanced=False&dIdSortBy=Activity+name&DaysOfWeek=0000000&SearchFor=2&SearchLevelID=2&NumberOfItemsPerPage=20&IsSearch=true

The parent must complete registration through our online registration system and submit the non-refundable/transferable registration fee. After receiving your registration, you will receive an email directly from "ePACT" with a unique invitation link for each student you have attending.

Steps to registration:

1. Pay the annual non-refundable, non-transferable enrollment fee.
2. Complete the following prior to the first day of attendance:
 - a. ePACT online profile
 - b. Current Record of Immunization (provider signature within 1 year)
 - c. Medication Forms (if applicable) (contact program coordinator)
3. Complete monthly calendars on your ActiveNet registration profile and submit prior to each month's deadline (25th of each month prior). (Drop-in fee will be charged if signups are passed deadline)
 - a. Monthly calendar sign up begins 1st of each month prior for Residents
 - b. Monthly calendar sign up begins 5th of each month prior for Non-Residents
 - c. Premier registration is available at the beginning of each semester (Fall/Spring)
 - i. Available to residents only
 - ii. Allows for a locked in/guaranteed schedule for the school year
 - iii. No refunds or credits will be given for any unused days throughout the semester
 - iv. If a family chooses to use premier and the child is a no show without notification in excess we reserve the right to void the premier registration and the family will be moved to the monthly registration
 - v. If a family has submitted their premier registration and have additional days to add after submission, they simply can do so through the monthly registration

Priority Status:

We no longer offer the "priority status" to families.

Drop-In Status:

The Before & After School Program recognizes the need for services when un-planned events arise.

Drop-in care is available for days not reserved; however the student must be registered (paid the non-refundable/ transferable deposit) to use drop in care.

You must call or text the program cell number or email youthprograms@kcranch.org to request drop-in service. If your request surpasses our ratio for the day, service will be denied. **You must receive confirmation that we have the availability before attempting to attend.**

Payment for drop-in is due at the time of enrollment. A credit card saved on file will be charged.

Program Waitlist & Openings:

Openings are determined based on space availability. When student care openings occur, parents of students on the waitlist are contacted for enrollment.

CANCELLATION POLICY*

All cancellations must be made with 7 days notice to receive credit. This includes switching days, even if the days you want to switch are within the same week as each other.

Credit is automatically applied to your KCR account for the full amount.

Cancellations made with less than 7 days notice do not receive credit. We do not provide credits/refunds for sick days or weather closures.

*This cancellation policy does not apply to the Premier Registration program

PROGRAM PAYMENT & MONTHLY ENROLLMENT

Each month families will complete their online calendar and submit it to register for days needed. The calendars will be accessible from the 1st of the month until the 25th of the month. Calendars must be submitted for the next month by the 25th of each month to reserve space (August will be an exception). Payment will be due in full for the upcoming month upon submission of your student's monthly calendar. Each family is required to keep a credit card on file. **Any days registered for after the monthly deadline will be charged the drop-in fee rate.**

In order to register after the 25th of the month for the following month, please e-mail YouthPrograms@kcranch.org with the dates care is needed and whether care is needed for the Before School, After School, or both. We will confirm with you if there is space for the sessions you have requested.

Premier registration specific payment policy:

- First payment will be made upon completing the premier registration, the remaining payments will be set up for 15 days prior to each month

Guided instructions for monthly payment and enrollment are coming soon!

IRS STATEMENTS

The Program can provide an itemized statement for tax purposes. We also suggest that you keep a record of your monthly payments as an accurate account of your student care expenses. The KCRMD Taxpayer Identification number is 84-1087303 for the Student Care Expenses form.

How to print your Tax Receipts

1. Begin at the Ken-Caryl Ranch home page, <https://ken-carylranh.org/>
2. Click on the teal hexagon, *Register for Classes*, in the middle of the page at the top.
3. There will be a blue *Sign In* button on the right-hand side, click it.
*Do not create a new account! (If you already know your login please just sign in)
4. Click on *Forgot Password* in blue underneath the white boxes.
5. Enter in your email address you use to communicate with Ken-Caryl Ranch and click the green submit button.
6. An email will be sent to you with a temporary password. You will use this temporary password and your email address to log in.
7. From here you will be prompted to change your password. Enter in the temporary password under current password and choose a new one to enter in twice. Then click save and you will be logged in.
8. At the top of the page on the right side, you will see a *My Account* button, click it.
9. This should bring you to a page saying **Account Options for "Your Name"** at the top. In the Payment and Order Management box click on childcare receipt.
10. You will change the tax year to the year you need to print a receipt and use the dropdown menu to select the appropriate family members.
11. Once you have done that, click the green box that says Generate tax receipts.
12. This will generate a pdf of your tax receipt for the year requested (2018, etc.) that you are able to view and print.

PROGRAM EXPECTATIONS AND AGREEMENTS

Parents may expect that:

- Their children are cared for in a safe, supportive environment.
- They are encouraged to share ideas, feedback and concerns with the Recreation Coordinator or Youth Staff.
- They will be contacted to discuss and address any challenging behaviors.
- Their student will be engaged in a variety of high-quality enrichment activities while in the program.

The program expects that parents will:

- Read all distributed materials and emails sent out.
- Pay fees on time as explained in the Program Payment section.
- Keep the student's records up-to-date.
- Drop off and pick up students on time.
- Follow the health policy as explained in the Health and Safety section.
- Contact the program if their student will not be attending on a scheduled day.
- Cooperate in efforts to address challenging behaviors.

Students may expect:

- To have a safe, caring, supportive and consistent environment.
- To use all the program equipment, materials, and facilities on an equal basis.
- To receive respectful and fair treatment.
- To have discipline that is constructive and non-punitive.
- To receive nurturing care from staff members who are actively involved with them.
- To have a variety of recreational opportunities for learning, fun and growth.

The program expects that the students will:

- Be responsible for their words and actions.
- Follow program rules.
- Remain with the group and program staff at all times.
- Take care of materials and equipment used.
- Refrain from using abusive language and other unacceptable behavior.
- Show respect and kindness to the other students and staff through action and words.

KCR Core Values: Respect, Responsibility, Cooperation, and Caring

Our goal is to create a safe, respectful, and positive community where students can thrive.
Please review these expectations with your students.

BEHAVIOR AND DISCIPLINE POLICY

Each program has designed an age-appropriate positive behavior and reward system that is present and implemented. A variety of methods will be used to cultivate positive relations with family. Our program environment is warm and welcoming so all children and parents feel a sense of belonging and membership. This sense of community will allow for open communication should challenges arise.

In this environment children can learn at their own pace based on their individual temperaments, development, and culture. Children will be taught and encouraged to express themselves, understand the feelings of others and how to communicate their wants, needs, and feelings.

The provider and parents will work together on persistent challenges. As a team we will identify an action plan to support the needs of the child.

All are entitled to a respectful, pleasant and harmonious environment at the program. The B&A program cannot serve students who display chronically disruptive behavior that is unsafe for themselves or others in the program. Examples of these behaviors may include behavior that inflicts physical or emotional harm on other students, abuses the staff, or ignores or disobeys rules designed to keep all students and staff safe.

We rely on positive rewards and redirection for behavior management. If these strategies are not effective, B&A staff will contact the family to discuss strategies to help the student be successful.

The provider and parents will work together on persistent challenges. As a team we will identify an action plan to support the needs of the child. Repeated behaviors that are unsafe or inflict physical or emotional harm on others will be addressed in the following manner:

1. A staff member will verbally redirect the student's behavior.
2. If the disruptive behavior continues or repeats, a staff member will speak with the student and will decide upon an appropriate natural consequence.
3. If the behavior continues or repeats, a staff member will complete a think about it sheet with the student.
4. If the behavior continues or repeats, the Recreation Coordinator will be notified and will speak with the student. A Behavior Report will be completed and sent home. To reduce challenging behavior and prevent suspension and/or expulsions, individual team-based behavior plans will be created to promote student success when necessary. B&A staff will work with parents to identify ways to empower the student to make good choices.
5. If a student receives three written Behavior Reports the student will be suspended effective at the end of the day of the third report. During the first week of the student's suspension, the parents and caregiver will meet in a conference setting in order to determine the conditions for reinstatement. Parents will be responsible for the payment of tuition during the period of suspension or until the student is withdrawn from the program or is discharged.
6. If the student is reinstated in the program and receives a fourth behavior-related incident report, the Recreation Coordinator may expel the student immediately and notify the parent to pick up the student. The student will be discharged from all youth programs effective the next day. Parents will not be responsible for payment for any tuition after the date of discharge.
7. If the severity of a problem is great enough that it could endanger the safety of the student or other students in the program or any staff, discharge will be effective immediately. This includes any type of physical abuse inflicted by the student on staff or other students.

A student may also be discharged if he/she is picked up late three times without notification.

Any student will be refused entrance if payment and forms for the program are not up to date.

PROGRAM NUTS & BOLTS

ATTENDANCE & SAFETY

- Upon arrival and periodically during the day attendance will be taken to confirm a student is present and accounted for both on and off site at all times.
- Parents or another authorized adult are required to sign in and out their student every day.
- In the case a student does become lost, staff will notify the parents and local authorities

immediately. Any lost student is reported to the police and department of Social Services. When planning events and activities, a list of names will be left at the front desk with a note indicating the specific location of the group.

Morning Program:

- Students can be dropped off at any time after 6:45 AM. From 6:45 AM – 7:45 AM, students take part in free play and/or centers.
- Around 7:45 AM, students have snack time and take part in outdoor games or enrichment activities before being brought to school.

Afternoon Program:

- Students can be picked up from our program any time after 4:00 PM for Bradford and 3:00PM for Shaffer. Students are picked up by B&A staff promptly after school is released.
- The first ~30 minutes the students take part in snack time and circle time to review expectations.
- The next ~30 students play outdoors, make crafts and take part in enrichment activities that vary each day.
- From 5:00 PM – 5:30 PM, students are asked to read a book or work on homework.
- From 5:30 PM – 6:00 PM, students have free time.

This schedule is subject to change.

AUTHORIZED RELEASE OF STUDENTS

Students will be allowed to leave with persons other than the parent only if permission has been given on the Parent/Legal Guardian portion of the contact and consent form, in writing, or by phone message from the parents in case of an emergency. When an unauthorized individual seeks the release of a student, the program supervisor will be contacted along with any parent or guardian to ensure the student's safety. If your student attends extracurricular activities or has any other kind of arrival/departure time changes, please contact the Recreation Supervisor.

DROP-OFF AND PICK-UP

Parents are not allowed inside the program space. Students of the program can be found in the designated room assigned at each facility unless otherwise stated. If an authorized person is picking up other than a parent, they must bring an ID for us to check. Parents may not leave a student at a KCRMD program site unless staff is there to supervise the student.

Please see below for specific pick-up and drop-off procedures for each facility. If students are not in the room (ex. at the playground), staff will leave a sign stating where the students are and their estimated return time if off-site. If off-site, please call the program cell number to inform the staff you are there to pick-up.

Site Specific Drop-Off and Pick-Up Procedures:

❖ Ranch House Pick-Up:

- The parent/guardian/authorized pick-up will come to the South Entrance door and ring the silver doorbell. A staff member will let the authorized pick-up person into the building.
- The staff member will check name and ID if necessary and will then go help the student get their belongings together.
- The authorized pick-up person will then use the iPad and accompanying instructions to sign the child out of program at the desk by the door. Please wait by the door for the child, parents are not permitted to enter the classroom. **Parents are required to sign out using their own signature.**
- Once signed out, please exit out of the front door.
- If families arrive while the group is on the playground, please meet us outside near the playground and a staff member will approach you to sign your child out.

❖ Dakota Lodge Drop-Off:

- The parent/guardian and child will ring the doorbell at the childcare door entrance (west side).
- The iPad for check in will be located on the ledge located to the left after walking in. **Parents are required to sign in using their own signature.**
- The student will enter the room and put their belongings away on a hook. Parents are not permitted to enter the classroom.
- If families arrive while the group is on the playground, please meet us outside near the playground and a staff member will approach you to sign your child in.
- You must have your student dropped off prior to 8:15am.

❖ Dakota Lodge Pick-Up:

- The parent/guardian/authorized pick-up will come to the childcare door (west end) and ring the doorbell. A staff member will let the authorized pick-up person into the building.
- The staff member will come to the door, check name and ID if necessary and will then go help the student get their belongings together.
- The authorized pick-up person will then use the iPad and accompanying instructions to sign the child out of program. iPad located on the ledge to the left after walking in. Please wait by the door for the child, parents are not permitted to enter the classroom. **Parents are required to sign out using their own signature.**
- If families arrive while the group is on the playground, please meet us outside near the playground and a staff member will approach you to sign your child out.

PERSONAL BELONGINGS: WHAT IS NOT ALLOWED IN PROGRAM

- Toys, trading cards, and/or valuables*
*These items may be brought ONLY if there is permission to do so for a themed day or party. You will be notified in advance of days this is allowed.
- Portable game devices and other electronics
- Cell phones- Can be kept in the student's backpack and can be used with permission
- Money

MEALS AND SNACKS

During the before and after school program we will have a snack time. Please provide your student with a snack for the morning and/or afternoon that you plan for them to attend.

During full day programs, families are required to provide two snacks and a lunch for their students. We encourage those snacks and lunch to be healthy and nutritious.

TRANSPORTATION OF STUDENTS

The KCRMD Youth Programs use transportation to go to and from locations away from the designated facility. KCRMD uses District transportation (14 passenger buses) that is insured by the District or they will contract with a transportation company that can provide written proof of insurance that will stay on file at the KCRMD offices.

The consents tab on ePact must be completed before a participant is allowed to be transported in KCRMD vehicles. KCRMD does not permit transportation of students in any staff's personal vehicle.

The KCRMD staff will enforce the following bus safety policies:

1. Passengers shall be instructed and required to keep the seat belt properly fastened and adjusted.
2. All body limbs of passengers will be kept inside the vehicle at all times.
3. Conversation should be kept at a low volume, as to not distract the driver during transport.
4. If an emergency should occur during transport the passengers shall do exactly as instructed by

- staff according to the situation.
5. All the rules and regulations that have been established in the Ken-Caryl Ranch Youth Programs apply during transport.
 6. Any participant that does not adhere to these rules may not be permitted to use programs when trips are scheduled.
 7. Face coverings/masks are required for drivers and passengers at all times on the bus when this health recommendation is in place.

FIELD TRIPS

Parents will be notified in advance of all field trip destinations, departure times and return times. If a student arrives late after the group has left for an excursion, the parent is responsible for the care of that student. Students must conduct themselves respectfully during all field trips. Students that behave inappropriately on a field trip may be suspended from future excursions and parents may be asked to pick student up.

Any emergencies that occur on the road or during field trips will be handled in the following manner: move all students to a safe place, contact 911 if it is a life threatening emergency, contact the program supervisor, contact the parents. The staff to student ratio on all field trips is 1:10 or less. Buses will be supervised by at least one staff at all times.

VISITORS

All visitors must sign in and provide identification when visiting the program. KCRMD Youth Programs welcome all visitors. Prior notice is required to ensure safety and our availability.

LATE PICK UP POLICY

Our program closes at 6:00 PM (or 5:00 PM on full days). Parents whose students remain past closing times will pay overtime fees:

\$1 for every minute after program closes (per student)

If parental/guardian contact is not received 5 minutes after closing time, staff are required to call parents and exhaust all emergency phone contacts to ensure student's safe pick-up. If no contact is made within 30 minutes, staff will follow this procedure to alert proper supervision: Recreation Coordinator, Recreation Supervisor, Recreation Director, District Manager.

The student may be withdrawn from the program if three overtime charges occur. If all contacts are exhausted and parents and emergency contacts cannot be reached within 1 hour of closing the Recreation Coordinator will contact the local authorities and/or police to handle the situation.

FAMILY WITHDRAWAL FROM THE PROGRAM

Parents wishing to withdraw their students from the program must provide a statement in writing at least two weeks prior to discontinuing the service.

Tuition will be due for the balance of the month or for one-half the month, whichever amount is greater.

FAMILY DISMISSAL FROM THE PROGRAM

A family may be dismissed from the program if the family does not comply with program policies. Reasonable efforts will be made to assist families in understanding and following our program

policies. This scenario will be handled in the following manner:

- A staff member will verbally remind family of the policies and procedures that are not being followed.
- If the behavior continues, family will be contacted by the Recreation Supervisor to discuss the policies and procedures that are not being followed.
- If the behavior continues, the Recreation Coordinator and Recreation Supervisor will meet with the family and discuss the policies and procedures in question. The family may be temporarily suspended from program.
- If the policies and procedures are again not followed, the family may be dismissed from the program at the discretion of the Recreation Coordinator and Recreation Supervisor. The family will not be responsible for payment for any tuition after the date of dismissal.

HEALTH AND SAFETY

SICK AT KCR YOUTH PROGRAMS

If a participant has any one of the following conditions, the parent will be notified to pick up the participants immediately: **contagious disease, fever over 100.4F, vomiting or diarrhea, an accident requiring medical attention or the inability to participate in KCR Care activities.**

For more guidelines on when to stay home, reference [How Sick is Too Sick](#) published from CDPHE. Check out CDPHE recommended [Prevention Strategies](#)

In case of **serious accident or illness**, parents of the participants will be called immediately. If necessary, the participants will be taken to one of the local hospitals by an emergency vehicle for treatment and the parents will be called as soon as possible. KCRMD will contact West Metro Fire Department who assumes the immediate care and responsibility if parents are not on the scene. Medical expenses will be the responsibility of the parent or legal guardian.

If your student is absent due to illness during one or more of the scheduled attendance days the family is still responsible for payment. No credits or refunds will be given for sick days. Exceptions can be made in case of prolonged illnesses or COVID-19 related situations/quarantines. All final decisions will be made by the Recreation Supervisor.

MEDICATION ADMINISTRATION

When a student must take a prescription or over-the-counter medicine, the parent must provide a completed, signed medication authorization form. The form can be found on ePact in the Shared Files section. Please contact the Recreation Coordinator for clarifications and to inform the program of the medication need.

The medication must be provided in the original container accompanied by the doctor's directions. If medication is to be kept at the program for treatment of a chronic condition, no more than a one-month supply should remain at the program at any time. All medication will be stored in a locked box accessible only to staff trained in medication administration.

ACCIDENT REPORTS

If a student is involved in a minor or major accident while at program, the staff will complete an Accident Report, which will be sent home with the parents or guardians. This report will also remain on file.

SUNSCREEN

Our program uses Rocky Mountain Sunscreen's 30 SPF broad spectrum sunscreen.

Should your student need to utilize a different brand of sunscreen, please send the sunscreen in the original container, labeled with your student's name.

SAFETY

Staff are to make every effort to keep a student from getting into a car with a parent or guardian under the **influence of drugs or alcohol**. They will call the police to give the student and parent a ride home. Staff will not under any circumstances give transportation to a parent who appears to be impaired by drugs or alcohol because the program insurance does not cover transportation unrelated to the program.

The program's license **requires staff to report suspected cases of child abuse** to local authorities. This includes the reporting of neglect or parents who appear to be impaired by drugs or alcohol.

INCLEMENT WEATHER

In the case of inclement weather students will be allowed to play outdoors in temperatures above 25 degrees F (when dressed appropriately) and as hot as 100 degrees F (when proper shading and hydrating conditions exist). Otherwise students will be required to play indoors. If we feel weather conditions create health hazards to program participants and staff (i.e. tornados, flooding, etc.) we reserve the right to close the program for safety precautions.

EMERGENCY PLAN

In case of an emergency or natural disaster we follow the procedures listed below:

Someone appearing on KCRMD property with a firearm

- 911 will be called and students will be taken out of danger by initiating a **Lockout** following Standard Response Protocol (SRP) procedures.
- Parents or all authorized guardians will be notified as soon as possible.
- Monthly drills will be practiced.

Someone appearing inside KCRMD property with a firearm

- 911 will be called and students will be taken out of danger by initiating a **Lockdown** following Standard Response Protocol (SRP) procedures.
- Parents or all authorized guardians will be notified as soon as possible.
- Monthly drills will be practiced.

Floods

- Staff will move to a safe location as conditions further deteriorate, provide any first responder emergency care as needed (CPR, First Aid, etc.) and take attendance.
- Staff will call emergency authorities to report the situation and request help if needed.
- Staff will call Recreation Coordinator or Supervisor.
- If a District vehicle is safe for transportation, staff will use it cautiously to transport participants to safety. If necessary, wait for emergency medical vehicles for transportation.
- Parents or all authorized guardians will be notified as soon as possible.

Tornadoes

- Staff will locate the safest place, take attendance, call local authorities/emergency services and call Program Director.
- If indoors, staff will find a basement or a room with no windows (i.e. gymnasium, bathroom, etc.)
- If outdoors, staff will help students lay flat on the ground in a ditch.
- Parents or all authorized guardians will be notified as soon as possible.
- Monthly drills will be practiced.

Fire

- Staff will direct students to move quickly and orderly to the designated exit while one staff will check restrooms.
 - All participants will walk in an orderly manner to the outside area—one program leader will lead, and one will bring up the rear behind all participants.
 - Attendance will be taken. If there is anyone unaccounted for, staff will alert the Program Director and they will alert Emergency Personnel.
- The group will stay in the designated area until emergency personnel give further instruction.
- Monthly drills will be practiced.

Evacuation

If the entire area has to be evacuated due to a hazard announced by Emergency Personnel, staff and children will be moved to the pre-designated relocation site. The person in charge will ensure a notice of the relocation site is posted on the entry to the facility which includes contact information. On arrival at the pre-designated relocation site, the person in charge will direct selected staff to notify parents or guardians to come pick up their children at the pre-designated relocation site.

- In Case of an Evacuation to the WEST – we will travel via KCRMD 14-passenger buses to the Community Center (1 Club Drive Littleton, CO 80127 (303) 979-2233)
- In Case of an Evacuation to the EAST we will travel via KCRMD 14-passenger buses to Flacon Bluffs Middle School (8449 S Garrison St Littleton, CO 80128 303-982-9900)

ADA – Americans with Disabilities Act

The District prohibits discrimination against people with disabilities. The District makes every possible reasonable accommodation for people with disabilities so that everyone may enjoy the programs and services we offer.

Some common accommodations made in the Youth Programs include:

- Modified activities
- Modified behavior plans
- Additional supervision/attention from staff
- One-on-one aid if requested by parents
- Seek guidance from early childhood mental health consultant or other specialist as necessary or our registered nurse consultant

PROGRAM LICENSING

The KCRMD B&A Program is licensed by the State of Colorado, therefore we are held to high safety and programming standards. A copy of the licensing plan is available for your viewing at all times. Please contact the Recreation Coordinator for more information.

REPORTING STUDENT ABUSE/LICENSING VIOLATIONS

“Any parent/staff who has reasonable cause to know or suspect that a student has been subjected to abuse or neglect or who has observed the student being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the County Department of Social Services in the county in which the student resides, or local law enforcement agency in the community in which the incident is believed to have

occurred. Any complaint or reasonable causes of suspected licensing violations with a childcare facility shall be filed with the Colorado Department of Social Services."

Suspected Student Abuse reported to:

Jefferson County Department of Human Services
900 Jeffco Parkway
Golden, CO 80401
(303) 271-4131

Licensing Violations reported to:

Colorado Department of Social Services
Division of Student Care
1575 Sherman Street
Denver, CO 80203
(303) 866-5958

FREQUENTLY ASKED QUESTIONS

1. How can I tell if my ePACT profile is complete?
Each section on the ePACT profile will have a green check mark next to it when complete. As a final step you must click the Share button.
2. Can my child come to camp if the ePact profile is not quite complete and has not been submitted?
No! We do not have access to any of your camper's information until the ePACT profile is completed.
3. Who should we notify when our student will not be attending the program or becomes ill while attending school during a scheduled day to attend?
Email YouthPrograms@kcranch.org for any attendance changes or call 303-979-1876 ext. 132.
4. Does calling ahead relinquish parents from paying the late fee if they arrive after 6:00pm (after care) or 5:00pm (full day)?
*No. The fee for picking up after closing time is **\$1 per minute, per child**. Your account will be charged.*
5. Where is the full day program offered?
The Ken-Caryl Ranch House (7676 S. Continental Divide Road, Littleton, CO)
6. Can a scheduled day of the week be switched with an unscheduled day?
Changes can be accommodated if they are made one week in advance if there is space available.
7. Where can I find more information?
More program information is available on the Ken-Caryl website at ken-carylranh.org/youth-programs-school-age-care

