



KC Nature Enrichment Programs Parent Handbook

Dear Parents,

Welcome to KC Nature at Ken-Caryl Ranch Metropolitan District (KCRMD)! We offer nature- themed enrichment programs for students 3-6 years old allowing participants to explore the natural world through guided play and hands-on educational experiences.

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 YouthPrograms@kcranch.org. We look forward to playing, learning, and growing with you and your family!

Happy Trails,
KC Nature Staff

CONTACT INFORMATION & LOCATION

Recreation Coordinators:

Victoria Ippolito- 303.979.1876 ext. 472, victoriai@kcranch.org

Anna Petterson- 303.979.1876 ext. 111, annap@kcranch.org

Program Facility:

14422 W. Ken Caryl Ave. Littleton, CO 80127

Program Cell: 970.531.4237

Program Email: youthprograms@kcranch.org

REGISTRATION AND ENROLLMENT

KC Nature welcomes students of all backgrounds. Our program does not discriminate on the basis of special needs, gender, race, color, creed, national origin or ethnic background.

Students must be at least 3 years old and not older than 6 years and potty trained at the beginning of program.

The most up to date program fees, dates and hours can be found on the Ken-Caryl Ranch website here: <https://ken-carylranh.org/programs/youth-programs/preschool-tots-nursery/>

All registration is online here:

https://anc.apm.activecommunities.com/kcranchmetrodistrict/home?onlineSiteId=0&from_original_cui=true

Parent must complete registration online as well as their child's ePACT profile (student paperwork). *Any participant will be refused entrance if payment and/or forms for the program are not up to date.*

Program Waitlist & Openings: If program capacity is reached, students will be placed on a waitlist. Openings are determined based on space availability. When openings occur, parents of students on the waitlist are contacted for enrollment.

PROGRAM EXPECTATIONS AND POLICIES

Parents can expect:

- Students are cared for in a safe, supportive environment.
- Ideas, feedback, and concerns can be shared with staff.
- Will be contacted to discuss any challenging behaviors and/or reports.
- A variety of high-quality enrichment activities are planned each day.

KC Nature expects parents will:

- Read all distributed materials, emails, handbooks, flyers.
- Pay fees on time as explained in the Fees and Payment Policy section.
- Keep the student's records up-to-date on ePACT.
- Pick up students on time.
- Follow the Health Policy as explained in the Health Policy Section.
- Collaborate in efforts to redirect challenging behaviors.

Participants can expect:

- A safe, caring, supportive and structured environment.
- Equal access to all the program equipment, materials, and facilities.
- Respectful and fair treatment.
- Constructive, non-punitive discipline and redirection.
- Actively involved staff and nurturing care.
- Recreational opportunities for learning, fun and growth.

KC Nature expects participants will:

- Respect and follow program rules.
- Be responsible for their actions.
- Remain with the group and program staff at all times.
- Take care of materials and equipment.
- Refrain from using vulgar/abusive language and unacceptable behavior.
- Show respect and kindness to the other students, staff, and wildlife through their choices both physically and verbally.

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

CANCELLATION POLICY

All cancellations must be made in writing by the designated date stated on the registration description. Any cancellations made after that date will be responsible for full payment of

the registered program. *Refunds* to credit cards incur a \$10 processing fee, *credits* to a KCRMD account are for the full amount paid with no fees and are able to be used for any future program fees.

If KCRMD has to cancel a program, a full refund to the original method of payment OR account credit will be provided

Programs are not offered on holidays, breaks, and early release days. We follow Jefferson Country Public Schools guidance on weather delays and cancellations. Cancellations due to weather (snow days) are not refunded.

ABSENCES

If your student will not be attending the program because of scheduled appointments, vacations, or other planned absences, please notify the Recreation Coordinator in advance (see cancellation policy). If your student is ill, please call or email the program staff:

Program Cell: 970.531.4237 (texts and calls)

Email: YouthPrograms@kcranch.org

PICK UP AND DROP OFF POLICIES

Attendance and 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.

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.

Authorized Release of Students:

Students will be only allowed to leave with persons other than the parent/guardian if permission has been given on the Authorized Pick-up portion of the ePACT record. In case of emergency, parent can give permission to another person in writing via email or text message. 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.

Drop Off and Pick Up:

Parents are not allowed inside the program space. Parents or another authorized adult are required to sign in and out their student every day.

Drop-Off instructions:

- The parent will enter the main entrance of the Dakota Lodge with their child(ren) and approach the check-in desk
- Parent/guardian will use the iPad and accompanying instructions to sign their child(ren) into program
- The parent will direct their child(ren) to the classroom door but will not enter the classroom themselves

Pick-Up instructions:

- Weather permitting, pick-up will be on the playground behind the Dakota Lodge.
 - Staff will approach the parent/guardian and will guide them through the sign-out on the iPad
- *In case of inclement weather, parents may come to the single door to the right of the main entrance and pick up their child.

Late Pick Up Policy:

Our program closes at 3:00PM. Parents whose students remain past 3:00PM will be charged late fees:

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

If parental/guardian contact is not received within 5 minutes after closing time, staff are required to call parents (if possible) and exhaust all emergency phone contacts to ensure student's safe pick-up. If no contact is made within 30 minutes, staff will follow procedure to alert proper supervision.

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.

GENERAL OPERATIONS

Personal belongings 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/used with permission)
- Money

General Daily Schedule:

12:10-12:20 Drop-off at Dakota Lodge
12:20-12:45 Lunch or Snack (provided by parents)
12:45-1:00 Circle time – Expectations and Engagement
1:00-2:20 Topic of the Day: Investigate and Explain
2:20-2:45 Field trip to explore outside!
2:45-3:00 Centers or playground time

*schedule subject to change based on the needs of the group and the Topic of the Day

Meals and Snacks:

Enrichment program participants may bring lunches and snacks on an as-needed basis. Please inform the Recreation Coordinator of any food allergies and update accordingly on ePACT online profile.

Transportation:

The KCRMD Youth Programs use transportation (14-passenger buses insured by the district) to go to and from locations away from the designated facility.

The consents tab on the ePACT profile 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:

- Passengers shall be instructed and required to keep the seat belt properly fastened and adjusted.
- All body limbs of passengers will be kept inside the vehicle at all times.
- Conversation should be kept at a low volume, as to not distract the driver during transport.
- If an emergency should occur during transport the passengers shall do exactly as instructed by staff according to the situation.
- All the rules and regulations that have been established in the Ken-Caryl Ranch Youth Programs apply during transport.
- Any participant that does not adhere to these rules may not be permitted to use programs when trips are scheduled.
- A roster of all passengers will be left with our recreation desk for verification.
- Face coverings/masks are required for drivers and passengers at all times on the bus.

Diapering and Toilet Training:

All students that attend KC Nature programs must be toilet trained. If an accident occurs, parents will be notified to come get their child or bring a clean pair of clothes unless already provided. Staff will assist the student with changing if needed. Bringing extra clothes is encouraged.

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 availability.

BEHAVIOR GUIDELINES

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

Each program has designed an age-appropriate positive behavior and reward system to be implemented. A variety of methods will be used to cultivate positive relations with families. Our program environment is warm and welcoming, so all children and parents feel a sense of belonging and membership. This sense of community allows 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.

All are entitled to a respectful, pleasant, and harmonious environment at the program. Programs cannot serve participants 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 participants, abuses the staff, or ignores or disobeys rules designed to keep all participants and staff safe.

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 participant's behavior.
2. If the disruptive behavior continues or repeats, a staff member will speak with the participant and will decide upon an appropriate natural consequence.
3. If the behavior continues or repeats, the Recreation Coordinator will be notified and will speak with the participant. 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 participant success when necessary. Program staff will work with parents to identify ways to empower the participant to make good choices at program.
4. If a participant receives three written Behavior Reports they will be suspended effective at the end of the day of the third report. During the first week of the participant's suspension, the coordinator and parents and/or caregiver will meet in a conference setting in order to determine the conditions for reinstatement. Parents/caregivers will be responsible for the payment of tuition during the period of suspension or until the participant is withdrawn from the program or is discharged.
5. If the participant is reinstated in the program and receives a fourth behavior-related incident report, the Recreation Coordinator may suspend the participant immediately and notify the parent to pick up the participant. The participant will be discharged from all youth programs effective the next day.
6. If the severity of a problem is great enough that it could endanger the safety of the participant or other participants in the program or any staff, discharge will be effective immediately. This includes any type of physical abuse inflicted by the participant on staff or other participants.

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

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:

1. A staff member will verbally remind family of the policies and procedures that are not being followed.
2. If the behavior continues, family will be contacted by the Recreation Coordinator to discuss the policies and procedures that are not being followed.
3. If the behavior continues, the KC Nature 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.
4. If the policies and procedures are again not followed, the family may be dismissed from the program at the discretion of the KC Nature 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 KC Nature Enrichment 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 with a doctor's letter. 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. Please contact the Recreation Coordinator for the applicable form.

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. We apply sunscreen to exposed skin before spending a significant amount of time in the direct sun.

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. Please inform the staff and/or Recreation Supervisor if you will be supplying sunscreen for your student

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 PLANS

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

Floods:

- Remain calm. Move to a safe location if conditions further deteriorate. Provide any first responder emergency care as it is needed (CPR, First Aid, etc.)
- Call emergency authorities to report the situation and request help if needed.
- If a District vehicle is safe for transportation, use it cautiously to transport participants to safety. If necessary, wait for emergency medical vehicles for transportation.
- Call KC Nature Recreation Coordinator or Recreation Supervisor.
- Parents or guardians will be notified as soon as possible. All numbers listed for contact will be called if necessary.

Tornadoes:

- If indoors—find a room with no windows (i.e. kitchen, inner classroom, etc.)
- If outdoors—exit vehicle, lay flat on the ground in a ditch.
- Locate the safest place, take attendance, and call local authorities/emergency services.
- Call KC Nature Recreation Coordinator or Recreation Supervisor.
- Parents or guardians will be notified as soon as possible. All numbers listed for contact will be called if necessary.

Fire:

- Direct students to move quickly and orderly to the designated exit.
- One staff will check restrooms.
- All participants will walk in an orderly manner to the outside area—one program leader will lead; one will bring up the rear.
- All students will be counted using program rosters. Emergency personnel will be notified of any student missing.
- The group will stay in the designated area with the students until emergency personnel give further instruction.
- Monthly drills will be practiced.

Active Shooter, Lockdown or Shelter in Place:

In the case of someone appearing on or in the premises with a firearm, the emergency number (911) will be called and students will be taken out of danger, following Standard Response Protocol (SRP) procedures.

- If indoors—find a room with no windows (i.e. kitchen, closet, restroom, inner classroom, etc.)
- If outdoors—go to the nearest safe build (i.e. Community Center, Ranch House, or Bradford Elementary).
- Take attendance, call local authorities/emergency services.
- Call KC Nature Recreation Coordinator or Recreation Supervisor.

Evacuation:

If the entire area must 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.

DAKOTA LODGE:

In Case of an Evacuation to the EAST – we will travel via KCRMD 14-passenger buses to the Ranch House: 7676 S. Continental Divide Rd. Littleton, CO 80127 (303) 979-4070

In Case of an Evacuation to the WEST we will travel via KCRMD 14-passenger buses to Bradford Intermediate: 2 Woodruff, Littleton, CO 80127 (303) 982-4882

Reuniting Families after an Emergency or Disaster

Parents or guardians will be notified as soon as possible. All numbers listed for contact will be called if necessary. Staff will wait with child/children until guardians are able to pick up their child/children.

REGULATIONS

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

Reporting Student Abuse:

"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