



**2023**  
**Ken Caryl Ranch**  
**Preschool Summer Camp**  
**Parent Handbook**



## Welcome Families!

Welcome to Ken-Caryl Ranch Metropolitan District's (KCRMD) Preschool 2023 Summer Camp! We are excited to provide your child with a great first camp experience. This summer will be full of immersive and educational fun, brand new adventures, and lots of new friends. Our summer camp offers young children opportunities to try new things, spend time in nature, get dirty, and have lots of fun all summer long.

To help us best serve your camper, please read the following information on program policies and procedures. If you have any questions, comments, or suggestions, please feel free to contact me at (303)465-4519 x206 or at [carac@kcranch.org](mailto:carac@kcranch.org).

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

Kindly,

**Cara Curtis & the Preschool Summer Camp Staff**

### **KCR Preschool Mission Statement**

We work to build a strong community with families by using a whole child approach to early education. We provide children with opportunities to develop socially, emotionally, and academically in a nurturing and enriching environment. As a dedicated team, we encourage educational exploration and healthy lifestyles as we foster a smooth transition from preschool to elementary school!

### **Core Values:**

Passion • Diversity • Compassion • Integrity • Innovation • Empowerment

## **PROGRAM LOCATIONS & CONTACT INFORMATION**

### **Preschool Camp Location**

Ken-Caryl Ranch Community Center  
1 Club Drive  
Littleton, CO 80127

### **Ages 3 - 5: Rainbow Fish**

303-979-2233 ext. 210  
(Direct line)720-599-3235

## **REGISTRATION**

We offer 10 weeks of program. Families have the flexibility to register for as many or as few weeks that they need throughout our summer program, Monday – Friday 8:30 am to 4:30 pm. Registration dates vary for priority groups.

Register online here:

[https://anc.apm.activecommunities.com/kcranchmetrodistrict/activity/search?onlineSiteId=0&activity\\_select\\_param=2&viewMode=list](https://anc.apm.activecommunities.com/kcranchmetrodistrict/activity/search?onlineSiteId=0&activity_select_param=2&viewMode=list)

- Currently enrolled in KCR Preschoolers

- Ken-Caryl Residents
- Non-residents (that don't qualify as any of the above)

Spots are filled first come first serve online registration.

## **PROGRAM WAITLIST & FEES**

If your family is wait-listed for requested program dates, you will be contacted if space becomes available.

### **2023 Summer Camp Program Fees/Full Week:**

**Resident:** \$240  
**Non-Resident:** \$312

*A \$40 non-refundable deposit per week registered is due at the time of registration. This deposit will be applied to each week's full cost.*

### **To attend camp, all families must provide the following for each camper:**

- Camp registration online
- Complete ePact online profile (Includes Health information, Emergency Contacts, Authorized Pick-up list, current immunization record, current health appraisal form)
- If needed, medication administration or health care plan paperwork\*  
 \*Included with ePact completion.
- Items to bring every day (see list below in "What to Bring to Camp")

## **CANCELLATION POLICY**

***Please read carefully!***

**There are no refunds for cancellations or changes. Deposits are non-refundable and non-transferable.** When we reserve your space in our program, we often turn other families away and are unable to fill that space. If you cancel, please keep the following in mind:

**On or before 4/21/23:** Forfeit \$40 deposit/week. Cancellation must be made for the exact schedule chosen. We cannot accept changes for other days or weeks. Cancellations must be in writing.

**After 4/21/23:** **No refunds or changes available. Full payment due for all registered weeks.**

## **PROGRAM PAYMENT**

A deposit is required at the time of registration. It is \$40 for each week of camp you are enrolling in; this does not include wait-listed weeks. The remaining cost for the camp will automatically be put on a payment plan. Your payment plan details can be found at the bottom of your receipt. If you want to update or change your payment method, log into your account, and use the "Change Auto-Charge Payments" link on your account

options page. A credit card must be on file to auto-charge your payment due dates. *(Reminder that deposits are non-refundable/transferable.)*

### **IRS STATEMENTS**

Keep a record of your monthly payments for an accurate account of your summer camp expenses. The KCRMD Taxpayer Identification number is 84-1087303 for the Camp Care Expense form. *(If requested, the program can provide an itemized statement for tax purposes.)*

## **CAMP EXPECTATIONS**

We aim to create a safe, respectful, and positive community where campers can thrive. Please review these expectations with your campers.

### **PROGRAM**

- Camp children are cared for in a safe, and supportive environment.
- An open line of communication to share feedback and concerns with the Staff, Director or Recreation Coordinator.
- Parents will be contacted to discuss and address any challenging behaviors that arise.
- Campers will be engaged in a variety of high-quality enrichment activities each day.
- Provide a safe, caring, supportive environment.
- Equal access to all program equipment, materials, and facilities.
- Respectful and fair treatment.
- Age-appropriate discipline i.e.: redirection for behavior issues.
- Nurturing staff members who are actively involved with campers.
- Recreational opportunities for learning, fun and growth.

### **EXPECTATIONS FOR PARENTS**

- Read all distributed materials and emails.
- Pay fees ON TIME.
- Keep camp records up to date on ePact.
- Drop off and pick up campers ON TIME (8:30-4:30)
- Adhere to health policy as explained in the Health and Safety section.
- Contact the program if your camper will be absent on a scheduled day.
- Cooperate and work with staff to address challenging behaviors.
- Campers will be refused entrance if forms and payment for the program are not up to date.

### **EXPECTATIONS FOR CAMPERS**

- Must be potty trained *(capable of using the bathroom, wiping etc.)*
- Follow program rules and expectations.
- Be respectful of materials, and equipment.
- Show respect and kindness to the other campers and staff through action and words.
- Always remain with the group and program staff.
- Refrain from using vulgar or abusive language and other unacceptable behavior.

## **GENERAL CAMP SCHEDULE**

**2023 Camp Dates:** Tuesday, May 30<sup>th</sup> – Friday, August 4<sup>th</sup>

**CLOSURE DATES:** **No camp: May 29<sup>th</sup>, July 3<sup>rd</sup> & July 4<sup>th</sup>**

**Hours of Operation:** Monday – Friday 8:30 am – 4:30 pm

**Daily Activities:** **We play hard all summer!** Campers will spend much of their time with us outside. They will swim and use the splash pad most days. Other daily activities include science, art, sports, group games, and more! You can also register for optional swimming lessons; you can find the link to sign up in the registration email. A more detailed daily/weekly schedule will be emailed each week your student is registered.

### **Layout of Special Activities:**

	<b>The Rainbow Fish</b>
<b>Monday</b>	Splash Pad/Pool
<b>Tuesday</b>	Splash Pad/Pool
<b>Wednesday</b>	Splash Pad/Pool
<b>Thursday</b>	Field Trip
<b>Friday</b>	Heirloom Park

**A detailed weekly schedule will be available online at [ken-carylranh.org](http://ken-carylranh.org) under Youth Programs>Preschool.**

### **FIELD TRIPS**

Field trips will be off site, or we will have a special guest/program visit our camp. Field trip destinations may include indoor and outdoor facilities, like parks, museums, movie theatres etc.

Parents will be notified of all field trip destinations, departure times, and return times. (*Please note that all schedules are subject to change!*)

If a camper arrives late after the group has left for an excursion, the parent is responsible for the care of their camper.

Campers are expected to behave appropriately on all field trips. Campers that behave inappropriately on a field trip may be suspended from future excursions.

The KCRMD Youth Programs use District 14 passenger buses insured by the district or will contract with a transportation company that can provide written proof of insurance that will stay on file at the KCRMD offices.

Signed permission from parents or guardians is required before a participant can be transported in KCRMD vehicles.

KCRMD does not permit transportation of campers in staff personal vehicles.

### **KCRMD BUS SAFETY POLICY**

- Passengers are required to keep their seat belts properly fastened and adjusted.
- Arms and legs of passengers will be kept inside the vehicle.
- Conversation should be kept at a low volume, so as not to distract the driver.
- If an emergency should occur during transport, passengers will do exactly as instructed by the driver and staff according to the situation.
- All the rules and regulations that have been established in the Ken-Caryl Ranch Youth Programs handbook apply during transport.
- Any participant that does not adhere to these rules may not be permitted to participate in the program when field trips are scheduled.
- A roster of all passengers will be left with our front desk for verification.
- Any emergencies that occur on the road or during field trips will be handled in the following manner: move all campers to safe areas, contact 911 if it is a life-threatening emergency, contact program supervisor, contact parents.
- The staff to camper ratio on all field trips is 1:10.

## **WHAT TO BRING TO CAMP**

**Please bring the following each day of camp.** *(If additional items are needed i.e., for a field trip, you will be notified.)*

### **\*Label all campers' belongings with first and last name!**

- **Lunch:** nutritious and **NUT FREE** \*(see **MEALS & SNACKS**)
- **Two Snacks;** one for morning (**labeled A.M.**) and one for afternoon (**labeled P.M.**)
- **Water Bottle** (reusable) **labeled** with name, \*no larger than 8 inches tall (to fit cubbies) We will refill water bottles as needed throughout the day.
- Proper shoes: Tennis shoes or sandals like "Keens" that attach to the foot and protect the toes (Send child in shoes they can manage on their own example: (no shoelaces but Velcro is ok)
- Swimsuit, Swim Shirt and Towel M/T/W. Swim Shirts are **REQUIRED** for pool use (worn over swimsuit).
- One extra change of clothes "just in case" to leave at camp (Shirt, shorts, underwear)

**Campers will need a backpack that they can carry comfortably and that will hold all their belongings.**

### **ITEMS TO LEAVE AT HOME**

- Toys. Do not bring toys from home to camp *(only exception is **one** stuffed animal for rest time no bigger than a football that remains in the rest time room)*
- No Electronics; phones, iPad, Kindle, Tablet, Portable Gaming devices etc.
- No Valuables; money, jewelry etc.

### **MEALS AND SNACKS**

- Campers are required to bring two snacks and lunch to camp every day. We encourage snacks and lunches to be balanced, healthy, and nutritious. (i.e., no soda). Lunches will **not** be refrigerated; therefore, we ask that you send lunches in with an appropriate ice pack. **Please mark all lunch boxes/containers and ALL snacks with the camper's first and last name.**
- During camp, campers will take part in cooking projects. **Please inform the Recreation Coordinator of any food allergies** prior to your camper attending camp.

- **NO NUTS.** We are a **NUT FREE** program.
- There is not a microwave for children's lunches. Food will not be heated.

## **PROGRAM NUTS & BOLTS**

### **ATTENDANCE & SAFETY**

- Upon arrival and multiple times during the day, attendance is taken to confirm campers are present and accounted for.
- A parent or authorized adult are required to sign their camper in and out each day they attend. You will be asked for your **code word** each time. (On your ePact registration)
- *If your camper attends extracurricular activities with non-summer camp staff or has any other kind of arrival/departure time changes, please contact [kcrpteachers@kcranch.org](mailto:kcrpteachers@kcranch.org)*
- In the case a camper becomes lost, staff will notify local authorities and the parents immediately. Any lost camper 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.

### **DROP-OFF AND PICK-UP PROCEDURES**

Parents may sign their camper in from 8:30am to 9:00am, and pick-up from 4:00pm to 4:30pm. If your camper needs to be dropped off or picked-up outside of designated times, you must arrange this in advance with staff.

On field trip days, campers must arrive **no later than 8:45am** to ensure timely departure.

Designated drop off/pick up points will be at the classroom door to the left of the main entrance of the Community Center.

Parents are asked to drop off at the door and not linger inside the classroom for ease of separation and the safety of all campers.

Parents will choose and list a **code word** as part of the ePACT paperwork to be used in place of a physical written signature. Step-by-step procedures are outlined below.

### **DROP OFF/CHECK IN**

Drop off 8:30am-9:00am

- Drop off at the classroom door. A staff member will ask for **code word**, and sign in.
- Staff will help the camper get settled.
- Parents may not leave a camper at the program site unless the staff is present.
- KCRMD accepts responsibility for the care of the camper upon the parent's signature (**code word**).

### **PICK UP/CHECK OUT**

Pick up 4:00pm-4:30pm

- Wait by the classroom door. Staff members will ask for **code word** and sign camper out.
- Staff will notify campers and help collect their belongings and bring them to the door.

- KCRMD and Social Services require each camper to be signed in and out each day by a parent or other authorized individual with the **code word**.
- Campers will NOT be released to persons other than those listed in ePact, unless the Parent/Legal Guardian has given prior authorization in writing, or by phone to the program director.

### **LATE FEE POLICY**

Our program closes at 4:30 pm. If your camper is picked up after 4:30 you will be charged \$3 for each minute over i.e., 4:38 late pick-up 8x3 = \$24 late charge. *If three or more late charges occur, the camper may be un-enrolled without notification.*

If a parent or authorized guardian has not arrived within 5 minutes of closing time, staff are required to call parents and exhaust all emergency phone contacts to ensure camper's safe pick-up.

If no contact is made within 30 minutes, staff will alert the Program Director, Recreation Director, and District Manager.

If the parents and emergency contacts cannot be reached within 1 hour of closing, the Recreation Coordinator will contact the local authorities.

### **ABSENCES**

For planning and safety purposes, please report all absences ASAP by phone or email: 303-979-2233 ext. 210 or [kcrpteachers@kcranch.org](mailto:kcrpteachers@kcranch.org)

### **VISITORS**

All visitors are required to schedule their visit in advance with the program director to ensure the safety of all campers.

Visitors are required to sign in and provide identification when visiting the program.

### **BEHAVIOR AND DISCIPLINE POLICY**

Our goal is to foster positive relationships between families and staff to create a sense of community that allows for open communication should a challenge arise.

In this environment children are able to learn at their own pace based on their developmental level, personality and culture. Children will be encouraged to express themselves using their words to communicate their wants, needs, and feelings. They will also be encouraged to use good listening skills to understand the wants, needs and feelings of others.

We rely on redirection and positive reinforcement for behavior management. If these strategies are not effective, camp staff will contact the family to discuss strategies to help the camper be successful.

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



All campers are entitled to a pleasant and respectful environment while attending the program. Campers who are consistently disruptive, disrespectful and unsafe will not be allowed to remain in the program. Examples include but are not limited to; behavior that inflicts physical or emotional harm to themselves, other campers and/or staff. Consistently ignoring or disobeying camp rules.

Discipline is NEVER associated with food, napping, or toilet training.

All staff, volunteers, and visitors participating in classroom activities will treat students with kindness, courtesy and respect.

Staff will be consistent and fair when implementing child guidance techniques of redirection and positive reinforcement.

The goal is to foster a safe, secure, enjoyable, consistent and caring environment. We will help campers learn to become responsible citizens, to use problem-solving techniques, and to make good choices.

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 camper's behavior.
2. If the disruptive behavior continues or repeats, a staff member will speak with the program director and the camper to decide on a course of action.
3. If the behavior continues or repeats, a staff member will help the camper complete a "Think About It" form. A "smiley face chart" may also be used to track behavior and better communicate with parents.
4. If the behavior continues, parents will be notified, and the Program Director will complete a Behavior Report to be sent home. To reduce challenging behavior and prevent suspension and/or expulsions, individual behavior plans will be created to help the camper be successful. Camp staff will work with parents to identify ways to empower the camper to make good choices.
5. If a camper receives three Behavior Reports, they will be suspended on the day of the third report. During the first week of the camper's suspension, the parents will need to schedule a conference with the Program Director to go over the conditions and requirements for reinstatement. Parents are responsible for payment of tuition during the period of suspension, or until the camper is withdrawn from the program or is discharged.
6. Once the camper is reinstated in the program, if a fourth Behavior Report is received, the Program Director reserves the right to expel the camper immediately and notify the parents to pick them up. The camper will be unenrolled 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 the behavior endangers the safety of the camper, other campers or the program staff, discharge will be effective immediately. This includes any type of physical abuse inflicted by the camper on other campers or staff.

## **FAMILY DISMISSAL FROM THE PROGRAM**

A family may be dismissed from programming if they do not comply with program policies. Reasonable efforts will be made to assist families in understanding and following our program policies. Issues regarding policies will be handled as follows:

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

## **REST TIME**

Rest time is a licensing requirement set forth by the Office of Early Childhood. A comfortable, soft place for children to rest individually is required by licensing. We will provide nap mats that are 2 inches thick to meet licensing standards. Please ensure your child's rest materials can be rolled into one bundle that will fit into a standard sized tote bag or in their cubbies. Children are given quiet time, and if they choose to not nap, they will be given a quiet activity. Parents must take bedding home at the end of each week to wash and bring back the next week they are at camp.

## **DIAPERING AND TOILETING**

All children enrolled in the Program must be toilet trained and in cloth undergarments during their time at the center. **We cannot provide diapering of any sort due to the nature of our childcare license.** Pull-ups, swim diapers or diapers are not permissible at any time and children needing such will not be deemed toilet trained and will not be allowed to continue with the program. Strong independent toilet training skills include wiping by themselves, no more than two accidents in a week and no more than four accidents in a month.

We do understand that children have accidents. We ask that each child keep at least one extra set of clothes at school in their classrooms. In the case of an accident, soiled clothing will be stored in a bag and placed with the child's belongings to go home for laundering.

## **ADA – Americans with Disabilities Act**

The KCRMD prohibits discrimination against people with disabilities. The district will make 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 another specialist as necessary or our registered nurse consultant.
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## **HEALTH AND SAFETY**

### **MEDICATION ADMINISTRATION**

- If a child needs to take a prescription or over-the-counter medication during programming, the parent must provide a completed, signed medication authorization form. **Please contact the program supervisor for this form. All completed forms expire after one year.**
- The medication provided must be in the original container accompanied by the doctor's instructions. If a medication needs to be kept at the program for 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 location, accessible only to staff trained in medication administration.

### **SICK AT CAMP**

- If a participant has any of the following conditions, parents will be notified to pick up the participants immediately: **contagious disease, fever over 100.4 F, vomiting or diarrhea, an accident requiring medical attention or the inability to participate in camp activities.**
- For more guidelines on when to stay home, reference [How Sick is too Sick](#) published from the CDPHE . Check out CDPHE [Prevention Strategies](#).
- In case of **serious accident or illness**, parents will be called immediately. If necessary, the participants will be taken to one of the local hospitals by emergency vehicle for treatment. 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 camper is absent due to illness during one or more of their scheduled attendance days, the family is still responsible for payment. No credits 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 Program Director.

### **ACCIDENT REPORTS**

- If a participant is involved in a minor or major accident at camp, the staff will complete an Accident Report to be sent home with the parent or guardian. A copy of the report will also remain on file at the program.

### **SUNSCREEN**

- Children are required to arrive at camp with their first application of sunscreen applied.
- Staff will reapply throughout the day using Rocky Mountain Sunscreen SPF 50, broad spectrum sunscreen.
- If parents prefer to send a different sunscreen for their child to be stored at camp, it must be in the original container LABELED with the camper's name. (Be aware we are applying multiple times a day).

### **INCLEMENT WEATHER**

- In the case of inclement weather, campers will be allowed to play outdoors in temperatures as cold as 25 F and above, when dressed appropriately, and as warm as 100 F with proper shading and hydration available. Otherwise, participants will be required to play indoors.
- If weather conditions pose a safety and/or health hazard to program participants and staff (i.e., tornados, flooding, etc.) the program will be closed for safety.

## **SAFETY**

- Staff will make every effort to prevent campers from leaving in a car with a parent or guardian who is under the **influence of drugs or alcohol**.
- The police will be called to give the camper and parents a ride home.
- Staff will not under any circumstances provide transportation to a parent who appears to be impaired by drugs or alcohol. The program insurance does not cover transportation unrelated to the program.
- **Staff are required by law to report suspected cases of child abuse.** This includes reporting neglect, by parents who appear to be impaired by drugs or alcohol.

## **COVID-19 RELATED HEALTH STATEMENT**

The preschool age programming will continue to follow Jefferson County Public Health Department's COVID-19 policies and guidelines. KCRP will adjust accordingly as the guidelines evolve. The most current guidelines are:

COVID guidelines from the [CDPHE](#), [JCPH](#), and CDC recommended that childcare settings transition into routine disease control. While it is still very important to follow guidelines for symptomatic preschoolers, or those exposed to someone with a positive COVID test, **we no longer require documentation for them to return.**

Follow these steps if your preschooler has COVID symptoms or will be out due to exposure:

1. E-mail [KCRPteachers@kcranch.org](mailto:KCRPteachers@kcranch.org) to let them know your child will be out of program. If comfortable sharing with all teachers, please also include symptoms or situation. We are required to track any illnesses for our childcare license through the State. If you would rather keep the symptoms or situation confidential, please e-mail me ([carac@kcranch.org](mailto:carac@kcranch.org)) separately after letting the teachers know your preschooler will be out.
2. Reference the following document for next steps:  
<https://drive.google.com/file/d/1RcdCmU4SYXwmVhJrA3Pyk0gP0MTDCIkF/view>
3. Email [KCRPteachers@kcranch.org](mailto:KCRPteachers@kcranch.org) to communicate how long your preschooler will be out.
4. Contact the program director with any for guidance.

Our goal is to ensure the campers and staff a healthy and safe environment. If in doubt, please reach out!

## **EMERGENCY PLAN**

In case of emergency or natural disaster, the following procedures will be followed:

When possible, communication will be sent through ePact.

### **A person with a firearm on KCRMD property**

- 911 will be called.
- Campers will be removed from danger by initiating a Lockout (Standard Response Protocol (SRP) procedures).
- Parents and/or all authorized guardians will be notified ASAP.
- Procedure drills will be practiced with campers monthly.

### **A person with a firearm IN KCRMD property**

- 911 will be called.
- Campers will be removed from danger by initiating Lockdown (Standard Response Protocol (SRP) procedures).
- Parents and/or all authorized guardians will be notified ASAP.
- Procedure drills will be practiced with campers monthly.

### **Floods**

- Campers will be moved to a safe location and provide emergency care as needed (CPR, First Aid, etc.)
- Staff will alert authorities and request help if needed.
- Staff will alert the Recreation Coordinator and Supervisor.
- If a District vehicle is available and safe for transportation, staff will transport participants to safety.
- Parents and/or guardians will be notified ASAP.

### **Tornadoes**

- Staff will move campers to safety, take attendance, alert local authorities/emergency services and call the Program Director.
- If indoors, staff will move campers to a basement or a room with no windows (i.e., gymnasium, bathroom, etc.)
- If outdoors and no safe space is nearby, staff will instruct campers to lay flat on the ground or in a ditch.
- Parents or all authorized guardians will be notified as soon as possible.
- Monthly drills will be practiced.

### **Fire**

- Staff will guide campers to move quickly and orderly to the designated exit, other staff will take attendance ensure all campers are accounted for.
  - All participants will walk in an orderly manner to the designated safety area outside—one staff member will lead, and one staff member will bring up the rear.

- Attendance will be taken again. If anyone is unaccounted for, staff will alert Emergency Personnel and the program director.
- Campers will stay with staff in the designated area until emergency personnel give further instruction.
- Fire drills will be practiced with campers monthly.

**Emergency Evacuation**

If the entire area (neighborhood, county, city etc.) must be evacuated due to an emergency or hazard announced by Emergency Authorities, staff and children will be moved to the pre-designated relocation site.

The relocation site information will be posted on the entry doors to the program facility and will include staff contact information.

Upon arrival at the pre-designated relocation site, staff will notify parents of relocation and provide the address of the pre-designated relocation site for parents to pick up their child.

- 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 Falcon Bluffs Middle School (8449 S Garrison St Littleton, CO 80128 303-982-9900)

**PROGRAM LICENSING**

The KCRMD Summer Camp Program is licensed by the State of Colorado. We adhere to safety and programming standards set out by the state. A copy of the licensing plan is always available for your viewing. Please contact the Recreation Coordinator for more information.

**REPORTING CAMPER ABUSE/LICENSING VIOLATIONS**

Any parent or staff who has reasonable cause to suspect a camper has been subjected to abuse or neglect, or who has observed the camper being subjected to circumstances or conditions which could result in neglect or abuse, shall immediately report or cause a report to be made of such fact to the Department of Social Services in the county in which the camper resides, or to the local law enforcement agency in the community in which the incident is believed to have occurred. Any complaint or reasonable cause of suspected licensing violations within a childcare facility shall be filed with the Colorado Department of Social Services.

**Suspected Camper Abuse reported to:**

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

Division of Camper Care  
1575 Sherman Street, Denver, CO 80203  
(303) 866-5958

**Licensing Violations reported to:**

Colorado Department of Social Services

## FREQUENTLY ASKED QUESTIONS

1. How do I know when my ePact profile is complete?

*Each section on the ePact profile will have a green check mark when completed. As a final step you must click the **Share** button.*

2. If my ePact profile isn't quite complete, can my camper still attend camp?

**No.** *We will not have access to any of your camper's information until the ePact profile is completed.*

3. Do currently enrolled families receive priority registration for holiday and summer camps?

**Yes.** *Children currently enrolled in the preschool program within the last three months of the current school year receive priority registration.*

4. Who do we contact when our student will be absent or is sick on a scheduled camp day?

*Please email the [kcrpteachers@kcranch.org](mailto:kcrpteachers@kcranch.org) email or call the front desk at 303-979-2233*

5. Will a parent who calls ahead to warn staff they will be late to pick up their camper still be charged a late fee?

**YES.** *We do appreciate communication, however, the fee for picking up after 4:30pm is **\$3 per minute, per camper**. This fee will be automatically applied to your account unless otherwise requested.*

6. Where can I find more Information?

*More information is available on the Ken-Caryl website at [ken-carylranh.org](http://ken-carylranh.org)*

