

Parent Handbook

2025-2026



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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 B&A Program at the Ranch House provides explorative and fun enrichment opportunities in science, drama, sports, art, cooking, outdoor play, and group games for students at Shaffer Elementary. The KCRMD B&A Program at the Dakota Lodge and Community Center provide the same enrichment opportunities for students at Bradford K-8, with an extra bonus of nature exploration in the Ken-Caryl Valley due to its proximity. All youth programs strive to promote healthy development through experiential, hands-on learning.

To help us best serve your child, 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,
Anna Petterson
Recreation Supervisor
Youth Programs

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 students)
7676 S. Continental Divide Road
Littleton, CO 80127
Facility: (303) 979-1876
Program Cell Number: 303-594-8168

Community Center (Bradford Primary/Intermediate students: focus on K-2nd grade)
1 Club Drive
Littleton, CO 80127
Program Cell Number: 720-557-1091

Dakota Lodge (Bradford Primary/Intermediate students: focus on 2nd-6th grade)
14422 W. Ken Caryl Ave.
Littleton, CO 80127
Program Cell Number: 720-467-9981

PROGRAM FEES

2025-26 Before & After Care Program Fees*

	District Resident Per day	Non-Resident Per day	Add-on
Before School Only	\$20	\$25	Daily rate + \$3
After School Only	Bradford: \$23 Shaffer: \$27	Bradford: \$27 Shaffer: \$34	
Both Before & After	\$39	\$49	
Full Day	\$67	\$84	
Break Camp	\$67	\$84	N/A

*All fees are subject to change.

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

- Program registration online
- Current ePACT information (online student-file)
- Submit current immunization record (as part of the ePACT record)
- If needed, medication administration or health care plans

REGISTRATION & SIGN-UP

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 Kindergarten through 6th grade (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 takes place online and can be found here:

https://anc.apm.activecommunities.com/kcranchmetrodistrict/activity/search?onlineSiteId=0&activity_select_param=2&activity_keyword=Before%20%26%20After%20School%20Care&viewMode=list

Steps to registration:

1. Pay the annual non-refundable, non-transferable registration fee through online registration.
2. Complete the following prior to the first day of attendance:
 - a. ePACT record
 - b. Current Record of Immunization (provider signature within 1 year)
 - c. Medication Forms (if applicable)
3. **REGULAR families:** Either complete Premier or Monthly sign-up through your registration account prior to the online deadline.
 - a. Monthly online sign-up begins the 1st of each month prior for Resident B&A participants
 - b. Monthly online sign-up begins the 5th of each month prior for Non-Resident B&A participants
 - c. Monthly online sign-up closes the 15th of each month prior.
 - d. Premier registration is available at the beginning of each semester (Fall/Spring)
 - i. Available to District Residents only
 - ii. Space guaranteed
 - iii. No cancellations or changes to schedule once the semester has begun
 - iv. Must sign up for a minimum of 45 total sessions for the entire semester

v. If a child is absent in excess, we reserve the right to void their Premier sign-up and move them to the Monthly sign-up.

4. **DROP-IN families:** email youthprograms@kcranch.org to sign up, first-come, first served.
5. **Add-on Care:** The KCR B&A Program recognizes the need for care when unplanned events arise. Any B&A participants may sign up for additional days of care at any point, if it is after the monthly online sign-up closes the Add-On rate will apply. *Please reach out in writing and receive confirmation that we have the availability before attempting to attend.*

Priority Status:

Families that are signed up through Premier for both semesters get early access to summer camp registration.

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 AND REFUND POLICY*

The different types of school-age care KCRMD provides during the school year have different cancellation policies and deadlines:

- ❖ For **B&A**, cancellations must be made with at least 7 days' notice to receive a refund. Swapping or switching days is processed by cancelling a day and adding on another day.
- ❖ For **B&A Full Days**, cancellations must be made with at least 14 days' notice to receive a refund.
- ❖ For **Break Camp Days**, there are specific cancellation deadlines listed on the registration page and the receipt. Prior to that deadline, refunds are provided for cancellations. After that deadline, no cancellations or refunds will be provided.

Any cancellations requested after the cancellation deadline do not receive a refund. We do not provide refunds for absences due to illness or weather closures.

Effective January 1, 2026: For any cancellations that do receive a refund, customers have the option to receive a credit on account, a refund via credit card, or a refund via check. Account credits are valid for 1 (one) year. Credit card refunds will not include the credit card processing fee, only the program fee.

To make a cancellation, please email the Recreation Coordinator of your site or youthprograms@kcranch.org.

*This cancellation policy does not apply to those signed up through Premier as there are no cancellations permitted with Premier.

PROGRAM PAYMENT POLICIES

Effective January 1, 2026: Customers have the following options for payment types: credit card, account credit, and Electronic Check Payment (ECP). All transactions made with a credit card will incur a processing fee of 4.7808% (or \$1 minimum).

Monthly Sign-up:

All registration is complete online and 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 sign-up after the monthly deadline will be charged the add-on rate.**

Premier Sign-up:

First payment will be made upon completing the premier registration, the remaining balance will be put on a monthly payment schedule with each payment set up for 15 days prior to the start of the next month.

Add-on Sign-up:

Once online registration is closed, the Youth Programs team will complete the registration manually, charging the add-on rate and confirming that space is available. Each family is required to keep a credit card on file that will be charged to complete the add-on.

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 child care expenses. The KCRMD Taxpayer Identification number is 84-1087303 for the Student Care Expenses form.

How to Access your Tax Receipts

1. Begin at the Ken-Caryl Ranch home page, <https://ken-carylanch.org/>
2. Click on the teal hexagon, Register for Classes, in the middle of the page at the top.
3. Click the blue Sign In button on the right-hand side.
 - a. Log in to your account. Do not create a new account!
 - b. If you do not know your login information, please follow the steps to reset your password
4. At the top of the page on the right side, you will see a My Account button, click it.
5. 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.
6. Change the tax year to the year you need and use the dropdown menu to select the appropriate family members. Select the family member responsible for payment.
7. Click the green box that says Generate tax receipts.
8. This will generate a pdf of your tax receipt for the year requested (2018, etc.) that you are able to view and print.

HOURS AND DAILY SCHEDULE

All programs are offered Monday–Friday.

Before Care Daily Schedule (Bradford only):

	Activity	Description
6:45 AM	<i>Parent Drop-off begins</i>	Free play centers
7:45 AM	<i>Snack and Morning Meeting</i>	Wash hands, eat snack (parents provide), and review Core Values
8:00 AM	<i>Outside Free Play/Enrichment</i>	Students play outside and/or participate in the enrichment activity of the day
8:15 AM	<i>Drop-off ends</i>	Buses are loaded and depart for school

After Care Daily Schedule:

	Activity	Description
4:05PM (Bradford) 3:00PM (Shaffer)	<i>Parent Pick-up begins</i>	Buses arrive back to the site after school pick-up
30 minutes	<i>Snack and Afternoon Meeting</i>	Wash hands, eat snack (parents provide), and review Core Values

30 minutes	<i>Outside Free Play/Enrichment</i>	Students play outside or participate in the enrichment activity of the day
5:00 PM	<i>Homework and Reading</i>	Students will either read a book or work on homework
5:30 PM	<i>Centers</i>	Students choose between a variety of free time activities
6:00 PM	<i>After Care Closes</i>	All students must be picked up by 6:00

Schedule is subject to change.

Full day programs are offered on school holidays, breaks, and early release days. See separate school calendar for all dates. **All Full Days and Break Camps are from 8:00 AM to 5:00 PM.**

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 the student up from the field trip.

The staff to student ratio on all field trips is 1:10 or less. A roster of all passengers will be left with our front desk for verification.

The program is closed on the following dates/holidays: Sep. 1, Nov. 27-28, Dec. 24-26, Jan. 1, May 25, and May 29.

CODE OF CONDUCT & BEHAVIOR GUIDELINES

Parents can expect:

- Their children will be cared for in a safe, supportive environment.
- To be kept informed of any challenging behaviors, incidents, or successes that happen at program
- Well trained Youth Instructors to lead high-quality enrichment activities for their camper to participate in every day

The program expects parents will:

- Read all distributed materials and emails and adhere to the policies outlined therein
- Drop off and pick up on time and notify us of any absences
- Support our staff in efforts to address challenging behaviors
- Adhere to the District Code of Conduct available for review on the official District website
- Contact the program if their student will not be attending on a scheduled day.

Students can expect:

- To have a safe, caring, and pleasant environment.
- Equal access to all the program equipment, materials, and facilities.
- Constructive, non-punitive discipline and redirection.
- Recreational opportunities for learning, fun and growth.

The program expects that the students will:

- Remain with the group and program staff at all times.
- Follow the **KCR Core Values** throughout each day

KCR Core Values

Treat yourself and others with **RESPECT**
Take **RESPONSIBILITY** for your words and actions
COOPERATE with your leaders and your team
Show others you **CARE**

BEHAVIOR GUIDANCE

KCR's approach to behavior management is to implement strategies supporting positive behavior, pro-social peer interactions, and overall social and emotional competence in our participants. Physical or punitive methods of discipline are prohibited. Age-appropriate, team based positive behavior support plans are implemented in our programs. We encourage parents/guardians to read the monthly newsletters to learn more about the system put in place.

In addition, a variety of methods will be used to cultivate constructive relationships with parents/guardians. We encourage and expect everyone to openly and respectfully share ideas, feedback, and concerns with one another regarding challenges.

All are entitled to a respectful, pleasant and harmonious environment at the program. The program cannot serve children who display prolonged or intentionally disrespectful behavior that is unsafe for themselves or others. Examples of these behaviors may include using words or actions that inflict emotional or physical harm, causing constant disruptions to program, or chronically disobeying rules designed to keep all participants and staff safe.

DISCIPLINARY INTERVENTIONS

Reasonable efforts will be made to assist children to adjust to the program setting. Behavior challenges will be handled following the procedure listed below.

Level 1 (general, non-compliant behavior):

1. A staff member will verbally redirect the child's behavior and provide a warning.
2. If the behavior continues, a staff member will speak with the child and will give an appropriate natural consequence
3. If the behavior continues, a staff member will redirect the child and provide a further appropriate natural consequence and/or discuss and complete a *Think About It* sheet with him or her.
 - a. A *Think About It* sheet is used to discuss what happened, why it is not appropriate, and how the child can move forward positively.

Level 2 (the continuation/escalation of Level 1 or deliberately disrespectful behavior that inflicts harm or endangers anyone's welfare):

4. The Recreation Coordinator and another team member will be notified and the situation discussed. The Recreation Coordinator will speak with the child individually. A *Behavior Report* will be completed and discussed with parents, and a copy will be sent home and kept on file.
 - a. If needed, Youth Staff will provide individualized social and emotional intervention supports and behavior plans to promote camper success. It is essential that the provider and parents work together on persistent challenges to support the needs of the child.
5. If a participant receives a third *Behavior Report*, he or she will be suspended for an appropriate amount of time. During the suspension, a formal meeting will be conducted with the parent/guardian, participant, and Youth Staff to determine the conditions for

reinstatement. Parents will be responsible for the payment of tuition during the period of suspension.

6. If a participant receives a fourth *Behavior Report*, he or she will be suspended effective immediately. Effective the following day, the participant will be dismissed from the program. Parents will not be responsible for payment for any tuition after the date of discharge.
 - a. In rare and severe cases, under the guidance of the Recreation Director, dismissal will be effective immediately.

A comprehensive description of the District's Code of Conduct, which governs the procedures outlined herein, is available for review on the official KCRMD website. The Behavior Report constitutes the 'Disciplinary Determination'.

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. Parents or another authorized adult are required to sign in and/or out their students every day.

In the case a student becomes 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 allowed to leave with persons other than the parent listed on the child's ePACT record only if permission has been given on the Parent/Legal Guardian portion of the child's ePACT record, in writing via text or email. If an authorized person is picking up other than a parent, they must bring an ID for us to check. 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 to prolong their presence in the program space. Students of the program can be found in the designated room assigned at each facility unless otherwise stated. Parents may not leave a student at a KCRMD program site unless staff is there to supervise the student.

KCRMD and Colorado State Childcare Licensing require that each camper be signed in and out each day by a parent or other person with written authorization. KCRMD accepts responsibility as the care provider of the child upon the parent's signature (or verbal codeword) when checking in.

Site Specific Procedures:

❖ Ranch House Drop off:

1. Drop off for Full Days and Break Camps at the Ranch House is 8:00-9:00am, no children will be allowed to check in prior to 8:00am.
2. Check-in will be in the lobby of the South Entrance.
3. The parent will complete the check-in process on the tablet for their child's camp.
4. Once checked in the parent may help their child hang their belongings on a hook. Parents are not permitted inside the classroom.

❖ Ranch House Pick-Up:

1. The parent/guardian 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.
2. The staff member will check name and ID and assist with signing the child out of program on the iPad.
3. Parents are *not* permitted inside the classroom.
4. Once signed out, please exit out of the front door.
5. If the group is outside, please walk up the sidewalk near the playground and a staff member will approach to sign your child out.

❖ Dakota Lodge Before Care Drop-Off:

1. The parent/guardian and child will ring the doorbell at the childcare door entrance (west side).
2. The iPad for check-in will be located on the ledge to the left inside. **Parents are required to sign in using their own signature.**
3. The student will enter the room and put their belongings on a hook. We encourage parents to remain by the door.
4. If the group is outside, please walk up the sidewalk near the playground and a staff member will approach you.
5. You must have your student dropped off prior to 8:15am.

❖ Dakota Lodge After Care Pick-Up:

1. The parent/guardian/authorized pick-up will come to the childcare door (west end) and ring the doorbell.
2. A staff member will come to the door, check name and ID and assist with signing the child out of program on the iPad.
3. We encourage parents to wait by the door for their child.
4. If the group is outside, please walk up the sidewalk near the playground and a staff member will approach you.

❖ Community Center Before Care Drop-Off:

1. The parent/guardian and child will knock at the childcare door entrance
2. The iPad for check-in will be located on the counter at the front desk. **Parents are required to sign in using their own signature.**
3. The student will put their belongings away on a hook. We encourage parents to remain by the door.
4. If the group is outside, please walk down the sidewalk next to Club Drive to the playground behind the Community Center and a staff member will approach you.
5. You must have your student dropped off prior to 8:15am.

❖ Community Center After Care Pick-Up:

1. The parent/guardian/authorized pick-up will come to the childcare door and ring the doorbell.
2. A staff member will come to the door, check name and ID and assist with signing the child out of program on the iPad.
3. If the group is outside, please walk down the sidewalk next to Club Drive to the playground behind the Community Center and a staff member will approach you.

PERSONAL BELONGINGS: WHAT IS NOT ALLOWED IN PROGRAM

- o 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.
- o Portable game devices and other electronics
- o Cell phones and smart watches- Can be kept in the student's backpack. Students are always welcome to contact parents through our site and program phones as needed.
- o Money

MEALS AND SNACKS

During both Before Care and After Care each day, we will have a designated snack time. Families are required to 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.

ABSENCES

If your camper will be absent from a scheduled day of care, please notify staff as far in advance as possible. You may call/text the site cell phone number (TBA) or email the Recreation Coordinator for the site or youthprograms@kcranch.org.

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) 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.

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. 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 welcomes 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 late pick-up fees:

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

If parent/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 personnel: Recreation Coordinator, Recreation Supervisor, Recreation Director, District Manager.

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 DISMISSAL FROM THE PROGRAM

A camper may be dismissed if he/she is picked up late three times without notification. Any camper will be refused entrance if payment and forms for the program are not up to date.

HEALTH AND SAFETY

SICK AT PROGRAM

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 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 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 Director.

MEDICATION ADMINISTRATION

KCRMD does not employ any medical staff or provide any medication, including aspirin, non-aspirin products or antiseptics. Children requiring medication will not be permitted to begin the program without proper forms and medications.

When a child must take a prescription or over-the-counter medicine the parent must provide a completed, signed medication authorization form. **Please contact the program supervisor for this form. Please note that all completed forms expire after one year.**

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 controlled substances will be stored in a locked location accessible only to staff trained in medication administration.

Youth Staff will dispose of medications after the expiration date or after two weeks of the child's last day in the program.

ACCIDENT REPORTS

If a student is involved in an 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 for three (3) years.

SUNSCREEN

Our program uses Rocky Mountain Sunscreen's SPF 30/50 broad spectrum sunscreen.

If you prefer your child 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.

Weather Related Closures: KCRMD follows Jefferson County Schools decisions on weather-related closures and delays. If the schools have a Delayed Start, all Before Care programs are cancelled. If the schools have a Snow Day, all Before Care and After Care programs are cancelled.

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)

AMERICANS WITH DISABILITIES ACT (ADA)

KCR Metropolitan District complies with the requirements of the Americans with Disabilities Act (ADA). The District makes every possible reasonable accommodation for qualifying students with disabilities or delays so that everyone may enjoy the programs we offer. District staff will work with all children to address a variety of disabilities; however, our staff does not have the expertise needed to identify, diagnose or address every disability or health need.

We want to be prepared to care for your child and aid in their success in our programs, so please share with the Recreation Supervisor or program coordinator any support services your child might need. Some common accommodations made in the Youth Programs include: modified activities, behavior plans, additional attention from staff, etc. In some cases, the administrative staff, in consultation with the family and the nurse consultant, may determine the program is unable to meet the needs of the child and the family. The District cannot make accommodations that are unduly burdensome or that fundamentally alter the nature of the programs. Any student, including students with disabilities, may be removed from a program as determined by the District.

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. 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. If you continue to get reminders, there is still something missing!

2. Can my child come to program if their ePACT record 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?

Please call the provided site phone number or 303-979-1876 or email youthprograms@kcranch.org.

4. Does calling ahead relinquish parents from paying the late pick-up fee if they arrive after closing time?

*No. The fee for picking up after closing time is **\$1 per minute, per child**. After reminding the parent(s), this fee will be automatically applied to the account.*

5. Does it help my registration access to participate in the KCR school-year programs?

Yes, families that sign-up Premier for both semesters of the 2025-26 school year will get priority access to summer camp 2026 registration.

6. What location are full day program offered on no school days?

The Ken-Caryl Ranch House (7676 S. Continental Divide Road, Littleton, CO)

7. Where can I find more information?

More program information is available on the Ken-Caryl website at ken-caryl.org/youth-programs-school-age-care

