



Parent Handbook

Dakota Lodge Camp

Summer 2026



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Welcome Families!

Welcome to Ken-Caryl Ranch Metropolitan District (KCRMD) 2026 Summer Nature Camp program! It is our pleasure to offer a nurturing, educational, immersive, and adventurous summer program to you and your family.

Our Summer Camp program offers tremendous opportunities for campers to try new things, learn, grow – and have a blast while doing it! We strive to promote healthy development through experiential, recreational learning.

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 (720) 599-3223 or Nikn@kcranch.org.

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

Sincerely,

Niklas Nordstog & the KC Nature Staff

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.

PROGRAM LOCATIONS & CONTACT INFORMATION

School Age Nature Camp Program Location:

Dakota Lodge
14422 W. Ken-Caryl Ave.
Littleton, CO 80127

Dakota Lodge Camp Director:

Niklas Nordstog
Recreation Coordinator-School Age Programs
(720) 599-3223, NikN@kcranch.org

Nature Camp Programs by grade (grade entering August 2026):

TADPOLES: K-2nd grade campers

FROGS: 3rd-6th grade campers

REGISTRATION

Registration is done online and can be found by going to www.ken-carylranh.org and clicking the teal “Register” button in the top right.

All information is kept up-to-date on our website. Registration happens in phases:

- Current School-year B&A Premier families: February 3-March 31
- Ken-Caryl District Residents: February 10-March 31
- Non-residents: February 17-March 31

Spots are filled first come, first served in online registration.

PROGRAM WAITLIST & FEES

If your child is on the waitlist, you will be contacted when and if openings occur.

2026 Summer Camp Program Fees/Full Week:

Resident: \$325, the \$40 *non-refundable, non-transferable* deposit included

Non-Resident: \$423, the \$40 *non-refundable, non-transferable* deposit included

To attend camp, all families must provide the following for their child:

- Online camp registration
- Online ePACT record (Includes Health information, Emergency Consent and Release, Authorized Pick-up list, current immunization record)
- 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 & REFUND POLICY

2026 Cancellation Deadline:

On or before March 31 Forfeit \$40 deposit. We cannot perform any switches for other weeks or camps. Cancellations must be in writing.

After March 31 **No refunds or changes available. Full payment due for all registered weeks.**

When we reserve your space for the summer, we often turn other families away and are unable to fill that space later. Therefore, **there are no daily cancellations or changes permitted after the deadline.**

PROGRAM PAYMENT

At the time of registration, you will be required to make a deposit of \$40 for each week of camp you are enrolling in, this does not include waitlisted weeks. The remaining balance will be automatically put on a monthly payment schedule. Your payment plan details can be found at the bottom of your receipt. If you would like to update your payment method, you can do this by logging into your account and using the "Change Auto-Charge Payments" link on your account options page. A credit card must be kept on file to auto-charge on your payment due dates. Reminder that deposits are non-refundable/non-transferable.

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

CODE OF CONDUCT & BEHAVIOR GUIDELINES

Parents can expect:

- Their campers will be cared for in a safe and supportive environment.
- To be kept informed of any challenging behaviors, incidents, or successes that happened at camp
- Well trained counselors 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

Campers can expect:

- 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 campers 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 campers. Physical or punitive methods of discipline are prohibited. Age-appropriate, team based positive behavior support plans are implemented in each camp program. We encourage parents/guardians to check in with their camp staff on this system in order to be fully informed.

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 summer camp program cannot serve campers 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 campers and staff safe.

DISCIPLINARY INTERVENTIONS

Reasonable efforts will be made to assist campers 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 camper's behavior and provide a warning.
2. If the behavior continues, a staff member will speak with the camper and will give an appropriate natural consequence
3. If the behavior continues, a staff member will redirect the camper and provide a further appropriate natural consequence and/or discuss and complete a *Think About It* sheet with the camper.
 - a. A *Think About It* sheet is used to discuss what happened, why it is not appropriate, and how the camper 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 camper 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 camper receives a third *Behavior Report* the camper will be suspended for an appropriate amount of time. During the camper's suspension, a formal meeting will be conducted with the parent/guardian, camper, 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 the camper receives a fourth *Behavior Report*, the camper will be suspended immediately and notify the parent to pick up the camper. Effective the following day, the camper 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 direction 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 District website. The Behavior Report constitutes the 'Disciplinary Determination'.

CAMP SCHEDULE

2026 Camp Dates: Monday, Jun 1–Friday, August 7*
*No camp on Friday, June 19 or Friday, July 3

Daily Hours: 8:00 AM–5:00 PM, Monday–Friday

Daily Activities: **We play hard!** Daily activities are mostly outdoors and include science, hiking, art, sports, group games and much more!

Other Special Activities:

Tadpoles Schedule		Frogs Schedule
Monday	Teambuilding	Teambuilding
Tuesday	Swimming	Hike & Hard Skills Practice
Wednesday	Hike & Tennis	Leadership & Tennis
Thursday	Hike & Hard Skills Practice	Swimming
Friday	Field Trip	Field Trip

*A detailed weekly newsletter will be sent via email each week your child is registered.
Activity schedules are subject to change.*

Field Trips:

Each camp goes on a field trip on Friday. Field trip destinations include indoor and outdoor facilities like zoos, amusement parks, museums, water parks, and much more! *The Summer Camp field trip schedule can be found at ken-carylranh.org.*

Parents will be notified in advance of all field trip destinations, departure times and return times. Please note that all schedules are subject to change due to unforeseen circumstances!

If a camper arrives late after the group has left for an excursion the parent is responsible for the care of that camper. Campers must adhere to the code of conduct and all field trip rules. Campers that behave inappropriately on a field trip may be suspended from future excursions.

The KCRMD Youth Programs use transportation to go to and from locations away from the designated facility. KCRMD will use District transportation (14-passenger buses) that are 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.

Permission by parents or guardians must be acquired before a participant can be transported in KCRMD vehicles. KCRMD does not permit transportation of campers in any staff's personal vehicle.

The KCRMD staff will follow the bus safety policies and procedures below in addition to all rules and regulations established outside of transportation:

- Passengers shall be instructed and required to keep the seat belt properly fastened and adjusted.
- All objects and body parts 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.
- Any participant that does not adhere to these rules may not be permitted to attend field trips.
- 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 a safe place, contact 911 if it is a life-threatening emergency, contact the program supervisor, contact the parents.
- The staff to camper ratio on all field trips is less than 1:10.

WHAT TO BRING TO CAMP

All campers must bring the following to each day of camp:

- A nutritious lunch
- Two snacks (AM and PM)
- A reusable water bottle
- *Swim days:*
 - Swimsuit
 - Towel
 - Swim shirt!

Send belongings in a backpack or other bag to keep everything together and ***please label all belongings with first and last name.***

What NOT to bring to camp:

- Toys and/or valuables
- Portable game devices and other electronics (cell phones *and smartwatches* must stay in backpack)
- Money

Ken-Caryl Youth Programs is not responsible for personal items students bring from home. Occasionally, on designated days, students may be allowed to bring certain items from home. In this case, items must be labeled with the student's name and students will be responsible for their own belongings.

MEALS AND SNACKS

Campers are required to bring two snacks and a lunch to camp every day. We encourage those snacks and lunch to be healthy and nutritious – no soda please. Lunches will not be refrigerated or microwaved. **Please mark all lunch boxes/containers with the camper's first and last name.**

During camp, campers will take part in occasional food parties and group cooking activities. **Please inform the Camp Director of any food allergies** prior to your camper attending camp, this is best done when completing their ePACT record.

CLOTHING AND DRESS

Appropriate clothing is necessary to allow children the freedom to participate in the variety of activities we offer. These activities may include active games, sports, crafts, science, and cooking. We strongly recommend clothes that are sturdy and washable and close-toed shoes for running. Weather permitting, children will participate in outdoor activities and should be dressed accordingly. KCRMD Youth Staff reserve the right to address a camper or parent/guardian whose clothing is deemed inappropriate.

For swimming, all campers are required to provide and wear their own **swim shirt** (e.g. long or short-sleeved rash guard) over or with their swimsuit. This helps with sun protection and identification of KCRMD Campers

versus public pool patrons. Other swimming gear is optional but could include goggles, swim cap, or a personal flotation device.

PROGRAM NUTS & BOLTS

ATTENDANCE & SAFETY

- Upon arrival and periodically during the day attendance will be taken to confirm a camper is present and accounted for both on and off site.
- Parents or another authorized adult are required to check in and out their camper every day.
- *If your camper attends extracurricular activities with non-camp staff or has any other kind of arrival/departure time changes, please contact the Camp Director or youth staff.*
- In the event a camper becomes lost, staff will notify the parents and local authorities immediately. Any lost camper is reported to the police and department of Social Services. When going off-site for field trips or activities, a roster will be left with on-site staff including a note indicating the specific location of the group.

DROP-OFF AND PICK-UP PROCEDURES

Parents can drop-off their camper from 8:00am to 9:00am and pick-up from 4:00pm to 5:00pm. Parents can drop-off or pick-up outside of the designated timeframes but must arrange this with the camp staff in advance. On field trip days, campers must be dropped off **no later than 9:00am** to ensure timely departure.

Designated drop off/pick up points will be clear at the facility.

Guidelines for protecting the safety and wellness of children have been established. *Parents are not permitted inside the camp rooms.* Parents will choose and list a codeword as part of the ePACT paperwork to be used as a replacement for a physical written signature when necessary. Step-by-step procedures are outlined below.

Drop off/Check in

Drop off is 8:00-9:00am, no children will be allowed to check in prior to 8:00am.

1. Check in will be located near the playground.
2. Each camp will have its tablet labeled (Tadpoles, Frogs). The parent/guardian will complete the check-in process on the tablet for their child's camp.
3. Once they are checked in, the parent/guardian may depart or escort the child to their camp door to drop their belongings off.
4. In case of inclement weather, the check-in table will be located in the Dakota Lodge lobby.

Pick up/Check out

Pick up is 4:00pm-5:00pm

1. Check out will be located near the playground.
2. Each camp will have its tablet labeled (Tadpoles, Frogs). Camp staff will assist the parent/guardian in completing the check-out process on the tablet for their child.
3. In case of inclement weather, the check-in table will be located in the Dakota Lodge lobby.
 - a. Camp staff will assist in retrieving the child while the parent remains in the lobby.

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 camper care provider upon the parent's signature (or verbal codeword) upon checking in.

Parents may not leave a camper at a KCRMD program site unless staff is there to supervise the camper.

ABSENCES

If your camper will not be attending the program because of scheduled appointments, vacations, or other planned absences, please notify the staff in advance. If your camper is absent due to illness, please also notify the camp. You may call/text the camp cell number (TBA in the weekly camp newsletters) to notify us or email the Camp Director. There are no refunds for absences.

AUTHORIZED RELEASE OF CAMPERS

Campers will be allowed to leave with persons other than the parent only if permission has been given on the ePACT record, in writing, or by phone message from the parents in case of an emergency. When an unauthorized individual seeks the release of a camper, the program supervisor will be contacted along with any parent or guardian to ensure the camper's safety.

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.

PROGRAM CLOSING TIME

Our program closes at 5:00 PM. Parents whose campers remain past 5:00 PM will pay a late pick-up fee:

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

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

The camper may be dismissed from the program if three late pick-ups without notification occur. If all contacts are exhausted and parents and emergency contacts cannot be reached within 1 hour of closing the Recreation Coordinator will contact the local authorities and/or police to handle the situation.

FAMILY DISMISSAL FROM THE PROGRAM

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

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

HEALTH AND SAFETY

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.

SICK AT CAMP

- 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**, the parents of the participant 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 camper is absent due to illness during one or more of the scheduled attendance days, the family is still responsible for payment. 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.

ACCIDENT REPORTS

- If a participant is involved in a minor or major accident while at KCR Care, 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

- We ask each child to come to program with sunscreen already applied. Our program uses Rocky Mountain Sunscreen 30-50 SPF broad spectrum sunscreen.
- Parents may provide an alternative sunscreen for their child. These will be kept out of reach of children and with their camp group for the weeks the child attends. All sunscreen must be in the original container and labeled with the participant's name.
- Students may apply sunscreen to themselves under the direct supervision of a staff member.

INCLEMENT WEATHER

- In the case of inclement weather participants will be allowed to be 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 participants will be required to stay indoors. If we feel weather conditions create hazards to program participants and staff we reserve the right to close the program for safety precautions.

SAFETY

- Staff are to make every effort to keep a participant 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 participants 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.
- 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.

Emergency Plan

In case of an emergency or natural disaster we follow the procedures listed below. When needed, we will send communication through ePACT.

Someone appearing on KCRMD property with a firearm

- 911 will be called and campers 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/quarterly drills will be practiced.

Someone appearing inside KCRMD property with a firearm

- 911 will be called and campers 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/quarterly 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 the 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 campers lay flat on the ground in a ditch.
- Parents or all authorized guardians will be notified as soon as possible.
- Monthly/quarterly drills will be practiced.

Fire

- Staff will direct campers 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 Bradford Intermediate (2 Woodruff, Littleton, CO 80127 303-982-4882)
- 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 303-979-1876)

CAMPERS WITH MEDICAL NEEDS/SUPPORT SERVICES

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 Camp Director any support services your child might need during camp. 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.

*For summer programs, please contact the Camp Director by **Monday, April 6** for support requests or inquiries.*

PROGRAM LICENSING

The KCRMD Summer Camp 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 always available for your viewing. Please contact the Recreation Coordinator for more information.

REPORTING CHILD ABUSE/LICENSING VIOLATIONS

“Any parent/staff who has reasonable cause to know or suspect that a camper has been subjected to abuse or neglect or who has observed the camper 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 camper 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 Child 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 Camper Care
1575 Sherman Street, Denver, CO 80203
(303) 866-5958

FREQUENTLY ASKED QUESTIONS

1. How can I tell if my ePACT profile is complete?
Each section on the ePACT profile will have a green check mark next to it when complete. As a final step you must click the Share button.
2. Can my child come to camp if the ePACT profile is mostly complete or has not been submitted?
No! We do not have access to any of your camper's information until the ePACT profile is completed.
3. Does it help my registration access to participate in the KCRMD 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.
4. Who should I call if my child will be absent on a scheduled camp day?
Please call the provided camp cell phone number or 303-979-1876 or email Torii@KCRanch.org.
5. Does calling ahead relinquish parents from paying the late fee if they arrive after 5:00pm?
*No. The fee for picking up after 5:00pm is **\$1 per minute, per camper**. After reminding the parent(s), this fee will be automatically applied to the account.*
6. Where can I find more information?
More information is available on the Ken-Caryl website at ken-carylranh.org