



Cloverleaf Ranch  
The "How to Go to Day Camp" Booklet

**General Information and Camp Policy**

**Parents: Please make certain your camper understands the information that follows, it will be critical for their success.**

To All Parents and Campers:

Cloverleaf Ranch has three main objectives in its camping programs. First, we want every camper to have the opportunity to learn new skills and to gain knowledge in several fields of camp and outdoor life. Second, we want every camper to have the opportunity to meet new friends and to learn the give and take of peer relationships. Third and most important, we want each camper to have a fun-filled and memorable experience. The main purpose of Cloverleaf Ranch has always been to provide children with an environment free of social pressures where they may have a great time. The entire staff remains committed to this end.

By enrolling my child in the Cloverleaf Ranch summer program, I am consenting to my child's voluntary participation in all age-appropriate activities. If there is a particular activity that I do not wish my child to participate in, I will express that in a written note to the camp director

Contained in this booklet are items and policies for you to consider in your preparation for camp. Please read the contents of this booklet carefully and reinforce all pertinent rules and regulations with your child. If you have any questions, please do not hesitate to call or email us.

**Phone:** (707) 545 - 5906 **Fax:** (707) 545 – 5908 **Email:** support@cloverleaf ranch.com

***Dates and Times***

**CHECK-IN: MANDATORY PRE-CAMP CHECK-IN BETWEEN 11:00 A.M. AND 12:00 P.M. ON SUNDAY PRIOR TO YOUR CAMP SESSION. THIS WILL ALLEVIATE MONDAY MORNING CONGESTION AND DELAY OF OUR PROGRAM.**

**Daily Drop Off:** 8:15 to 8:45 a.m.

**\*We will not be available to check in your child prior to 8:15\***

**Daily Pick Up:** 5:00 pm (Half day pick up time is at 2:30pm)

\*Please be on time. We do provide early and late child care. Our office must be notified ahead of time. Additional charges will be assessed for early arrival or late pickup. \$10.00 per 15 minutes. If you require any exceptions to these times please notify the Day Camp Manager and Director as soon as possible. Due to the nature of our program and campers location on the ranch, it can be difficult to get your camper down to the office in a timely manner without prior notification. Our available pick up times are 2:30 and 5:00. Any exceptions to this will incur an additional \$10 charge.

**\* DAY CAMPERS ARE NOT TO BE LEFT ALONE AT THE ENTRANCE OF CLOVERLEAF. THEY ARE TO BE CHECKED IN WITH THE DAY CAMP MANAGER EACH MORNING. NO EXCEPTIONS!! THIS IS FOR THE SAFETY OF THE CAMPERS.**

### ***Enrollment***

A **non-refundable deposit of 25% of the cost of the camp program** is required each session for each child to hold a reservation. The balance and paperwork is due two weeks prior to your child's arrival. In case cancellation becomes necessary no money will be refunded for any reason. Once a camper has arrived at camp, **refunds will not be credited for any reason** should he/she leave camp early. Whether the reason for leaving camp is for health or homesickness problems, or dismissal or withdrawal for any reason prompted by the camp or a parent guardian, a refund cannot be granted.

### ***Camper Groupings***

Some parents request their camper be with certain friends. We attempt to design programs which will encourage children to make new friends and to learn to live with their new companions; thus, special groupings are not recommended and groupings of three or more campers are not permitted. Requests of this nature must be made in writing to the Director 30 days prior to the applicable camp session. All campers involved must have an individual request from their parent and be within the same age range.

### ***Dietary Needs***

Dietary requirements and special attention will require immediate notification to our camp office. Please be advised that that we may not always be able to accommodate special requests. If your child has specific dietary needs, you are responsible for providing alternatives such as gluten free bread, pancake mix, pasta, peanut butter alternatives etc.

### ***Behavioral Expectations***

Our program is not geared towards behavioral issues that require one on one supervision. We require for the safety and success of our program that campers are able to be successful in a group environment with our provided ratio. Bullying and other disruptive behavior is not acceptable and is grounds for dismissal from the program.

### ***Summer Goals***

Day Campers will have an opportunity during their stay to be exposed to many activities. In program planning it is important to understand that during a five-day session, time can limit participation in some popular activities.

### ***Equipment***

Camp will provide the necessary sporting and camping equipment. If your child brings his/her tennis racket, backpack, camera, ball glove, etc., ***please*** mark these items carefully with name, address and telephone number. The camp **CANNOT** take responsibility for their safekeeping unless they are stored with our knowledge and in our authorized storage facilities. Compound archery, rifles, mountain bikes, in-line skates, or skateboards are not allowed at camp.

### ***Dismissal***

*Cloverleaf Ranch* forbids any camper from smoking, using, or possessing any tobacco product; from using or possessing any form of alcoholic beverage product; from possessing any form of marijuana or other illegal drug product; and from using or possessing any legal drug products not authorized and dispensed by the Camp Nurse or Doctor. Including those prescribed by the campers' physician. ***Only our camp nurse can receive medication from parents.*** Medication must be in its original container and have the dispensation orders attached. ***Fireworks, firearms, and knives are not allowed at camp.***

***Any camper who violates this policy will leave camp immediately.*** The Director will call the camper's parents or guardian and will have them make arrangements to pick up their camper from the premises. This camp policy is strictly enforced; we believe it is absolutely necessary to ensure the healthy and positive environment of Cloverleaf Ranch. Please discuss this matter with your child.

#### ***Insurance***

The parents or guardians of the camper named on the application must provide Cloverleaf Ranch with the policy number and name of the medical insurance carrier that covers their child.

***Medical Authorization:*** Parents or guardians shall enter into an understanding concerning the risk and possibility of injury due to the campers increased exposure to higher levels of physical activity and participation encountered in the camp's typical day. Cloverleaf Ranch is not responsible for any injuries or illnesses incurred by the camper while enrolled in camp, beyond the assurance that the affected camper will receive prompt and professional care. Cloverleaf Ranch requires written authorization in order to secure such medical attention as is deemed necessary. ***Cloverleaf Ranch does not accept children at camp without medical insurance.***

#### ***Camp Store***

Camp T-shirts and sweatshirts, camp photographs (group and individual), water bottles, hats, and bandanas may be purchased at camp during orientation (Sunday prior to the session beginning). If your child forgot or lost an item necessary for their stay such as sunscreen, water bottle, toothbrush, etc. we will provide it for them, though additional fees will apply.

#### ***Phone Calls and Authorized Persons***

The camp phone number is (707) 545-5906. Please list on the application form **any persons who have your permission** to check your child out of camp. We can only release your child to approved persons. Your child must be signed in and out daily with our Day Camp Manager.

#### ***Prompt Pick Up***

**Due to our close group living environment we ask that you make yourself or an alternative contact available for immediate pick up due to inappropriate behavior or signs of communicable diseases such as fever, diarrhea or vomiting.**

#### ***Camp Clothing***

**Please send clothes suitable for our ranch environment.** Clothing can be lost, misplaced, or badly soiled, so please use your own judgment in this matter. It is important to label all of your child's belongings clearly. We are not responsible for clothes or personal belongings damaged or left at camp, so please check your child's belongings on departure each day. ***Items of great personal or monetary value, such as personal electronics, cell phones, sentimental items etc. should be left at home. CELL PHONES ARE STRICTLY PROHIBITED.*** We suggest the following items:

#### **DAILY BACKPACK ITEMS**

Long Pants for Riding  
Swim Suit and Towel  
Shorts & T-shirt  
Sunscreen  
Hat or Cap  
Water Bottle (mandatory)  
Aqua Socks or Shoes

**\*\*\*Closed-toed shoes must be worn at all times for camper safety.**

**While staff make every effort to make your child comfortable; please encourage your child to communicate with their counselor if they forgot an item or are in need of additional items (e.g. towels, water bottles, sunscreen, etc.)**

#### ***Pre-Camp Medical***

All Camper applications must be completed including the medical information required on back of application, with MEDICAL AUTHORIZATION SIGNED BY PARENT OR LEGAL GUARDIAN.

*In-camp medical staff:* A nurse is on duty to handle routine medical care and minor injuries. If your child is referred to our nurse, the camp will notify you only if deemed necessary by the camp manager. Injury and illness of a more serious nature will be referred to a local health care facility. *All medications* in their original containers must be turned in to our nurse upon arrival in camp.

**In case of injury or illness parents will be contacted immediately. Serious injury or illness is defined by ACA guidelines and a complete list of these illnesses can be found in the office.**

#### ***Lice Policy***

All campers will undergo a brief lice check upon arrival to camp. Please note that if lice or lice eggs are found, you must bring your child home to undergo lice treatment. This process should take about 24 hours or more. After all lice have been removed from your child and their belongings, they may return to camp. They will be subject to a second lice check by the nurse to ensure that all lice have been fully removed. Please note that no refunds are given for dates missed due to this policy.

Having lice has no relevance to a child's cleanliness or a parents nurturing. There should be no stigma with regards to having lice. Lice is contagious, and like catching a cold or having a fever it is not the fault of the parents or child. When you have groups of children gathering: school, camp, sports teams, etc - just like a cold will spread, so will lice. That is why here at Cloverleaf Ranch we are very diligent about thoroughly inspecting every person's hair before they enter camp. Lice does not discriminate. It does not matter your age, gender, ethnicity or your socioeconomic status. Lice doesn't care.

**We treat children with lice the same as we would treat any other child with a contagious condition: with respect and compassion.** Since lice is contagious any person with lice needs to be treated and cleared of lice before they can return to a group setting

#### ***Horse Riding Program***

The Cloverleaf Ranch riding program is designed to help children improve their riding skills in a fun, safe environment. Our riding program is designed to provide children with lead line lessons (ages 6 and under), arena instruction, and instructor lead trail rides through the hill-top trails of Cloverleaf Ranch (**please note that trail rides are only for children age 7 and up who have demonstrated safe control of their horse during their safety check**). Our instructors work very hard to build strong relationships with riders while keeping them safe and feeling confident. Though our instructors strive to teach and advance the camper's skills and abilities, it is also their job to evaluate the strength of riders and determine if there are safety issues at hand. For example, if a rider does not exhibit proficient mastery of the aids taught throughout instruction time, he or

she may be held out of a scheduled trail ride at the instructor's discretion. If a decision is made for a rider to be kept out of a trail ride due to inability to control a horse or other safety issues, he or she will be given another opportunity to ride in a lesson-like setting.

It is extremely important to remember that horses are living animals and cannot be controlled with the touch of a button. Learning to ride is hard work and it takes time, patience and dedication. Therefore, it is the job of a rider to demonstrate their understanding of horse safety and rein control before an instructor can comfortably allow a rider to set out on the trail.

Additional lessons can be added to a child's camp schedule for an additional fee. We strive to encourage children to participate in the wonderful experience of horseback riding, **however, not all children will enjoy riding over the many other activities that we offer. Please communicate with your child regarding their desire for extra lessons and make sure they understand that in order for them to have that extra lesson, they will be pulled out of another scheduled activity. If a child refuses to ride for their assigned time for an extra lesson, NO REFUNDS will be issued for the additional ride.**

Please see "Riding FAQ" and "How Much Does my Child Ride?" for more information.

### *Horse Show*

The Horse Show is held every Friday. This is a closed event as Cloverleaf Ranch is a closed campus. While we appreciate parent's desire to support their campers; we have found this highly disruptive. **Please do not attempt to watch the horse show from the street or the Kaiser parking lot. This is for the safety and the success of all campers. Such disruptions can be dangerous because of the distraction caused to children on horseback and the danger of viewer's proximity to the very busy road.** All children in the Classic and Equestrian Day Camp programs are allowed to sign up for the Horse Show if they have completed a safety check, but the ultimate decision is made by the horse instructors. The Wranglers choose children who have demonstrated a safe level of riding ability, and have the right to refuse children whom they deem unsafe in the arena with other riders.

### *Awards Ceremony*

Cloverleaf Ranch prides itself on fun yet challenging activities that students can work to master. Throughout the week our counselors work hard to create an atmosphere conducive to fair play, sportsmanship, and competitive growth. To honor those campers who have dedicated themselves to mastering an activity, we have a weekly awards ceremony. Awards are not given to every camper who participates as this diminishes the hard work and growth that some campers put into an activity. Instead, we make our awards system within reach of all ages and skill levels. This way, campers are encouraged to practice a strong work ethic and positive growth mindset.

### *Pets and Vehicles*

No pets are allowed on campgrounds. Additional animals can be a distraction to the horses and disruptive to the camp program and are prohibited. **No personal vehicles are permitted past the parking lot.**

***Pick Up and Drop Off***

Counselors will be lined up at the front entrance to camp to sign your child in. Counselors will assist in helping children in and out of vehicles during pick up and drop off, or you may park your vehicle in a designated parking space in the lot and walk your child over to their counselor. Morning drop-off is between 8:15 and 8:45am. Afternoon pick up is at 5:00pm (or 2:30pm for half days). **If you need to drop your child off late or pick them up early, you must notify the office ahead of time. Due to the size of our facility, having children brought up or down at a time other than normal drop off or pick up requires extra time and changes to staff assignments, and can be disruptive to the camp activities going on.**

We do offer extended hours for before and after camp at a cost of \$10/per hour/per child. You must notify the office if you plan to have your child in extended hours.

***Age Restrictions***

Riflery – 8  
High Zipline – 8  
60 min Riding Lesson – 7  
(Children under 7 will receive a 30min lead line lesson instead)  
Trail Ride – 7  
Overnight - no age limit

\* Ranch Adventure Day Camp does not include horseback riding or the Thursday overnight. We are able to add these activities for an additional fee. We recommend adding these activities during the registration process as activities such as riding have limited availability.

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**Please sign and Return to Camp Office before Your Camp ‘Opening Day’ Date**

My son / daughter and I have read and will comply with all of the policies stated in the “How to go to Day Camp” Booklet.

I HAVE READ & UNDERSTAND THE “Horse Activities in our Programs” sheet,  
also known as the Riding FAQ:

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Camper’s Signature: \_\_\_\_\_

Camper’s Name: \_\_\_\_\_