



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’s relationships. Third and most important, we want each camper to have a fun-filled and pleasantly 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.

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 us at (707) 545-5906, or email us at cloverleaf ranch@hotmail.com

Dates and Times

CHECK-IN: MANDATORY PRE-CAMP CHECK-IN BETWEEN 2:00 AND 3:00 P.M. ON SUNDAY PRIOR TO YOUR CAMP SESSION. THIS WILL ALLEVIATE MONDAY MORNING CONGESTION AND DELAY OF OUR PROGRAM.

Refer to Application Dates:

Daily Drop Off: 8:15 to 8:45 a.m. Daily Pick Up: 5:00
(Half day pick up time is at 2:30pm)

*Please be **on 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.

*** 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 \$100.00** is required each session for each child to hold a reservation. The balance is due on or before May 25th. In case cancellation becomes necessary, the deposit will be refunded less a service charge of \$75.00, only when written notice of

cancellation is received by the director on or before May 25th. AFTER THAT DATE, NO TUITION REFUND MADE FOR CANCELLATION.

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. Camp attempts 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.

Other special requests

Dietary requirements, special attention, behavior modification, and other needs will require immediate notification to our camp office. Please be advised that special needs **may not** always be accommodated based on program needs and requirements.

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

Our all-inclusive tuition covers everything except those items of purely personal or voluntary nature. 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).

Phone Calls and Authorized Persons

The camp phone number is (707) 545-5906. Please call only in case of emergency. 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.

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 radios, telephones, pagers, jewelry, CD players, 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

OPTIONAL ITEMS

camera
sunglasses
tennis racket
riding boots
riding helmet

*****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**. Cloverleaf handles routine medical care and minor injuries. Injury and illness of a more serious nature will be referred to a local health care facility. If your child is referred to our nurse, the camp will notify you only if deemed necessary by the camp manager. *All medications* in their original containers will be turned in to our nurse upon arrival in camp. Dietary requirements, special attention, behavior modification or other needs require immediate notification to our camp office. Please be advised that special needs may not always be accommodated based on program needs and requirements.

Horse Show

The Horse Show is held every Friday morning at 9:00. This is a closed event as Cloverleaf Ranch is a closed campus. Some parents chose to watch the Horse Show from the road side of the arena, but this is not required. Every child is allowed to sign up for the Horse Show, but the ultimate decision is made by the horse instructors. The Wranglers chose children who have demonstrated a safe level of riding ability, and have the right to refuse children who they deem unsafe in the arena with other riders.

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 accommodate ages 5 and up with lead line lessons, arena instruction, and instructor lead trail rides through the hill-top trails of Cloverleaf Ranch. 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 creatures 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.

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. Personal vehicles can be parked on camp premises prior to camper check-in. Keys need to be given to the office and only driven during designated times.

Riflery

One of the more popular activities here at Cloverleaf is Riflery. Please keep in mind that there is an age restriction. Riflery is available to campers, who are at least 8 years old.

Ropes Course

The Cloverleaf Ranch Ropes Course is one of the most popular activities at camp. We have both a high ropes course and a low ropes course. The full high ropes course is open to campers ages 10 and up, but three elements of the high ropes course, the low zip line, low ropes course and the swing, are open to all ages. The high zip line is available to campers ages at least 8 years old. All campers participating in any ropes course activity must sign a Camp Waiver/Release Form, available in the office. Please note that campers participating in the Ranch Adventure Day Camp are not eligible for the High Ropes Course.



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: _____