Cloverleaf Ranch
The 'How to go to Day Camp' Booklet

General Information and Camp Policy

By registering for camp, you and your child agree that you have read, understand, and will adhere to the Cloverleaf Ranch policies outlined in this booklet

Contained in this booklet are items and policies for you to consider in 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 **Email:** support@cloverleafranch.com

Cloverleaf Ranch has three main objectives in its summer camp 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 can have a great time. The entire staff remains committed to this end. 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 all activities.

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.

TOURS

If you would like to see our facility in person prior to the start of camp, we encourage you to arrange a private tour with our office prior to the start of the camp season. For the safety and privacy of our campers and staff, we are a closed campus once the season begins

Daily Drop Off: 8:15 to 8:45 am

Daily Pick Up: 5:00pm (3:15pm pick up available by request)

*Please be on time. 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.

Extended child care is available by request for $15/ per hour increment. Both early drop offs and late pick ups can be arranged through our office.

**** 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 for each session and each child to hold a reservation. The balance and paperwork is due by the first day of camp prior to your leaving your child in our care. In the event of cancellation the deposit will not be refunded for any reason. Once a camper has arrived at camp, **refunds will not be credited for any reason** should they leave camp early. Whether the reason for leaving camp is for health or homesickness problems, dismissal or withdrawal, or 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 two or more campers are not permitted. Requests of this nature must be made either during registration or in writing to the office **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.

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. We have a zero-tolerance policy for any kind of physical violence (hitting, shoving, pushing, tripping, grabbing, etc.).

Potty Training

Campers MUST be fully potty trained AND able to use the bathroom independently in order to attend camp. Cloverleaf Ranch reserves the right to dismiss without refund any child it deems to be insufficiently potty-trained. Please keep this in mind when sending your child to camp. Our camp is an active and stimulating environment. We have found that children who are very recently potty trained are often prone to accidents in this environment although they may have been successful in other places. Our counselors do their best to ensure that each child takes regular bathroom breaks and goes with a buddy, but counselors ARE NOT TRAINED OR EXPECTED to help children in the bathroom, assist with wiping, or provide one on one attention for potty issues.

Dismissal

Cloverleaf Ranch forbids any camper from smoking, vaping, using, or possessing any tobacco product; from using or possessing any form of alcoholic beverage product; from possessing any form of marijuana or illegal drug product; and from using or possessing any legal drug products not authorized and dispensed by the Camp Healthcare Professional. Including those prescribed by the campers' physician. ***Only our camp health care professional 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.

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.

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 bows, rifles, mountain bikes, in-line skates, or skateboards are not allowed at camp.

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 more may be purchased in the office during office hours. If your child forgot or lost an item necessary for their stay such as sunscreen, water bottle, 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 registration 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 clothing 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. NO SMART WATCHES OR TABLETS.***

Please bring the following items:

Daily Pack List

Backpack to Carry Items for day
Lunch and Snack
Swim Suit and Towel
Water Bottle
Sunscreen
Long Pants (riding)

**Closed-toed shoes must be worn at all times for camper safety. NO CROCS

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.)

Please make sure your child has sunscreen and a water bottle EVERYDAY. Children without these items may be given ones from the camp store and parents WILL BE CHARGED for the item.

Please send pants for your child for their riding lesson. Riding in shorts can be very uncomfortable because of the hot leather on the saddles. In addition to this, pants help protect your child from getting Ticks on them. Because horses live outdoors in pasture, it is common for them to get ticks in their hair and coat which can then get transferred to your child. Pants ensure protection.

Ticks

Tick season has been getting worse the last few years. While we do complete regular tick checks on campers, especially after riding or hiking, we also recommend you give them a final check when they get home from camp. If a tick is found embedded on a camper, that camper will be taken to the on site health care professional for proper removal. Removed ticks are saved and frozen for parents to take for lab testing if they so choose. Parents will be notified if an embedded tick is removed from their child.

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 healthcare professional is on duty to handle routine medical care and minor injuries. If your child is referred to our healthcare professional, 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 healthcare professional upon arrival in camp.

In case of serious 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

Campers may 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 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 parent's 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. 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 provides children with lead line lessons (ages 8 and under), arena instruction, and instructor lead trail rides through the hill-top trails of Cloverleaf Ranch (**please note that trail rides and the horse show are only for children in the Equestrian Camp Program 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, they 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, they 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.

You should consider how much horseback riding you want your child to participate in when choosing what is the right program for your family and budget.

Classic	**1 Arena Riding Lesson**	**Equestrian**	**Min. of 4 rides, incl. arena lessons, trail rides, and horse show. Multiple horse care and education sessions.**
$560/week	***Ages 4-12***	**$815/week**	***Ages 9-12***

If you are interested in your child having more riding than what is offered in these programs, we recommend you consider our residential (sleep away) camp program for ages 7 to 17, where campers are able to fully design their own schedule and obtain the most amount of riding and horse care time.

Horse Show For Equestrian and Resident Camp

The Horse Show is held every Friday and participation is limited to campers in Equestrian and Resident camp. 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 the viewer's proximity to the very busy road.

Awards Ceremony

Cloverleaf Ranch prides itself on providing 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

Do not bring animals in your car during pick up and drop off.
Additional animals can be a distraction or danger to the horses and other ranch animals on site, and to other campers and staff who may have allergies or otherwise not want to be in proximity to the pets of others. **No personal vehicles are permitted past the parking lot.**

Pick Up and Drop Off

Staff will be seated at group assigned tables near the front entrance to camp. Staff 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 spot and walk them over to the drop off area. Morning drop-off is between 8:15am and 8:45am. Afternoon pick up is at 5:00pm**.**

If you need to pick your child up early, please notify the office in advance. Due to the size of our facility, having children brought up or down at a time other than normal requires extra time and changes to staff assignments. We do offer extended hours for before and after camp at a cost of $15/per hour/per child. You must notify the office if you plan to have your child in extended hours

Minimum Age Restrictions

Riflery – 8+
High Zipline – 7+ (and must fit harness properly)
Group Riding Lesson – 9+
(Children under 9 will receive a lead line lesson instead)
Trail Ride – 9+

Swimming Protocols

Campers will swim 3-4 times during the week in our on-site swimming pool. A lifeguard is on duty at all times that children are present at the pool. Our pool is surrounded by health department approved fencing to prevent children from entering without adult escort and supervision. On the first day of swimming all children will participate in a swim assessment with the lifeguard to determine their swimming level, so staff and lifeguards are able to provide proper additional supervision as needed. Weak swimmers will be given a flotation device to use and kept in the shallow ends of the pool. You are welcome to send your own floaties or life jackets as well.! In addition to the lifeguard, counselors are assigned placements both in and out of the pool for additional safety and supervision. The deepest part of our pool is 4.5 feet. Alternative activities will also be run during this time for any campers who do not wish to swim.

Thursday Evening on the Ranch

On Thursdays we have a special evening on the ranch activity! Kids who want to, can stay till 8:30pm to do carnival games, have a pizza dinner, and have campfires complete with songs, skits, and s'mores! It's a super fun special evening. No sign up is necessary, you'll just let us know that morning if your child will be staying till 8:30pm or if you prefer to pick them up at the normal time.

Other Questions or Concerns?

Please call our office or send us an email! We are always happy to talk to our camp families, and it is our goal for all parents to feel comfortable and confident in their decision to entrust their child to our care.