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

General Information and Camp Policy Revised October 2026

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 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 pleasantly memorable experience. The main purpose of Cloverleaf Ranch has always been to provide children an environment free of social pressures where they may have a great time—the entire staff remains dedicated 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 those 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 **Email:** support@cloverleafranch.com

Dates and Times

Refer to your camp session dates.

Check In:	**10:00 a.m. to 11:00 a.m.**	**SUNDAY**
Check Out:	**10:00 a.m. to 11:00 a.m.**	**SATURDAY**

For the 2026 season we are offering both one and two-week sessions. We feel strongly that there is a significant and special benefit to offering two-week sessions where all campers are present for the full two weeks. The two-week sessions of session 2 and session 5 are only available as full two-week commitments. In addition to the two two-week sessions, there will also be five one-week sessions available to choose from. We hope this will give each family the opportunity to choose the best fit for their family, while still allowing for the special bonding and experiences that happen in the two week sessions.

Enrollment

A **non-refundable deposit of 25% of the cost of tuition** is required each session for each child to hold a reservation. The balance and paperwork is due before your child can be checked into camp. 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 either during registration or 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 we may not 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. (This policy is intended to ensure that your child has their specific individual needs met. Though we do sometimes have alternative food items in stock, we cannot guarantee stock of specific brands, etc. If your child's dietary needs are very specific, we recommend you send them with the food they prefer).

Special Transportation

Campers desiring to fly to camp can be met at the Sonoma County Airport, only five minutes from camp. If you need assistance, please contact the camp office. Camp representatives can meet campers flying into San Francisco International Airport. There will be a charge for this service. The office must be notified of airport pick-ups at least 30 days in advance.

Behavioral Expectations and Dismissal

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. Children must be able to engage positively with other campers and staff. We have a zero-tolerance policy towards any forms of sexual harassment, bullying, physical violence, or threats of sexual or physical violence. Excessive swearing, vulgarity, sexual innuendo and jokes, inappropriate conversations (especially around younger campers), or use of racial or discriminatory slurs or language are all grounds for immediate dismissal. Campers who violate this policy will be removed from camp immediately.

Cloverleaf Ranch forbids any camper from smoking, vaping, using, or possessing any tobacco or nicotine product; from using or possessing any form of alcoholic beverage product; from using or 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.

In the event your camper is removed for any of the above or similar reasons
ABSOLUTELY NO REFUNDS WILL BE GIVEN

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.

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 responsibility 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.**

Pre-Camp Medical

You must complete the Camper Health Form during the registration. The first pages are the Health History to be completed by the parents or guardian. Please be very thorough when completing this information. In our experience, we have often needed specific information only to find the appropriate space incomplete. We also urge you to request that your physician be very thorough when completing the last page of the form. An examination within the last 24 months must be given prior to your child's arrival to camp.

In-Camp Medical Staff: A health care professional is on duty to handle 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.

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 or injuries can be found in the office.

Lice Policy

All 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.

Activity Participation

Campers can choose between twenty-five different skill-building activities each session. Due to scheduling and the unforeseen demand and popularity of particular activities, campers and parents should prioritize their interest in each of the activities.

Camp Clothing and Equipment

***CELL PHONES ARE STRICTLY PROHIBITED*.**

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.* Items left at camp are donated to local charities. Please check out our Lost and Found table before you leave camp.

***Closed-toed shoes must be worn at all times for camper safety. Shirts must fully cover the torso.

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. Compound archery, rifles, mountain bikes, in-line skates or skateboards are not allowed in camp**.**

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

Store, Laundry, Camp Shirts, etc.

Campers should not bring cash or credit cards to camp. Any incidentals like laundry or camp t-shirts can be added to your campers tab and paid for by parents at pick up.

Camp T-shirts and sweatshirts, camp photographs (group and individual), water bottles, hats, and bandanas may be purchased at camp during drop off. 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. Additional fees will apply. We provide a laundry service in the middle of the two-week sessions at an additional cost (please note that Cloverleaf Ranch is not responsible for any clothes missing or damaged).

You can also put money in a shopping account for your child to use while they are here for fun items like stuffed animals, stickers, sodas, books, and more!

Mail, Phone Calls & Visits

Our campers enjoy receiving positive mail from parents, relatives and friends. ***We ask that food (Care Packages) not be sent to campers or staff***. In the past, Care Packages have resulted in insect problems. Campers must open their packages at the Camp Office and food items will be retained in the office.

Please clearly label all food items so they can be given to your camper at the end of the session.

Cell Phones – We have a **'no-cell-phones-in-camp'** policy. We will not keep cell phones in the office, please ensure your camper does not bring their cell phone to camp. No smart phones or internet capable devices of any kind are permitted.

Boundaries – Our aim is to make sure your children have the safest, most wholesome experience with us possible. As a part of respecting these boundaries, it is our advice that campers and staff do not communicate or form relationships outside of the camp environment, especially via social media, texting, or email. We encourage our parents to assist in ensuring the preservation of these boundaries, and to contact us if you have any concerns.

Emails – Campers do not have access to computer facilities at camp, if sending an email message is your only option there will be a $1.00 charge per page printed.

For the protection of each camper and for the success of our program, there will be **no visiting allowed during a camp session.** The only exception to this policy is a family emergency, as determined by the parents and Camp Directors.

Horse Show

The Horse Show is held every Friday. This is a closed event as Cloverleaf Ranch is a closed campus. While we appreciate parents desire to support their campers; we have found this highly disruptive. Every child is 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 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 provides children with lead line lessons, arena instruction, and instructor led trail rides through the hilltop 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 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.

Pets and Vehicle

No pets are allowed on grounds. 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.

Age Restrictions

Riflery w/ Air Rifle – 8

Riflery w/ .22 Rifle – 10

Trail Ride – 7

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 <u>not</u> 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.