

# ROYAL RIDGES RETREAT CAMP 2018

## Parent Manual



Royal Ridges Retreat  
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# General Information

## *Welcome!*

Thank you so much for choosing RRR for the summer! We are very excited to work with your child. Our staff are committed to helping every camper have a safe and memorable summer, full of fun and learning. The most successful campers are those who are prepared for the camp experience. This Parent Manual contains important information about our camp, so please read it carefully and share it with your child. If you need additional information, please contact us at the camp office. We look forward to a great summer!

## *Mission Statement*

Royal Ridges Retreat's mission is to provide a fun and safe camping experience for each individual while demonstrating Christian principles in action. Biblical principles are introduced in the context of God's beautiful outdoors.

RRR welcomes everyone, regardless of religious affiliation, to participate in the experience of our camp.

## *Contact Information*

Camp Office

[horses@royalridges.org](mailto:horses@royalridges.org)

360-686-3737

20115 NE 354<sup>th</sup> St.

Yacolt, WA 98675

Fax: 360-686-4027

## *Camp Office Hours & Dates*

Fall/Winter/Spring Office Hours: Monday-Friday 10am-3pm (September - May)

Summer Office Hours: Monday-Friday 8am-5:30pm (June - August)

## *Communications*

The camp office will be in communication with you throughout the summer. All outreach will be via email, so it is important that we have a current email address in our database. If you don't receive emails from the office, please contact us ASAP (remember to check junk mail).

Also, don't forget to check out our camp Facebook page at

<https://www.facebook.com/RoyalRidges> about some of the fun, cool activities happening while at camp! You can also find information on [www.royalridges.org](http://www.royalridges.org)

## *Feedback*

The goal of RRR is to provide campers with a fun and safe experience; in order to do so, we frequently ask ourselves what we are doing well and what we can continue to do better. RRR values any feedback you have, whether positive or constructive. At the end of each camp, your camper will be sent home with a link to our online Parent Feedback Form. Please take the time to complete the form so that we can offer the highest quality program possible.

Additionally, we love to receive ongoing, informal feedback from parents and campers. Our office staff, program director and executive director are available and excited to discuss camp programs and your child's experience at any time. Please contact us with any feedback, questions or concerns.

# Program Overview

## *About Our Staff*

RRR Camp Staff is carefully screened and selected. Our staff is composed of enthusiastic and energetic individuals who are dedicated to the development and success of children. We are very proud of the fact that the majority of our staff started as campers and have progressed year to year and are now leading other campers. All SR staff members are trained by the Red Cross in Basic First Aid and CPR and attend a formal pre-camp training and orientation. All staff 18+ are screened by [CampBackgroundChecks.com](http://CampBackgroundChecks.com) or ADP.

Here is a breakdown of who's who on our staff:

**CAMP NURSE** The “Camp Nurse” may be an RN, LPN, EMT or a qualified first responder. This position reviews the medical needs of the campers attending that week and assures that the campers needs can be met to the satisfaction of the parent or guardian. Supervision of medications, evaluation of sickness, supervision or application of First Aid and coordination of communication with parents and emergency services (911) resides in this position.

**DAY CAMP** At RRR Group Leaders are responsible for directly overseeing our campers. Typically, there are two Group Leaders, a senior and a junior, who work with each group of campers. The senior leaders are 16 years or older. They travel with the same campers from activity to activity, lead Bible Studies and engage your children in meaningful conversations.

**RESIDENT ADVENTURE CAMP** Our Cabin Leaders are graduated seniors or 18+. They lead Bible Studies, chores, challenge course initiatives and other activities. Our facilitators are also over the age of 18. They facilitate our challenge course while maintaining a high level of safety and educate the campers about the outdoors.

**RESIDENT HORSE CAMP** Our Cabin Leaders are graduated seniors or 18+. They supervise daily activities, cabin/kitchen chores, lead Bible Studies and help lead campfires. Our riding instructors are 18+. They teach all levels of riding lessons & supervise all horse activities. Instructors, Cabin Leaders and junior staff lead chores in and around the barn, teach horse grooming and lead horse science.

**PROGRAM DIRECTOR** The Program Director is responsible for activities and specifically the Summer Camps. This person coaches and supports summer staff and resolves any issues with campers and Group Leaders that might arise.

**OFFICE STAFF** Our dedicated Office Staff takes care of the thousands of details that keep camp working smoothly. They are the main contact for the camp families and are available to answer any questions about registration, camp logistics or can put you in contact with someone if you need even more information.

**EXECUTIVE DIRECTOR** Our Executive Director is the lead position for all operations, finances and personnel. All personnel ultimately reports to this position. The Executive Director is accountable to the Royal Ridges Board of Directors.

**BOARD OF DIRECTORS** Our Board of Directors is a policy board acting with one voice. The Board evaluates the performance of the Executive Director and monitors the policies enacted by the board.

## *What to Bring...and What to Leave at Home*

**DO NOT BRING:** Cell phones, i-Pods, mp3 players, radios, hand held devices or inappropriate reading material! Parents, please honor our cell phone rule. If a cell phone is found, it will be confiscated and kept with their Group Leader until the end of the day, if in Day Camp, or until the end of the week, if in Resident Camp.

## *Confirmed Camper Lists*

We have many different camps going on all at once. Please check our website for your specific camp! [http://www.royalridges.upcsites.org/confirmed\\_camper\\_info.html](http://www.royalridges.upcsites.org/confirmed_camper_info.html)

## *Camp Attire*

Campers should wear modest, comfortable, casual clothes. Modest clothing is loose, not tight; concealing not revealing. Please keep in mind that campers do get dirty. Do not send expensive clothes, shoes or jewelry to camp.

## *Swimming Pool*

Many of our camps offer pool time! Our pool is 24ft. across and 4 ft. deep. Each camper has to take a swim test before any free play is allowed. They must swim across the pool on their own (with someone close by to assist if needed). If they can not do this, they are required to wear an appropriately size life vest. A staff member who is 18+ always supervises this activity.

## **Security**

Your child's safety and security are our foremost concerns. We have policies and procedures in place to provide a safe environment. Parents play an important role in safety and security. Here's how you can help:

It is VERY important that if your child is riding a bus to any of our day camps that they wear their colored bracelet each and every day while attending camp. We will put the child on their bus everyday at the end of camp according to their bracelet. If there will be a change in pick up, please call the office or write a note to the bus driver and give him/her that change in the AM. If the child says someone will be picking them up at camp but we have no proof, then we will be sending that child on the bus per usual. An signature is also required when picking up a child from a bus or at camp.

When picking up a child early from any camp, you can come to the office and we will have you fill out a Camper Release Form. If for any reason you need to go onto our camp grounds, you will also need to go to the office and get a Visitor's Pass. At no time are parents/relatives/friends allowed to walk around or go to our upper camp without permission except for attending the Showdeos.

Thank you in advance for helping camp be safe and secure.

## Attendance

### *Pick Up and Drop Off*

**DAY CAMPS** All Day Camps start at 9:00am and end at 3:30pm. You can drop off your child at camp in front of the colored flags lining the fence and pick up your child at the camo flag closest to the Camp Store where you will sign them out each day. If riding a bus please refer to the bus stop schedule at [http://www.royalridges.upcsites.org/bus\\_transportation.html](http://www.royalridges.upcsites.org/bus_transportation.html). Your child will be required to wear a bus bracelet the entire week and you will need to sign them out when picking up in the afternoon. You can communicate directly with the driver for any changes or call the office. **Remember the times listed are DEPARTURE times. Please arrive at your location 10 MINUTES PRIOR to the posted DEPARTURE time.**

If you are running late, please call the camp office so we can let your child know (late pick up fees may apply).

If running late for a bus pick up, **the bus driver will not wait** and will proceed to the next stop. Your best option is to **CALL THE OFFICE TO DETERMINE WHERE THE LAST STOP IS FOR YOUR CHILD'S BUS AND MEET THEM THERE.**

There will be someone in the office until ALL children are picked up. The office will aid in and coordinate communication between you and the bus driver.

### *Late Pick Up Fees*

Any child left at the camp 10 minutes after the designated pick up time OR any child still on the bus at the last stop 10 minutes after the latter of:

- a) The arrival of the bus at the last stop or
- b) The scheduled arrival time of the bus at the last stop will be charged a fee of \$1.00 per minute or \$60.00 per hour from that grace time until the child is picked up.

**RESIDENT CAMPS** Please refer to your specific camp to get the pick up and drop off times at [http://www.royalridges.upcsites.org/confirmed\\_camper\\_info.html](http://www.royalridges.upcsites.org/confirmed_camper_info.html). If your child is attending a Horse Camp, you are invited to attend their Showdeo at the end of camp.

### ALL CAMPS

If your child will be absent from camp for any reason, please call the camp office as soon as possible at 360-686-3737.

If you plan on picking your child up early, please call the camp office and his/her group leader will escort him there so they are ready for you. **You must come to the office for all early pick ups, to fill out a Early Release Camper Form.**

## Overnight Blast

Overnight Blast is an elective for Traditional Day Camp ONLY! It is not offered to Day Adventure Camp, Day Horse Camp and Day Paintball Camp. You must **PURCHASE** this elective for your child to attend an Overnight Blast. BOYS stay on Tuesday night and the GIRLS stay on Thursday night. The list of things to bring is under Day Camp which can be found here: [http://www.royalridges.upcsites.org/confirmed\\_camper\\_info.html](http://www.royalridges.upcsites.org/confirmed_camper_info.html). RRR will provide the evening's dinner and snack, along with the following day's breakfast and sack lunch for each Overnight Blast camper.

## Camp Store

We have two Camp Store locations: one at lower camp and one at upper camp. Each individual camp visits the Camp Store once a day. We have a large variety of things including snacks, pop, water, candy, buttons, shirts & sweatshirts and various RRR merchandise. Campers are welcome to bring their own money, but we highly suggest to place any money onto a Camp Store Card, which are kept safely inside of each Camp Store. If you have any type of restrictions (\$1 per day or only 1 candy/pop per day) please let the office know and we will note it on the Store Card.

## Health & Safety

### *Accidents and Emergencies*

Bumps and tumbles are not uncommon while at camp. Should anything unusual happen throughout the time that your child is attending camp, staff will care for minor injuries with ice, soap, water and Band-Aids, and of course TLC (tender loving care) will always be provided. We are also prepared to handle more significant accidents and emergencies should they arise. All senior staff are CPR and First Aid Certified. Our Camp Nurse is available to talk to you every Sunday before camp starts. Should there be an emergency, we will make every effort to contact parents/guardians or emergency contacts after appropriate measures are taken.

### *Hygiene & Sanitation*

One of the great joys of summer camp is the opportunity to play outside, get dirty and have fun. In fact, some of the best times at camp come when campers are dirty, muddy, wet or sweaty. At the same time, our staff recognizes that it is imperative to maintain high levels of personal hygiene. Our staff encourages all campers to wash their hands before eating, after using the restroom and after touching any animals. Hand sanitizer is welcomed as well!

### *Health*

Please keep your child at home if he/she:

- Has a fever of 100 degrees or higher or has had one within the previous 24 hours.
- Is vomiting or has diarrhea.
- Has redness of the eye, obvious discharge, matted eyelashes, burning and/or itching.
- Has symptoms of communicable disease.
- Is unusually lethargic or tired or “not him/herself.”

If a child does not feel well enough to participate in the activities of the day, parents will be called to pick up the child. If your child is ill and will not be at camp, please notify the camp office as soon as possible. We ask the parents to notify the camp office of any communicable disease a child has, such a chicken pox, lice, measles, etc., so that we may notify other parents. Please be considerate of others; we need to keep in mind the health and well being of our entire camp community.

### *Medication*

On the first day of each week or session, or at Sunday check in, it is the parents' responsibility to deliver all medications and written instructions in a Ziploc bag to camp. For campers in need of prescription drugs, please bring only the amount of pills they will need for their time at camp. For example, if your campers needs one pill each morning please bring only 6 pills. Prescription drugs must be brought to RRR in the bottle they were provided in stating the name

of the drug, dosage and the name of the camper. RRR will not accept any medication without the bottle it was provided in. If riding the bus you can deliver to the bus driver. Please write the campers name and group on the Ziploc bag. If your camper must use a prescribed medication while at camp, this must be noted on their medical forms along with instructions as to proper use. Emergency medications, such as epi-pens, glucose/glucagon or an inhaler, will be with your child's Group Leader at all times. Medications remaining when camp is finished will be returned as you have directed on the medical form. Meds will be held in the office until September 1<sup>st</sup>. They will then be properly disposed of if left unclaimed.

### *Liability and Medical Forms*

**Please fill out these forms online at the time you purchase your camp! If this form is not filled out prior to camp starting, your child will not be able to participant in the days/weeks activities.**

LIABILITY + MEDICAL FORM: <https://www.smartwaiver.com/w/5463f75da24e3/web/>

**NOTE: If a question does not apply, please leave it blank. Please DO NOT use "No" or "N/A".**

### *Insurance*

RRR does not provide accident or health insurance for campers. It is the parent's responsibility to take care of all fees and charges related to health care.

## **Miscellaneous**

### *Friend Requests/Cabin Partners*

We can only guarantee **ONE** friend even if the request is for more than one. We will NOT honor the chaining of multiple campers (meaning #1 requests #2, #2 requests #3, etc). You must complete the Online Camper Information Form that is found on the website ([http://www.royalridges.upcsites.org/registration\\_summer.html](http://www.royalridges.upcsites.org/registration_summer.html)) which has the proper place for requesting a friend/cabin partner.

**Changing groups on Sunday (during Open House) or on the first day of camp will not be allowed.**

### *Rainy Days*

Rain won't spoil our fun at camp! We are operate rain or shine, but you can help your child stay comfortable by sending the appropriate attire. We only suspend activities if there is thunder and lightning and proceed to move the children to a safe place. Light rain gear is highly recommended for the rainy days (a pocket poncho works great), especially for those attending any horse camps.

### *Lost and Found*

RRR cannot assume responsibility for lost or damaged items. Lost and found items that are turned into the lost and found will be held until September 15<sup>th</sup>. You are welcome to come and claim your items up until then. After September 15<sup>th</sup> we will donate all unclaimed items to a family in need, sell them and use the money towards the scholarship fund or donate them to a local charity. Remember that it helps to reconnect items with their owner if a name is on the

item. **Please label your camper's possessions.**

## **RRR Terms and Conditions**

### *Deposits*

No camper is confirmed without a 35% deposit. **Deposits are non-refundable.** If you need to cancel your week altogether and not change it to a different week, RRR will refund you, minus the 35% nonrefundable deposit.

### *Payment*

At registration a payment is due of at least 35% of the total cost of the camp. The remaining balance must be paid on or prior to the first day of camp. You can pay your remaining balance online or over the phone through PayPal or in the office with a check, cash or a credit card.

### *Changes*

We understand that parent and family schedules can change quickly during the summer and that, because of this, changes to enrollment are an inevitable part of camp programming. At the same time, they pose challenges for staffing, supervision, supplies and office systems. Changing weeks, in advance of the start of camp, will incur a \$5 office fee per child per camp change. If you must change weeks, please be considerate of other campers who maybe on the wait list for that camp. They need to plan too.

### *Pro Rating Camp Fees*

Royal Ridges does not pro-rate camps or activities. If a camper is unable to attend for part of a day, a full day or multiple days, there will be no refund. The same also applies for the bus transportation. If your camper misses any bus rides, we do not pro-rate.

### *Camp Store Cards*

- \*Balances are not rolled from week to week
- \*Balances are not refunded
- \*Any left over balances are deposited into the Camper Scholarship Fund

### *Refund/Discount*

Any deviation from the policies listed here must be approved in writing by the Executive Director of RRR.

### *Behavior*

RRR is dedicated to providing every camper with a positive summer experience. As such, we have community standards and expectations for behavior to which all camp participants must agree. **Please review these policies and rules with your child before he/she arrives.**

When a camper breaks a rule, a staff member will address the situation directly and in a timely manner by clarifying expectations for the rules and suggesting appropriate behaviors. With recurring or persistent misbehavior, staff will involve camp supervisors and our program director, who in turn will contact parents to discuss the issue and create a plan to resolve it. RRR reserves the right to dismiss any camper whose behavior is deemed inappropriate. It is also important to note that there are some "zero-tolerance" behaviors that may result in immediate

expulsion. In the event that a camper is expelled, there is no refund.

RRR expects that campers will:

- Follow the rules that instructors set out for each activity, area or project.
- Be honest and respectful, in actions and words to all other campers and staff.
- Keep their hands to themselves and respect others personal space.
- Do their part to keep camp clean and orderly.
- Stay with their group and notify staff when they need to leave the group.
- Be a positive and active participant in all camp activities.

RRR has a **zero-tolerance** policy of the following:

- Any behavior that disrupts or interferes with others ability to enjoy RRR.
- Bullying, fighting, hazing or physical aggression.
- Negative or hateful speech or language of any kind, as well as harassment.
- Theft or vandalism of any kind.
- Possession of controlled substance, weapon/knives/firearms or other contraband.

Campers are responsible for complying with this behavior policy.

### *Waiting List*

All camps are first-come, first-served. When a camp fills, the camp office will begin a waiting list for that session. Wait-listed campers will be contacted if space becomes available.

## **Scholarships/Financial Aid**

**ALL REQUESTS MUST BE RECEIVED PRIOR TO MAY 1<sup>st</sup>, 2018**

Royal Ridges believes that every youth that wants to attend camp can accomplish that goal with:

- Odd jobs for the family/friends
- Neighborhood jobs
- Church scholarships
- Civic organization scholarships
- Family member support
- Friends who believe in summer camps

Royal Ridges does grant financial aid. We too rely on donations and have limited funds to help those who need it the most. Please respect this and make RRR the last person you request assistance from rather than the first. We do encourage you to email us and let us know your need. We will respectfully consider requests which contain the following:

1. Why you are requesting aid?
2. What has your child/camper done or is doing financially to earn their way to camp?
3. What you as a parent/guardian are doing or have done to raise funds?
4. Lists of family and friends contacted and the responses obtained.
5. Civic organizations and churches you have requested funds from and their

responses.

6. The specific amount of financial aid you need.

As a guideline, we prefer to help 10 campers at \$10.00 each rather than 2 campers at \$50 or 1 camper at \$100. We will do our best to help in some way. It works best for everyone if we can help each other and at the same time help others.

### *Scholarships*

The following scholarships have been designed to accomplish that goal:

#### *Scholarship/Mission Rides*

[http://www.royalridges.org/Scholarship\\_Mission\\_Rides.html](http://www.royalridges.org/Scholarship_Mission_Rides.html)

#### *Old/New Scholarships*

[http://www.royalridges.org/Old\\_New\\_Scholarship.html](http://www.royalridges.org/Old_New_Scholarship.html)

All scholarship applications must be accompanied by a deposit equal to 35% of total camp fees. If a family is unable to enroll after a scholarship offer is made, they will be refunded the full deposit minus a \$5 processing fee.



**What You Believe.....*SHAPES*.....the Way You Live**