

Dear Parent/Guardian,

We are so excited to have your child at this year's Conservation Kids Camp! Boone County Conservation District (BCCDKY) wants to make sure your child has a fun, safe, and memorable experience with us.

This packet has all the information you will need to prepare your child for camp. Please read this material carefully, and email you and your camper's first and last names to [susanbrown@bccdky.org](mailto:susanbrown@bccdky.org) to confirm that you and your camper have an understanding of our rules and guidelines.

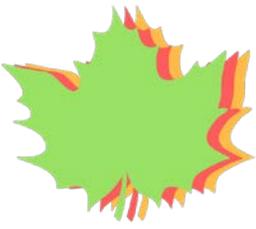
This packet includes the following:

1. Volunteer registration information
2. T-shirt competition design
3. Conservation Kids Camp Rules and Guidelines

If you have any questions or concerns, please don't hesitate to contact us. Thank you for bringing your child to Conservation Kids Camp – we are looking forward to a great camp experience!

Best,

Susan Brown  
Conservation Education Specialist  
[susanbrown@bccdky.org](mailto:susanbrown@bccdky.org)  
859-568-6277



## Volunteer Registration Information

Conservation Kids Camp needs volunteers! In order to keep our registration fees low, we rely on the generosity of our volunteers to help lead groups and activities. Parents, adults, responsible older siblings, and college students are encouraged to register as a camp volunteer. (Please note that volunteers are NOT considered participants of camp, and therefore will not be permitted to participate in all camp activities.)

Volunteers will attend a Volunteer Training Day prior to camp, and will receive service hours, T-shirt, and BCCDKY swag items in exchange for your donation of time and service.

If interested, please email ([susanbrown@bccdky.org](mailto:susanbrown@bccdky.org)) or call our Conservation Education Specialist(859-568-6277) with your contact information, age, and number of days available during June 12-14, 2018.

Thank you in advance to all our dedicated volunteers! We appreciate you!

## T-shirt Competition

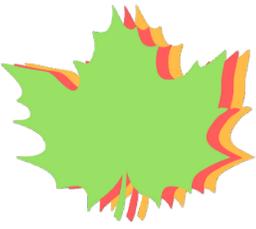
Would you like to design this year's camp T-shirt?

Guidelines:

1. Design must fit the theme of "Natural Resource Conservation"
2. You may choose two colors: One for the T-shirt and one for the design
3. Design must fit inside the margins of the T-shirt (Front of shirt only)
4. **Design must be submitted before May 7<sup>th</sup>.**

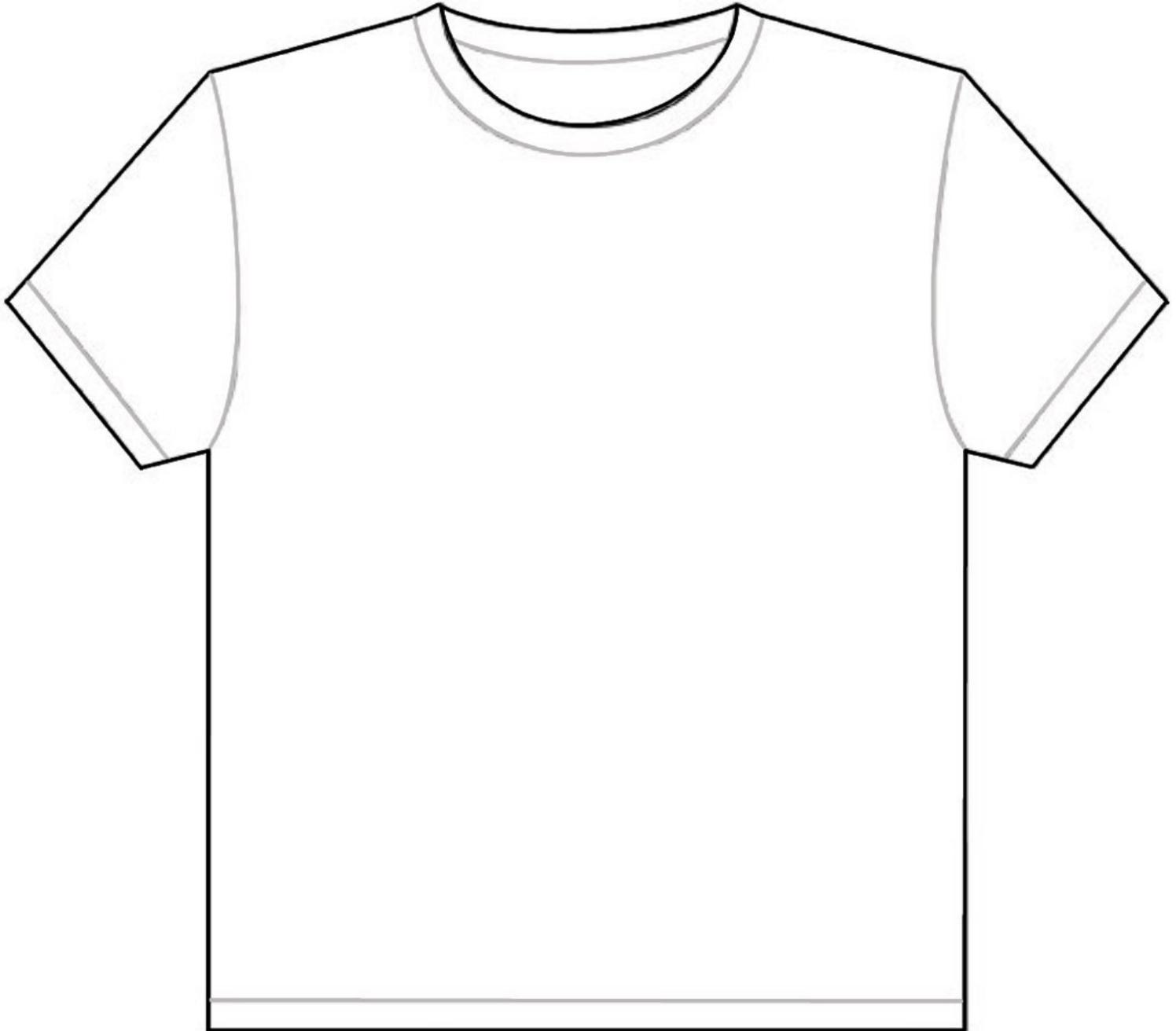
To submit a design, please drop off or scan/email the following page to the BCCDKY office before the deadline.

Thanks for your submission!



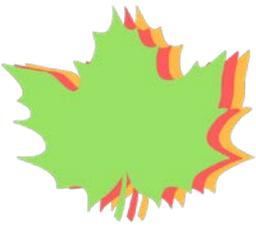
**Boone County Conservation District**  
6028 Camp Ernst Road, Burlington, Kentucky 41005-9520  
info@bccdky.org      859-586-7903 ext. 3      bccdky.org

Draw your design here:



**This T-shirt is submitted by:**  
**Email address:**

**Age:**  
**Phone Number :**



## **Conservation Kids Camp Handbook**

**Conservation Kids Camp at Potter's Ranch**  
**5194 Beaver Road, Union, KY 41091**

**June 12, 13, and 14, 2018**  
**9 a.m. to 4 p.m. each day**

### **Drop-off/Pickup Information**

- **Please note that there is a code to enter Potter's Ranch when the gate is closed. The code during the week of camp will be 2618.**
- Drop-off is between 8:30 and 9 a.m. each day
  - Neither BCCDKY or Potter's Ranch assumes responsibility for your child until they are signed into camp each morning.
- Pick-up is between 4 and 4:30 p.m. each day
  - Only those authorized on your camper's registration form are allowed to pick up kids. You will be required to verify identification before picking up your camper.
  - Parents/guardians must report to the Potter's Ranch facility lodge to notify staff that they are removing their child early from camp.
- **You will be charged \$1.00 for every minute your child is left at the facility after 4:30 p.m.**

### **Absences**

We cannot deduct missed/absent days from your camp fee once it has been paid. Your fee pays for direct operating costs, staff, and materials. All of these things must be available for your child at the start of camp. Once you register, you are reserving the time, space, staffing, and provisions for your child whether or not he/she attends.

NOTE: In extreme cases of hospitalization or extended illness, a credit may be issued after discussion with BCCDKY staff.

### **Parent/Guardian Involvement**

We appreciate any suggestions or constructive criticism that you might have regarding camp. An evaluation survey will be emailed to you after camp is complete. We also encourage you to visit our camp, tag along, or volunteer to help!



## **Camp Guidelines and Policies**

**Please read the following pages with your child.** We want everyone to be familiar with the Camp Guidelines, Conduct Policies, and Discipline policies.

### **Camp Guidelines**

- Listen to and respect others
- Use proper language
- Keep each other safe
- Follow directions
- Know where you should be
- No abusive behavior will be tolerated, including profane language, threats, derogatory remarks, or verbal or physical abuse
- Do not bring food/drinks to day camp
- Do not bring toys, valuables, cell phones, or electronic devices to day camp
- Everything has a place – if you use it, you put it away
- Use equipment responsibly
- Appropriate close-toed footwear must be worn at all times (no flip flops, crocs, clogs, etc)
- Dress for the weather, including a raincoat, rainboots or old shoes, hat and sun protection, etc.

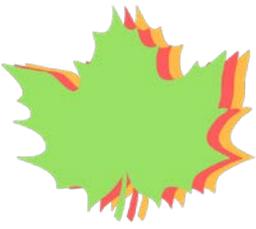
### **Conduct Policies**

It is our intent that each child enjoy the activities planned by understanding that he/she is responsible for his/her actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline. Staff is her eto help him/her have an enjoyable camp experience.

As in any group activity, the inappropriate behavior of a few children can spoil the experience for the entire group. Therefore the following conduct policies apply directly to each child and will be used in determining his/her eligibility to continue as a participant in the camp. In accordance with the severity of the inappropriate behavior and the number of times it occurs, a child may A) lose the privilege of participating in a specific activity, and/or B) be suspended from the camp.

Inappropriate behavior examples:

1. Intentionally and repeatedly going to unauthorized areas of the facility or leaving camp without permission



2. Repeatedly using foul language and/or being rude/discourteous to staff/campers
3. Defacing Potter's Ranch property
4. Repeatedly refusing to follow basic rules of safety
5. Stealing or defacing another camper's property
6. Unkind treatment to any animal or plant

Children must understand the importance of listening to staff in group settings and in one-on-one settings. This is important to each child's personal enjoyment and safety.

### **Discipline Policies**

At Conservation Kids Camp, we strive to meet the needs of all children without ignoring the demands of any one individual. It becomes necessary to set guidelines and boundaries when organizing and maintaining a large group. When that set boundary is broken, it is critical to provide some form of discipline.

#### ***Our policy follows these steps:***

1. Each child is treated with respect and concern for his/her developmental needs. Guidance and discipline are positive, productive, non-punitive, and appropriate to the situation and to each child's individual development. Verbalization of feelings for children, redirection and problem-solving techniques are the methods used by staff to guide children's behavior.
2. There will be no cruel, harsh, or unusual punishment.
3. No child will ever be isolated from the Potter's Ranch camp areas as a form of discipline, but they may not be allowed to participate in a particular activity.
4. In any situation of physical fighting among children, restraint by the teacher may be used for the safety of the children involved, however no form of physical punishment will ever be used.
5. No child will ever be shamed, humiliated, or frightened by any form of discipline.

### **Safety Rules:**

1. All efforts to ensure safety are made at all times. No child will ever be left alone or unsupervised.
2. Emergencies will be handled as required and the process will be followed according to the Emergency Form in the application. Minor accidents (cuts, bruises, etc.) are treated



by the camp staff. If a child is injured while attending the BCCDKY camp at Potter's Ranch, the staff will complete an incident report and forward it to the Ranch Director.

3. The Potter's Ranch facility has a telephone available for emergencies, as well as for communication as needed with parents/guardians.
4. The BCCDKY camp will provide daily lunch, a morning snack, and bottled water. We request that children do not bring soft drinks or food. If your child has a special dietary need or allergy, please speak with the staff *before* the first day of your camp.
5. The Ranch Director, employees, BCCDKY representatives, and volunteers for our camp are required by state law to report any suspicion of child abuse.
6. Children must be picked up by no later than 4:30 p.m. Parent/guardian must sign the child out. No child will be released from the Potter's Ranch to anyone other than the parent, guardian, or other specific person indicated on the application. We require that you give advance written notice to the BCCDKY representative when changes occur. **A picture identification will be requested each day to ensure that the child is released to the correct person.**
7. Any illness: The BCCDKY camp is unable to care for ill children. For the health and safety of all children attending the camp, we cannot accept children with any of the following: a contagious disease; temperature of 100 degrees or above; vomiting or diarrhea; lice or similar infection.

NOTE: Potter's Ranch/BCCDKY should be informed about the nature of any illness.

**Parent/guardian MUST notify the Potter's Ranch/BCCDKY representative when their child is going to be absent on any of the three days. We need to know where your child is every day for the child's own safety.**

8. Medications which need to be administered, should be brought directly to the Ranch Director/BCCDKY representative with written permission. Make sure the medication is properly labeled with name, address, dosage, etc. Only prescription medication will be administered to your child.
9. Clothes: Be sure that your child is appropriately dressed so that he or she may participate in any outdoor activities planned. **Close-toed shoes are required.** (Old gym shoes are perfect outdoor activities.) **FLIP FLOPS ARE NOT PERMITTED.**

**NOTE: Camp staff are not allowed to apply bug spray or sunscreen to campers, so please apply before camp!**



### **Medical Emergency Plan**

A first aid kit will be kept in Potter's Ranch lodge and also at each camp area. Parents/guardians will need to complete an emergency medical authorization included in the child's Camp Application.

### **Important Phone Numbers**

*Cell phone service at Potter's Ranch is spotty.*

Emergency: 911

Fire Department: 911

Poison Control Center: 1-800-722-5725

Police Department: 911

Social Services (child abuse): 859-371-8832

Potter's Ranch office: [859-586-5475](tel:859-586-5475)

BCCDKY office: 859-586-7903 x. 3

Program manager's (Susan) cell phone:  
859-750-6461

All children's records are kept in the file box at the Potter's Ranch facility if needed.

In case of emergency, the Potter's Ranch Director/BCCDKY representative will be notified immediately. If they are not available, then the next senior staff member will be notified. The appropriate medical emergency numbers will be contacted as well as the parent/guardian. If necessary, the child will be transported by an emergency vehicle to the hospital of the parent/guardian's choice.

If/when an emergency occurs, the other children in the same work group will be removed to another part of the ranch and will be supervised by Staff until the emergency situation has concluded.

In the case of an illness of a child, he/she will be moved away from the other children and will be cared for by either the Potter's Ranch Director/nurse or Staff member while the parent, guardian or other designated adult is notified and is in route to the Potter's Ranch facility. For purposes of treatment and monitoring, the Lodge office will be used as the First-Aid Station.

**For questions, concerns, or comments regarding any aspect of Conservation Kids Camp, please contact the Boone county Conservation District office: 859-586-7903 x. 3**