

# L.E.A.F! Academy

*Leadership, exploration, and fun in Boone County's great outdoors*

## Parent Handbook

### General Information

#### Program Dates and Times

July 8-12th  
9 a.m. to 4 p.m. each day

#### Locations

**Program will take place at different locations each day**

| <b>Day</b>                       | <b>Drop off/Pick up location</b>                                    |
|----------------------------------|---|
| Monday, July 8 <sup>th</sup>     | Middle Creek Park (5700 Burlington Pike, Burlington KY 41005)       |
| Tuesday, July 9 <sup>th</sup>    | Gunpowder Creek Nature Park (6750 Sperti Lane, Burlington KY 41005) |
| Wednesday, July 10 <sup>th</sup> | Middle Creek Park (5700 Burlington Pike, Burlington KY 41005)       |
| Thursday, July 11 <sup>th</sup>  | Conservancy Park (5820 Burlington Pike, Burlington KY 41005)        |
| Friday, July 12 <sup>th</sup>    | Middle Creek Park (5700 Burlington Pike, Burlington KY 41005)       |

- Drop-off is between 8:30 and 9 a.m. each day
  - Program staff do not assume responsibility for your child until they are signed in each morning.
- Pick-up is between 4 and 4:30 p.m. each day
  - Only those authorized on your Student Information Form are allowed to pick up kids. You will be required to verify identification before picking up your student.
  - Parents/guardians must notify staff that they are removing their child early.
  - **You will be charged \$1.00 for every minute your child is left at the facility after 4:30 p.m.**

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## How to Prepare Your Child

*This is an adventure style program, designed to take place entirely outdoors, rain or shine. Students will hike over varied terrain, wade in the creek, eat lunch on the trail, and may not have access to running water or bathrooms during the day. Please make sure your child is physically and mentally prepared for these challenges.*

- Dress appropriately for the weather
  - Check the weather forecast daily.
  - Pack a raincoat or poncho if necessary. Extra ponchos will be available for those who need them.
  - *Program staff are not permitted to apply sunscreen or bug spray to minors.*
  - Hats are provided for sun protection.
- Comfortable, close-toed shoes are required each day. Students will be hiking on varied terrain. Old tennis shoes or hiking boots are recommended. (If new, please be sure shoes are worn-in to prevent blisters.)
- Read the daily agenda at the top of this document for details on what to pack and how to dress each day.
- Water bottles will be provided for each student. Students will be reminded to stay hydrated throughout the day.
- Backpacks will be provided for students to carry lunches, water bottles, and other personal items such as medicine, sunglasses, or bug spray.
- Any personal items should be labeled with student's first and last name.

## Absences

We cannot deduct missed/absent days from your program fee once it has been paid. Your fee pays for direct operating costs, staff, and materials. All these things must be available for your child at the start of the program. 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 program staff.

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## Program Guidelines and Policies

*Please read the following pages with your child. We want everyone to be familiar with the Program Guidelines and Policies.*

### Rules of Respect

All students must follow the 5 Rules of Respect:

1. **Respect YOURSELF.** This includes keeping yourself prepared and keeping yourself safe.
  - Each student is responsible for keeping track of their own belongings, such as water bottles, backpacks, etc.
  - Students must arrive dressed in the proper attire.
  - Students must keep themselves safe by not climbing on trees and walls, staying away from creeks and ponds without direct supervision, and engaging in other potentially dangerous behavior.
2. **Respect EACH OTHER.** This includes those in your group or in other groups.
  - Include everyone in games and activities
  - Use only respectful language
  - Keep your hands to yourself
  - Treat others as you would want to be treated
3. **Respect the ADULTS.** This includes group leaders, teachers, and other program staff.
  - When an adult is speaking, pay attention
  - Follow instructions given by your leaders
  - Be polite to program staff
4. **Respect the EQUIPMENT.** This includes buildings, materials, and equipment used during the program.
  - Use equipment gently
  - Keep track of pencils, field guides, compasses, and other borrowed materials
  - Put trash in trashcans and recycling bins
5. **Respect the NATURE.** This includes wildlife, plants, soil, and waterways.
  - Put trash in trashcans or recycle bins

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- Do not approach wildlife without permission
- Do not pick flowers or living plants without permission
- Stay on designated trails unless otherwise instructed

## Behavior Management Policy

We believe that every child has the right to experience the program and all it has to offer. We believe in setting limits and explaining the boundaries for all participants. When these boundaries are tested, we use specific procedures to help the student to continue his/her experience during the program. All of our staff receives significant training in these procedures. On the first day of the program, staff will review the 5 Rules of Respect with students. Students have the opportunity to ask questions about policies and rules, so that everyone is clear about expectations.

### Procedures We Follow:

1. The program staff will speak with the student and check whether the student understands why the behavior is unacceptable and knows what the consequences are. Staff will restate the desired behavior, with clear consequences given for not following the desired behavior. The removal of a student from a problem situation in a time out may be a consequence in this first stage. Removal gives the student time to calm down, reflect on his/her actions and the staff a chance to discuss with the student what happened.
2. If the behavior is repeated, the staff will let the student know that this is still unacceptable and will then involve the Program Manager. At this stage, we will contact the parent or guardian of the student to make them aware of the situation and to ask for cooperation and insight.
3. If the behavior persists, the Program Manager will determine if the student should remain at the park or be sent home. Parents will need to make transportation arrangement and there are no refunds for students sent home for behavioral reasons.

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## Safety Policy

Safety is of the upmost importance at L.E.A.F! Academy. Program staff and volunteers are trained in the following safety rules:

1. At least two staff members certified in Wilderness First Aid will remain on grounds at all times. Multiple first aid kits will be fully stocked and carried by program staff.
2. Minor accidents (cuts, bruises, etc.) are treated by the program staff according to their level of training.
3. Staff are not to administer medication to minors without consent from legal guardian.
4. Medications which need to be administered, should be brought directly to the Program Manager with written permission. Make sure the medication is properly labeled with name, address, dosage, etc.
5. Staff are not to administer bug spray or sunscreen to minors.
6. If an incident occurs or a child is injured, the staff will complete an incident report and forward it to Program Manager.
7. Medical Emergencies will be handled as required and the process will be followed according to the emergency transportation information in the student application.
8. All sensitive personal information will be kept in file on-site and in possession of the Program Manager.
9. Cell phone service is spotty in most areas. Consult important phone numbers at the bottom of the Parent Handbook for numbers to call in case of an emergency.
10. We will provide daily snack, backpack, hat, and bottled water. Dietary restrictions and special needs documented on the student information form will be considered when preparing snacks.
11. The program staff are required by state law to report any suspicion of child abuse.

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12. No child will ever be left alone or unsupervised. Program staff observe the "Rule of 3" (at least three people are present at any time, and no adult is to be left alone with a child).
13. Program staff are not responsible for children before the 8:30 registration time or after the 4:30 pick up deadline. Parent/guardian must sign the child out. No child will be released from the park to anyone other than the parent, guardian, or other specific person indicated on the Student Information Form. We require that you give advance written notice to a program representative when changes occur.
14. Students with high fever, nausea, or infectious illness must be kept at home to prevent spread of infection to other students.
15. Program staff and students must dress appropriately for the weather, including close-toed shoes, rain gear, and sun protection.
16. Parent/guardian **MUST** notify a program staff representative when their child is going to be absent on any of the three days.

**NOTE: Program staff are not allowed to distribute bug spray or sunscreen to students, so please apply before arrival!**

## Severe Weather

This program takes place entirely outdoors, rain or shine, except in the case of severe weather. If thunder and/or lightening are in the area, camp activities will be postponed for 30 minutes until weather is clear. In the case of prolonged heavy rain, we will make use of tents and shelters.

## Transportation

On day 3 of the program, July 10<sup>th</sup>, students will be transported via official county vehicles to and from the trailhead at Boone Cliffs Nature Preserve, located 2 miles from the parent drop off location at Middle Creek Park. Students will spend the majority of the day at Boone Cliffs, and will be brought back to Middle Creek before 4 p.m. that day.

On day 5 of the program, July 12<sup>th</sup>, students will be transported via official county vehicles to Salato Wildlife Center in Frankfort. Students will spend the majority of the day at this location, and will be brought back to Middle Creek before 4 p.m. that day.

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County vehicles will be driven by licensed staff and monitors will be present at all times.

## Important Phone Numbers

*Cell phone service at most locations is spotty.*

BCCDKY office: 859-586-7903 x. 3

Parks office: (859) 334-2117

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

Parks Program Manager's (Vic) cell phone:

**For questions, concerns, or comments regarding any aspect of L.E.A.F!  
Academy, please contact the Boone county Conservation District office:  
859-586-7903 x. 3**

*We appreciate any suggestions or comments that you might have regarding the  
program. An evaluation survey will be emailed to you after the program is  
completed.*