



## **Conservation Kids Camp Parent Handbook**

### **General Information**

#### Camp Location

Potter's Ranch  
5194 Beaver Road  
Union, KY 41091

#### Camp Dates and Times

June 9, 10, 11, and 12, 2020  
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 announced prior to camp.**
- 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.**

#### How to Prepare Your Child for Camp

- Dress appropriately for the weather
  - Check the weather forecast daily.
  - Pack a raincoat or poncho if necessary. Extra ponchos will be available at camp for those who need them.
  - Layers such as light jackets may be needed on cool mornings.



- Sun protection such as hats and sunscreen are required. *Camp staff are not permitted to apply sunscreen or bug spray to minors.*
- Comfortable, close-toed shoes are required. Campers 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.)
- Water bottles will be provided for each camper. Campers will be reminded to stay hydrated throughout the day.
- Drawstring bags will be provided for campers to carry personal belongings.
- Any personal items should be labeled with camper's first and last name

### 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 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.



## **Camp Guidelines and Policies**

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

### Rules of Respect

All campers must follow the 5 Rules of Respect:

1. **Respect YOURSELF.** This includes keeping yourself prepared and keeping yourself safe.
  - Each camper is responsible for keeping track of their own belongings, such as water bottles, backpacks, etc.
  - Campers must come to camp dressed in the proper attire.
  - Campers 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, cooks, and other camp staff.
  - When an adult is speaking, pay attention
  - Follow instructions given by your leaders
  - Be polite to camp staff
4. **Respect POTTER'S RANCH.** This includes buildings, materials, and equipment used during camp.
  - Use equipment gently
  - When in the dining hall, push in chairs and clear your table properly
  - Put trash in trashcans
  - Keep voice level low when indoors



5. **Respect the NATURE.** This includes wildlife, plants, and waterways.
- Put trash in trashcans
  - Do not approach wildlife without permission
  - Do not pick flowers or living plants without permission

### Behavior Management Policy

We believe that every child has the right to experience camp 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 camper to continue his/her experience at camp. All of our staff receives significant training in these procedures. On the first day of camp, staff will review the 5 Rules of Respect with campers. Campers have the opportunity to ask questions about policies and rules, so that everyone is clear about expectations.

#### Procedures We Follow:

1. The camp staff will speak with the camper and check whether the camper 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 camper from a problem situation in a time out may be a consequence in this first stage. Removal gives the camper time to calm down, reflect on his/her actions and the staff a chance to discuss with the camper what happened.
2. If the behavior is repeated, the staff will let the camper know that this is still unacceptable and will then involve the BCCDKY Camp Manager. At this stage, Camp will contact the parent or guardian of the camper to make them aware of the situation and to ask for cooperation and insight.
3. If the behavior persists, the Camp Director will determine if the camper should remain at camp or be sent home. Parents will need to make transportation arrangement and there are no refunds for campers sent home for behavioral reasons.



## Safety Policy

Safety is of the utmost importance at Conservation Kids Camp. Camp staff and volunteers are trained in the following safety rules:

1. At least two staff members certified in Wilderness First Aid will remain on camp grounds at all times. Multiple first aid kits will be fully stocked and kept in convenient areas.
2. Minor accidents (cuts, bruises, etc.) are treated by the camp 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 Ranch Director/BCCDKY representative 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 the Potter's Ranch Director and BCCDKY Camp Manager.
7. Medical Emergencies will be handled as required and the process will be followed according to the emergency transportation information in the camper application.
8. All sensitive personal information will be kept in file on-site and in possession of the BCCDKY Camp Manager.
9. The Potter's Ranch facility has a landline telephone (859-586-5475) available for emergencies, as well as for communication as needed with parents/guardians.
10. Camp will provide daily lunch, a morning snack, and bottled water. Dietary restrictions and special needs documented on the camper application will be communicated with the chef prior to camp.



11. The Ranch Director, employees, BCCDKY staff, and volunteers for camp are required by state law to report any suspicion of child abuse.
12. No child will ever be left alone or unsupervised. Camp 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. Camp 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 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 (email is fine) to the BCCDKY representative when changes occur.
14. Campers with high fever, nausea, or infectious illness must be kept at home to prevent spread of infection to other campers.
15. Camp staff and campers must dress appropriately for the weather, including close-toed shoes, rain gear, and sun protection.
16. Parent/guardian MUST notify the Potter’s Ranch/BCCDKY representative when their child is going to be absent on any of the three days.

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

### 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

BCCDKY Camp Manager’s (Susan) cell phone: 859-750-6461



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

BCCDKY Camp Manager's email: susanbrown@bccdky.org

**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**

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