

Cedar Ridge Camp Summer Camp Parent Handbook



A quality summer camp for children ages 7-14

"A single act of kindness throws out roots in all directions, and the roots spring up and make new trees." – *Amelia Earhart*

Cedar Ridge Camp

4010 Old Routt rd. Louisville, KY 40299 | www.cedarridgecamp.com | 502-267-5848

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Cedar Ridge Summer Camps

Welcome to the Cedar Ridge Summer Camp. This handbook provides parents and guardians with information regarding all of our camp policies and procedures.

Cedar Ridge Camp Mission

The goal of the Cedar Ridge Camp is to provide all camp participants the opportunity to grow physically, mentally, socially, and spiritually using natural sites and challenging activities in large and small group settings while under the guidance of well-trained staff members.

Staff

Our well-trained staff is certified in the following: professional CPR/AED, standard first aid, and pool attending. The staff goes through training covering all policies and procedures of camp prior to the start of camp. Staff meets or exceeds all state licensing requirement qualifications in addition to a state Bureau of Investigation report, a child protective services report and reference checks to ensure the safety of your camper. The most important goal of our well-trained staff is providing a nurturing, safe and caring environment for your camper.

Example of Daily Schedule

Schedule is always subject to change due to weather, unforeseen issues, and additional activities

Day camp:

- 9:00am Drop off with health screen & temperature checks
- 9:30am Energizers
- 10-11am Camp Activity (ex, canoeing, archery, fishing, gaga ball)
- 11-12pm Craft Time
- 12:30pm Lunch
- 1pm Bible Study
- 1:30pm Pool Time
- 2:50 Theme Time
- 3:30 Camp Activity (ex, canoeing, archery, fishing, gaga ball)
- 4:30 Clean up, get ready for pick up/bus

Overnight camp:

- 8am Wake Up
- 9am Breakfast
- 9:30 Kitchen Duties/Energizers
- 10:15am Games/Crafts
- 11:15am Camp Activity (ex, canoeing, archery, fishing, gaga ball)
- 12pm Bible Study
- 12:30 pm Lunch
- 1pm Kitchen Duties/Change for Pool
- 2pm Pool
- 3:30pm Crafts/Theme Time
- 4:30pm Camper's Choice
- 5:30pm Counselor's Choice
- 6pm Dinner
- 6:30pm Kitchen Duties/Cabin Cleaning Time
- 7:30pm Breakout Time
- 8:30pm Evening Games
- 9:15pm Campfire
- 10:45 Toothbrush Time
- 11pm Lights Out

Venture Camp – Age 14

This beginner leadership program for 14-year-olds helps youth to discover what it's like to lead others. Those who accept the challenge will get to try out the High Ropes Course and travel by canoe for a day on the Floyds Fork River.

CIT program – Ages 15 & 16

Learn some of the skills and tasks of leadership at camp. Increase confidence and build a strong spiritual foundation as you help out at Cedar Ridge. Applicants must provide a reference and write a short essay. Call the camp for more info.

Tell Us About Your Camper

Parents/caregivers can help us provide a better camping experience by telling us about the child's needs, likes and dislikes, etc.

Communication

Does the child have different communication needs? If so, what approaches work best?

1. Should we always use a certain gesture with certain word?
2. Does the child use a talking board? Sign language/eyes?
3. What is the camper's general level of communication and comprehension?
4. Does the camper have any unusual communication patterns?
5. Any special routines?

Medical

1. Are there medical concerns/problems we should be aware of?
2. Does the child take medication? If so, it should be in the original packaging and signed in with the medic. When should it be taken, how much?
3. Any special routines?

Sleep

1. Is there a specific (special) bedtime routine?
2. What time?

Bathroom

1. Is the child on a specific schedule? If so what?
2. Are reminders needed?
3. Is assistant needed?

Arrival & Departure Procedures

Signing In & Out Procedures

Drop off is at 9:00am. Pick up is at 5:00pm.

- An authorized parent or guardian must sign in/out camper at Cedar Ridge Camp.
- Any authorized person will be required to show a picture id.
- We will not allow a camper to leave with someone who is not on the authorized pick-up list and who doesn't have a photo ID.

Transition Times

A solid plan for both sign-in and sign-out has been established and will be strictly adhered to. We know that sometimes your hectic schedule presses you for time and every second is

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valuable, but the safety of your child does come first. Please be patient and allow yourself a few extra minutes to allow for sign in and sign out.

Early Pick-up

It is beneficial for your campers to stay the entire time of camp to experience all of the benefits of camp. However, we recognize that unexpected situations do arise. On-site directors must be contacted prior to and at the time of pick-up. Parents also need to provide a signed note if they wish to pick up their child during the camp day. The note should specify the date and time of the early departure. An onsite director will call and verify pick-up and where camper will be at that time. Please note that camp is on a strict schedule and will not wait if a parent is late picking up at the designated spot and time. Campers will be released only to persons authorized to pick up with a photo ID.

Late Fee Policy

The Cedar Ridge Camp staff strives to keep to the daily schedule, including our pick-up times. We hope that parents and guardians also work to follow the daily pick-up times. If a parent does not pick up their camper within fifteen minutes from the scheduled pick-up time it will result in a \$1 per camper per minute fee until the camper(s) are picked up. Campers will not be allowed to return to camp until the fee is paid. If a parent is tardy after 30 minutes staff will call emergency contacts to pick up camper.

The cedar ridge camp reserves the right to refuse the release of a camper if staff is of the opinion that the child may be at risk.

Screening

Every camper will need to have a health screening upon arrival at camp BEFORE the parent is able to leave. We will take the campers temperature and ask a series of standard health screening questions. A camper, with a temperature that is over 101°F, will have to go home with their parent and be cleared by a doctor before coming back to camp.

Campers will be asked:

- Do you have a fever?
- Do you have a cough?
- Do you have shortness of breath?
- Have you been around anyone with Covid-19 in the last week?

Preparing for Camp

What to Bring

****Please label everything with child's full name****

Please make sure your campers have the following in their bag everyday:

- Sack lunch/snacks
- Labeled water bottle
- Swim gear
- Hat/sunglasses/sun block
- Hand sanitizer
- Facemasks are optional

Items Not Allowed at Camp

- Heavy coolers
- Hot lunches
- Toys/trading cards
- Electronics
- Valuables/money – No cash will be accepted for camp store this year. Pay on-line for candy store.
- ****Cell phones**

***Cell phone usage will be allowed for 30 minutes at breakfast each morning of overnight camps that are longer than a single week. They will be secured by staff for the rest of the day. Campers will have to sign them in/out. This will be treated as a privilege and can be revoked if need be.*

*****Cell phones are not allowed at Day Camp or at single week overnight camps***

Overnight Equipment List

- Sleeping bag/linens/pillow
- Flashlight
- Change of clothes for the week
- Toiletries
- Fleece jacket/sweatshirt
- Rain Jacket

****Please label everything with child's full name****

Day Camp Lunch

Campers are very active and need a well-balanced lunch with snacks to maintain their energy throughout the day. Only cold lunches allowed. Some ideas for lunch are the following:

- Bottle water & fruit juice
- Sandwich
- Fruit/veggies

Please NO nuts should be packed with lunches.

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Please label lunchbox with child's full name

Camp Store

Where the campers can buy drinks and snacks during pool time.

In the past camp store money has been an add on. Parents needed to add money to their child's account.

This is no longer necessary as camp store money is now included in tuition! All campers will be given 2 items every day.

Lake/Pool Activities

Canoeing

Campers wanting to canoe must wear a coast guard approved life jacket. All campers will have the opportunity to canoe during the summer at least once. At all water activities we have lifeguards on duty. We will also have counselors scanning the water and beaches at these times. We understand canoeing is a high-risk activity and we take every precaution to make sure your camper is safe and has fun.

Pool Swimming

Campers not passing the swim test will need to wear a lifejacket and stay in the shallow end. There is always a lifeguard present when campers are in the pool.

Field Trips

We try to have field trips and excursions off site through the summer. We will always give plenty of advance notice so you and your camper can plan accordingly. Past examples include Ice Skating, hiking through Pope Lick Park, Water Park, The Louisville Zoo, etc. These are included in your tuition, but are not guaranteed to happen every week.

Lost and Found Policy

Each year we accumulate many pieces of lost clothing, water bottles, lunch boxes, etc. Please be sure that your camper has everything at the end of the day. If you find your camper lost an item please check with the camp director. Items found are put in a storage bin at Cedar Ridge Camp that is cleaned out every week. Camp is not responsible for any lost, stolen or damaged items. The best way to keep your campers' items from ending up in the bin is to label all items with your child's name (first and last). Found or confiscated electronics are kept with the onsite director or in the medical room.

Please label everything with child's full name

Child Protection Procedures

Counselors go through a child protective training to promote a child-safe environment. Staff is prohibited from working one-on-one with youth outside of the Cedar Ridge Camp (i.e. babysitting).

Policies exist to ensure staff and volunteers are not alone with a child.

A buddy system is in place to ensure camper's safety (i.e. 3 campers and a counselor).

Camp has an open-door policy.

Child Abuse Policy

All staff members will be trained to understand their legal obligation to report suspected child abuse, and the appropriate reporting procedures at ridge camp. All staff members are mandated to report any suspected child abuse.

Staff who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation or other disciplinary action for that reason alone unless it is proven that the report is malicious.

Health Policies

A record of immunizations, including the date of last tetanus shot, and available information concerning age-specific vaccinations must be on file at camp.

Face Masks

We follow the JCPS guidelines and will have facemasks be optional this year. But we will keep an eye on the number of covid cases and listen to state regulations through the summer. We will always make the choice to keep our campers safe.

Medications

All medication must be given directly to camp staff from a parent or guardian in its original bottle. A medication form must be filled out by a parent/guardian with specific details for administering the medication. We do not object to giving prescribed medicine to a camper as long as the camper is well enough to participate in activities and that giving the medicine does not interfere with the daily schedule. Camp is not permitted to give medication to a camper without a med form filled out and medication clearly labeled in original bottle, there are no exceptions.

The Sun & Sunscreen

We are outside most of the day at camp. Parents are required to provide campers with a labeled bottle of sunscreen for use at camp. Sunscreen will need to be applied multiple times

throughout the camp day. Campers should be comfortable applying their own sunscreen; staff will not be able to assist in application (we do remind them frequently.) It is highly recommended that parents provide hats, sunglasses, and SPF clothing for campers.

Campers should have a minimum of SPF 25 with UVA/UVB waterproof sunscreen lotion.

Parents are encouraged to apply sunscreen and bug spray before/when dropping off their child.

Injuries at Camp

A camper who receives an injury at camp will be given first aid by a certified staff member and a parent will be notified. Any camper sent home with a serious injury may not return to camp unless approved by a physician. The onsite director must receive a note from the physician prior to the camper returning.

Illness at Camp

While we understand the needs of a working family, we must protect all of our campers from any and all contagious illnesses. Under no circumstances should a camper be brought to camp if they have a contagious illness. The onsite director should be notified of any contagious illness to be able to communicate to other parents and give recommendations to parents concerning the illness through our health consultant. If a day camper drops out due to illness, the onsite director should be notified.

A sick camper cannot do well in a group setting and it is difficult for the staff to give a sick camper the extra attention they may need. If a camper becomes ill during the day, a parent will be notified and the camper must be picked up from camp. If campers are on a field trip, we will do our best to console the camper although a parent may need to pick up the camper at that location.

Guidelines for Sick Campers

Covid-19: Campers who have been exposed to Covid-19, or have been diagnosed with Covid-19, will need to seek medical treatment and follow their doctors' instructions. Campers will not be allowed to return to camp unless they have received a negative test result, completed a 5-day quarantine, and have a doctor's note saying they are clear to return to camp.

Fever/Vomiting/Diarrhea: Camper must be free of symptoms for 24 hours before returning to camp.

Severe Headaches/Stomach Ache/Earache: Please keep your camper at home; Camp is not properly equipped to give the necessary attention to sick campers

Eye Infections: Any severe eye infection with redness, swelling, and pus-like drainage is not allowed at camp.

Strep throat: A camper may return once they have been on antibiotics for 24 hours and are well enough to participate at camp.

Head/Body Lice: Lice are very tiny insect-like creatures that cause infection in the hair of the body. They are very contagious. If your child has lice they may not return to camp until they have been treated and all lice, nits, and eggs are gone. If any signs of lice or nits are found, parents will be notified and will be asked to treat their camper and house. Upon the return to camp, the camper will need to be checked by an onsite director prior to sign-in of camp each morning for two weeks.

***Please help keep camp healthy and under no circumstance send a sick camper to camp. For more information on any illnesses please contact your physician. Cedar Ridge Camp reserves the right to change illness policies based on new illnesses, information and case by case.*

Behavior Management Procedures

It is the goal of the cedar ridge camp to provide a healthy, safe, and secure environment for all day camp participants. Cedar Ridge Camp teaches the core values of caring, honesty, respect, and responsibility. Children who attend the program are expected to follow the behavior guidelines and to interact appropriately into a group setting.

Behavior Guidelines:

- People are responsible for their actions.
- We respect each other and the environment.
- Honesty will be the basis for all relationships and interactions.
- We will care for ourselves and those around us.

Discipline Policies and Procedures

This is as it is on the registration form:

“Discipline Policies and Procedures (Parents / Guardians - please review with your child.) Discipline at Cedar Ridge Camp, Inc. has the goal of eliminating unacceptable behaviors in a firm, caring way, and helping the camper internalize acceptable behaviors.

MINOR MISBEHAVIORS include, but are not limited to, failure to listen, arguments without any physical contact and occasionally refusing to cooperate with counselors.

Disciplinary Procedures - Counselor will use verbal warnings for these minor offenses.

INTERMEDIATE MISBEHAVIORS include, but are not limited to, minor fights (pushing & shoving with no serious hits), one time use of profanity, obscene language, vandalism, obscene gestures, or continual refusal to cooperate.

Disciplinary Procedures - Timeout will be used at Counselor's discretion. More than two (2) timeouts per day per child will be reported to the Summer Camp Program Director. More than two (2) reports to the Summer Camp Program Director per week per child will be reported to the Operations Director. The Operations Director will call the parents and advise them of the problems their child is having that week.

SERIOUS MISBEHAVIORS include, but are not limited to, fights with intent to do bodily harm, hitting with an object or fists, threatening or harassing other campers, continual use of profanity

or obscene language, inappropriate sexual activities, carrying a weapon, possession of cigarettes, possession of alcohol or drugs, or rejection of authority. Disciplinary Procedures - These actions are considered harmful to other campers. The parents of the child will be notified by the Operations Director via telephone. When possible, Cedar Ridge Camp, Inc. will work with the child to correct behaviors. However, dependent on the safety of other campers, the child may have to leave the Cedar Ridge Camp, Inc. Summer Camp Program and be returned to the child's guardian. If this occurs, all monies are non-refundable."

Disclaimer: These are guidelines and discipline may vary at the discretion of the camp director

Mail

The address for camper mail is: **Camper Name**
C/O Cedar Ridge Camp
4010 Routt Road
Louisville, Ky 40299

Camper email: **mysummercamper@cedarridgecamp.com**
In the subject line should be the recipient's name and the week they are attending.
The camper will not be able to respond via email.

The office telephone number is: **502-267-5848**

The office fax number is: **502-267-0116**