

# Camper's Handbook



**5194 Beaver Rd.  
Union, KY 41091  
859-586-5475  
info@pottersranch.org**

## **Registration**

In order to secure your spot in the Potter's Ranch Kids Quest of your choice, we require that you fill out the Camp Application and send it with a \$50 non-refundable deposit to:

Potter's Ranch  
5194 Beaver Rd.  
Union, KY 41091

**The balance will be due on the first day of camp!**

## **Fees**

Art Camp, Adventure Camp, and Archery Camp	\$225
Basic Horse Camp	\$250
Advanced Horse Camp	\$300

Check-in time is after 8:20 AM and Check-out is 4:30 PM.

\$15 early check-in or late check out  
\$25 for both early check-in and late check out

Late Pick-Up Fee                      \$1 for every minute after 5:00pm

## **Returned Checks**

A \$25.00 handling charge will be assessed for all checks returned for insufficient funds.

## **Absences**

We cannot deduct missed/absent days from your weekly fee. Your fee pays for direct operating costs, staff, and materials. All of these things must be available for your child. When you enroll, you are reserving the time, space, staffing, and provisions for your child whether or not he/she attends. In cases of hospitalization or extended illness verified by a physician, a credit may be issued after discussing the situation with the Ranch Director.

## **Parental Involvement**

We appreciate any suggestions or constructive criticisms that parents may have. In providing an open relationship with all parents, we believe that we provide better care for your child. We encourage parents to visit our program at any time, as we have an open door policy. Any parent who has a special interest or skill to share should notify the Ranch Director.

## **Drop off and Pick up Procedures**

1. The Potter's Ranch Kids Quest program does not assume responsibility for your child until they are signed into the program by their parent or guardian.
2. Children must be picked up by 4:30 PM or be enrolled in the Late Check-Out program which extends the Pick-up time to 6:00 PM. Parents must enter Potter's Ranch and report to the Lodge to notify staff that they are removing their child from the program and sign their child out on the appropriate form. Any parent who arrives after 6:00 PM will be charged a late fee of \$1.00 per minute past 6:00 p.m.
3. The Staff are unable to deny a parent access to their child unless legal documentation is on file at the Potter's Ranch Kids Quest program.
4. No child will be released from the Potter's Ranch Kids Quest program to anyone other than the parents, legal guardians, or other persons specifically indicated on the **Camp Application**. We require that you give advance written notice when changes occur. Staff can and will ask for verification of identity before releasing a child.

## **Potter's Ranch Kids Quest Program Policies**

**Please read the following pages with your child.** We want to make staff, children, and parents aware of the Student Guidelines, Conduct policies, and Discipline Policies.

### **Student Guidelines**

- Listen to and respect others.
- Using proper language.
- Keep each other safe.
- Follow directions.
- Know where you should be.
- Abusive behavior will not be permitted (no profane language, threats, derogatory remarks, or verbal or physical abuse).
- Please do not bring food.
- Please do not bring toys or valuables. (Cellular telephones, Electronic Devices, video games, etc.)
- Everything has a place; if you use it put it away
- Use the equipment responsibly
- Appropriate footwear must be worn at all times (No Crocks or Flip Flops)  
Riding boots or hard soled shoes with a heel are required.
- Riding helmets are required and provided by Potter's Ranch.

### **Horse Camp Specific**

- Use quiet voices and body language when working with horses
- Treat horses and all barn animals kindly
- Wear appropriate clothing while in barn
- No running in barn or around horses

## **Conduct Policies**

It is our intent that each child enjoys 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, that we are here to help him/her, and that we want him/her to succeed.

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 program. In accordance with the severity of the infraction and the number of times the infraction occurs, a child may; (A) lose the privilege of participation in a specific activity, (B) be suspended from the program, or (C) be terminated from the program for:

1. Intentionally and repeatedly going to unauthorized areas of the facility or leaving the program area without permission.
2. Repeatedly using foul language and/or being repeatedly rude and discourteous to staff and peers.
3. Defacing ranch property.
4. Repeatedly refusing to follow basic rules of safety while at the program sites.
5. Stealing or defacing other children's property.
6. Unkind treatment to any animal

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

## **Discipline Policies**

In our Day Camp program, we strive to meet the needs of all children without ignoring the demands of any one individual. It becomes necessary in organizing and maintaining a large group, to set limits or guidelines. When that set boundary is broken, it is also essential to provide some form of understanding. 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 the staff to guide children's behavior.
2. There will be no cruel, harsh, or unusual punishment.
3. No child shall ever be isolated from the Potter's Ranch Kids Quest program as a form of discipline, but may not be allowed to participate in a particular program.
4. In case of physical fighting among children, restraint by the teacher may be used for the safety of the children involved, but 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

1. All efforts to ensure safety are made at all times. No child will be left alone or unsupervised.
2. Emergencies will be handled as requested by the Emergency Forms in the application. Minor accidents (cuts, bruises, etc.) are treated by the camp nurse. If a child is injured during the Potter's Ranch Day Camp program, the staff will complete an incident report and forward it to the Ranch Director.
3. The Potter's Ranch Day Camp program has a telephone available for emergencies, as well as for communication with parents.
4. The Potter's Ranch Day Camp program serves a lunch. 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, all employees, and volunteers of our Potter's Ranch Day Camp program are required by state law to report any suspicion of child abuse.
6. Children must be picked up by 4:30 p.m. Parents must enter the building and sign the child out. No child will be released from the Potter's Ranch Day Camp program to anyone other than the parents, guardian, or other person specifically indicated on the applications. **We require that you give advance written notice to the Potter's Ranch Day Camp program when changes occur.** A picture identification will be requested to ensure that the child is released to the correct person.
7. Illness: The Potter's Ranch Day Camp program is unable to care for ill children, for the safety of all children in the program we cannot accept children with any of the following: any contagious disease; temperature of 100 degrees or above; vomiting or diarrhea; lice or similar infection.  
**NOTE:** Potter's Ranch should be informed about the nature of any illness. **Parents MUST notify the Potter's Ranch Day Camp program when the children are absent.** We need to know where your child is every day for the child's own safety.
8. Medications: Medications, which need to be administered, should be brought directly to the Ranch Director with written permission. Make sure it 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 or brings additional clothing so that he or she may change to participate in all activities. Long pants and hard soled shoes (not tennis shoes) are required for all equine activities. These items can be kept at the program location.

## **Medical Emergency Plan**

A first aid kit is kept in the Lodge and each program area. Parents complete an emergency medical authorization on the child's Camp Application.

### **Important Phone Numbers**

Emergency -----911  
Fire Department-----911  
Poison Control Center-----1-800-722-5725  
Police Department-----911  
Social Services (child abuse)-----371-8832

All children's records are kept in the file box in the Potter's Ranch Day Camp program's office (filed alphabetically).

In case of emergency, the Potter's Ranch Director is to be notified immediately. If the Director is not available, then the next senior staff member must be notified. The Ranch Director will then immediately notify the parent(s) and make contact with the appropriate emergency number. If necessary, the child will be transported by an emergency vehicle to the hospital of the parent(s) choice.

The other children in the group will be removed to another part of the ranch and will be supervised by the second responsible adult until the emergency situation is concluded.

In case of illness of a child, he/she will be removed from the other children and will be cared for by either the Potter's Ranch Director/nurse or another staff member in an area away from the other children while the parent(s) or designated adult is notified and is in route to the Potter's Ranch Day Camp program. For purposes of treatment and monitoring, the Lodge office will be used for the First-Aid Station.