

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 camp 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

**Dyslexia Camp deposit is \$100.

The balance will be due one week before your first day of camp! A \$10 late fee per day will be applied if payment is not received by that date.

Check-in time is after 8:20AM and check-out is 4:30PM. There is an option for early check-in or late check-out for an additional \$75 per week per child. Early check-in occurs at 7:00AM, while late check-out occurs at 6:00PM. A late pick-up fee of \$1 for every minute after 6:00PM will be applied if necessary.

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.

Thursday Overnight Option

Campers in our day camp program are eligible to spend Thursday night at camp with their new camp friends! Campers can enjoy dinner, an extended evening of games, a campfire, and the chance to stay in our Tipi Village. Breakfast will be provided for them the following morning. A \$50 overnight cost will be added to your camp expenses. The deadline to sign up for this opportunity is 9AM on Tuesday of your child's camp week.

Drop off and Pick up Procedures

1. Potter's Ranch does not assume responsibility for your child until they are signed into the program or after they are signed out of the program by their parent or guardian.

2. For day camp, children must be picked up by 4:30PM or be enrolled in the late check-out program which extends the pick-up time to 6:00PM. Parents must enter Potter's Ranch, 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 of a child enrolled in the late check-out program who arrives after 6:00PM will be charged a late fee of \$1.00 per minute past 6:00PM.
3. The staff are unable to deny a parent access to their child unless legal documentation is on file at the Potter's Ranch camp program.
4. No child will be released from the Potter's Ranch camp 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.

Horse Camp/Dyslexia Camp Horse Shows

Each Friday at 4PM there will be a parent horse show at Sagebrush Arena. Parents or guardians have the chance to see what the campers have been working on during their week of camp, and to meet your child's horse for a photo opportunity. Once the show is over, your child must take care of their horse before leaving the ranch. Once the child's barn responsibilities are completed, they are free to be signed out of the program in the barn. The parent horse show for Dyslexia Camp will be at the end of their four-week program.

Trading Post Policies

The Potter's Ranch Trading Post is open after lunch each day for day campers, and also after dinner each evening for resident campers. If you choose to participate in this option, your camper will be given a canteen card to exchange for whatever dollar amount you would like to provide. Each time your child makes a purchase, that amount will be deducted from his or her card. Any portion not used during the week will be reimbursed on Friday. It is recommended to provide \$10-\$20 on your child's account, but any amount in \$10 increments is accepted. Cash accompanying your child for the Trading Post will be exchanged for a Trading Post canteen card to prevent monetary theft while at camp.

Potter's Ranch Camp Program Policies

Please read the following section 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.
- Use 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 (cell phones, 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 crocs or flip-flops. For time in the barn, riding boots or hard-soled shoes with a heel are required.
- Riding helmets are required and provided by Potter's Ranch.

Horse Camp Specific Guidelines

- 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 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 camp 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 instructor/staff member 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.

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. Any parent who has a special interest or skill to share should notify the Ranch Director.

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 camp program, the staff will complete an incident report and forward it to the Ranch Director.
3. The Potter's Ranch 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. 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 camp program are required by state law to report any suspicion of child abuse or neglect.

6. Day camp children must be picked up by 4:30PM. Resident camp children must be picked up on Friday of the selected camp week by 4:30PM. 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 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, or lice or similar infection.

NOTE: Potter's Ranch should be informed about the nature of any illness. **Parents MUST notify the Potter's Ranch 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 in the prescription bottle 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.

All children's records are kept in the file box in the Potter's Ranch camp program's office.

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 camp program. For purposes of treatment and monitoring, the lodge office will be used for the first-aid station.

Important Phone Numbers

Emergency ----- 911

Fire Department----- 911

Poison Control Center----- 1-800-722-5725

Police Department----- 911

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