

# Cedar Ridge Camp

## 2019 Summer Camp

### Parent Handbook



2019 Camp Theme: *Kindness*  
*"A little drop of kindness can make a big splash"*  
A quality summer camp for children ages 7-14

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## Cedar Ridge Summer Camps 2019

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 day 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.

Staff to camper ratio:

6-8 years 1:8 - day camp, 1:6 - overnight camp

9-14 years 1:10 - day camp, 1:8 - overnight camp

# Our Camp Programs

## Day Camp Dates

week 1, Bon Appetit: June 10-14  
week 2, Nature: June 17-21  
week 3, Art: June 24-28  
(4th of July week = no camp)  
week 4, Water week: July 8-12  
week 5, Exploration adventure: July 15-19  
week 6, Mad Science: July 22-26  
week 7, Aloha Summer: July 22- August 2

## Overnight Camp Dates

week 1, Bike week: June 9-13  
week 2, Night owl: June 16-20  
week 3, Art/Sport: June 23-27  
(4th of July week = no camp)  
week 4, Water week: July 7-11

## Drop Off/ Pick Up Locations

Cedar Ridge Camp or Designated Bus Stops

| Location | Address                 | Pick Up                  | Drop Off | Pick Up |
|----------|-------------------------|--------------------------|----------|---------|
| A        | Trader Joe's            | 4600 Shelbyville Road    | 7:50 am  | 5:58 pm |
| B        | Lowes                   | 501 S. Hurstbourne Pkwy  | 8:05 am  | 5:43 pm |
| C        | Target                  | 4640 Taylorsville Rd.    | 8:13 am  | 5:35 pm |
| D        | Meijer                  | 4500 S. Hurstbourne Pkwy | 8:20 am  | 5:28 pm |
| E        | Tully Elementary School | 3300 College Avenue      | 8:30 am  | 5:18 pm |
| F        | Kroger Tyler Center     | 12611 Taylorsville Road  | 8:38 am  | 5:10 pm |
| G        | Cedar Ridge Camp        | 4010 Old Routt Road      | 8:48 am  | 5:00 pm |

## Example Of Daily Schedule

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

### Day camp:

- 9-10am with Sign in and Energizers
- 10-11am Camp Activity (ex, canoeing, archery, fishing, gaga ball)
- 11-12pm Craft Time
- 12:30pm Lunch
- 1pm Bible Study
- 1:30pm Pool
- 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/Tilex Time
- 7:30pm Breakout Time
- 8:30pm Evening Games
- 9:15pm Campfire
- 10:45 Toothbrush Time
- 11pm Lights Out

## Venture camp

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. (Home on weekends.)

Age 14 - June 16-27, July 7-11

## CIT program

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. (Home on weekends.)

Age 15&16 - June 16-27, July 7-11

## Before you leave 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 you always use a certain gesture with certain word?
2. Does the child use a talking board? Sign language/eyes?
3. Are their words/sound that you might not understand? (e.g. "ba" for bathroom, "wa" for water) Are there any special words or signs?
4. What is the person's general level of communication and comprehension?
5. Does the child have any unusual communication patterns?
6. Any special routines?

### Medical

1. Are there medical concerns/problems you 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?

## 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.

## What To Bring

### Camp Essentials

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

Please make sure each camper has the following in their bag everyday:

- Sack lunch/snacks
- Labeled water bottle
- Swim gear
- hat/sunglasses/sun block

### Items Not Allowed At Camp

- Heavy coolers
- Hot lunches
- Toys/trading cards
- Electronics
- \*\*Valuables/money (should be given to counselors for camp store credit)
- Cell phones

### Overnight Equipment List

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

## Appropriate Lunch Ideas

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 & 100% fruit juice - no sugar filled/cafeinated drinks please
- Sandwich
- Fruit/veggies
- Cheese sticks and/or yogurt
- Something crunchy: pretzels, chips, etc.

## Camp Store

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

Everything in the camp store is \$1 and under.

To add money to the camp store, you can send your camper with money in an envelope, with their name on it, and have them hand it to a counselor. Or you can go to our website and use the "Pay My Account" link with the comment of camp store to add money to their account.

## Field Trips

There are 3 scheduled field trips this summer: Iceland Sports Complex on June 27th, River Run Water park in Indiana on July 11th and the Louisville Zoo on July 26th.

*All campers in attendance will be going. By sending your child to camp that day you are agreeing to them attending the field trip.* If you do not wish them to attend the field trip, they cannot attend camp that day. No refunds will be issued if the camper does not attend on the day of the field trip.

Parents may send money with their children, at their own digression, to purchase snacks or souvenirs. Camp store money will not be available during field trips. Cedar ridge camp and staff are not responsible for keeping track of this money or valuables during field trips.

All campers must wear their camp t-shirts on field trips. If a camper loses their shirt another one can be purchased for \$5. If this is their first week of camp they will receive their t-shirt Monday morning.

## 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 the storage bin at Cedar Ridge Camp and is cleaned out every week. Camp is not responsible for any lost, stolen or damaged items. The best way to keep a lost and found item 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.



# Child Protection Procedures

Counselors go through a child protective training to promote a child-safe environment.

All staff members are mandated to report any suspected child abuse.

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 campers safety (i.e. 3 campers and a counselor).

Campers are split into groups by age, but come together throughout the day.

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. 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.

## Sign In/Sign Out Procedures

- An authorized parent or guardian must sign in/out camper at drop off and pick up locations.
- 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 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 camp 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.

# Busing Procedures

Please make sure you arrive with enough time to sign in your camper with counselors and receive/relay any pertinent information regarding your camper and the camp schedule.

## Different Afternoon Pick Up Location

Camp understands that you have a busy life and may live in one town and work in another. With our busing locations you are able to utilize them to your families needs. Campers will be sent back to the same bus stop they were signed in to unless they are accompanied by a note. The note must be signed by a parent or guardian stating date, new pickup location and person picking up camper. Campers will be released only to persons authorized to pick up with a photo id.

## Missed The Bus

If your child misses the bus you can bring them directly to Cedar Ridge or the next scheduled pick-up location, please note the camper will be sent back to their regular bus stop unless you provide a note stating otherwise.

## Late Fee Policy

The cedar ridge camp implemented the bus stops in an effort to provide services to outlying communities and for working families. As a part of this service, the camp staff strives to keep to the daily schedule, including our drop-off times.

We hope that parents and guardians also work to follow the daily drop off 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/camper/minute 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.

# 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.

## 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

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 be applied multiple times throughout the camp day with the help of camp staff. It is highly recommended that parents provide hats, sunglasses and spf clothing for campers.

## Sunscreen Policy

Campers must have a minimum of spf 25 with uva/uvb waterproof sunscreen lotion. Parents are encouraged to put on sunscreen when dropping off their child. Please note: Camp Staff are not allowed to apply sunscreen to campers, but we do remind campers throughout the day to apply and re apply.

## 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.

**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 camp is on a field**

*Cedar Ridge Camp*

4010 Old Routt rd. Louisville, KY 40299 | [www.cedarridgecamp.com](http://www.cedarridgecamp.com) | 502-267-5848

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

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 attention to sick campers

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

Impetigo: A bacterial infection in the skin, impetigo begins as tiny red spots resembling pimples that enlarge to coin-sized blisters which rupture and produce oozy, stick, honey colored crust. a camper may return once they have been on antibiotics for 24 hours and all spots have been covered.

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

Severe Illnesses (Measles, Mumps, Chicken Pox, H1n1 Etc): A camper with any severe illness will not be allowed to return to camp for a week.

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, eggs are gone. we have a no nit policy. If any signs of lice or nits are found, parents will be notified and will be asked to treat their camper and house. The camper will need to be checked by an onsite director prior to sign in of camp each morning for two weeks.

Hand, Foot And Mouth: This is a highly infectious viral illness. the most common sign is the appearance of lesions in the mouth. A rash with blisters on the hands and feet follow as well as a fever. Every child is different and may not have all symptoms. The camper may not return to camp for five days since the blisters are very contagious.

Pinworm: A camper must be treated for pinworms. Camper can return the next day to camp after treatment. Parents should wash bedding, clothes, etc.

Ringworm: This is a skin infection caused by a tiny fungus. It is not contagious as was once believed, but a camper with ringworm should be on treatment before returning to camp.

*\*\*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) time-outs 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**  
Under 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**