



Summer 2021 Parent Manual

20115 NE 354th St.
Yacolt, WA 98675
360-686-3737
registrations@royalridges.org
programs@royalridges.org
www.royalridges.org

General Information:

Welcome

Thank you so much for choosing Royal Ridges Retreat, RRR, for the summer! We are very excited to work with your child. Our staff is committed to helping every camper have a safe and memorable summer, full of fun and learning. The most successful campers are those who are prepared for the camp experience. This Parent Manual contains important information about our camp, so please read it carefully and share it with your child. If you need additional information, please contact us at the camp office. We look forward to a great summer!

Mission Statement

Royal Ridges Retreat's mission is to provide a fun and safe camping experience for each individual while demonstrating Christian principles in action. Biblical principles are introduced in the context of God's beautiful outdoors.

RRR welcomes everyone, regardless of religious affiliation, to participate in the experience of our camp.

Contact Information

Camp Office

registrations@royalridges.org

360-686-3737

Physical Address: 20115 NE 354th St. Yacolt, WA 98675

Mailing Address: PO BOX 3010 Battle Ground, WA 98604

Fax: 360-686-4027

Camp Office Hours & Dates

Fall/Winter/Spring Office Hours: Monday-Friday 10am-3pm (September-May)

Summer Office Hours: Monday-Friday 7am-5:30pm (June-August)

Communications

The camp office will be in communication with you throughout the summer. All outreach will be via email, so it is important that we have a current email address in our database. If you don't receive emails from the office, please contact us ASAP (remember to check junk mail).

Also, don't forget to check out our camp Facebook page at

[Royal Ridges Retreat - Home](#) about some of the fun, cool activities happening while at

camp! You can also find information on www.royalridges.org.

Feedback

The goal of RRR is to provide campers with a fun and safe experience; in order to do so, we frequently ask ourselves what we are doing well and what we can continue to do better. RRR values any feedback you have, whether positive or constructive. At the end of each camp, your camper will be sent home with a link to our online Parent Feedback Form. Please take the time to complete the form so that we can offer the highest quality program possible.

Additionally, we love to receive ongoing, informal feedback from parents and campers. Our office staff, program director, and executive director are available and excited to discuss camp programs and your child's experience at any time. Please contact us with any feedback, questions, or concerns.

Program Overview:

About Our Staff

RRR Camp Staff is carefully screened and selected. Our staff is composed of enthusiastic and energetic individuals who are dedicated to the development and success of children. We are very proud of the fact that the majority of our staff started as campers and have progressed year to year and are now leading other campers. All SR staff members are trained by the Red Cross in Basic First Aid and CPR and attend formal pre-camp training and orientation. All staff 18+ are screened by CampBackgroundChecks.com.

CAMP NURSE The "Camp Nurse" may be an RN, LPN, EMT, or a qualified first responder. This position reviews the medical needs of the campers attending that week and assures that the camper's needs can be met to the satisfaction of the parent or guardian. Supervision of medications, evaluation of sickness, supervision or application of First Aid, and coordination of communication with parents and emergency services (911) reside in this position.

DAY CAMP At RRR Group Leaders are responsible for directly overseeing our campers. Typically, there are two Group Leaders, a senior and a junior, who work with each group of campers. The senior leaders are 16 years or older. They travel with the same campers from activity to activity, lead Bible Studies, and engage your children in meaningful conversations.

RESIDENT ADVENTURE CAMP Our Cabin Leaders are preferred graduated seniors or 18+. They lead Bible Studies, chores, challenge course initiatives, and other activities. Our facilitators are preferred 18+. They facilitate our challenge course while maintaining a high level of safety and educate the campers about the outdoors.

RESIDENT HORSE CAMP Our Cabin Leaders are preferred graduated seniors or

18+. They supervise daily activities, cabin/kitchen chores, lead Bible Studies, and help lead campfires. Our riding instructors are preferred 18+. They teach all levels of riding lessons & supervise all horse activities. Instructors, Cabin Leaders, and junior staff lead chores in and around the barn, teach horse grooming, and lead horse science.

PROGRAM DIRECTOR The Program Director is responsible for activities and specifically the Summer Camps. This person coaches and supports summer staff and resolves any issues with campers and Group Leaders that might arise.

OFFICE STAFF Our dedicated Office Staff takes care of the thousands of details that keep the camp working smoothly. They are the main contact for the camp families and are available to answer any questions about registration, camp logistics or can put you in contact with someone if you need even more information.

EXECUTIVE DIRECTOR Our Executive Director is the lead position for all operations, finances, and personnel. All personnel ultimately report to this position. The Executive Director is accountable to the Royal Ridges Board of Directors.

BOARD OF DIRECTORS Our Board of Directors is a policy board acting with one voice. The Board evaluates the performance of the Executive Director and monitors the policies enacted by the board.

What to Bring...and What to Leave at Home:

DO NOT BRING:

Cell phones, iPods, mp3 players, radios, handheld devices, or inappropriate reading material. Parents, please honor our cell phone rule. If a cell phone is found, it will be confiscated and kept with their Group Leader until the end of the day, if in Day Camp, or until the end of the week, if in Resident Camp.

Confirmed Camper Lists

We have many different camps going on all at once. Please check our website for your specific camp: [Confirmed Camper Lists](#).

Camp Attire

Campers should wear modest, comfortable, casual clothes. Modest clothing is loose, not tight; concealing, not revealing. Please keep in mind that campers do get dirty. Do not send expensive clothes, shoes, or jewelry to camp.

Swimming Pool

Many of our camps offer pool time! Our pool is 24ft. across and 4 ft. deep. Each camper has to take a swim test before any free play is allowed. They must swim across the pool on their own (with someone close by to assist if needed). If they can

not do this, they are required to wear an appropriate size life vest. A staff member who is 18+ always supervises this activity.

Security:

Your child's safety and security are our foremost concerns. We have policies and procedures in place to provide a safe environment. Parents play an important role in safety and security.

Here's how you can help:

It is VERY important that if your child is riding a bus to any of our day camps that they wear their colored bracelet each and every day while attending camp. We will put the child on their bus every day at the end of the camp according to their bracelet. If there will be a change in pick up, please call the office or write a note to the bus driver and give him/her that change in the AM. If the child says someone will be picking them up at camp, but we have no proof, then we will be sending that child on the bus per usual. A signature is also required when picking up a child from a bus or at camp.

When picking up a child early from any camp, you can come to the office, and we will have you fill out a Camper Release Form. If your child normally rides the bus, but you are picking them up at RRR yourself, please go to the office first to let them know. If for any reason you need to come on to our camp property during program hours, you will need to go to the office and get a Visitor's Pass. At no time are parents/relatives/friends allowed to walk around or go to our upper camp without permission unless attending a scheduled event.

Thank you in advance for helping the camp be safe and secure.

Attendance:

Pick Up and Drop Off

DAY CAMPS

All Day Camps start at 9:00am and end at 3:30pm. You can drop off your child at camp in front of the colored flags lining the fence and pick up your child at the flag closest to the Camp Store, where you will sign them out each day. If riding a bus, please refer to the bus stop schedule at [Bus Transportation](#). Your child will be required to wear a bus bracelet the entire week, and you will need to sign them out when picking up in the afternoon. You can communicate directly with the driver for any changes or call the office. **Remember the times listed are DEPARTURE times. Please arrive at your location 10 MINUTES PRIOR to the posted DEPARTURE time.**

If you are going to take your child (or siblings) home from the Day Horse Camp Showdeo (instead of riding the bus), please tell the bus driver and/or office prior to the Showdeo and also let us know if you will be taking home any other kiddos as well that afternoon.

If you are running late, please call the camp office so we can let your child know (late pickup fees may apply).

If running late for a bus pick up, **the bus driver will not wait** and will proceed to the next stop. Your best option is to ***CALL THE OFFICE TO DETERMINE WHERE THE LAST STOP IS FOR YOUR CHILD'S BUS AND MEET THEM THERE.***

There will be someone in the office until ALL children are picked up. The office will aid in and coordinate communication between you and the bus driver.

Late Pick-Up Fees

Any child left at the camp 10 minutes after the designated pick up time OR any child still on the bus at the last stop 10 minutes after the latter of:

- a) The arrival of the bus at the last stop or
- b) The scheduled arrival time of the bus at the last stop will be charged a fee of \$1.00 per minute or \$60.00 per hour from that grace time until the child is picked up.

RESIDENT CAMPS

Please refer to your specific camp to get the pick-up and drop off times by looking at our [Packing Lists](#). If your child is attending a Horse Camp, you are invited to attend their Showdeo at 11am on Saturday morning.

ALL CAMPS

If your child is absent from camp for any reason, please call the camp office at 360-686-3737 or email registrations@royalridges.org as soon as possible.

If you plan on picking your child up early, please call the camp office, and his/her group leader will escort him there, so they are ready for you. **You must come to the office for all early pickups and fill out an Early Release Camper Form.**

Overnight Blast (Currently Not Available for 2021):

Overnight Blast is an elective for any day campers going into 3rd Grade and up (sorry, no 1st or 2nd graders at this time). You must **PURCHASE** this elective for your child to attend an Overnight Blast. BOYS stay on Tuesday night, and the GIRLS stay on Thursday night. The list of things to bring is under Day Camp, which can be found in each day camp's confirmation list. RRR will provide the evening's dinner and snack,

along with the following day's breakfast and sack lunch for each Overnight Blast camper.

Camp Store:

We have two Camp Store locations: one at lower camp and one at upper camp. Each individual camp visits the Camp Store once a day. We have a large variety of things, including snacks, pop, water, candy, buttons, shirts & sweatshirts, as well as various RRR merchandise. Campers are welcome to bring their own money, but we highly suggest you place any money onto a Camp Store Card, which is kept safely inside of each Camp Store. If you have any type of restrictions (\$1 per day or only 1 candy/pop per day), please let the office know, and we will note it on the Store Card.

Health & Safety:

Accidents and Emergencies

Bumps and tumbles are not uncommon while at camp. Should anything unusual happen throughout the time that your child is attending camp, staff will care for minor injuries with ice, soap, water, and Band-Aids, and of course, TLC (tender loving care) will always be provided. We are also prepared to handle more significant accidents and emergencies should they arise. All senior staff are CPR and First Aid Certified. Our Camp Nurse is available to talk to you every Sunday before camp starts. Should there be an emergency, we will make every effort to contact parents/guardians or emergency contacts after appropriate measures are taken.

Hygiene & Sanitation

One of the great joys of summer camp is the opportunity to play outside, get dirty, and have fun. In fact, some of the best times at camp come when campers are dirty, muddy, wet, or sweaty. At the same time, our staff recognizes that it is imperative to maintain high levels of personal hygiene. Our staff encourages all campers to wash their hands before eating, after using the restroom, and after touching any animals. Hand sanitizer is welcomed as well!

Health

Please keep your child at home if he/she:

- Has a fever of 100 degrees or higher or has had one within the previous 24 hours.
- Is vomiting or has diarrhea.

- Has redness of the eye, obvious discharge, matted eyelashes, burning and/or itching.
- Has symptoms of communicable disease.
- Is unusually lethargic or tired or “not him/herself.”

If a child does not feel well enough to participate in the activities of the day, parents will be called to pick up the child. If your child is ill and will not be at camp, please notify the camp office as soon as possible. We ask the parents to notify the camp office of any communicable disease a child has, such as chickenpox, lice, measles, etc., so that we may notify other parents. Please be considerate of others; we need to keep in mind the health and well being of our entire camp community.

Covid-19

Please see our response to Covid-19 on our website: [Health Guidelines](#).

Medication

On the first day of each week or session, or at Sunday check-in, it is the parents' responsibility to deliver all medications and written instructions in a Ziploc bag to camp.

Important: For campers in need of prescription drugs, please bring only the amount of pills they will need for their time at camp. For example, if your campers need one pill each morning, please bring only 6 pills. Prescription drugs must be brought to RRR in the bottle they were provided in, stating the name of the drug, dosage, and the name of the camper. RRR will not accept any medication without the bottle it was provided in.

If riding the bus, you can deliver medications to the bus driver. Please write the camper's name and group on the Ziploc bag. If your camper must use a prescribed medication while at camp, this must be noted on their medical forms along with instructions as to proper use. Emergency medications, such as EpiPens, glucose/glucagon, or an inhaler, will be with your child's Group Leader at all times. Medications remaining when camp is finished will be returned as you have directed on the medical form. Medications will be held in the office until September 1st. They will then be properly disposed of if left unclaimed.

Medical + Liability Form

Please fill out this form online at the time you purchase your camp! If this form is not filled out prior to camp starting, your child will not be able to participant in the days/weeks activities.

MEDICAL + LIABILITY FORM: [Royal Ridges: SmartWavier](#)

Insurance

RRR does not provide accident or health insurance for campers. It is the parent's responsibility to take care of all fees and charges related to health care.

Miscellaneous:

Friend Requests/Cabin Partners

We can only guarantee **ONE** friend even if the request is for more than one. We will NOT honor the chaining of multiple campers (meaning #1 requests #2, #2 requests #3, etc.). You must either include the friend's name when registering or call/email the office to ensure a request has been made. **Changing groups on Sunday (during Check-In) or on the first day of camp will not be allowed.**

Rainy Days

Rain won't spoil our fun at camp! We will operate rain or shine, but you can help your child stay comfortable by sending the appropriate attire. We only suspend activities if there is thunder and lightning and will then proceed to move the children to a safe place. Light rain gear is highly recommended for rainy days (a pocket poncho works great, just not around the horses for safety). A regular raincoat is the best way to go, especially for horse camps!

Lost and Found

RRR cannot assume responsibility for lost or damaged items. Lost and found items that are turned into the lost and found will be held until September 15th. You are welcome to come and claim your items up until then. After September 15th, we will donate all unclaimed items to a family in need, sell them, and use the money towards the scholarship fund or donate them to a local charity. Remember that it helps to reconnect items with their owner if a name is on the item.

Please label your camper's possessions.

RRR Terms and Conditions:

Deposits

No camper is confirmed without a 35% deposit. Deposits are **non-refundable**. If you need to cancel your week altogether and not change it to a different week, RRR will refund you, minus the 35% nonrefundable deposit.

Emergency Shutdown Policy

If for any reason, Royal Ridges needs to comply with a state or local government shut

down of our operations due to communicable diseases, fire, & other natural disasters, then we will refund all camper funds minus a 10% service fee for charges incurred for electronic refunds or checks.

Payment

At registration, a payment of at least 35% of the total cost will be required to hold the camper's spot. The remaining balance must be paid on or before the first day of camp. You can pay your remaining balance online at paypal.me/royalridges, over the phone, or in the office with a check, cash, or a credit card.

Changes

We understand that parent and family schedules can change quickly during the summer and that, because of this, enrollment changes are an inevitable part of camp programming. At the same time, they pose challenges for staffing, supervision, supplies, and office systems. Changing weeks in advance of the start of camp will incur a \$5 office fee per child per camp change. If you must change weeks, please consider other campers who may be on the waitlist for that camp.

Pro Rating Camp Fees

Royal Ridges does not prorate camps or activities. If a camper cannot attend for part of a day, a full day, or multiple days, there will be no refund. The same also applies to bus transportation and also if your child comes down ill. If your camper misses any bus rides, we do not pro-rate.

Camp Store Cards

*Balances are not rolled from week to week

*Balances are not refunded

*Any left overbalances are deposited into the Camper Scholarship Fund

Refund/Discount

Any deviation from the policies listed here must be approved in writing by the Executive Director of RRR.

Behavior

RRR is dedicated to providing every camper with a positive summer experience. As

such, we have community standards and expectations for behavior to which all camp participants must agree. **Please review these policies and rules with your child before he/she arrives.**

When a camper breaks a rule, a staff member will address the situation directly and promptly by clarifying expectations for the rules and suggesting appropriate behaviors. With recurring or persistent misbehavior, staff will involve camp supervisors and our program director, who in turn will contact parents to discuss the issue and create a plan to resolve it. RRR reserves the right to dismiss any camper whose behavior is deemed inappropriate. It is also important to note that some “zero-tolerance” behaviors may result in immediate expulsion. If a camper is expelled, there is no refund.

RRR expects that campers will:

- Follow the rules that instructors set out for each activity, area, or project.
- Be honest and respectful in actions and words to all other campers and staff.
- Keep their hands to themselves and respect others' personal space.
- Do their part to keep camp clean and orderly.
- Stay with their group and notify staff when they need to leave the group.
- Be a positive and active participant in all camp activities.

RRR has a **zero-tolerance** policy of the following:

- Any behavior that disrupts or interferes with others' ability to enjoy RRR.
- Bullying, fighting, hazing, or physical aggression.
- Negative or hateful speech or language of any kind, as well as harassment.
- Theft or vandalism of any kind.
- Possession of controlled substance, weapon/knives/firearms, or other contraband.

Campers are responsible for complying with this behavior policy.

Waiting List

All camps are first-come, first-served. When a camp fills, the camp office will begin a waiting list for that session. Wait-listed campers will be contacted if space becomes available.

Scholarships/Financial Aid:

Royal Ridges offers scholarships to anyone who is in need of greater support for their camper to attend any one of our camps. We know the power and importance that camp can have, and

we want to extend the opportunity to anyone who asks.

Royal Ridges does grant partial and full scholarships. However, we have limited funds. So please make a request of what you truly need, and we will do our best to provide that amount in scholarships. Not all scholarship requests will be approved. Fill out the form found in the link below to submit for a scholarship.

[Summer 2021 Scholarships](#)

For any questions, please email registrations@royalridges.org or call 360-686-3737

What You Believe.....*SHAPES*.....the Way You

Updated November 24, 2020 ~ JT