



# Summer 2024 Camp Survival Guide for Parents

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Yacolt, WA 98675  
360-686-3737

[registrations@royalridges.org](mailto:registrations@royalridges.org)

[programs@royalridges.org](mailto:programs@royalridges.org)

[www.royalridges.org](http://www.royalridges.org)

# General Information

Thank you 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 essential 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 each individual with a fun and safe camping experience 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 our camp experience.

## **CONTACT INFORMATION AND COMMUNICATION**

The camp office will communicate with you throughout the summer. All outreach will be via email, so our database must have a current email address. If you are still waiting to receive emails from the office, please contact us ASAP (remember to check junk mail).

Camp Office

[registrations@royalridges.org](mailto:registrations@royalridges.org)

360-686-3737

Physical Address: 20115 NE 354<sup>th</sup> St. Yacolt, WA 98675

Mailing Address: PO BOX 3010 Battle Ground, WA 98604

Fax: 360-686-4027

Fall/Winter/Spring Office Hours: Wednesdays and Fridays 10 am-3 pm (September-May)

Summer Office Hours: Monday-Friday 7:30 am-4:30 pm (June-August)

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

[Royal Ridges Retreat - Home](#) about fun, cool activities happening at camp! You can also find information on [www.royalridges.org](http://www.royalridges.org).

## **FEEDBACK**

RRR aims to provide campers with a fun and safe experience. We appreciate feedback from families and campers to continue improving and providing a great program. Our office staff, program director, and executive director are available to discuss camp programs and your child's experience. Please don't hesitate to contact us with feedback, questions, or concerns.

# **About Our Staff**

RRR Camp Staff is carefully screened and selected. Our staff comprises enthusiastic and energetic individuals dedicated to children's development and success. We are very proud that most started as campers, have progressed year to year, and are now leading other campers. All Senior staff members are trained in Basic First Aid and CPR and attend formal pre-camp training and orientation. All staff that are 18+ also are background checked.

## **CAMP STAFF**

At camp, Group Leaders are responsible for directly overseeing our campers. A Senior Staff, ages 15 and older, is assigned to the group for the week. They travel with the same group of campers from activity to activity, lead Bible Studies, and engage your children in meaningful conversations. Junior staff, ages 13 and over, also help assist where needed most. Each area is also assigned an adult supervisor responsible for the continuity and supervision of the area activities and staff.

## **PROGRAM DIRECTOR**

The Program Director is responsible for all program-related activities and staff. 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 handles details that keep the camp working smoothly. They are the primary contact for the camp families and are available to answer any questions about registration and camp logistics, or they can put you in touch with someone if you need even more information.

## **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, maintenance or application of First Aid, and coordination of communication with parents and emergency services (911) reside in this position.

## **EXECUTIVE DIRECTOR**

Our Executive Director oversees 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**

**WHAT TO BRING** (please write camper's name on items)

- Backpack
- Packed Lunch and Water Bottle
- Closed-toe shoes (boots preferred for Day Horse Campers)
- Long Pants for Day Horse and Paintball Campers
- Sunscreen and Bug Spray (if desired)
- Swimsuit (midriff must be covered) and Towel for Water Games and Slip N Slide
- Change of Clothes
- Jacket or sweatshirt (mornings can be chilly)
- Medications needed during the day (please give these to a bus driver or a supervisor in a zip lock bag with first and last names and directions for dispensing)

\*Only campers wearing closed-toe shoes will be allowed to participate in camp activities. Day Horse campers will not be allowed to ride if they are not wearing long pants. You may send shorts to change into when not riding.

\*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. Royal Ridges is not responsible for lost or damaged items.

**DO NOT BRING**

- Phones (campers are not allowed to make phone calls at camp; all communication must be through the office)
- Smartwatches (a watch that cannot make phone calls or play games is fine)
- Tablets
- Electronic devices, music players, or electronic games
- Valuable Items
- Inappropriate materials
- Medications that are not checked in with the nurse, tobacco, alcohol, or illegal substances
- Weapons (including pocket knives, lighters, matches, sling-shots, weapon-like toys, etc.)
- Pets or other animals (they must stay in your car at drop off and pick up)
- Clothing with offensive or inappropriate words or images

\*If found, these items will be confiscated by staff and taken to the office for pick up by a parent or guardian. Please respect these requirements for the safety of other campers and staff.

## **Security and Arrival/Departure Procedures**

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 essential role in safety and security. Here's how you can help:

### **CHECKING IN AND OUT**

You will receive a check-in email by Friday, the week before your camp. It will contain information regarding the camp your camper is registered for and their group name or color. The email will also contain drop information off and pick up. Please review the bus times, as each stop will have a different time.

Drop off at camp: 8:30-8:50 am (please no earlier or later)

Pick up at camp: 3:30-3:50 pm (please no earlier or later)

Bus times are located on the website; you must be signed up for a bus ahead of time- the buses fill up, so sign up early. Please arrive 10 minutes before your scheduled bus drop-off and pick-up times.

Campers are assigned a flag/ banner for drop-off and pick-up. You can view the procedure videos in your check-in email for more information. The gate at the camp will open at 8:30 a.m. for drop-off each day (no earlier). Please have your camper here by 8:50 a.m. to begin our day together. If your camper is dropped off after the start of camp, please check them in at the office. Pick-up begins at 3:30 p.m. The buses will load first and depart before the gates open for cars to pick up campers. If you would like your camper to not ride the bus on a particular day, please notify the office by 2:30 p.m. on the day of or before so we don't load them on the bus.

Royal Ridges is a closed campus, so no visitors are allowed during camp hours, and parents cannot stay to observe. The gate will be closed at the entrance. Please wait there during drop-off and pick-up hours until the camp staff can help with drop-off and pick-up. If you need to visit the office, you can go to the office area, and a staff member will be happy to help you.

If you would like to pick up your camper early or have a change in transportation plans for the day, please call the office with the information so we can have your camper at the office for early pick-up or relay the transportation changes to the right person. ***You must come to the office for all early pick-ups and fill out an Early Release Camper Form.***

### **ATTENDANCE**

If your child is absent from camp for any reason, please call the camp office at 360-686-3737 or email [registrations@royalridges.org](mailto:registrations@royalridges.org) as soon as possible so we are aware. There are no refunds or credits given for missed days or activities.

## **BUS TRANSPORTATION**

If you signed up your camper to ride a bus, please look at the bus stop schedule at [Bus Transportation](#) for updated times. Your child must wear their colored bus bracelet on their backpack or wrist the entire week as it indicates which bus they are signed up for. You'll need to call the office for any pick-up or drop-off changes; please do not relay transportation changes to the bus drivers or through your campers; please contact or email the office. If the child says someone will pick them up at camp, but we have no proof, we will send that child on the bus as usual.

**Remember, the times listed are DEPARTURE times. Please arrive at your location 10 minutes before the posted DEPARTURE time.**

If you are 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.***

### **\*\*\*EXTREME HEAT DAYS\*\*\***

**Please note that our buses are not air-conditioned. For this reason, it is important that you are on time to pick up your child. If you are more than 5 minutes late, please call the office so we can let the bus driver know. The bus driver will then be able to enact our heat protocol.**

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.

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.

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

# Health & Safety

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 can talk to you during camp hours about any health issues or concerns. Should there be an emergency, we will make every effort to contact parents/guardians or emergency contacts after appropriate measures are taken.

## HEALTH, HYGIENE, AND SANITATION

One of the great joys of summer camp is the opportunity to play outside, get dirty, and have fun. 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 welcome as well!

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 eye redness, apparent 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 day's activities, parents will be called to pick up the child. If your child is sick and will not be at camp, please let the camp office know 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 must keep in mind the health and well-being of our entire camp community.

## LIABILITY/MEDICAL FORM

Any participant must have completed the online liability/medical form upon registration.

**If this form is not filled out before camp begins, your child cannot participate in activities until it is completed.**

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

## MEDICATIONS

If your camper has any medications that need to be dispensed while at camp, they must be delivered to the office or to a supervisor or bus driver in a ziplock bag clearly marked with the camper's name and directions for dispensing. Upon registration, all medications and procedures will need to be noted on the health form. Changes can be made through the camper's account if

needed.

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

Emergency medications, such as EpiPens, glucose/glucagon, or an inhaler, will always be with your camper or your camper's Group Leader unless you note otherwise on the health form. 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 1<sup>st</sup>**. They will then be properly disposed of if left unclaimed.

### **CAMPER NAME USE and CHANGES**

When signing up your camper in Ultracamp, please use their legal name. If they have a nickname or another name they like to be called, you can put that name in the "nickname" box. If your camper asks to be called a name other than what is listed, we may call or email to confirm and then add that name. For the safety of your camper and identification purposes, it is important that we are on the same page regarding your camper's name.

## **Other Helpful Information**

### **CAMP STORE**

We have two Camp Store locations: one at the lower camp and one at the upper camp. Each group will usually visit the Camp Store daily. We have a large variety of things, including snacks, pop, water, candy, buttons, shirts & sweatshirts, and various merchandise. Campers can no longer pay with cash and must have a store card purchased through our registration program. There is a link online and in your camper registration email to purchase a store card. We are limiting purchases of sugary items to 2 per day. Please let the office know if you have any restrictions (\$1 per day or only one candy/pop per day), and we will note it on the Store Card. The camp store is closed during drop-off and pick-up times for parents.

***Unspent camp store money will not roll over to the following summer and will not be refunded.*** Leftover camp store money will be transferred to the scholarship fund.

### **FRIEND REQUESTS**

Each camp is divided into age-appropriate groups and then into smaller groups within the camp. Please only sign up your camper within the age designations permitted in the descriptions. We have overlapped some age groups to allow for more friends. We will no longer be grouping campers based on requests, as we have a new online registration system enabling you to register for your chosen group ahead of time. Please collaborate with your friends to sign up for the same camp and pick the same group to ensure they're together. As camps fill up closer to summer, you may find groups filling up, so plan if you have multiple friends you



would like your camper to attend with.

### **FORGOTTEN LUNCH OR WATER BOTTLE**

If your camper forgets their lunch or water bottle, they can notify their staff, and the staff will obtain one from the office. The camp store card will be billed for the lunch or water bottle cost. We only have a few lunches on hand as this is intended for emergencies; please don't plan on this option for your camper.

### **INCLEMENT WEATHER**

Rain and heat 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 and additional layers. We only suspend activities if there is thunder, lightning, or extreme heat and will move the children to a safe place, and major activities will be rescheduled. Light rain gear is highly recommended for rainy days (a pocket poncho works excellent, just not around the horses for safety). A regular raincoat is the best way to go, especially for horse camps!

### **GROUP PHOTO**

Royal Ridges staff will take a group photo during the week and send you an email copy by the end of the following week. If you do not receive an email from us with your photo by the end of the following week of your camper's time here, please contact us, and we will send it again. Day Horse campers will also receive a link to view a short video of their riding.

### **LOST AND FOUND**

Royal Ridges cannot assume responsibility for lost or damaged items. If your camper has lost an item, you may visit the lost and found during drop-off or pick-up. The lost and found is located across from the camp store near the bathrooms. Lost and found items will be held **until September 1st**. You are welcome to come and claim your items up until then. **After September 1st**, we will donate all unclaimed items to a needy family, 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.**

## **Terms and Conditions**

### **DEPOSITS**

A 35% deposit is required to hold your camper's space. Deposits are *non-refundable*. If you need to cancel your week and not change it to a different week, you will be refunded minus the 35% non-refundable deposit. Once your camp begins, you will be charged the total amount since we cannot use that space for another camper.

## **EMERGENCY SHUTDOWN POLICY**

If, for any reason, Royal Ridges chooses to or needs to comply with a state or local government shutdown of our operations due to communicable diseases, extreme weather conditions, fire, & other natural disasters. In that case, 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 by returning to your account (select 'Make a Payment' in the green banner), over the phone, or in the office with a check, cash, or credit card.

## **CAMP REGISTRATION CHANGES**

We understand that parent and family schedules can change quickly during the summer, and 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 before 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.

## **DAYS MISSED**

Royal Ridges does not pro-rate camps or activities for days that campers miss. 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. If your camper misses any bus rides, we do not pro-rate.

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

## **CAMPER BEHAVIOR**

Royal Ridges 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 promptly address the situation by clarifying expectations for the rules and suggesting appropriate behaviors. With recurring or persistent misbehavior, staff will involve camp supervisors and our program director. Once the program director is involved, the parents may be notified via email or phone to discuss the issue and create a resolution plan. Royal Ridges 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.**

Royal Ridges expect campers will:

- Follow the rules that staff 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 to the best of your ability.

RRR has a **zero-tolerance** policy:

- Any behavior that disrupts or interferes with others' ability to enjoy camp.
- Bullying, fighting, hazing, or physical aggression.
- Negative or hateful speech, profanity of any kind, and harassment.
- Theft or vandalism of any kind.
- Possession of controlled substances, weapons/knives/firearms, or other contraband.

Campers are responsible for complying with this behavior policy.

### **WAITLISTS**

All camps are first-come, first-served. When a camp fills, the website space will report this. If a space opens up and you have requested to be waitlisted, then you will be notified by our registration program. The space will be filled on a first-come, first-serve basis.

### **SCHOLARSHIPS**

Royal Ridges offers scholarships to anyone who needs support for their camper to attend any one of our camps. We know the power and importance of camp and want to extend the opportunity to others. Royal Ridges does grant partial and full scholarships. However, we have limited funds, so please only request what you genuinely need, and we will do our best to provide that amount in scholarships. Not all scholarship requests will be approved.

For any questions, please email [registrations@royalridges.org](mailto:registrations@royalridges.org) or call 360-686-3737