

2024 Spring Break Camp



Parent Handbook

Circle F Dude Ranch Camp

Contact Information

www.circlefduderanchcamp.com

Camp Director: ben@circlefduderanch.com

Assistant Camp Director: kris@circlefduderanch.com

Mailing & Physical Address

Circle F Dude Ranch Camp
5301 Dude Ranch Road
Lake Wales, FL. 33898

Office: 863-676-4113
Fax: 863-676-5263

Ben Moss - Camp Director's Cell: 863-224-7231
Kris Canchon - Assistant Director's Cell: 863-224-7113

2024 Camp Dates

Spring Break Camp One: March 10 – 16 (Sunday – Saturday)

Drop off: Sunday, March 10 between 3:00 PM and 5:00 pm

Pick Up: Saturday, March 16 between 9:00 am and 11:00 am

Spring Break Camp Two: March 17 – 23 (Sunday – Saturday)

Drop off: Sunday, March 17 between 3:00 and 5:00 pm

Pick Up: Saturday, March 23 between 9:00 am and 11:00 am

Camp forms

Our staff's goal is to make each camper feel special. We do this through dedicated personal attention to each of our campers. The purpose of these forms is for you to provide detailed information about your camper which allows us to provide the best possible experience for your camper.

As a Circle F Dude Ranch Camp family, you have an account with our technology provider, Camp Minder. You can easily register for camp, complete, and print required forms, and review important information for Spring Break Camp from your online account. If your initial registration was online or you attended camp in the 2023 summer camp season, your login information will be the same for your camper account. If you registered directly through the camp office as a first-time camper, then you will need to create a login by going to the Camp Minder link located on the homepage of the camps website- Click on the [My CFDR Tab](#). The staff in the camp office are happy to assist you with this process, so please don't hesitate to contact us if you have any problems or trouble with your passwords.

Once these forms are completed online, they are stored in our secure database. If you can't complete forms in one session, you can always return by logging back into your account and starting up right where you left off.

Camper Medical & Confidential Information

The Medical and Confidential Information is some of the most important information you will complete for your camper. It provides us with detailed information that the camp health care staff and counselors require to properly care for your camper. When answering questions for this form, please take your time and answer in detail.

Parents/Guardians of returning campers: Sometimes we get notes like "you know him/her!" or "Same as last year." While we do know your child, your child has undergone changes during the year that we'd like to know about. Please update us.

The camper Medical & Confidential Information is broken into TWO documents:

- The first can be completed by you online under the Required Forms.
- The second must be printed and completed by your family physician, pediatrician, physician's assistant, or nurse practitioner and then emailed, faxed, or mailed to camp.

In addition to these two documents, we will also need a copy (front and back) of your insurance card, prescription card (if applicable), and immunization records which must be emailed, faxed, or mailed to camp.

Physical Exam

Camper's are required to have received a physical exam within 12 months of the start of Spring Break Camp. If your camper has received a physical within the required time, please send a copy of the physical to be placed in your camper's medical file. In most cases if you have already received a physical, your licensed medical professional will not need to see your camper in person to complete the form.

- Licensed Medical Professional Camper Health Care Recommendations: Have your family doctor, pediatrician, physician assistant, or nurse practitioner review and complete this section in full. Please be sure they have placed their office stamp or filled out the bottom of the form completely before returning it to the camp office.
- Licensed Medical Professional Standing Orders: This section details your licensed medical professional requirements and orders (permission) for prescriptions and over-the-counter drugs for your camper. As noted in the online medical and confidential form, without this section completed we cannot legally and will not administer prescription or over-the-counter drugs to your camper. Please be sure they have placed their office stamp and filled out the complete form (not checking a box as yes will be viewed as a no) before returning it to the camp office.

Additional Forms

You will find the following forms in your Camp Minder account:

- Terms and Conditions: Families that have registered through the camp office are required to review and complete this form for their file. Families who have registered online completed this form automatically.
- Camp Code of Conduct: Please review with your camper the expectations of campers while at camp. It notes important rules, such as being outside of cabins after curfew which will result in your camper being sent home.
- Camp Informed Consent: The State of Florida requires all parents/legal guardians to review and sign this document.

Medications

Camp Meds

Circle F Dude Ranch uses Camp Meds for the handling of all prescription medication, vitamins, and supplements. This company pre-packages medications in a sealed envelope, labeled with your child's name and medication information. Using Camp Meds to fill your child's prescriptions is a requirement to reduce the amount of hand-to-hand contact of camper medication and adhere to the guidelines given to us by the American Camp Association and CDC.

Filling Prescription Medications

Camp Meds requires a 30-day lead time for submitting prescription information. Families that submit their Camp Meds information after the 30-day lead time will be charged a rush fee and risk not having their medication shipped to camp before opening day.

Instructions for Processing

Go to Camp Meds website at [www](http://www.campmeds.com) setting up your account and submitting prescriptions. Camp Meds can answer questions about working with insurance companies and processing prescriptions.

Create your account at: www.campmeds.com

Over-the-Counter Medications

Every summer parents bring over-the-counter medications such as Tylenol and Ibuprofen to turn into the nurse. While parents are welcome to have these medications filled by Camp Meds, Circle F does stock these medications in our health center. This year, families may want to consider using Circle F's medical supplies rather than filling out another prescription for over-the-counter medications through Camp Meds.

Circle F does not stock daily allergy medications such as Zyrtec and Claritin. If your child takes this daily, you must fill it through Camp Meds.

Circle F does not stock vitamins in the health center. If you would like your child to take a vitamin at camp, you must process through Camp Meds. Families may want to consider whether or not to have their child take vitamins at camp this summer.

Please remember that it is against the law for Circle F Dude Ranch Camp LLC Nursing staff to dispense prescription and/or over-the-counter medication without a doctor's order (permission). Therefore, medication can only be administered to your camper if you have completed this section and your child's licensed medical professional has completed the downloadable Standing Orders Form.

Health Care Center

The Circle F Dude Ranch Camp Health Center is supervised by a Registered Nurse who lives at the health center and is available 24 hours a day to provide care as needed. Most often, the nurses are a parent, too, with their children at camp. They understand camp and they are involved in the camp operations. Together with the Directors, they oversee all health concerns at camp.

Maintaining a Healthy Camp

Increased Cleaning Procedures

Maintaining a clean and safe environment is of the utmost importance for Circle F. We will be cleaning our cabins via electrostatic fogging once a week beyond our normal cleaning routines with additional stepped-up disinfection of all activity and gathering areas. Additional hand washing and hand sanitizer stations are available throughout camp for campers to wash before and after activity times, and before each meal.

Typical Day

7:30am	Camper Wake Up
7:45am	Flag Raising, Morning Thought
8:00am-8:45am	Breakfast
8:45am-9:10am	Cabin Clean Up
9:15am-10:30am	1 st Activity Period
10:30am-10:45am	Transition Time
10:45am-12:00pm	2 nd Activity Period
12:00pm-12:15pm	Transition Time
12:15pm-1:00pm	Lunch
1:00pm-2:00pm	Siesta
2:00pm-2:20pm	Cantina
2:30pm-3:30pm	3 rd Activity Period
3:30pm-3:45pm	Transition
3:45pm-4:45pm	4 th Activity Period
4:45pm-5:00pm	Transition
5:00pm-6:00pm	5 th Activity Period
6:00pm-6:10pm	Transition
6:10pm-7:00pm	Dinner
7:15pm-7:30pm	Store
7:30pm-8:30pm	Evening Program
8:30pm-8:45pm	Night Medication Call
8:40pm- 9:40pm	Buckaroos Dismissed/Lights Out
8:50pm- 9:50pm	Wranglers Dismissed/ Lights Out
9:00pm- 10:15pm	Pioneers Dismissed/Lights Out

Packing

Please use the clothing list on the next page as a guide and adjust it to suit your child. Plan on sending 7 to 10 days of clothing to cover all the activities and weather possibilities. Campers aged 10 years and younger should have a minimum of 6 extra pairs of socks and underwear.

- **Label Everything:** Every article, including the clothing worn to camp must be marked with camper's name in a permanent way as this helps us return any lost clothing to its rightful owner.
- **Personal Property:** The camp is not responsible for the loss of or damage to personal property. Please do not send anything valuable
- **Camper Trunk or Foot Locker:** Campers store their belongings in their camp trunk or footlocker. Two campers share the space under the lower bunk bed. Foot lockers, small trunks or 122 quarts/115 liter Rubbermaid-type containers w/lids work best. The maximum height should be no more than 16" to fit under the bunk. Avoid larger steamer trunks.
- **Check Weather Report before Packing:** During the month of March, temperatures in Florida vary from 50 – 80 degrees. We recommend checking the weather report before packing to make sure you have enough pants and sweatshirts.

Packing List

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| <ul style="list-style-type: none"> • 6 – 8 face masks (optional) • 10 Shirts • 6 Shorts • 12 pairs of underwear • 6 bras • 12 socks • 4 sweatshirts or jackets • 3 pair of jeans/long pants • 3 pajamas • 2 swimsuits/swim trunks • 1 raincoat/poncho • 3 pair of footwear: <ul style="list-style-type: none"> ○ Sandals/flip flops for waterfront or showering ○ Close-toe shoes for hiking/riding ○ Close-toe shoes for sports • Sheets and blankets for a twin bed • 2 Beach Towels • 2 Bath Towels • 2 Hand Towels | <ul style="list-style-type: none"> • 1 bathmat for front of bed (optional, helps control sand) • Toilet articles – enough for entire week <ul style="list-style-type: none"> ○ Sunscreen ○ Hairbrush/comb ○ Toothbrush and case ○ Toothpaste ○ Liquid Soap ○ Shampoo/Conditioner ○ Bug repellent ○ Deodorant • Flashlight with batteries • Sunglasses |
|--|--|

Optional:

- Box or clip on fan with extension cord
- 5 short bungee cords to attach fans to beds
- Personal Sports Equipment
- Camera, books, games

Remember camp is a great place for old clothes. Do not bring new clothes to camp.

Packing List (Continued)

Okay – Not Okay to Bring

Okay

- iPods/MP3 Players – music, books, podcasts and photos only
- E-Readers – for books only
- Cameras
- Clock (battery)
- Games
- Books
- Stuffed animals
- CD Players

Not Okay

- Food, gum, drinks
- Cell phones or anything that can make a call
- No device that accesses to the internet with a mobile plan
- Walkie Talkies
- Computers, DVD Players or anything that plays tv/movies
- iPads or Tablets of any kinds
- Gameboys/DS/PSS/Etc. – Any game system
- Televisions
- Video Cameras
- Large Equipment
- Expensive Jewelry or Cameras
- Large Markers or Spray Paint

SPECIAL NOTE ON ELECTRONICS

We remind all campers that the outdoor environment of camp is not always favorable for electronics. Each year personal electronics are damaged and/or ruined due to the environment. Circle F is not responsible for damaged electronics.

Cell Phone Policy

Your child's experience at Circle F Dude Ranch Camp is designed to foster independence. We also want to keep you as connected as much as we can. The telephone schedule, web photos, letters and access to the Directors is set up with these goals in mind.

Cell phones are not permitted for campers as they detract from the camp experience. We know that for adults and older children, cell phones are the way we live today. At camp, our lives are much different. We're busy all day long and outside running around. We ask that all campers leave their cell phone at home, so that they can get in touch with nature and experience the true value of camp.

iPod Policy

We love music and believe that campers should have their music at camp.
So bring the iPod, but...

*Songs with explicit lyrics are NOT appropriate and
should be deleted prior to camp.
Apps, Games, Movies and TV must be taken Off.*

Photos are okay – they are great reminders of family and friends! Books and podcasts are good too.
iPods are for use during quiet time at camp and are not permitted to be carried around during activities.

A phone on "airplane mode" or without a service plan or without a sim card is still a phone
and is not acceptable.

NOTE: PARENTS are responsible for collecting their child's phone and checking iPod prior to leaving for camp. We believe in the honor system. QUESTIONS? Email or call us.

Violation of these policies will result in loss of equipment for the duration of Spring Break Camp and possible disciplinary action.

Visiting Camp

Parents and Guardians are permitted to visit camp. We recommend calling camp to discuss the best options for your visit- sometimes visiting your child while at a shortened camp session can make it more difficult for your camper to immerse themselves in the camp experience.

Packages

Parents are welcomed to send packages to their campers during Spring Break Camp. Please keep these important guidelines in mind when sending a package:

1. No food or drinks in packages: Campers are not allowed to receive any food or drink items such as candy or soda. Any such items will be collected and disposed of at the camp. Please keep in mind your child's bunkmates may have food allergies and food can attract unwanted wildlife.
2. Ship In Time: Remember to give enough time for your package to arrive camp before the session ends.
3. No Fireworks, Knives, Lighters: Do not send fireworks, knives, or lighters/matches to camp as these can be dangerous to the well-being of our campers.

**Mail to: 5301 Dude Ranch Road
Lake Wales, FL 33898**

Make sure to clearly label the package with your camper's name.

Spending Money

Spending money is not needed during Spring Break Camp. We do not have a "camp store" so please send your child with ample supplies of toiletries, stamps, batteries, etc. All camp snacks at our camp cantina and evening store are included in your camper's tuition.

Cantina and Store

Each day Cantina opens at camp for campers to receive a snack and drink before they start their afternoon activities. The evening store opens before the nightly program to give campers an opportunity to enjoy a night snack

Meals and Food Choices

Campers eat with their bunkmates at family style meals. This gives our staff a chance to sit with their campers and talk about their day and the camp experience. It also gives our trained staff an opportunity to monitor campers to be sure they are eating properly while at camp.

Everyone has different food likes and dislikes. We want to know what satisfies your child so he/she feels comfortable at camp. We have an extensive menu with lot of options each day. We are also very understanding of food allergies, special diets, vegetarians, and campers who feel they like only a few things.

Make sure you tell us what we need to know about food preferences on the Confidential section of your campers' medical information. Campers with severe allergies should contact us directly so we can make a food allergy action plan for you. Children with special food requirements can bring additional items to camp that we will store. They are also always welcome to read any label in the kitchen.

Camp Code of Conduct

At Circle F Dude Ranch Camp, we are pleased to state that we have campers who want to enjoy their camp experience to the fullest and NOT break rules or cause problems for themselves or others. Just like school and home, there are consequences for breaking the rules. We have found a strong structure creates a more harmonious and successful camp experience. The Camp Directors are involved in all disciplinary actions.

The following agreement is designed to ensure the camp is a happy, safe, and productive community for everyone. Read this carefully. If you have any questions, please contact the camp office immediately.

1. The use of any form of tobacco products including electronic products, vape products, alcohol, or illegal drugs is strictly prohibited at Circle F Dude Ranch Camp and will result in the immediate dismissal without a refund. Camp maintains a zero tolerance policy in relation to this behavior.
2. Any parent/legal guardian that wishes their camper(s) to leave camp property with someone other than themselves must provide permission in writing in advance of the pick-up date. Camp will NOT permit a camper to leave property with someone other than the parent/legal guardian without this permission on file in the camp office.
3. Campers will be present at all scheduled activities and will remain in supervised areas at all times.
4. Cabins are private and open to only the campers that live in that cabin. Campers will not enter a cabin other than their own without the permission of the campers that live in that cabin. Co-ed visitations are strictly prohibited.
5. Leaving cabins after lights-out in the evening is prohibited except in the event of medical necessity. Any camper found outside of their cabin after lights out will result in an appropriate disciplinary action or, if necessary, the immediate dismissal from camp without refund.
6. Physical and/or verbal hostilities are not permitted while at Circle F Dude Ranch Camp. Campers will respect all other campers, counselors, administrators, and camp staff.
7. Sexual harassment, verbal sexual harassment, or sexual contact of any kind is inappropriate to the community and will not be tolerated. Offenders face possible legal action and immediate dismissal from camp without refund.
8. Circle F Dude Ranch Camp is not responsible for valuables kept in cabins. Money, plane tickets, passports, and other valuables must be kept in the office at the start of camp. Camper must respect the property of others, any damage to or theft of Circle F property is not allowed and will be charged to the camper's family.
9. It is imperative that all activities rules be understood and followed by everyone. Rules will be explained and/or posted in appropriate locations.
10. Weapons, knives, matches, fireworks, and other potentially dangerous items are prohibited at camp and will be confiscated and will result in the immediate dismissal from camp without a refund.

11. All medications, prescription, or non-prescriptions (including aspirin) must be kept in the Health Center at all times. There are few exceptions such as asthma inhalers, Epi kits, etc. If not sure, ask us. At registration, all medications should be turned over to our nurses.
12. Respect for all living things is expected. Wildlife, camp animals, and the natural environment are to be protected. Destructive behavior is not permitted and will result in appropriate disciplinary actions or dismissal.
13. Each member of the camp community is expected to contribute to keeping the cabins and camp property clean and maintained. Graffiti or any other form of vandalism is strictly prohibited and the cost of repairing such damage will be charged to the camper's family.
14. Campers are not permitted to bring cellular phones to camp and are asked to leave them home. Please call the office for details.
15. Campers must maintain regular prescription medication as required by their medical professional while at camp. Please do not stop your children medication while at camp. We have a full time registered nurse here to administer medication.