



OUR 73<sup>rd</sup> SUMMER

Parent Handbook  
2024

Dear Esteemed Camp Families,

As we stand on the threshold of Summer Camp 2024, we extend our heartfelt welcome to both our cherished returning families and those embarking on this adventure for the first time. This upcoming summer promises an abundance of excitement, memorable moments, and personal growth, all nestled in the vibrant heart of Florida.

Our dedicated team of staff members has invested months of tireless effort to meticulously craft a remarkable experience for your family, with a special focus on ensuring that each camper's journey is truly one of a kind. At the core of our mission lies the commitment to assist not only our campers but also their parents and guardians in preparing for this incredible summer.

To facilitate your preparations, we proudly present the Camp Handbook, a comprehensive guide thoughtfully designed to lead you through each step of your journey. We have endeavored to make the information within it both clear and accessible. Furthermore, a wealth of additional resources awaits you on our website and within your CampMinder account. Should any questions or concerns arise during your preparations, please know that our dedicated team is readily available to provide support and guidance. Your satisfaction and peace of mind are our top priorities.

The anticipation among our staff is palpable as we eagerly await the reunion with familiar faces and the warm welcome to newcomers. Now is the time to prepare yourselves for another summer filled with laughter, learning, and the creation of enduring memories. With genuine enthusiasm and warmest regards,



Ben Moss  
Camp Director  
Circle F Dude Ranch Camp



Captain Paul Wells  
Executive Director/Owner  
Circle F Dude Ranch Camp

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## Circle F's Core Belief

At its core, we firmly believe that individuals who possess the ability to truly understand and embrace themselves, just as they are, are empowered with the confidence to achieve greater heights in the world and lead a life that is not just enriched but profoundly fulfilled.

## Our Purpose

We aim to be a summer camp with a distinctive focus on the spirit of a Dude Ranch experience. Rooted in our core pillars of Respect, Inspiration, Positive Thinking, Play, Leadership, and Engagement, our purpose is to cultivate an environment where activities and programs guide individuals towards a profound journey of self-discovery, helping them uncover their most authentic selves

## Our Mission & Pillars

Create a haven where genuine encounters foster the self-discovery journey, enabling individuals to unearth their true, authentic selves.

### Respect

Through actions and words our staff and campers create an environment where others always feel welcomed and supported. Within this setting of respect, we create a place of togetherness and open-minded compassion that allows us to truly explore who we are, unencumbered by outside stereotypes. From this commonality, we understand that respect must be extended beyond not just others but to the greater natural world around us. In doing so we know that our actions work to protect and care for our natural environment.

### Inspire

Staff and campers use inspiration to compel others and themselves to work hard, to achieve their goals and to reach for their highest dreams. Through the support of those closest to us we can develop the courage needed to navigate down the path to self-discovery, and encourage others to do the same. When we inspire others we often find we become inspired ourselves.

### Play

Our staff encourages purpose driven play which allows our campers to strive to learn through doing. Actively participating in the games, activities and programs which are the foundation of camp creates a meaningful and fun environment which allows everyone to learn and grow at their own pace. This exciting setting motivates us to explore outside of our comfort zone and develop life skills that extend well beyond summer camp. We become better people as we learn the underlying lessons of taking turns, being open minded, playing by the rules, trying hard and treating others fairly.

### Positive Thinking

Through the use of positive thought, staff and campers can overcome many of the challenges that are placed in their path and lead happier, healthier lives. Positive thought is more than a statement it is a mindset. Everything from how we view ourselves, our obstacles, and the greater world around us has a better outcome when we approach it with an optimistic focus.

### Leadership

We know that every staff member and camper embodies the traits of a leader. Through this belief, we realize that when put in to practice leadership may look different for each person. The one constant being, that all leaders are role models who lead through their selfless words and actions. We strive to instill in others the confidence needed for their personal progression of skills, knowledge, and character.

### Engage

Staff and Campers are encouraged to live a lifestyle that is focused on the journey as much as the destination. Success is not always measured by perfection but rather in how working toward an outcome made us feel and allowed us to grow, recognizing that failure may be an important part of every success. Being uncomfortable is not a reason to disengage from the challenges that surround us. As a strong and supportive camp family we want to give our staff and campers the tools and confidence to engage in their local community to create meaningful and positive change

## Contact Details

### Direct Contacts

Ben Moss [Ben@circlefduderanch.com](mailto:Ben@circlefduderanch.com)  
Camp Director 863-224-7231

Kris Canchon [Kris@circlefduderanch.com](mailto:Kris@circlefduderanch.com)  
Assistant Director 863-224-7113

Colleen Carragher [Colleen@Circlefduderanch.com](mailto:Colleen@Circlefduderanch.com)  
Assistant Director 863-270-6429

### Emails to All Camp Families

Circle F utilizes a mass email system through Camp Minder, in which we can send out communication to multiple families at one time. For non-emergency communication, plan to check your email regularly while your child is at camp.

### Director's and Assistant Director's Emergency Contact Information:

The Director and Assistant Directors are equipped with dedicated cellphones that are at your disposal around the clock, 24/7, in case of any emergency. These direct lines are not only for emergencies but also for any inquiries or discussions pertaining to your child's health and well-being.

For routine camp matters such as visiting camp, handling mail, making telephone calls, sending packages, celebrating birthdays, and more, we kindly request that you liaise with our efficient office staff on the main line 863 676 4113. They possess the experience and expertise to address your inquiries promptly and effectively.

Our commitment is to be accessible to you, ensuring that your needs and questions are met with the utmost responsiveness. In rare instances when we are unable to return your call immediately, please understand that we may be attending to matters that require our undivided attention. Rest assured, every child and family under our care holds immense significance to us.

In the event of an emergency, concern, or any inquiry pertaining to your child's experience at camp, you can expect to receive a prompt and personal phone call from one of our directors, the camp nurse, or head counselors. Your child's safety and well-being are our highest priorities.

Main Office:

Call: 863-676-4113

Fax: 863-676-5263

Physical Address:

5301 Dude Ranch Road

Lake Wales

Florida, 33898

Website:

[www.circlefdueranchcamp.com](http://www.circlefdueranchcamp.com)



## Session Dates:

### Session 1 (Two Weeks)

Opening Day: Sunday, June 9  
Closing Day: Saturday, June 22

### Session 2 (Three Weeks)

Opening Day: Sunday, June 23  
Closing Day: Saturday, July 13

### Session 3 (Three Weeks)

Opening Day: Sunday, July 14  
Closing Day: Saturday, August 3

### Session 3 A (Two Week)

Opening Day: Sunday, July 21  
Closing Day: Saturday, August 3

### Session 3 B (One Week)

Opening Day: Sunday, July 21  
Closing Day: Saturday, July 27

## Camper Forms

Our staff and counselors are dedicated to making every camper feel special by providing personalized attention. These forms are essential for you to provide detailed information about your camper, ensuring we can create the best possible experience for them. Access all forms through your Camp Minder online portal, either via the MYCFDR page on our Circle F website or by using the link provided below.

[Login to portal](#)

### Camp Minder

As a part of the Circle F Dude Ranch Camp family, you have a CampMinder account for easy camp registration, form submission, and access to vital summer details. Our camp office team is here to help, so feel free to reach out if you encounter any issues or need password assistance.

### Forms

All forms are available within your CampMinder Account, where parents/guardians must complete them online. Once submitted, these forms are securely stored in our database. If you need to step away, no worries—simply log back into your account to pick up right where you left off. Below is a list of required forms:

- Camper Program Release
- Camper Information
- Camper Code of Conduct
- Camper Cabin Confidential
- Camper Medical Form

### Paperwork

Camper paperwork, including medical documents, is crucial for your child's care during their camp stay. We encourage you to upload these documents to your CampMinder account for the most efficient submission. Alternatively, you may fax, email, or mail them to us if preferred.

- Camper Photo
- Camper Medical Standing Order
- Camper Medical Healthcare Professional Recommendations (Physical)
- Insurance Card: front and back
- Immunization Records

### Deadline for forms

All camper forms must be submitted at **least 2 weeks prior** to the beginning of your camper's session. Please contact the office if you have any questions.

### Instructions for forms

The Medical Form and Camper Confidential Form are vital for your camper's summer care. These documents offer essential insights for our health care staff and counselors. When completing them, kindly take your time to provide detailed answers. Even if your child is a returning camper, please update any changes that have occurred during the year, as this information is crucial for their well-being.

***Kindly note that according to the law, our Circle F Dude Ranch Camp LLC Nursing staff cannot administer prescription or over-the-counter medication without a doctor's order (permission). To ensure medication can be given to your camper, you must complete this section and have your child's licensed medical professional fill out the downloadable Standing Orders Form.***

### Immunization

Please fill in as much information as possible on the immunization section for your camper. We also require an uploaded, faxed, emailed, or mailed copy of immunization history for your camper.

### Camper Health History

Please answer all questions in this section in detail. This will provide our Health Care staff a full picture of your camper's health history. If after completing and submitting your forms you need to update this information before camp, please contact the camp office.

### Insurance and Doctor Information

Please provide us your doctor's information and up-to-date insurance information for the camper file. Please upload a copy of the front and back of your insurance card in the unlikely case that your child needs to go to the doctor's office while they are at camp. We will always contact the parent/guardian on file before arrangements for going to the doctor are made.

### Medical Permission and Waiver

Please read this section carefully, as it gives camp permission to seek medical care for your camper in the unlikely case that you and your emergency contact cannot be reached. It also outlines the camps and your responsibility in the unlikely case that your camper is injured during a camp session.

### *Camper Participation Waiver*

The State of Florida requires all parents/legal guardians to review and sign this document.

### *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.

### *Authorized Release of Camper*

Required to legally release your child to someone other than his or her legal parent/guardian during a camp session or end of session.

### *Camper Information*

Through this form, families tell us how they heard about us and if their camper is coming to camp with a friend they would like to room with.

### *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.

### *Camper Photo*

Please upload a recent photo of your camper. This helps us recognize your camper on the first day of camp.

### *Camper Medical Standing Order (Medications)*

You will be able to download this form from your Camp Minder portal. This form details your licensed medical professional requirements and orders (permission) for prescriptions and over-the-counter drugs for your camper. As noted on the online medical 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 uploading it to your CampBrain Account.

### *Camper Medical Healthcare Professional Recommendations (Physical)*

Campers are required to have received a physical exam within 12 months of the start of the camp session. If your camper has received a physical within the required time period, please upload 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. If your camper has not had a physical exam within the last 12 months, you will be able to download this form from your Camp Minder portal. Registration Summary screen at any time. 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.

## Medications

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.

**Camp Meds is UNABLE to fill prescriptions for EPI-Pens and Auvi-Qs.** Families may bring their prescription supply for these two items from home.

### Setting Up Camp Meds

The attached letter and information sheet from Camp Meds contains directions for setting up your account and submitting prescriptions. Camp Meds can answer questions about working with insurance companies and processing prescriptions. Create your account at: <https://www.campmeds.com/directors.aspx>

### 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.

### Over-the-Counter Medications

Every summer parents bring over-the-counter medications such as Tylenol and Ibuprofen to turn into the nurse. While parents/Guardians 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 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.

### Health 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 his/her child(ren) at camp. Nurses understand camp and are involved in the camp operations. Together with the Directors, nurses oversee all health concerns at camp. Our health care staff will contact parents anytime a camper is sent to urgent care or the emergency room, is running a fever, or requires an overnight stay in the health center. The health care staff will always keep you informed of your child's health.

### Maintaining a Healthy Camp

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.

## Packing List

Please use the clothing list on the next page as a guide and adjust it to suit your child. Plan on sending 10 to 12 days of clothing to cover all the activities and weather possibilities. This list is for every camper whether you will be attending a 7-day or 3-week session. Campers aged 10 years and younger should have a minimum of 6 extra pairs of socks and underwear. 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.

### Clothing

- 12 Shirts
- 10 Shorts
- 12 Pairs of Underwear
- 8 Bras
- 12 Socks
- 2 Sweatshirts or jackets
- 3 Pairs of jeans/long pants
- 3 Pajamas/sleep wear
- 3 Swimsuits/ swim trunks
- 1 Bathrobe (optional)
- 1 Raincoat w/ hood or poncho
- 1 "Nice" outfit for banquet

Remember camp is a great place for old clothes. Do not bring brand new clothes to camp. Our laundry does not do fine washables.

### Footwear

Every camper needs 3 pairs of footwear – sneakers/shoes/sandals. Hiking boots are great if you like wearing them but not necessary.

- 2 sandals/flip flops for walking to waterfront
- 2 closed toe shoes – climbing/sports/riding
- 1 shower sandals/flip flops (optional)
- 1 closed toe shoe w/ heel – riding (optional)
- 1 Pair of boots/rainboots (optional but recommended)



## Bedding & Linen

### Twin size sheets for beds

- 2 Twin top sheets
- 2 Twin fitted bottom sheets
- 2 Light blankets
- 3 Pillow cases
- 1 Pillow
- 2 Beach Towels
- 4 Bath towels
- 3 Hand towels (optional)
- 1 Bath mat for front of bed (helps control sand)

## Personal Hygiene Items

### Remember to pack enough for the whole session

- Sunscreen
- Hairbrush/comb
- 2 Toothbrushes & Case
- Toothpaste
- Tissues
- Shampoo & Conditioner
- Body wash
- Bug repellent
- Deodorant
- Caddy/bucket to keep everything in
- Nail clippers
- Gold bond powder or similar
- Extra eye glasses/contacts/solution

## Equipment/Supplies

- Flashlight w/ batteries (enough for full session)
- Stationery/postcards (self-addressed & stamped)
- Sunglasses
- Pens
- Address book

### Optional

- Box or clip on fan w/ extension cord
- 5 short bungee cords to attach fans to beds
- Card games
- Camera, books, games
- Nose Plugs for swimming in lake

### Personal Equipment

Circle F provides, but you may bring your own.

- Tennis racket
- Softball glove
- Fishing tackle & pole
- Skateboard w/ helmet
- Lifejacket
- Riding Helmet

### Laundry

The laundry is collected once a week and returned in most cases the same day or the next morning. We have an excellent laundry service at camp that washes, dries and folds each campers' laundry individually. Circle F will provide a laundry bag with your child's name tag attached for this purpose.

### Personal Property

The camp is not responsible for the loss of or damage to personal property, including laundry service. 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. Campers may use Rubbermaid style bins or totes, which are easier to sanitize. Please pack all loose items into a container to make it easier to deliver items to their cabin during check-in.

Foot lockers, small trunks or 122 quart/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. Campers may bring plastic drawers, however space for drawers is very limited. Suitcases are okay also.

## Packing Do's & Don'ts

It is important to note that Circle F Dude Ranch Camp is not responsible for campers personal property, remember to label everything.

### Items that are Okay to bring

- iPod/MP3 Players – music, books, podcasts & photos **ONLY**. *Please remove apps, video, TV and games before coming to camp. **THERE IS NO INTERNET ACCESS FOR CAMPERS.***
- E-Readers – for books only
- Cameras
- Radio/CD Player (battery)
- Clocks (battery)
- Games
- Books
- Stuffed Animals
- Fan and bungee cord to attach to bunk beds

### Items that are not okay

- Food, Gum, Drinks,
- **Cellphones** or anything that can make a call (See Cell Phone Policy on the next page)
- No device that accesses to the internet with a mobile data plan.
- Walkie Talkies
- Computers, DVD Players or anything that plays tv/movies
- iPad or Tablets or any kind
- Gameboys/DS/PSS/ETC- any Game System
- Televisions
- Video Camera
- Large Equipment
- Expensive Jewelry, 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 are 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 summer camp

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

## Music Policy

We love music and believe that campers should have their music at camp.

So, bring the MP3 player, but...

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

Books and podcasts are good too. MP3 players are for use during quiet time at camp and are not permitted to be carried around during activities.

**PARENTS** are responsible for collecting their child's phone and checking MP3 players 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 summer and possible disciplinary action.

## Theme Days and Special Events

Campers may choose to dress up for our weekly Theme Days and other special events or evening programs. It is not necessary for you to purchase items for your camper; you can pack what you have at home. We suggest packing a t-shirt, costume, hat, or whatever else you can find at home that goes along with the themes. ***Please note, we will upload a detailed themed packing list to the CampMinder Portal as we near the Spring.***

### Sessions 1, 2, and 3

- **Western Festival:** Western Festival is a 3-day event where camp is transformed into the Old West. Come prepared with your jeans, flannels, hats, and any other western wear! Each camper is assigned a Western Festival Team before coming to camp, each correlating to a different color.

## 1<sup>st</sup> Time Campers and Parents/Guardians

We want both campers and parents to feel comfortable and welcomed. As you prepare for your summer you might have some questions, please call us anytime. We want to help make this journey as smooth as possible for both of you.

### Prior To Camp

#### Forms

We can't stress enough the importance of completing your camp forms on time and with care. You are handing us your child for safe-keeping, physically and emotionally. We can do our best job if we have the time to prepare the staff and facility for his/her arrival. This is especially important the first year, when we are getting to know your child. Thank you for taking the time to do these forms. Once we receive your forms in the office, we will review everything and call you if we need to discuss anything in more detail. You can call us at any time as you complete the paperwork.

### During Camp

#### Phone Calls

You will have pre-arranged phone call times so you can keep in touch with your child during camp. These calls are important to both of you. Keep in mind that it is NORMAL for your child to express feelings about missing you. That doesn't mean he/she isn't having fun! We are right there to support your child after the phone call and we tell you about any separation issues.

#### Website Photos

Each day you can check the photos for your child and you can feel like you are right there with him/her enjoying the moment. We do our absolute best to have a picture of your child at our Camp Minder website at least once or twice a week, more when possible.

#### First few days- Director check in

You picked us because we are hands-on Directors and have excellent staff supervision. We check on all the campers all day long. The first week of camp we pay close attention to be sure that everyone is settling in and that they are having a great camp experience. We also remind them, in subtle ways, that we are there for them should the need arise.

#### Questions, concerns?

If there is anything we can do to make this 1<sup>st</sup> summer with Circle F Dude Ranch Camp a successful experience, please let us know. Tell us what you or your camper needs to make your first year at camp a best

## Staying Connected

### Photos

Our digital media team is dedicated to capturing camp on a daily basis, from activity time to evening programs our photographers are here taking photos to share with you through your CampInTouch Portal. Our goal is to capture at least 100 photos every day with a daily upload for our parents/guardians to look through.

<https://campanionapp.com/>

### Purchasing Photos

1. Log into CampInTouch and select the "Photos" icon.
2. Select an "Album".
3. Browse through the photos and select the photos you wish to purchase or digitally download. Once downloads have been purchased (either in batch or individually), users can re-download all their photo purchases through the 'Favorites' folder in their Photo system. This is especially useful if the user wishes to save copies of the photo to an additional machine/computer.

### Emails, CampStamps and eLetters

#### What are CampStamps?

CampStamps are credits parents/guests can use to facilitate and enhance communication with their camper(s). Parents/Guests can add CampStamps to their account by clicking the link at the top of the Email page: **CampMinder will not refund parents for unused CampStamps, they do carry over between seasons, so any unused stamps will be available for future use.**

#### Email Enhancements

In the Email center, parents/guests will be able to add optional games and stationery to their email. Smart Words: Add age-appropriate vocabulary words (options: elementary, middle, SAT prep.) Sudoku: Add a Sudoku game to an email (three levels of difficulty to choose from.) Email Stationery: Choose from a variety of fun, digital stationery to further personalize an email. Send A Smile: The option to attach a photo to an email. This option is found below the email body text. CampStamps will be deducted from the sender's account for emails sent to a camper's Summer Address.

### Summer Address

A unique Summer Address is reserved for each camper during his/her time at camp. Parents can use the Summer Address to email their camper without having to log into their CampInTouch portal. The parent could log in to gmail (or Outlook or whatever), then simply send an email to [firstname.lastname@yourcampcampminder.com](mailto:firstname.lastname@yourcampcampminder.com) and the email will get routed through the CampMinder system.

The cost for this service is \$9.99 per season (plus one CampStamp per email recipient). After sign-up, the camper's Summer Address will be displayed below his/her name in the Email Center. For safety, only emails from the primary parent, spouse parent, or registered guests' email addresses will be accepted at the Summer Address.

### eLetters

eLetters offer an easy way for your child to send letters from camp back to parents. Each page of eLetter stationery has a unique, printed barcode.

Have campers complete the handwritten replies in blue or black ink, and ensure the barcodes remain unobstructed.

#### Providing eLetter Stationery:

Parents can give their camper eLetter stationery in two ways:

1. Send an “eLetter stack” with their camper before they leave home. Using this option, parents can print a stack of eLetter stationery (up to 20 individual pages at a time) within their CampInTouch account. There is **no CampStamp cost** to print eLetter stationery
2. Attach an eLetter reply request to an individual camper email. This option is found below the email body and will request a single eLetter reply from the camper. Please note: CampStamps will not be deducted for the eLetter until a reply is received by the parent.

### Phone calls

We believe that you should have the ability to stay connected to your child at camp. Our phone call schedule is setup weekly during a session when parents/guardians may talk to their child. One of the camp’s goals is to help our campers gain independence. We work hard to balance both needs and keep everyone in touch. Sometimes phone calls can make being apart harder. You know your child best. The schedule we have helps campers know when to expect to speak with family and they look forward to that time. You may also call us prior to your calling day to get an update if you wish so that you can prepare for the phone call.



### How phone calls work

Campers call parents or guardian at prearranged days/times for calls. If this time is unworkable for you, please call or email the Assistant Director at [kris@circlefduderanch.com](mailto:kris@circlefduderanch.com) to set up an alternative time and so that we can inform your child and he/she won't be disappointed. You will get to talk for **5 to 7 minutes per child** – a perfect amount to check in and find out about life at camp. (Families with 2 children have 10 to 14 minutes.) A staff member will let the camper know when time is up so neither of you has to be the one to end the call. The schedule will be handed out to parents at check-in.

### International Calls

Circle F will use Whatsapp for all international calls, for parents and guardians that reside outside of the United States please download Whatsapp ahead of your camper arrival so that we can effectively communicate with you and enable your camper to have a smooth phone call experience – if you have any questions regarding this please don't hesitate to contact the Main office (863 676 4113) or Kris directly on (863 224 7113)

### Phone call Schedule

We've set up calling times that don't interfere with activities. Calling times are during lunch/siesta and dinner/evening free time. We set the program around the telephone schedule, but weather sometimes forces us to make last minute changes. We use email to announce any changes to the telephone schedule.

*Due to the volume of calls we receive, calls are for parents/guardians only. Unfortunately, we cannot accommodate calls to or from relatives or friends. Please recommend they send emails or letters.*

### Packages

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

- 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.
- Ship In Time: Remember to give enough time for your package to arrive camp before the session ends. Make sure to clearly label the package with your camper's name
- 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.
- Packages will be opened and sanitized before being passed out to campers.

Shipping and Mailing Instructions

Please note the campers name clearly on all mail and packages

5301 Dude Ranch Road

Lake Wales, FL 33898

## Camp Life

### Typical Day

7:45	Flag Raising
7:50	Morning Thought
<b>8:00-8:45</b>	<b>Breakfast</b>
8:45-9:10	Cabin Clean Up
9:15-10:30	1 <sup>st</sup> Activity Period
10:40-11:55	2 <sup>nd</sup> Activity Period
11:55-12:15	Restroom break (Report to Green deck before <b>12:15</b> )
<b>12:00-1:00</b>	<b>Lunch</b>
1:00-2:00	Siesta
2:00-2:20	Cantina
2:30-3:30	3 <sup>rd</sup> Activity Period
3:40-4:40	4 <sup>th</sup> Activity Period
4:50-5:50	5 <sup>th</sup> Activity Period
5:50-6:00	Restroom Break (Report to Green deck before <b>6:00</b> )
<b>6:00-7:00</b>	<b>Dinner</b>
7:00-7:20	Evening Store
7:30-8:30	Evening Program
8:30-9:30	Bed prep, Nightly gathering.
9:30-10:00	Lights off

### Age Groups

Campers are bunked typically by age group.

Buckaroos	6y/o - 10 y/o	Lights Out at 9:00 PM
Wranglers	11 y/o - 13 y/o	Lights Out at 10:00 PM
Pioneers	14 y/o - 16 y/o	Lights out at 10:30 PM

### Meal and Food Choices

Campers eat with their bunkmates at cafeteria style meals. 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 camper's 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.

### Cantina & Store

Each afternoon 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. The cost of Cantina & Store is included in your camper's tuition.

### Activity Periods

Campers have 5 activity periods per day, 2 of which are skilled based periods, 1 is a designated waterfront period and the remaining 2 our free choice periods. Skill Focused Activities: When campers participate in an activity multiple times, they develop awesome skills such as leadership, perseverance, clear communication, confidence, and self-awareness. Each activity includes fun and exciting games and age-appropriate instruction that help campers learn and master new skills. Free Choice Activities: Free choice activities allow campers to try new activities or spend more time doing the ones they enjoy the most! Free choice activities should be characterized mostly as play. There are over 40 different activity option that campers will have an opportunity to experience and participate in during their camp session.

- Alpine Tower
- Archery
- Archery Tag
- Arts and Crafts
- Basketball
- Banana Boat
- Blob
- Boating
- Camping
- Canoeing
- Chuck Wagon Cooking
- Crate Staking
- Dance
- Drawing
- Dodgeball
- Fishing
- Flag Football
- Frisbee Golf
- Guitar
- Gymnastics
- Hatchet Throwing
- Horseback Riding – English
- Horseback Riding – Western
- Improv
- Kayaks
- Leather Craft
- Movie Production
- Odyssey Course
- Painting
- Paddleboards
- Paintball (Extra Charge)
- Photography
- Rock Climbing
- Sailing

- Skate Park
- Sling shot range
- Soccer
- Softball
- Survival
- Swimming
- Tennis
- Theater
- Volleyball
- Wilderness Cooking
- Water Inflatables
- Zipline

### Spending Money

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. There is **no need** for additional spending money.

### Birthdays at Camp

If your child’s birthday falls at camp, rest assured that it will be a very special day! You can call us ahead of time so that we can set a time for you to call your child. Please send special birthday packages, balloons, etc. but **NO FOOD!** Camp will provide a birthday cake or cupcakes for your camper and his/her cabinmates.

## 2024Camp Fees

### TUITION (All-inclusive except where noted)

\$3,850.00	Session 1 (Two Weeks)	June 9 - 22
\$4,950.00	Session 2 (Three Weeks)	June 23 – July 13
\$4,950.00	Session 3 (Three Weeks)	July 14 – August 3
<i>\$3,850.00</i>	<i>Session 3A (Two Week)</i>	<i>July 21 – August 3</i>
<i>\$1,700.00</i>	<i>Session 3B (One Week)</i>	<i>July 21 – July 27</i>

### Other Fees

Optional Paintball: \$75.00 a week (Must be 10 y/o or older to play)

Optional Airport Shuttle: \$175 each way

### *Optional Excursion:*

Island of Adventure-	Session 1	\$235
Busch Gardens-	Session 2	\$235
Disney- Magic Kingdom-	Session 3	\$265

### Payment Procedures

The entire camp fee for all sessions must be paid in full by May 1, 2024.

Payments can be made by cash, wire transfer, VISA, MasterCard, Discover, or American Express.

Mail to:

Circle F Dude Ranch Camp

5301 Dude Ranch Road

Lake Wales FL, 33898

### Outside Medical Expenses

Should it be necessary for your camper to use outside medical services, all expenses are the responsibility of the parents/Guardian. Any dental, orthodontic, pharmacy or optical services will also be the parents' responsibility. Incidental medical and related expenses will be charged to the parent credit card on file at the time of service. Prescriptions will be handled the same way. When and where possible your insurance and pharmacy card will be used. Circle F does provide transportation to and from these sites.

Tax ID Number

The Camp Tax ID # is: 59-3615676

In some cases, parents can get a tax deduction for camp. Please speak with your tax consultant.

## Code of Conduct

1. The use of any form of tobacco products including **vapes**, alcohol, or illegal drugs is strictly prohibited at Circle F Dude Ranch Camp
2. Campers will be present at all scheduled activities and will remain in supervised areas at all times, additionally, they will follow all posted or staff-provided rules at an activity area.
3. 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.
4. Leaving cabins after lights-out in the evening is prohibited except in the event of medical necessity.
5. 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.
6. Sexual harassment, verbal sexual harassment, or sexual contact of any kind is inappropriate to the community and will not be tolerated.
7. Circle F Dude Ranch Camp is not responsible for valuables kept in cabins. Any damage to or theft of Circle F or personal property will be charged to the camper's family.
8. Weapons, knives, matches, fireworks, and other potentially dangerous items are prohibited at camp and will be confiscated.
9. All medications, prescription or non-prescription (including aspirin) must be kept in the Health Center at all times. Camp families that require rescue medication in the cabin should contact the office.
10. Respect for all living things is expected. Wildlife, camp animals, and the natural environment are to be protected.
11. 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.
12. Campers are not permitted to bring cellular phones, tablets, and other electronic devices to camp.



## Terms and Conditions

### Enrollment, Deposit, and Payment Schedule

**Enrollment** To secure a spot for your camper in our 2024 camp programs, please follow the enrollment process outlined below.

**Deposit** Upon enrollment, a deposit is required to reserve a spot for your camper. The deposit amount for the Summer Camp is \$750, and for the Spring Break Camp, it is \$300 per camper per session.

**2nd Payment** A second payment of \$750.00 per camper per session for the Summer Camp is due on February 1, 2024.

**Remaining Balance and Additional Fees** The remaining balance for all camp programs and any additional fees are due on May 1, 2024, for the Summer Camp and March 1, 2024, for the Spring Break Camp.

**Late Applications** Applications made within three weeks of the start date of any camp program require full payment upon booking.

**Payment Options** We accept the following forms of payment: cash, check, and credit card. Please note that a 3% service fee will be applied to all credit card payments. Personal checks cannot be accepted within three weeks of a camper's session. We also accept payments via wire transfer, with a \$35.00 wire transfer fee.

### Cancellation, Transfers, and Refunds

**Transfer of Funds** Camp allows for the transfer of paid funds from one camper to another within the same camp household under the following terms:

**Spring Break Camp Programs** Before February 1, 2024, all paid Spring Break Camp funds, minus the \$300 non-refundable deposit, may be transferred from one camper enrollment to another within the same camp household without penalty. After March 1, 2024, a camp household may only transfer up to 50% of unused funds between camper enrollments within their household.

**Summer Camp Programs** Before April 1, 2024, all paid Summer Camp funds, minus the \$750 non-refundable deposit, may be transferred from one camper enrollment to another within the same camp household without penalty. After May 1, 2024, a camp household may only transfer up to 50% of unused funds between camper enrollments within their household.

## Refunds

**Deposit** Camper enrollment deposits are non-refundable, regardless of the camp program or amount.

**2nd Payment** Second payment tuition funds paid on or before February 1, 2024, are refundable. After February 1, 2024, all second payment tuition funds are non-refundable, regardless of the camp program or amount.

**General Funds** Camper funds paid toward a program are refundable, minus the non-refundable deposit or second payment amount, until that program's pay-in-full date. The pay-in-full date for the Spring Break Camp is March 1, 2024, and for the Summer Camp, it is May 1, 2024. After the pay-in-full date, all funds are non-refundable.

**Exception** If Circle F Dude Ranch has to cancel a camp session during 2024 due to an infectious disease, and cannot transfer your camper to another session, a full refund of all tuition paid will be provided to the family.

**No Refunds** Please note that there are no refunds for late arrival, early departure, absence, failure to adjust (homesickness), suspension, withdrawal of a camper, acts of God (pandemic notwithstanding), or war. In case of camper illnesses such as COVID-19, we will provide credits for a future session or summer program on a prorated basis.

**Cancellation** Camp households can cancel a camper enrollment for any reason; however, regardless of the reason, the camp household will be bound by the transfer of funds or refund sections of these terms. We recommend that camp families secure camp trip insurance to protect their investment.

## Program Tuition Includes

All camp program tuitions include room and board, supervision, programs, supplies, a water bottle, a laundry bag, and a snack and drink at the Cantina in the afternoon and from the store each night.

Additionally:

- Spring Break Camp tuition includes Paintball (camper must be aged ten years or older).
- Summer Camp tuition includes a Camp T-Shirt (one per session), Year Award (one per summer), and Laundry Service (Campers are provided with a wash/dry/fold service at least once per week). Please note that Paintball is an additional fee during the Summer Camp.

### Conditions of Attendance

All Camp households agree to the following conditions for camper enrollment in any camp program:

**Camper Medical** Before arriving at Camp, each camper must undergo a complete physical examination and provide documentation of up-to-date immunizations and pharmacology. Parents/Guardians also agree to provide Camp Medical Staff permission to speak to all the camper's health and behavioral providers as needed. Campers must provide medical insurance information as well.

**Disclosure of Medical Conditions** Before enrollment, disclose any severe learning disabilities, physical disabilities, therapy, or emotional conditions to the camp director to determine if we can support your camper. Habitual bedwetters, for example, cannot be accepted.

**Removal from the Program** Camp reserves the right to cancel any camper's enrollment at its sole discretion. Canceled enrollments are bound by the terms outlined in this document for refunds. Reasons for removal include unsatisfactory behavior, falsification/nondisclosure of medical information, and possession or use of prohibited substances including but not limited to tobacco products, drugs/alcohol, vapes or weapons.

**Electronic Policy** Electronic devices brought to Camp may only play music. Phones, laptops, and tablets are not allowed.

**Lost or Damaged Items** The Camp is not responsible for the loss of personal articles, equipment, or electronics. Please take care of your belongings.

### Terms & Conditions

For your child to participate in a Circle F Dude Ranch Camp program you must agree to these terms & conditions. You automatically agree to these terms and conditions when an application for camp is complete either through the office or online portal. All registering parents/guardians will be sent a copy of the terms and conditions upon completing the application. Additionally, families have twenty-four hours from completing their application to review the terms and conditions and alert the Ranch if they do not wish to be bound to them and receive a full refund. After 24 hours it is assumed, the family agrees to all terms and conditions as outlined.