



OUR 64TH SUMMER

**PARENT
HANDBOOK
2016**

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Dear Returning and First Time Families,

Summer Camp is an amazing, exciting, and unforgettable experience for everyone involved. Our staff spend months working hard to provide your family, and especially your camper, one of the most unique and special camp experiences in the entire Southeast. We realize that a major part of our job is getting everyone prepared, both campers and parent/guardians, for summer.

The parent handbook is designed to take you step-by-step through your preparations. We have worked hard to explain things clearly. There is more information on the website and in your CampBrain account and at Bunk One. Please don't hesitate to call us with ANY questions as we are always here and happy to help.

Looking forward to seeing you for another unforgettable summer,

A handwritten signature in black ink that reads 'Ben Moss'.

Ben Moss
Camp Director
Circle F Dude Ranch Camp

A handwritten signature in black ink that reads 'Paul Wells'.

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

2016 SESSION DATES

Session One (2 Weeks)

Opening Day: Sunday, June 12

Closing Day: Saturday, June 25

Session Two (3 Weeks)

Opening Day: Sunday, June 26

Closing Day: Saturday, July 16

Session Three (3 Weeks)

Opening Day: Sunday, July 17

Closing Day: Saturday, August 6

Session Four (10 Days)

Opening Day: Sunday, August 7

Closing Day: Tuesday, August 16

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

Director's Cell: 863-232-7402

Assistant Director's Cell: 863-978-8090

Health Center Direct: Ask at Registration

Transportation

CAR TRANSPORTATION

Each year campers from all over the United States and world attend summer camp at Circle F Dude Ranch Camp. The majority of these campers will arrive and depart by car. When arriving by car to the Ranch on opening and closing days, please follow the direction of camp staff that will be happy to direct you to proper parking areas. Please remember that on opening day you must check your camper in before driving to their cabin. On closing days always check-in at the office before driving to your camper cabin to receive your gate pass. Gate passes are required to depart the property on closing days. We remind our families that parking by camper cabins can be limited so please limit your time to just loading and unloading of camper belongings.

AIR TRANSPORTATION ARRANGEMENTS

For campers who live too far away to drive to the Ranch, we are happy to provide one-way and/or round-trip shuttle service from Tampa International Airport and Orlando International Airport. Our camp staff will meet your camper at their arrival gate and assist them in collecting their luggage before bringing them to camp. For return trips, camp staff will escort campers through security to their departure gate and will stay with your camper until they are safely on their flight home. Shuttle service is \$100.00 one-way and \$200.00 round-trip. Please contact the Camp office to coordinate your child's travel plans. We prefer flights that arrive before noon on opening day and flights that depart after 3 pm on closing days so that your camper can receive the full experience of opening day and will have an easier transition.

Every family must complete the Authorized Release of Camp form in CampBrain. This form is located in your CampBrain required forms and provides camp with the list of people who you give permission to release your camper for the purpose of leaving the Ranch, outside of yourself. To pick up a camper you must be the Parent/Guardian on file or be listed on the approved list of names on this release form. All people picking up campers must provide a Photo ID at time of pick up.

Camp Forms

Our staff and counselor'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.

**Campers will not be permitted to attend camp
if their parents have not completed all of the
required forms.**

ALL Forms due No later than

Friday, May 15th, 2016 – First Session

Friday, May 29th, 2016 – Second Session

Friday, June 19th, 2016 – Third Session

Friday, July 10th, 2016 – Fourth Session

All forms will be in your CampBrain online account.
The link to your account can be found at the top of
our homepage at

www.circlefduderanchcamp.com

under the current parent tab

Bookmark it and store your login to make it easier
during the summer.

CampBrain and Forms

As a Circle F Dude Ranch Camp family, you have an account with our technology provider, CampBrain. You are able to easily register for camp, complete and print required forms, and review important information for the summer from your online account. If your initial registration was online or you attended camp in the 2015 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 or you did not attend camp in 2015, then you will need to create a login by going to the CampBrain link located on the homepage of the camp website. 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.

ALL forms are online at your Camp Brain Account:

- 2016 Camper Registration Application
- 2016 Required Forms Application (includes the below forms)
 - Camper Medical & Confidential Form*
 - Authorized Release of Camper
 - Camper Code of Conduct
 - Camper Release
 - Photo Release
 - Activity Selection
 - Terms and Conditions

**Requires some forms to be downloaded and seen by your doctor. Please see Medical & Confidential information description on next page.*

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.

Once you have logged in, you can securely review and update your own information online.

CampBrain Home Screen

In your CampBrain account, if you have already registered for the summer you will be able to view your current registration and forms.

Required Forms Instructions for 2016

Camper Medical & Confidential Information (Available January 1st, 2016)

The Medical and Confidential Information is some of the most important information you will complete for your camper this summer. 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.

Camper Medical & Confidential Information Instructions:

We recognize that these forms are extensive documents; and therefore we have tried to simplify the instructions as much as possible. If you have questions, please call the camp office.

The camper Medical & Confidential Information is broken into **TWO** documents. The **First** can be completed by you online under the 2016 Required Forms and 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. Your camper is also required to have a physical within 12 months of the start of their camp session a copy of which must be sent to Circle F.

Forms Instructions (continued)

Camper Medical & Confidential Information Instructions (continued):

Online Medical & Confidential Information is split into the following sections:

- General and Allergies: Please provide us information about any allergies your child has.
- Medication: Please provided detailed information about your camper's prescription and over-the counter medication (i.e. Tylenol) requirements for your camper.
 - ***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.***
- Immunization: Please fill in as much information as possible on the immunization section for your camper. We also require a fax, email, 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.
- Medical Permission and Wavier: 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.

Forms Instructions (continued)

Camper Medical & Confidential information Instructions (continued):

Licensed Medical Professional Medical Forms Sections: you will be able to download these forms from your CampBrain registration summary screen at any time.

NOTE: 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 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.

Spring Break Camp participant and returning campers please remember you are required to complete a NEW Medical & Confidential Information Form for summer camp. This is to ensure there has been no changes in your child's health history and medications since they last attended camp. We can and do accept medical exams that are submitted as long as they have been completed 12 months prior to camper arrival at summer camp.

Additional Forms

You will find the following forms also in your CampBrain Account:

2016 Camper Registration Application: If you have not done so already online or through the camp office, a signed enrollment application is required for each year.

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 their legal parent/guardian during a camp session or end of session.

Photo Release: Allows Circle F Dude Ranch Camp to use photos and videos of your camper on their website and promotional materials.

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.

Activity Selection (Form available spring of 2016): All campers are required to complete an activity selector before arriving at camp. Please work with your camper to select the activities that they and you would like them to experience this summer. A schedule will be created for your camper based on these selections. Campers will have the opportunity to make changes to their schedules when they receive them on opening day.

Camper Photo

Please email info@circlefdunderanch.com a recent photo of your camper. This really helps the counselors and staff to identify your camper quickly in the first days of camp.

Pediatrician Guidelines

The American Academy of Pediatrics has issued “Health Appraisal Guidelines for Resident Camps”. A copy can be found in your CampBrain account. We encourage you to read and share it with the Pediatrician or Family Physician who conducts your child’s physical.

The guidelines state “parents, the primary care physician, camp administrators and camp health care providers should openly share information to ensure that a camper is appropriate for the camp environment. In addition, parents should prepare their child medically and psychologically for camp.”

Every year camp receives incomplete medical and confidentiality records. In some cases, information has been withheld on purpose with the belief that it was unimportant for summer camp. This type of action could unintentionally jeopardize your child’s health and the ability of the camp and healthcare providers to assist them.

During camp, you trust us with your most precious gift, your child. Take time to give us every detail we might need and submit your forms at least 30 days prior to your child’s arrival at camp.

Medications

Circle F Dude Ranch Camp nursing staff take the administration and control of all camper medication very seriously. Prescription medication should be brought in the original container with all bottle labels intact. Upon arrival prescription medication will be counted by the nurse and parent/guardian. Over-the-counter medication (i.e. Tylenol) should be in the original package with the campers name clearly written on the package. Nursing staff keep medication administration logs for all medication given during a camp session.

All medications, prescription and OTC are dispensed by the Circle F Dude Ranch Camp Health Care staff at Lasso Lodge during meals and the Health Care Center. No medication of ANY kind can be kept in the bunks. This includes the counselors. The only exemption to this rule is approved rescue inhalers. During opening day you will have an opportunity to discuss all medication issues with the camp nurse directly.

At the end of camp you can speak with our nurse and pick up all left over medication in the main office.

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.

As we approach summer camp, we will post the direct line to the Health Center and it will also be available at check in. This will allow you to call the nurse for medical needs at any time. 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.

Clothing

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. This list is for every camper whether you will be attending a 10 day or 2 and 3 week sessions. Campers age 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 campers name in a permanent way as this helps us return any lost clothing to its rightful owner.

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 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.

Clothing & Equipment List

CLOTHING

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

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
 - 1 shower sandals/flip flops (optional)
 - 1 closed toe shoes – climbing/hiking/riding
 - 1 closed toe shoes – sports
 - 1 closed toe shoe w/ heel – riding (optional)

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)
- 3 Wash towels (optional)
- 1 Bath mat for front of bed (helps control sand)

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

TOILET ARTICLES- Bring enough for whole session

- Sunscreen
- Hairbrush/comb
- 2 Toothbrushes & Case
- Toothpaste
- 1 Liquid soap
- Tissues
- Shampoo & Conditioner
- Bug repellent
- Deodorant
- Kit /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 and stamped)
- Address labels for family/friends (younger camper)
- Sunglasses
- Pens
- Address book

OPTIONAL

- Box or clip on fan w/ extension cord
- 5 short bungee cords to attach fans to beds

- Tennis racket
- Softball glove
- Fishing tackle & pole
- Rollerblade/ Skate Board w/ helmet
- Backpack (Pioneers for PATH)
- Sleeping Bag (Pioneers for PATH)
- Sleeping Pad (Pioneers for PATH)
- Card games
- Camera, books, games
- Musical instruments & music
- Nose Plugs for swimming in lake

See Page 16 for guidelines on items not to bring!

Camper Trunk or Foot Locker

Campers store their belongings in their camp trunk or foot locker. Two campers share the space under the lower bunk bed. 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.

Okay – Not Okay To Bring

What’s okay to bring and what’s not okay to bring to camp?

OKAY!

Ipods/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 (battery)

Clocks (battery)

Games

Books

Stuffed Animals

Personal Fan (battery)

CD Players

**CIRCLE F DUDE RANCH CAMP
is not responsible for
camper personal property at camp
REMEMBER TO LABEL EVERYTHING**

NOT OKAY!

Food, Gum, Drinks,

Cellphones or anything that can make a call (See Cell Phone Policy on page 17)

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 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 summer 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 ipods 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.

2016 Camp Fees

TUITION (All inclusive except where noted)

\$2,850.00	Session One (2 Weeks)	June 12 to June 25
\$3,500.00	Session Two (3 Weeks)	June 26 to July 16
\$3,500.00	Session Three (3 Weeks)	July 17 to August 6
\$1,695.00	Session Four (10 Days)	August 7 to August 16

Additional Trip Fees

\$165.00 Excursion Fee to amusement park (optional)

Paintball Fees

\$65.00 a week (Must be 10 y/o or older to play)

Airport Shuttle

\$100.00 one-way or \$200 round-trip From Tampa Bay International or Orlando International Airport

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.

Payment Procedures

**THE ENTIRE CAMP FEE FOR ALL SESSIONS
MUST BE PAID IN FULL BY MAY 1, 2016.**

Payments can be made by cash, personal check,
VISA, MasterCard, Discover, or American Express.
International Campers can also make payment by bank transfer.

Make Checks Payable to: Circle F Dude Ranch Camp LLC
(No Checks accepted after May 1, 2016)

Mail to: Circle F Dude Ranch Camp
5301 Dude Ranch Road
Lake Wales FL, 33898

A final reminder will be sent the beginning of April for the final balance of camp tuition. Expenses incurred after May 1, (i.e. transportation charges) will be charged to your credit card on file at the time of service.

Outside Medical Expenses: Should it be necessary for your camper to use outside medical services, all expenses are the responsibility of the parents. 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.

Terms & Conditions 2016

The camper (“camper”) and parents or legal guardian (“parents”) agree to abide by the rules and regulations set forth by the camp, which the parents has been advised of, for the health, safety, and welfare of the Campers and Camp

Tuition: Upon enrollment a deposit of \$750.00 per camper, per session is due to reserve a spot. The remaining balance and all additional fees are due in full by May 1st or Circle F cannot guarantee your reservation; any registration on a space available basis after May 1st requires payment in full. Preferred form of payment is check (not accepted after May 1, 2016); however camp can also process payments made by Visa, Master Card, Discover, or American Express. For international campers, payments can also be made via wire transfer; a \$35.00 wire transfer fee will apply.

Your camper’s tuition covers: room and board, supervision, programs, supplies, camp T-shirt, laundry, cantina/store, water bottle and an all camp trip. *Tuition does not cover paintball or major theme park excursions.*

Laundry Service: Campers are provided a wash/dry/fold service at least once per week.

Cantina/Store: Campers are given the opportunity to enjoy a snack and drink at mid-day cantina and evening program store.

All- Camp Trip: Only campers in sessions 1, 2 and 3 attend a trip to an exciting area attraction.

Cancellation/Refunds: In case of cancellation before April 1st, your full deposit of \$750.00 will be non-refundable, but all other unused fees and tuitions paid will be refunded. After April 1st, all funds applied to the 2016 summer camp session will be non-refundable. No refunds shall be made for the late arrival, early departure, absence, non- adjustment, suspension or withdrawal of a camper and/or for acts of God or war.

Camp reserves the right to cancel any camper’s enrollment if, in its sole discretion, the camper’s or parent’s physical or mental condition, conduct, influence or behavior is deemed unsatisfactory or detrimental to the best interests of camp. No refunds will be made in this case.

Special Conditions: Camper must, prior to arriving at camp, undergo a complete physical examination and present documentations of up-to-date immunizations and pharmacology. Parents give camp Medical Staff permission to speak to all camper health and behavioral providers as needed. As required by law, all information will be held in strictest confidence. Falsification/nondisclosure of medical information, professional counseling or medication prescribed in the last 12 months, may result in camper’s dismissal form Camp. No refund will be made in this case. While Circle F strives to be a camp for everyone, our staff is not trained to handle campers with severe learning disabilities or physical disabilities, children in therapy, or with emotional conditions. These conditions must be disclosed to the Camp Director to determine if Circle F can support your camper or can provide advice on a camp that would be better suited. For example, campers who are habitual bed wetter’s cannot be accepted.

Terms & Conditions 2016 (continued)

Electronics: No electronic devices are to be brought to camp except for those that play music. Campers will not be allowed to use their phones as a music device or for photography. A phone without service or a SIM card is still a phone. Circle F Dude Ranch Camp will not be responsible for any electronic device brought to camp.

Smoking/Drugs/Alcohol or any illegal substance: We have a zero tolerance when it comes to campers who smoke or use drugs/alcohol or any illegal substance. If campers are found with such items in their possession, they will be immediately dismissed without refund. All staff at Circle F are subject to the same rules, which are strictly enforced.

Loss of Equipment: The camp is not responsible for loss of personal articles of clothing by theft, carelessness of camper or any other cause. Please do not send any valuables with your camper.

Accident/Illness: Campers must provide medical insurance information in the unlikely event that they will need to use it. All medical expenses are for the account of the camper/parent. A current credit card must be on file with the camp office in the event of medical care co-pays, prescriptions, etc.

Camp Forms: All camp medical forms and waivers must be turned into camp at least 30 days prior to the start date of your camper's session. All necessary forms are available for download from our technology partner CampBrain.

Photos: Photos may be taken of your camper for promotional use. By completing this application you are giving Circle F permission for the limited commercial use of all photos taken of your camper for promotional purposes.

Web Photos

Web photos are one of the best ways to
Stay connected to your child and
See all of the fun we're having at camp!

Every day, we post photos of campers
Engaged in a variety of camp activities

Our goal is to post at least 100 photos
each day with a mix of campers.

Go To BunkOne

www.bunkone.com

We use the technology provider of BunkOne to securely host our web photos. We will set up an account for you using the same login as your Camp Brain account. A Log-in code will be provided to you on the first day of camp. You can login into BunkOne at the above link or by going to the camp website and choosing the current parent tab at the top of the page. In your BunkOne account select the photo section and you will be able to select a date and camp album to see photos for that day.

BunkOne offers some great features to further enjoy photos. You can download pictures at low resolution to your computer free of charge. High resolution photos are available through BunkOne for a small fee. Circle F derives no income from BunkOne.

The daily photo gallery is FREE to all Circle F Dude Ranch Camp Families.

Email your Child

For a small fee, your BunkOne account will allow you to send one-way and two-way emails to your camper. Through your BunkOne account you can purchase credits and then send emails and response pages to your camper. We print these emails each morning and place them in your camper's cabin's mailbox during lunch.

If you send a response sheet with your email, then your camper will have an opportunity to write back to you. These responses are scanned and then sent to your email account and appear just as your camper wrote or designed them. Please give up to 48 hours for a response from your camper as they are often busy with activities and can take a few days to turn in their responses.

In your BunkOne account, click on the email link to send an email to your child.

BunkOne's email service is programmed to only receive emails from registered parents and their invited guests. You will see a button to add guest accounts. This eliminates spam and unauthorized emails. Thanks You.

Telephone Calls

We believe that you should have the ability to stay connected to your child at camp. Our phone call schedule sets up several times during the session when parents may talk to their child. We also know that one of the camp's goals is to help children gain independence and separate from home. 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 them. 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.

Here's how it works... Campers call parents at prearranged days/times for calls. If this time is unworkable for you, please call or email the Director at ben@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 on opening day.

We've set up calling times that don't interfere with activities. Calling times are during lunch/siesta and dinner/evening free time. Sometimes our evening programs take the children out of camp. We set the program around the telephone schedule, but weather sometimes forces us to make 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:

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.

Shipping Instructions

If shipping by UPS/Fed Ex
Mail to: 5301 Dude Ranch Road
Lake Wales, FL 33898



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

Mail

Campers love to receive mail.

Camper Name
Camper Bunk (if you know)
Circle F Dude Ranch Camp
5301 Dude Ranch Road
Lake Wales, FL 33898

Fax

863-676-5263 – For documents and forms only. We no longer except camper faxes. Thank you

Communications

**We will always call you if we feel it is important
Please feel free to do the same.**

Camp Office Phone: 863-676-4113 **May to Septmeber: 8 AM – 8 PM Daily**
September to May: 9 AM – 6 PM Daily

Director's Cellphone: 863-232-7402

Assistant Director's Cellphone: 863-978-8090

Fax: 863-676-5263

Mail: Circle F Dude Ranch Camp
5301 Dude Ranch Rd
Lake Wales, Florida 33898

Email: Director ben@circlefduderanch.com
Assistant Director kris@circlefduderanch.com
General Questions info@circlefduderanch.com

Camp emails are checked several times a day. If you need an immediate response, please call.

Director's and Assistant Director's Cellphones: The Director and Assistant Director carry dedicated cellphones for parents during camp. Call it in the case of an emergency – 24/7. You can also use the cell if you want to speak about anything concerning your child's health or well-

being. For routine camp business (visiting camp, mail, telephone calls, packages, birthdays, etc.) please talk to our office staff. They are experienced and can handle your questions very efficiently. We want to be accessible to you and for you to feel that we are responsive to your needs and questions. If we do not call you back right away, it is because we are dealing with something that cannot be interrupted. Every child and family is important to us.

Optional Excursion Trips

During each session campers have an option to take part in an optional excursion to a major theme park for an additional fee. The excursion fee covers their charter bus transportation, admission tickets, and food in the park for the day. Campers always travel in assigned groups with their counselors when they are in the parks. There are always two camp administrators such as the Camp Director and/or Assistant Director at the theme park during the excursion.

2016 Excursion Fee: \$160.00

*2016 Excursions

Session One	Universal Studios Orlando – Universal Orlando
Session Two	Busch Gardens Tampa – Tampa, Florida
Session Three	Islands of Adventure – Universal Orlando
Session Four	Magic Kingdom – Walt Disney World

*Subject to change

All Camp Trip

During sessions one, two, and three all campers attend an all camp trip. Admission fees, buses, food and all related trip expenses are covered in your camp tuition.

*2016 All Camp Trips

Session One	Blizzard Beach Water Park – Walt Disney World
Session Two	Aquatica Water Park – Seaworld Orlando Resort
Session Three	Typhoon Lagoon Water Park – Walt Disney World

*Campers under the age of 10 may go to LegoLand instead of the listed waterpark.

*Subject to change

Pioneer P.A.T.H.

Each session some Pioneer campers are invited on a special backcountry campout that is held in the wilderness portion of Circle F Dude Ranch Camp. Circle F provides all camping supplies, but campers may bring their own.

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.

Some campers deposit money in their account on opening day for spending money on all camp trips and excursions.

For the purpose we ask that you bring cash in small denominations to last the duration of your campers stay. We don’t accept credit cards or checks.

Cantina & Store

Each day at 2:00 PM 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.

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 for your camper and his/her cabinmates.

Age Groups

Campers are bunked typically by age group. Here are the names of the Groups.

<u>Lower Camp</u>	Age	
Co-Buck	6 y/o -8 y/o	Lights Out at 9:30 PM
Buckaroos	9 y/o-10 y/o	Lights Out at 9:30 PM
<u>Middle Camp</u>		
Wranglers	11 y/o - 14 y/o	Lights Out at 10:00 PM
<u>Upper Camp</u>		
Pioneers	15 y/o - 16 y/o	Lights out at 10:30 PM

Typical Day

7:30 AM	Wake Up Bell
8:00 AM	Flag Raising
8:10 AM	Morning Thought
8:20 AM	Breakfast
9:00 AM	Cabin Clean Up & Inspection
9:20 AM	First Activity Period
10:45 AM	Second Activity Period
12:00 pm	Wash up and gather as bunk
12:25 PM	Lunch
1:00 PM	Siesta – Rest period/bunk time
2:00 PM	Cantina – Afternoon Snack
2:30 PM	Third Activity Period
3:55 PM	Fourth Activity Period
5:10 PM	Wash up for dinner at cabin
5:45 PM	Dinner

6:30 PM	Evening Bunk Time
7:00 PM	Evening Store (snack)
7:30 PM	Evening Program
8:30 PM – 9:00 PM	Back to bunk by Age Group youngest campers 1 st .
9:30 PM – 10:30 PM	Lights out by Age Group youngest campers 1 st .

Meals & 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.

Picking your Activities

Located in your CampBrain account is an activity selector for your camper. Please take a few moments with your camper to select activities that they are most interested in experiencing this summer. By choosing activities in advance, we are able to set up schedules for activities that appear popular and prepare the staff. Co-Buck age campers will be picked up/dropped off at a central location for each activity period by an activity staff member. Older campers in the Wrangler and Pioneer divisions will attend the activities set ahead of time based on their activity selector schedules. Campers will have the opportunity to make adjustments to their schedule during check-in on the first day of camp and once or twice throughout the session.

Activities

Alpine Tower	Painting
Archery	Paddleboards
Basketball	Paintball (Extra Charge)
Banana Boat	Photography
Blob	Rock Climbing
Camping	Sailing
Canoeing	Sculpture
Dance	Skate Park
Drawing	Soccer
Dodgeball	Softball
Fishing	Street Hockey
Flag Football	Survival
Frisbee Golf	Summit Slide
Guitar	Swimming
Gymnastics	Tennis
Hiking	Theater
Horseback Riding – English	Volleyball
Horseback Riding – Western	Wibit Water Action Tower
Improv	Zipline
Kayaks	

Opening Days

Opening and closing days are extremely busy days at Circle F Dude Ranch Camp. Camp works hard to make you and your camper's transition in and out of camp as smooth and quick as possible.

Opening Day

As you may have noticed, there are many important forms that must be completed and collected prior to your arrival at camp. New and Returning families please note that we must have the Camper Health Care packet completed and sent to camp **at least 30 days** prior to arrival (*it is impossible to fill this form out onsite*). Without it your camper will not be accepted to camp.

We highly encourage you to complete all forms and payments in the comfort of your own home.

Circle F Dude Ranch Camp Directors and representatives will be available throughout your whole registration process to assist and guide you in the proper direction and address any questions or concerns.

1. Opening Days are Sunday and begin at 8:30 AM in the Round Up. Upon arrival you will be directed to the proper station based on your completed paper work and/or you current balance.

The three registration stations upon your arrival are.

- **Station 1 Form Review** – If all forms are complete then you will be cleared to proceed to the next appropriate station. If any forms have not been completed your family will be asked to complete them before retuning back to the line.
 - **Station 2 Finance Station** – Your family will have to stop here if there's an unpaid balance, you would like to add optional items, or if leaving spending money for excursions or pizza. If your balance is settled and you have no additions or adding spending money, you can proceed past this station.
 - **Station 3 Health Screen Station** – Every family must stop at this station to have their medications checked-in, receive their pre-camp health screen, and review of their camper healthcare packet with parent or legal guardian. Your health care packet being turned in prior to the start of your session will help us to expedite this process when you meet the camp nurse.
 - **Station 4 Activity Selection** – Your camper will receive his/her schedule for the first week they will be at camp and may make any necessary adjustments.
2. Once your camper's health screen is completed you will be greeted by one or both of your camper's cabin counselors who will escort you and your camper to their cabin. This is an excellent opportunity to relay your expectations or concerns for your camper's summer experience to your child's cabin counselor.
 3. At the cabin you will, most likely, have an opportunity to meet your camper's bunkmates. Bunks are assigned on a first come first serve basis. Please keep this in mind when planning what time to attend registration. Please note you will not be allowed in your cabin until you have completed the registration process.
 4. After you have had the opportunity to settle your camper in, you and your family are welcome to explore the camp. Maps are available at registration and we encourage you to get acquainted with Circle F Dude Ranch. Summer Camp officially starts at 12:25 PM so we ask that you conclude your visit and exit camp by then.

CLOSING DAYS

Closing Day

1. Closing Days are held on Saturday for sessions one, two, and three; and on Tuesday for the ten day session. The camp gate will officially be opened at 8:30 AM for camper pickup. If you need to arrange an earlier pick up time, please contact the Camp Main Office at 863-676-4113
2. Campers that participate in the riding program will more than likely be part of the Circle F Dude Ranch Camp Rodeo that is held on the closing day of each session (**except in session four**). The Rodeo starts promptly at 10:00 AM in the Circle F Arena located near the front gate. Bench seating is provided and families are encouraged to bring their cameras. If you are unsure if your camper will be in the Rodeo feel free to contact the Camp office. Attendance of the Rodeo is not mandatory for families to attend but is highly encouraged since campers work hard all summer so that they can demonstrate their skills in the program and look forward to their families watching.
3. Circle F Dude Ranch must ensure that every camper leaves with a family member listed on their registration form. If you would like your camper to be picked up by someone other than yourself, please submit a written request to the Camp office two weeks prior to pick up. The person you assign must show photo identification. All families will need to officially check-out through the Office this year where they will receive a gate pass to exit the Ranch.
4. Campers will be able to pick up the following items upon checkout at the Office.
 - Any unused medications
 - Lost and found
 - Arts & crafts or other projects from their session
5. All campers are required to be picked up no later than 12:00 Noon on closing day so that we can prepare for our next session.

1st Time Campers

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.

PLEASE CALL US ANYTIME!

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.

Parent Conversations

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.

Visiting Camp

If you want to visit camp prior to the start of the summer, you are always welcome. Keep in mind that camp does not look as "camp-like" until June when we are open for the summer season. Call Circle F prior to June, so we can schedule a time to show you around camp.

During Camp

Parent Calls

We will call you after the 3rd or 4th full day of camp (Wednesday or Thursday) to give you an update on your child. We take the first day of camp to collect feedback from the counselors. You'll learn about the activities he/she selected, what is going on in the bunk, how he/she slept, ate, etc. Everything you need to know to feel at ease. Certainly if there is anything you need to know before that, we will call.

1st Time Campers (continued)

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

These will be your umbilical cord to camp during the summer. 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 BunkOne website at least once or twice a week, more when possible. The 1st night or 2nd night of the session, we will post a photo of every bunk so you can see your 1st time camper.

Spot Checks

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.

ANYTHING WE CAN DO!

If there is anything we can do to make this 1st summer with Circle F Dude Ranch Camp a successful experience, please let us know.

Want to stay for another Session?

If you want to extend your child's stay for another session, just ask. If we have room in the age group, the answer will be YES. You can talk to us about this anytime before or during camp. We will also give you time to talk to your child about this by phone. Nothing would give us more pleasure.

Camp Code of Conduct

At Circle F Dude Ranch Camp, we are pleased to state that we have campers who want to enjoy their summer 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, 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 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 sessions. Please do not stop your children medication while at camp. We have a full time registered nurse here to administer medication.

To Do List

1. Read Parent Handbook – Ask Questions
2. Set up CampBrain Account.
3. Complete all Forms online at CampBrain at least 30 days before camper session.
4. Complete Medical Forms with Doctor at least 30 days before camper's session.
5. Schedule Physician Exam if needed and submit paper work at least 30 days before camper session.
6. Pay full tuition balance by May 1st, 2016
7. Set up free BunkOne account for emails and photos
8. Email or call camp with any questions.