

Cedar Ridge Camp Summer Camp Parent Handbook



A quality summer camp for children ages 7-14 and leadership program for ages 15-17

Cedar Ridge Camp
4010 Old Routt rd. Louisville, KY 40299 | www.cedarridgecamp.com | 502-267-5848

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Cedar Ridge Summer Camps 2025

Welcome to the Cedar Ridge Summer Camp. This handbook provides parents and guardians with information regarding all of our camp policies and procedures.

Cedar Ridge Camp Mission

"Cedar Ridge is a mission and ministry of the Presbytery of Mid-Kentucky serving Christ as we develop and nurture relationships between people, nature, and God."

Staff

Our well-trained staff are certified in CPR/AED and standard first aid. A portion of our team consists of lifeguards and poolside attendants. Before the camp begins, all staff undergo training that covers the camp's policies and procedures. Our staff meets or exceeds all state licensing requirements, and each member undergoes a state bureau of investigation report and reference checks to ensure your camper's safety. The primary goal of our dedicated staff is to provide a nurturing, safe, and caring environment for your camper.

Target Staff to Camper Ratio:

6-8 years 1:8 - day camp, 1:6 - overnight camp

9-14 years 1:10 - day camp, 1:8 - overnight camp

Our Camp Programs

Day Camp Dates

Art week- June 2-6

Water week - June 9-13

Creature Safari - June 16-20

Bon Appetit - June 23-27

- *No Camp the week of July 4th* -

Nature week - July 7-11

Mad Science - July 14-18

Mystery week - July 21-27

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Overnight Camp Dates

Art Week

Ages 8-14 June 1-5 \$699

Join us for an exciting summer camp filled with fun activities, games, and new friendships. Each day, you will take part in creative art projects and fun camp games. You will explore new talents and enjoy the lively atmosphere of camp. Get ready for a week of adventure and lasting memories!

Water Week

Ages 8-14 June 8-12 \$699

Make a splash this summer at Water Week! Enjoy pool games, water balloon fights, and more to beat the heat. And don't forget our other camp activities to keep your summer fun afloat.

Night Owl Week

Ages 8-14 June 15-19 \$699

Get ready for an unforgettable summer camp week! Picture this: staying up late with your friends, sharing laughter and stories under the stars. Dive into the thrill of the best evening games, and feel the heat of cozy campfires as you roast marshmallows and make memories that will last a lifetime.

Camp Awesome

Ages 8-14 June 22-26 \$699

Last week of Overnight camp for the year! There will be a camp dance and we will do all your favorite camp activities. Get ready for campfires, friendships, catchy tunes, gaga ball, canoeing, fishing, hiking, swimming, and archery – it's all happening!

Leadership Program

Venture Camp

This beginner leadership program for 14 year-olds helps youth to discover what it's like to lead others. Those who accept the challenge will get to try out the High Ropes Course and travel by canoe for a day on the Floyds Fork River. (Home on weekends.)

Age 14 - June 8 - June 26 (Overnight Camp for three weeks with weekends at home)

CIT Program

Learn some of the skills and tasks of leadership at camp. Increase confidence and build a strong spiritual foundation as you help out at Cedar Ridge. Applicants must provide a reference and write a short essay. Call the camp for more info. (Home on weekends.)

Age 15 &16 - June 8 - June 26 (Overnight Camp for three weeks with weekends at home)

Drop Off Times

All Day Camps are Monday-Friday 9am-5pm

All Overnight Camps are Sunday at 5pm-Thursday at 7pm

Sample Of Daily Schedule

Schedule is always subject to change due to weather, unforeseen issues, and additional activities

Day camp:

- 9-10 am with Sign in and Energizers
- 10-11 am Camp Activity (ex, canoeing, archery, fishing, gaga ball)
- 11-12 pm Craft Time
- 12:30 pm Lunch
- 1:00 pm Bible Study
- 1:30 pm Pool
- 2:50 pm Theme time
- 3:30 pm Camp Activity (ex, canoeing, archery, fishing, gaga ball)
- 4:30 pm Clean up, get ready for pick up/bus

Overnight camp:

- 8:00 am Wake Up
- 9:00 am Breakfast
- 9:30 am Kitchen Duties/Energizers
- 10:15 am Games/Crafts
- 11:15 am Camp Activity (ex, canoeing, archery, fishing, gaga ball)
- 12:00 pm Bible Study
- 12:30 pm Lunch
- 1:00 pm Kitchen Duties/Change for Pool
- 2:00 pm Pool
- 3:30 pm Crafts/Theme Time
- 4:30 pm Camper's Choice
- 5:30 pm Counselor's Choice
- 6:00 pm Dinner
- 6:30 pm Kitchen Duties/Tilex Time
- 7:30 pm Breakout Time
- 8:30 pm Evening Games
- 9:15 pm Campfire
- 10:45 pm Toothbrush Time
- 11:00 pm Lights Out

Before you leave your camper

Parents/caregivers can help us provide a better camping experience by telling us about the child's needs, likes and dislikes, etc.

Communication

Does the child have different communication needs? If so, what approaches work best?

1. Should you always use a certain gesture with certain word?
2. Does the child use a talking board? Sign language/eyes?
3. Are their words/sound that you might not understand? (e.g. "ba" for bathroom, "wa" for water) Are there any special words or signs?
4. What is the person's general level of communication and comprehension?
5. Does the child have any unusual communication patterns?
6. Any special routines?

Medical

1. Are there medical concerns/problems you should be aware of?
2. Does the child take medication? If so, it should be in the original packaging and signed in with the medic. When should it be taken, how much?
3. Any special routines?

Sleep

1. Is there a specific (special) bedtime routine?
2. What time?

Bathroom

1. Is the child on a specific schedule? If so what?
2. Are reminders needed?
3. Is assistant needed?

What To Bring

Camp Essentials

Please label everything with child's full name

Please make sure each camper has the following in their bag everyday:

- Sack lunch/snacks
- Labeled water bottle
- Swim gear
- hat/sunglasses/sun block

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Items Not Allowed At Camp

- Heavy coolers
- Hot lunches
- Toys/trading cards
- Electronics
- Spray on sunscreen
- **Valuables/money (should be given to counselors for camp store credit)
- Cell phones

Overnight Equipment List

- Sleeping bag/linens/pillow
- Flashlight
- Change of clothes for the week
- Toiletries
- Fleece jacket/sweatshirt

Appropriate Lunch Ideas

Campers are very active and need a well balanced lunch with snacks to maintain their energy throughout the day. Only cold lunches are allowed. Some ideas for lunch are the following:

- Bottle water & fruit juice
- Sandwich
- Fruit/veggies
- Cheese sticks and/or yogurt
- Something crunchy: pretzels, chips, etc.

Camp Store

Everyday during pool time we open our camp store. It's brimming with an awesome selection of snacks, tasty treats, refreshing sodas, and more! It's not just a chance to satisfy your cravings—it's the perfect opportunity for kids to dive into practicing their money skills. (All Money must be put into campers online Camp Store Account. No cash will be accepted at the camp store. Money left over in camp store accounts will be donated to the camp scholarship fund.)

Field Trips

Throughout the summer, various field trips are planned for campers. Notice of day camp field trips will be announced the day before they occur. All campers in attendance that day will participate in the field trip. By sending your child to camp on that day, you are agreeing to their attendance on the field trip. If you do not wish for your child to attend the field trip, they will not

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be able to attend camp that day. Please note that no refunds will be issued if a camper is absent on the day of the field trip.

Parents may send money with their children, at their own discretion, for purchasing snacks or souvenirs. Please be aware that camp store money will not be available during field trips. Cedar Ridge Camp and its staff are not responsible for keeping track of any money or valuables during these outings.

All campers are required to wear their camp t-shirts on field trips. If a camper loses their shirt, a replacement can be purchased for \$5. Campers will receive their t-shirt on Monday morning if it is their first week at camp.

Lost And Found Policy

Each year, we collect many items such as lost clothing, water bottles, lunch boxes, and more. Please make sure that your camper has all their belongings at the end of the day. If you discover that your camper has lost an item, please check with the program director. Lost items are stored in a bin at Cedar Ridge Camp and are cleaned out every week. Please note that camp is not responsible for any lost, stolen, or damaged items.

To help prevent lost and found items from ending up in the bin, it's essential to label all personal items with your child's first and last name. Any found or confiscated electronics are kept with the onsite director or in the medical room.

Child Protection Procedures

Counselors undergo child protection training to foster a safe environment for children.

All staff members are required to report any suspicions of child abuse.

Staff are prohibited from working one-on-one with youth outside of Cedar Ridge Camp, including activities such as babysitting.

Policies are in place to ensure that staff and volunteers are never alone with a child.

To enhance camper safety, a buddy system or "rule of 3" is implemented, which requires pairing two campers with one counselor. Campers are organized into age-based groups but come together throughout the day for various activities.

Additionally, the camp maintains an open-door policy.

Sign In/Sign Out Procedures

- An authorized parent or guardian must sign in/out camper at drop off and pick up locations.
- Any authorized person will be required to show a picture id.
- We will not allow a camper to leave with someone who is not on the authorized pick-up list and who doesn't have a photo id

Transition Times

We have a clear signing in and out process that must be followed. Please have your driver's license ready at pick-up. Only parents, guardians, and those on the Authorized Pick-Up List can sign out a camper. We understand your time is valuable, but the safety of your child is our priority. Please allow a few extra minutes for this process. Thank you for your understanding!

Early Pick-up

It is important for campers to stay for the entire duration of camp to fully enjoy all the benefits offered. However, we understand that unexpected situations can occur. On-site directors must be contacted both before arrival and at the time of pick-up.

Parents are required to provide a signed note in the morning or earlier if they wish to pick up their child during the camp day. This note should clearly indicate the date and time of the early departure. A program director will then call to verify the pick-up details and confirm the location of the camp at that time.

Please be aware that camp operates on a strict schedule and will not wait for late arrivals. Campers will only be released to individuals who are authorized for pick-up and who present a photo ID.

Late Fee Policy

Our staff is dedicated to following the daily schedule, including designated drop-off times.

We kindly ask that parents and guardians also make an effort to adhere to these drop-off times. If a parent fails to pick up their camper within fifteen minutes of the scheduled pick-up time, a fee of \$1 per camper will be charged for each additional minute until the camper is picked up. Campers will not be allowed to return to camp until this fee is paid. If a parent is more than 30 minutes late, our staff will contact emergency contacts to arrange for the camper's pick-up.

Cedar Ridge Camp reserves the right to withhold the release of a camper if our staff believes that the child may be at risk.

Health Policies

A record of immunizations, including the date of last tetanus shot, and available information concerning age specific vaccinations must be on file at camp.

Lake/Pool Activities:

Canoeing

Campers wanting to canoe must wear a coast guard approved life jacket. all campers will have the opportunity to canoe during the summer at least once. At all water activities we have lifeguards on duty. We will also have counselors scanning the water. We understand canoeing is a high risk activity and we take every precaution to make sure your camper is safe and has fun.

Pool Swimming

Campers not passing the swim test will need to wear a lifejacket and stay in the shallow end. There is always a lifeguard present when campers are in the pool.

Medications

All medication must be given directly to camp staff by a parent or guardian in its original container. A medication form must also be completed by a parent or guardian, detailing the specifics for administering the medication. We allow prescribed medication to be given to a camper as long as the camper is well enough to participate in activities and taking the medication does not disrupt the daily schedule. Camp staff cannot administer medication to a camper without a completed medication form and medication clearly labeled in the original container; there are no exceptions to this policy.

The Sun

At camp, we spend most of the day outdoors. Parents must provide each camper with a labeled bottle of sunscreen and a water bottle for use during the camp day. Sunscreen will be reapplied multiple times, and we will also remind campers to drink water regularly. It's highly recommended that parents send their campers with hats, sunglasses, and SPF clothing for added protection.

Sunscreen Policy

Campers must use sunscreen with a minimum SPF of 25 that provides UVA/UVB protection and is waterproof. Parents are encouraged to apply sunscreen on their child before drop-off. Please note that camp staff will not be able to assist younger campers in applying sunscreen. If a camper arrives without sunscreen, the parent will be notified, and the camper will use the camp-provided sunscreen. If this situation happens frequently, parents may be asked to bring sunscreen to camp.

Injuries At Camp

If a camper is injured while at camp, a certified staff member will provide first aid, and a parent will be notified. A camper who suffers a serious injury and is sent home cannot return to camp without approval from a physician. Before the camper can return, the onsite director must receive a note from the physician.

Illness At Camp

To ensure the health and safety of all campers, we kindly ask parents to refrain from sending a camper to camp if they have any contagious illness. It is essential to protect the well-being of our entire camp community.

If a camper exhibits symptoms of a contagious illness, please inform the program director. This allows us to communicate with other parents and provide guidance through our health consultant regarding the situation.

A sick camper may struggle to participate effectively in group activities, and it's challenging for our staff to give them the extra attention they might need. If a camper becomes ill during the day, we will notify the parents, and the camper must be picked up from camp. If we are on a field trip, we will do our best to care for the camper, but a parent may need to come to the field trip location for pickup.

****Please help us maintain a healthy camp environment by not sending a sick camper. For more information regarding illnesses, please consult your physician. Cedar Ridge Camp reserves the right to ask parents to keep campers at home if they exhibit symptoms that may pose a risk to the health of other campers or staff.****

Behavior Management Procedures

It is the goal of the cedar ridge camp to provide a healthy, safe, and secure environment for all day camp participants. Cedar Ridge Camp teaches the core values of caring, honesty, respect,

and responsibility. Children who attend the program are expected to follow the behavior guidelines and to interact appropriately into a group setting.

Behavior Guidelines:

- People are responsible for their actions.
- We respect each other and the environment.
- Honesty will be the basis for all relationships and interactions.
- We will care for ourselves and those around us

Discipline Policies and Procedures

Here is our policy from the registration form:

“Discipline Policies and Procedures (Parents / Guardians - please review with your child.) Discipline at Cedar Ridge Camp, Inc. has the goal of eliminating unacceptable behaviors in a firm, caring way, and helping the camper internalize acceptable behaviors.

MINOR MISBEHAVIORS include, but are not limited to, failure to listen, arguments without any physical contact and occasionally refusing to cooperate with counselors.

Disciplinary Procedures - Counselor will use verbal warnings for these minor offenses.

INTERMEDIATE MISBEHAVIORS include, but are not limited to, minor fights (pushing & shoving with no serious hits), one time use of profanity, obscene language, vandalism, obscene gestures or continual refusal to cooperate.

Disciplinary Procedures - Timeout will be used at Counselor's discretion. More than two (2) time-outs per day per child will be reported to the Summer Camp Program Director. More than two (2) reports to the Summer Camp Program Director per week per child will be reported to the Operations Director. The Operations Director will call the parents and advise them of the problems their child is having that week.

SERIOUS MISBEHAVIORS include, but are not limited to, fights with intent to do bodily harm, hitting with an object or fists, threatening or harassing other campers, continual use of profanity or obscene language, inappropriate sexual activities, carrying a weapon, possession of cigarettes, possession of alcohol or drugs, or rejection of authority.

Disciplinary Procedures - These actions are considered harmful to other campers. The parents of the child will be notified by the Operations Director via telephone. When possible, Cedar Ridge Camp, Inc. will work with the child to correct behaviors. However, dependent on the safety of other campers, the child may have to leave the Cedar Ridge Camp, Inc. Summer Camp Program and be returned to the child's guardian. If this occurs, all monies are non-refundable.”

Disclaimer: These are guidelines and discipline may vary at the discretion of the camp director

Child Abuse Policy

All staff members will receive training to understand their legal obligation to report suspected child abuse and the appropriate reporting procedures at Ridge Camp. Staff members who report suspicions of child abuse or neglect in their workplace are protected from being discharged, retaliated against, or facing any other disciplinary action solely for making that report unless it is proven that the report was made maliciously.

Mail

The address for camper mail is: **Camper Name**
C/O Cedar Ridge Camp
4010 Routt Road
Louisville, Ky 40299

Camper email: **mysummercamper@cedarridgecamp.com**

Under the subject line should be the recipient's name and the week they are attending.
The camper will not be able to respond via email.

The office telephone number is: **502-267-5848**

The office fax number is: **502-416-1220**