



Triple R Ranch Parent Communication Packet for Base Camp Learning Center

Get started

General Information

Triple R Ranch's Base Camp Learning Center is designed to accommodate your child's virtual learning, outdoor activities, and social development. Triple R Ranch incorporates environmental learning, STEM activities, and critical thinking activities to help children (2nd - 8th grade) better understand problem solving. At the heart of all we do, Triple R is committed to sharing the Gospel of Jesus with all our programs and cultivating an atmosphere where children can come to know their creator God.

Mission Statement

Triple-R Ranch's mission is to provide all guests of the Triple-R Ranch an opportunity to experience a life-changing encounter with God the Father through Jesus Christ, His Son. We have arranged activities, facilities, personnel and opportunities in such a way as to create an atmosphere conducive to personal evaluation and examination of the Good News of Christ.

How to register:

Fill out the registration form (online or on paper) and make a \$50 deposit. You're in!

All children entering 2nd – 8th grade are eligible to enroll in the Day Care Center at Triple R Ranch.

Remember your account information: If you registered online, your username is the email with which you signed up. If you registered on paper or PDF, it is the email you put in the household information, and you will be sent an activation email within a few business days to access your online account.

Put the registered dates on your calendar. If you don't remember, the session will always be listed in your online account and on your account statement. The complete list of sessions and dates can always be found on our website.

Fill out required forms.

The following forms are required to be completed one week prior to arrival and are accessible online in the Parent Portal:

1. **Financial Policy / Assumption of Risk / Media Release**
2. **Medical Form**
3. **General Permission Form**
4. **Code of Conduct**
5. **History of School / Day Care Attendance** (fillable form to list previous child day care and schools attended by the child)
6. **Medical Prescreen** (open two weeks before arrival)
7. **Additional Household Information**

The following additional forms are required. They are required to be uploaded into the Parent Portal one week prior to arrival:

1. **Proof of Identity of Child** (all registrants must provide proof of child's identity in either a birth certificate, report card, or passport)
2. **Physical** (all registrants must provide proof of a physical signed by a doctor or a form claiming religious exemption for each camper)
3. **Immunization Record** (all registrants must have an accurate, up-to-date shot record from a doctor, the Virginia Department of Social Services, or a statement claiming religious exemption for each camper)

Make sure your required forms are completed ONE WEEK PRIOR to your child's arrival! **Your child will not be allowed into the center if the forms are not turned in before the first day of enrollment.** If you're unsure your required forms are completed, log into your online account and the forms titled with an asterisk (*) should have the word "complete" next to them. If you need to change something prior to your arrival at camp, please reach out to the office, and we will be happy to reopen the form for you (don't forget to resubmit when you're done!).

Financial Policy:

A deposit of \$50.00 is required to reserve your camper's space whether it be by the week or day. The deposit is nonrefundable up to two (2) weeks prior to registration. The balance of all day care fees is due the Wednesday prior to the next week. Payments can be made online with a credit card or with cash or a check by mail or in the office.

If for any reason you must cancel, a written notice must be submitted to our office two weeks prior to the cancelled weeks start date to get a full refund. Each session is reserved week by week to accommodate the best flexible schedule for parents.

For parents that select the daily rate and add days during the week or at short notice, the parent account will be billed, and parents will have until the end of the week to make the payment

No refunds are offered in the event of dismissal for errant behavior.

Transportation Policy

Triple R Ranch does not provide transportation to and from camp.

Hours of Operation

Triple R Ranch's Day Care Center operation is open from Tuesday September 8th, 2020 to November 24th. Day Care will be available after Thanksgiving depending on the school calendar and need for continued virtual learning. Hours of operation begin at 7:00am and close at 6:00pm Monday through Friday with the following exceptions:

- Labor day
- Wednesday before Thanksgiving
- Thanksgiving
- Friday After Thanksgiving

Scheduled School Closings

On non-holidays where school is closed (teacher workdays for example) and no school work is assigned, staff will program each day full of activities similar to those experienced at our summer camp program.

Coming to Base Camp

Daily Schedule

Each day starts promptly at 7:00am and ends promptly at 6:00pm. The daily schedule will greatly depend on the academic schedule your child is assigned by his or her teacher. Lunch will be provided during scheduled lunch times as will snack. In between breaks, your child will be able to engage in a variety of indoor and outdoor options depending on the amount of free time and weather. In the afternoons, after school lets out, camp begins and we incorporate a mixture of structured and unstructured programming to teach your children new skills and cultivate social development

Things to bring each day

- Wear clothes appropriate for the weather
- Face mask each day
- Bug spray (for afternoon activities)
- Shoes with a closed-toe
- Laptop or electronic device needed for virtual learning
- Any additional school supplies requested by the school program to complete assignments

Behavior Rules

These simple rules are explained to all children. We hope giving them to you now will help your child know more of what to expect at the Day Care Center.

1. We want every child to feel loved, accepted, and safe. Therefore, Triple R Ranch has a “No Tolerance” policy for fighting and aggressive behavior. Children will be given one warning if he/she is physically or verbally aggressive, and a call will be placed to the parent. If there are persistent incidents the child may not be allowed to return to the Day Care Center.
2. Shoes and shirts should always be worn.
3. Let’s keep Triple R Ranch looking good, don’t be a litterbug!
4. No talking when those leading an activity or making announcements are talking. That’s the best way to make sure everyone gets to hear what’s going on.
5. We would appreciate everyone wearing modest clothing. No underclothes (bottoms or tops) should be visible and shorts should have at least a 2” inseam.

CAUSE FOR IMMEDIATE DISMISSAL:
POSSESSION OF DRUGS, ALCOHOL, TOBACCO PRODUCTS, OR ANY TYPE OF WEAPON.

PROHIBITED:
KNIVES, GUNS, ADULT THEMED ITEMS, WEAPONS OR ITEMS THAT CAN BE BRANDISHED AS A WEAPON

Appropriate Disciplinary Measures

- Timeouts from an activity not exceeding the number of minutes per age of the child
- Conferences with the Program Director
- Phone calls to parents
- Removal from activity (Only if the child demonstrates that by participating he or she is putting himself or herself and/or others safety in jeopardy.)
- Moving to the end of the line

Inappropriate Disciplinary Measures

- Take away or inhibit rest hour
- Withhold or force food
- Make threats
- Separate from the group to shame or ridicule the child
- Strike or rough handle a camper
- Use exercise as punishment
- Use any sort of unpleasant or harmful substance
- Enclose a camper in a small or confined place where the child cannot freely exit
- Gossip about campers

Mandated Reporting Policy

Triple R Ranch staff are all considered mandatory reporters for any suspicion of child abuse. These reports are kept confidential and documented by the staff member who took the initial report. The Program Director or the Summer Camp Manager are responsible for making the report to the department of Social Services.

Parent Involvement

Parents/Guardians do have the right to visit their child at any time. Our staff encourage parent involvement in our program and we give feedback on the child's performance in the program and notify you of any disciplinary actions or issues we see in the child.

Changes in information

Any changes to physical addresses, phone numbers, email addresses, or emergency contacts need to be made in a timely manner as well as health information that changes.

Staff Social Media Policy

We ask our staff not to contact campers using any form of social media such as Facebook, Instagram, email, etc. In an effort to help you monitor the influences in your child's life, we ask our staff to only correspond by post cards. If your child wishes to write our staff, they can send letters addressed to their program leader at Triple R Ranch's address: 3531 Bunch Walnuts Road, Chesapeake, VA 23322. We will be happy to forward mail to staff during and after the program.

We encourage parents to follow Triple R Ranch on Facebook (@triplerranchva) and Instagram (@triplerranch) to keep up with programs and events and to find fun and relatable information and activities for your child.

Food

Meals

Triple R Ranch provides breakfast and lunch each day for children at no additional cost. Menus of what children eat can be made available to parents upon request. Our kitchen can accommodate a vast array of dietary restrictions. Any food allergies or dietary restrictions should be disclosed on the Medical Form, and meals with accommodations will be prepared separately to avoid cross-contamination. Our kitchen staff work diligently to accommodate everyone, and if need be, parents are welcome to pack meals for their child.

Snacks

Morning and afternoon snacks are available for children between meals. A list of snack foods available can be provided upon request. Any food allergies or dietary restrictions should be disclosed on the Medical Form, and snacks with accommodations will be prepared or packaged separately to avoid cross-contamination.

Sickness, Medications, Injuries

Sunscreen and Insect Repellent Policy

According to Virginia Department of Social Services standards, Triple R Ranch staff assist all campers ages eight (8) and below with applying sunscreen and insect repellent. We recommend using spray sunscreen and spray insect repellent. Campers ages nine (9) and above are responsible for applying their own sunscreen and insect repellent with the supervision of our staff.

Sick Policy

Your child's health is important to us and we want them to enjoy our program to its fullest. Therefore, we ask that if your child is sick, you leave them at home until they are symptom free without taking any medication for 24 hours or return with a doctor's note if earlier. If your child becomes sick while at the center, we ask that you promptly come to pick him or her up within the hour. If your child has or develops

any of the following symptoms or develops them while at the center we will ask that they be picked up and not be permitted to return until your child is symptom free.

- Fever of 100.4 degrees or higher in the last 24 hours
- Vomit, diarrhea, or any combination twice in one day
- Rash
- Pinkeye
- Other health issues our staff deem unsafe to keep at camp

Injury Policy

If your child is injured in our care, our staff will contact you depending on the severity of the injury and what first aid steps need to be put in place. Parents of a child that is injured at our facility will need to sign a release at the end of the day that shows you were notified of the injury. On the medical form you will sign a release that allows us to call your child's physician and an ambulance. If your child is transported to a hospital or medical facility, our staff will stay in constant contact with you until you arrive at the location.

Medications

All medications must be checked-in with the staff upon arrival. **Please note that we will only accept medications in the original container, no exceptions. All medications should be picked up at check-out.** Any medications left at the center will be held for two weeks and then disposed of. The staff will have your Medical and Medication information on hand at check-in, pulled from your previous submission online.

Pick Up

Sign Out Security

All persons authorized to pick-up a child must be listed as contacts in the Household in the Parent Portal. You must sign the staff's sign-out sheet and present photo identification that matches a designated contact for that child in order to check-out your child on each day.

If someone arrives to pick up your child from the Day Care Center that is not listed as a designated contact for that child, then the child will not be released from Day Care Center and the primary contacts will be called by phone.

Late Pick up

Outside of extenuating circumstances, parents must promptly pick up their children on time by 6:00pm each day. Parents are allowed three "unexcused" late pick up intervals per 3 months. A late pick up interval is 5 minutes. After three late intervals are used (or 15-minute total), parents will be charged \$5 for each interval. All children are to be picked up on time at the close of the day. Parents that are late should notify the office immediately as to their ETA. Parents who do not contact the office will be notified via phone call to determine their ETA. If the parents/guardians cannot be reached, then emergency contacts will be notified to pick up the child. If neither primary parents/guardians nor emergency contacts

cannot be reached, then Triple R Ranch will contact local authorities to assist in either contacting the parents/guardians or assuming custody of the child.

Emergency pick up policy:

In the case of a camp wide emergency where a portion or the whole camper’s population must be picked up early, parents will be notified via email and phone calls. Instructions will be sent through email on pick up procedures if they differ from normal check-out. If individual campers are dismissed early due to emergencies, the parents/legal guardians will be notified by phone. If a camper or campers needs to be dismissed early, parents/guardians will be reached first, followed by emergency contacts. If no members of the family are reached after two hours, Triple R Ranch will contact local authorities to assist in either contacting the parents/guardians or assuming custody of the child. If there is an emergency that hinders parents from picking up there child and the parents have been reached, the Program Director will coordinate with the parents on any additional steps that need to be in place.

Early Check-Out

If early check-out is a necessity, please let us know at check-in. Early check-out times must be finalized at check-in. We do not issue refunds for leaving the Day Care Center early.

Contact Information

Other Questions or Concerns?

Please contact us:

Website: www.triplerranch.org

Registrar Email: camp@triplerranch.org

Office phone: (757) 421-4177

Off Hours Phone: (757) 570-8149

Fax: (757) 421-4179

Address: 3531 Bunch Walnuts Rd,
Chesapeake, VA 23322

Hours of Operation

Day Care Center: Monday – Friday 7:00AM – 6:00PM

Office Hours: Monday – Friday 9:00AM – 5:00PM

The total program of Triple R Ranch, built upon this philosophy, is also derived from distinctive ideas that a Christian Camp should:

1. Be different from the types of activities and experiences that a child may have at home, school, church, and in his community.
2. Create an outdoor experience that will bring the camper into contact with the beauty and design of God's creation.
3. Teach new skills and appreciation both in the physical and practical as well as in the vital area of human relations.
4. Bring each camper into a vital, saving relationship with God through instruction in His Holy Word and introduction to His Son, Jesus.
5. Provide wholesome fun and enjoyment through an exciting, well-planned program that reflects the joy and zest of the Christian Life.
6. Create opportunities for self-discovery, personal growth, and leadership training through work and camping experiences.

TRIPLE R RANCH STATEMENT OF FAITH

With this Statement of Faith: We will not unwelcome any guests due to their personal beliefs, as experience will confirm. We are presenting our beliefs for the sake of groups who wish to know our position. We want to provide a context for those planning religious events. If you intend to teach beliefs contrary to our statement of faith, please choose another facility at which to hold your event. We welcome calls for clarification.

- There is one God eternally existing in three persons; the Father, the Son and the Holy Spirit.
- Jesus Christ died shedding His blood for our sins, and was bodily raised from the dead for our justification.
- The Holy Scriptures are verbally inspired of God and are our only infallible rule of faith and practice.
- Jesus will return visibly and bodily with great power and glory.
- Man is by nature and practices a sinner, separated from God, and can become God's child only by faith in Jesus Christ, and submission to the will of God as revealed in the Gospel.
- Those who are thus born into God's family have eternal life, and those who are not remain spiritually dead, and will be separated from God forever in hell.
- The Holy Spirit lives in the believer and enables him to walk in purity of life and in submission to the will of God.
- All believers are united in the body of Christ.

Lines of Authority

All Day Care Center staff report directly to the Program Director. The Program Director reports to the Executive director who reports to the volunteer Board of Directors.

Parent Communication

If a situation develops where parents need to be notified, the office staff will determine the best way and which to do so. Parent notification may include alternate pickup routes and locations as well as incident information and child location.