

RAMAPO FOR CHILDREN

Policies and Procedures Challenge and Adventure Retreats

Payment Policy:

A 25% deposit is due upon receipt of these materials in order to confirm your registration. Without this deposit, programs are subject to losing their dates. Payment in full is due upon arrival. Full payments will cover the total number of participants confirmed two weeks prior to the program. **You must confirm final participant count 14 days before the start of your program to avoid paying for over registration.** Payments can be made by credit card or check made payable to: Ramapo for Children.

Cancellation Policy:

Cancellations made 30 days prior to the scheduled program are eligible for a full refund. Cancellations received 15 to 30 days prior to your program's scheduled start date qualify to have the non-refundable deposit applied to future program reservations. **Schools/Organizations cancelling within 14 days of the scheduled program start date will be charged in full.** Over registrants or no shows will be charged in full.

Any changes to your program (such as additional meals or program time facilitated by Ramapo staff) are subject to availability and may result in additional fees.

Please initial _____

Expectations of Participants:

Participation: Ramapo for Children expects all participants to fully participate in activities. We operate under the principle of challenge with choice, which offers participants a chance to try potentially difficult activities in an atmosphere of support and caring. The ideas and choices of all individuals are respected.

Alcohol, illegal substances, smoking: Ramapo for Children is a drug and alcohol free environment. Use of alcohol and illegal substances on camp grounds, as well as participating in Ramapo programs under the influence of drugs or alcohol, are strictly prohibited. Ramapo staff reserves the right to send a participant or participants home for failure to comply with these policies. Ramapo for Children is a smoke free environment: smoking is prohibited in all buildings and during organized activities.

Duration of retreat: Ramapo staff members prepare programs to begin and end at the scheduled arrival and departure times. In the event that Ramapo is able to provide programming beyond the scheduled arrival and departure times, this service may incur additional fees.

Camp grounds: Participants are not permitted to collect any plants, animals, or other natural materials. The waterfront and woods areas are off limits unless participants are accompanied by a Ramapo staff member to ensure the safety of these areas. There is absolutely no waterfront use after dark.

Pre- and Post-Assessment evaluation forms: All organizations are expected to complete Pre- and Post-Assessment evaluation forms within the requested timeframe.

Please initial _____

Supervision of Participants:

A minimum of one adult per room (generally, one adult for every 8-10 participants) is required for overnight programs. The Ramapo staff member leading the program will determine the exact number of staff needed to supervise your group based on your accommodations. A minimum of one adult supervisor per 15 children is required for day programs. **You are responsible for the active supervision of your group, participants, and staff during your entire stay. This includes remaining with your group at all activities and being accountable throughout the night.**

Quiet hours will be announced upon arrival and are enforced by supervising staff. All participants are required to remain in their housing buildings at night, unless supervised by a Ramapo staff member.

Ramapo for Children maintains the right to request that groups with participants younger than 3 years of age provide adult supervision for these participants.

Participants will be oriented upon arrival. An additional orientation for staff will occur shortly after the group's arrival to discuss supervision of participants.

The Ramapo staff expect you to intervene should group members not follow directions, not participate at an activity, disrupt or disturb the continuity of an ongoing activity, or pose a risk to their own safety or that of another person.

Please initial _____

Health and Safety:

It is the responsibility of the school/organization to inform Ramapo for Children in advance of any participants who have limiting, temporary or permanent injuries, disabilities, or illnesses that may interfere with participation in a physically active program. Participants who are pregnant or who have any medical condition that prohibits vigorous physical activity will not be allowed to climb high ropes.

Ramapo for Children staff includes several Emergency Medical Technicians. Our EMTs may respond to first aid situations which can be handled on camp grounds. Participants in need of emergency medical treatment will be transported to a local hospital emergency room. Agency staff must bring signed permission to treat forms (sample participant information form attached) authorizing the school/organization representative to make decisions in the event of an emergency.

All groups should provide an emergency vehicle if possible. In the event transportation to a medical facility is required the cost of providing an ambulance will be borne by the agency.

Please initial _____

Buildings and Grounds:

All participants share the responsibility of keeping Ramapo for Children clean. Litter should always be placed in a garbage can. Participants will be responsible for cleaning the dining area following each meal. Also, time will be set aside for cleaning the sleeping areas and common spaces at the conclusion of each program.

Ramapo for Children inspects all buildings at the conclusion of each visit. If a building is damaged upon your arrival, please notify a staff member as soon as possible. Should damage to buildings occur during your visit, your school, program, or agency will be responsible for the cost of repairs.

Ramapo will provide sheets, blankets, and pillows for groups. Pillows are counted at the beginning and end of each program. The agency will be responsible for the cost of replacing any missing pillows, sheets, and blankets.

Please initial _____

As the trip sponsor, my school, program, or agency acknowledges its responsibility for the negligent acts and/or omissions of its students, agents, or employees while on the premises of Camp Ramapo and shall indemnify and save harmless Ramapo for Children from any liability that shall incur as a result of such negligence.

I have read and accept these policies and procedures:

Sign Name

Print Name

Name of Organization

Date