

Parent Letter for Hilltop Riding Stables Camp

Parents/Guardian:

It is imperative that the information in this notice be followed with great care.

Drop-off time for the mornings is between 7:00-8:00 a.m. Please do not drop children off before this time as there are military police patrolling the area. Any dropped off children without the presence of Hilltop Riding Stables staff will be picked up and escorted back to the MP station, where the parent's will be called. Hilltop Riding Stables and its staff will not be responsible for any child left before the staff's scheduled arrival time of 7:00 a.m. for camp.

Pick-up times are between 4:00 and 5:00p.m. Our staff comes off the clock at 5:00 p.m. Any child left past this time, the person responsible for pick up, will be charged \$20 per every 15 minutes. This payment must be paid in cash and will be collected by the staff member that is left with the child(ren).

Please remember to sign in and out your child(ren) each and every day. This is a policy of Hilltop Riding Stables on Fort Gordon to help us keep track of your child(ren). If you pick-up your child away from the stables, please remember to sign them out with the staff member responsible for their care. Hilltop staff will not and cannot leave an activity without an accurate count of all children.

Horse Youth Camp is a full day activity. This program is designed for basic horsemanship for youths. Camp starts at 8:00 a.m. with daily announcements. The first activity will start at 8:25 a.m. It is imperative that each child is on time and willing to participate in each activity. Failure to do so will affect all children in all groups. If your child misses his/her activity they will not be moved to another group. Your child will be welcome to wait in the lobby for the return of his/her group.

Horse camp is a high risk activity, 100% cooperation and self-discipline is required. No biting, kicking, hitting, spitting or any other harm will NOT be tolerated. Hilltop will also not tolerate any bullying or bad mouthing of any other child. Behavior problems will result in redirection of the child and/or removal from his/her group. The child will then sit with office staff with written notification and/or a phone call to the parent. Depending on the severity of the infraction, may result in removal from the program.

Each child needs to bring their own packed lunch with plenty of snacks. Hilltop does not provide refrigeration or microwaves. A cooler is recommended to keep their lunches and drinks cool. The camper will have their own locker for storage during their attendance of camp.

All campers must wear closed toe shoes. If they have their own bicycle helmet they can bring it, otherwise Hilltop provides helmets for the campers. Bring a change of clothes, swim suit, towel and extra pair of shoes every day. Children sometimes get wet and dirty while participating in horse camp activities.

Camp reservations will be placed in our reservation book only if we have a registration packet. If a registration form needs to be filled out please come by our office to fill one out and then we can place your child in our reservation book. Camp reservations are first come first serve. Payments for camps will be due 2 weeks prior to the camp week you reserved. Our office will call for payments over the phone or you may come by the office during business hours.

Please make sure that all of your child's items are clearly marked. Hilltop Riding Stables and staff will not be responsible for any lost or dropped valuables. We recommend that you leave your valuables at home.

Call Hilltop Riding Stables Office if you have any questions or concerns

706-791-4864

Thank you and Have a Blessed Day!



Melissa Jacobs

Manager