

4-H Camp Cloverleaf FAMILY HANDBOOK



UF | **IFAS Extension**
UNIVERSITY of FLORIDA



Dear Camp Families,

We cannot wait to have you join us this summer at 4-H Camp Cloverleaf for an exciting week full of adventures, laughter, and new friends. Summer after summer, 4-H Camp Cloverleaf looks forward to creating new memories and giving campers the week of a lifetime. In 2023 4-H Camp Cloverleaf was rated one of the best Summer Camps in America. On behalf of The Cloverleaf Crew, we can't wait to welcome you to camp!

In this handbook, you will find all the important information you will need to prepare yourself and your camper(s) for a great week of camp. We ask that you and your camper read this packet fully. Please reach out if you have any questions.

Thank you for choosing 4-H Camp Cloverleaf!

Bill Tillett

Bill Tillett Camp Director

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What is 4-H?

4-H is the nation's largest youth development organization. Over 230,000 members in the State of Florida help to make up the community of more than 6.5 million young people across America. 4-H is a non-formal, practical educational program for youth. Florida 4-H is the youth development program of Florida Cooperative Extension, a part of the University of Florida/IFAS.

The Florida 4-H Mission

The Florida 4-H Youth Development Program uses a learn-by-doing approach and caring adults to help youth gain the knowledge and life skills they need to be productive, responsible citizens.

4-H Motto

"To Make the Best Better"

4-H Slogan

"Learn By Doing"



The Florida 4-H Camping Mission

To help develop life skills in youth through experiential education in a camping environment.

4-H Pledge

I pledge

My HEAD to clearer thinking,
My HEART to greater loyalty,
My HANDS to larger service,
And my HEALTH to better living,
For my club, my community,
my country, and my world.

LAKE FRANCIS

CAMPFIRE CIRCLE

UF/IFAS Extension
Florida 4-H Youth and
Development Program

CAMP CLOVERLEAF

CLOVERLEAF ROAD

RECREATION FIELD

PARKING



2025 Summer Schedule

Week #	Dates	Theme
Week 1	June 2 - 6	Cloverleaf Summer Investigators (C.S.I.)
Week 2*	June 9 - 13	Innovation Creation Camp
Week 3	June 16 – 20	Eco-Discovery Camp
Week 4 *	June 23 – 27	Cloverleaf Investigators (C.S.I.)
Week 5	June 29 - July 3	Military Kid Camp
Week 6	July 6 – 11	Teen Camp
Week 7	July 14 - July 18	Taking Aim Camp and the Great Outdoors
Week 8*	July 21 – 25	Eco-Discovery Camp

** Day Camp is available these week

Cloverleaf Summer Investigators (C.S.I.) Are you ready to become a detective and learn how to find evidence, uncover clues, and follow your hunch during this mystery-filled week of camp? Traditional camp experiences, such as kayaking, archery, and swimming, will also happen throughout the week. Grab your note pad, and be ready to become an elite part of the C.S.I.

Innovation Creation Camp-Join us for a week of experiments and discoveries as we learn how exciting science and technology can be! Create rockets and see them fly, design a city with Legos, and conduct science experiments. Use your imagination in this S.T.E.A.M. focused week, while also participating in archery, swimming, team building, and a whole lot of fun night activities!

Eco-Discovery Camp -Camp is a place of wonder and discovery, with nature all around us. Join us as we explore our camp's great outdoors and learn about the environment. Campers can touch an alligator, hold a snake, and learn all about the plants and animals that call Camp Cloverleaf home. Kayaking out on the beautiful Lake Francis and learning how to shoot archery is only a bit of the amazing time we'll have!

Teen Camp-Join us for an exclusive teen only week at Camp Cloverleaf! Teens will get to experience all their favorite parts of camp, such as building leadership skills, participating in team building challenges, fishing, kayaking, and enjoying s'mores at the campfire. Additionally, they will enjoy an off-site adventure during the week, just for them. It is set to be an amazing week of fun and friends that you won't want to miss.

Taking Aim in the Great Outdoors Camp – Are you interested in shooting sports, sportfishing, or other outdoor recreational activities? Florida 4-H offers a wide variety of shooting sports programs. During this week, you will learn and practice the basics of archery, air rifle, and shotgun. Then campers will choose their favorite ones for more advanced skills and games. In the afternoons, we will explore the great outdoors with hiking, fishing, kayaking, and boating. This camp is designed for ages 10-15.

Day vs. Overnight Camp

We often get lots of questions about what the difference between day camp and overnight camp, Besides the obvious, See the chart below for more details.

	Day	Overnight
Engaging Educational Programs &activities	✓	✓
Free Swim	✓	✓
Outdoor Recreational Games	✓	✓
Snacks	✓	✓
Lunch	✓	✓
Kayaking	✓	✓
Archery if 8 years old or older as of 9/1	✓	✓
Camp Fire		✓
Dance		✓
Breakfast and Dinner		✓
Evening Camp-wide Game		✓
After Dark Camp Activities		✓
Assigned Cabin		✓

Medications & Health

Health History Registration

In order to set up our camp for success and provide the best care for all our campers, a camper's health conditions are gathered during registration to provide us with the most current and important information needed when managing and responding to health and medical conditions that may occur during the week. Sometimes things don't go as planned, and this information is critical for us to provide the best care possible in these situations. This information also helps us to proactively set up a health plan for each camper and allows for our camp to partner with parents in setting their child up for success. Sharing your camper's health and medical needs will not prohibit them from attending camp; it will, though, provide an opportunity for us to discuss your child's needs before arrival to camp. We take your child's health and safety very seriously, and we appreciate transparent information from parents in helping us to provide the highest safety and care for their child.

Healthcare Emergency Protocol

In the case of any healthcare situation where a camper's health and/or situation is not progressing as expected or emergency services has been contacted, the Camp Director and/or Camp Health Director will call the Primary Guardian to discuss the situation. If no contact is made via phone, a voicemail will be left. In addition to a phone conversation, an email or text message will also be sent to describe the details of the situation. If any camper needs medication that was not sent with them, verbal and/or written consent must be given prior to the camper receiving it. Written consent may be in the form of an email or text message.

Health Director & Check-In

4-H Camp Cloverleaf employs a licensed medical professional during summer camp as our Health Director. They are in charge of all things medical and health related at camp. Our Health Director will be the person to intake any medications you bring to camp and will administer, along with a trained Cloverleaf Leadership Team Member, routine and as needed medications to campers. Upon check-in, you will meet briefly with the Health Director to go over a brief health history, turn in all medications, and go over any medical or health concerns you may have. Please be prepared for this process to take time during Check-In on Monday. We want to ensure we have all the appropriate information to take the best care of our campers during the week.

If your camper requires an epi pen, inhaler, or has a serious allergy, they will receive a RED armband to wear during the week. This helps us identify their needs and provide the best possible care in the event of an emergency.

Medications & Health

Medications at Camp

All medications, vitamins, prescribed ointments, etc. must be turned into the Health Director during Check-In. They must be in their original container with the Camper's name. All medications should be placed in a clear bag, along with the completed medication form. We are required to administer the medication as instructed on the container. If you follow different instructions, we must have a doctor's note confirming so. All campers' medications are logged in our Health Logbook and documented each time a camper receives their medication.

Routine medications are generally administered four times a day: during breakfast, during lunch, during dinner, and just before light's out. If your camper requires medications to be given at a specific time, other than during our routine times, please let our Health Director know during Check-In.

4-H Camp Cloverleaf stores a small variety of over-the-counter medications. In the event your camper may need one of these medications, we will refer to the completed health form which indicates which over-the-counter medications we have permission to administer. If no permission is given, our Health Director will call to request permission. Any time any medication, topical or oral, is given, it is documented in our Health Logbook.

Illness or Injury

4-H Camp Cloverleaf is committed to keeping parents informed of their camper's health and wellness. Our Health Director or Camp Director will contact you if any of the following happens:

- Your camper is presenting any contagious illness symptoms: i.e. fever, vomiting, diarrhea, etc.
- Your female camper has begun menstruating and would like to call home.
- Your camper has an accident resulting in any form of head injury.
- Your camper has accident or injury that incurs a large cut, bruise, or swells.
- Your camper visits the Health Director repeatedly for the same issue.
- Your camper has requested an over-the-counter medication that their registration has not given permission for.

COVID-19 & Other Contagious Illnesses

4-H Camp Cloverleaf does not treat COVID-19 or any other contagious illness lightly. We take every precaution to keep our campers and staff safe. If upon Check-In your camper has recently had (within 24 hours) or currently has any symptoms we do ask that you speak to the Health Director or Camp Director. Please DO NOT send your camper to camp ill. If your camper presents any symptoms while at camp, 4-H Camp Cloverleaf will require the camper to go home that day. Partial refunds are not guaranteed.

More information about our COVID-19 and contagious illness policies can be found here: [COVID-19 Direction](#)

Camper Expectations

Florida 4-H Code of Conduct

When registering your camper, you were asked to read through and sign the Florida 4-H Code of Conduct for Youth and Adults. We uphold all of our campers, staff, and adult volunteers to this. Please be sure to read through it carefully with your camper to ensure they understand. Should they violate the Code of Conduct while at camp, it may be grounds for immediate removal with no refund.

Florida 4-H Code of Conduct for Youth and Adults: As a participant in 4-H at the local, state, or national level, I have the responsibility of representing the UF/IFAS Extension 4-H Youth Development Program to the public. Therefore, I am expected to conduct myself in a manner that will bring honor to me, my family, my community, and 4-H. To do that, I must abide by the following rules:

1. Obey local, state, and federal laws. Follow county, district, state and/or national 4-H policies. Abide by any special rules for a 4-H event or activity.
2. Speak and act in a responsible, courteous, and respectful way. Harassment, threats or bullying of any type is prohibited.
3. Act responsibly to maintain a safe environment for all participants. Acting in a manner that could endanger the health, safety or welfare of yourself or others is prohibited. Report threats to the well-being of any participant immediately to the adult in charge.
4. Possession or use of tobacco, e-cigarettes or vaping devices, alcohol, or illegal drugs is prohibited. Possession or use of approved medications by youth during a 4-H function must be reported to the adult in charge and must not be accessible to other participants.
5. Possession or use of weapons or other dangerous objects is prohibited in accordance with Florida law, except when required as part of an approved educational program. Weapons are defined to include but are not limited to, guns, knives and incendiary or explosive devices of any kind.
6. Respect all property, facilities, equipment, and vehicles. I will be responsible for any damage or other consequences resulting from my behavior.
7. Participate fully in 4-H functions. Be in the assigned program areas (example—dorms, cabins, programs, etc.) on time. If I am unable to attend or participate, I will tell the adult in charge. Help others have a pleasant experience by making every attempt to include all participants in activities.
8. Dress appropriately for each 4-H function.
9. Use of any mobile electronic device during a scheduled 4-H activity is prohibited unless activity-specific rules otherwise allow. When permitted, they should be used only in a manner that is consistent with the approved activity and not discourteous or disruptive.
10. The belongings of youth participants, including but not limited to bags, purses, computers, other electronic devices, lockers, and vehicles, are subject to search and seizure by 4-H faculty/staff, and in some instances a volunteer designee, upon reasonable suspicion that a prohibited and/or illegally possessed substance or object is contained within that area. (If an adult is suspected, this will be handled by law enforcement.)

Camper Expectations

Breaking the Code of Conduct

4-H Camp Cloverleaf does our best to ensure our facility maintains a physically, emotionally, and mentally safe space for all. We utilize our Code of Conduct as a framework for age appropriate acceptable and unacceptable behavior. Unless a camper breaks a non-negotiable rule, we generally imply the following procedures for behavior management.

First incident: The camper meets with their Cabin Leader and Assistant Director or Day Camp Coordinator to discuss what happened, why it happened, and a plan to make sure it does not happen again.

Second incident: The camper meets with their Cabin Leader and Camp Director to discuss what happened and why it is continuing to happen. At this point, parents/guardians will be informed of the situation.

Third incident: After repeated attempts to manage and modify the behavior, the camper's parents will be called for immediate pick-up and will not be allowed to return to camp this week, or possibly the remainder of the summer. A refund will not be provided. We do not take this step lightly.

Examples of behavior that may result in this action include, but are not limited to:

- Repeatedly not listening or causing extreme disturbances in activities
- Repeatedly acting in a manner that may cause harm to themselves or others
- Stealing
- Vandalism
- Not keeping hands to themselves or rough housing
- Inappropriate language
- Inappropriate bathroom behavior
- Non-Negotiable Actions

Below is a list of non-negotiable actions that will result in immediate removal from camp without refund. At the Camp Director's discretion, additional actions may be added to this list.

- Bringing an illegal or prohibited substance to camp
- Acts of violence or intentions of hurting a fellow camper or staff
- Verbal harassment and/or bullying

Camper Participation

Most of the activities at 4-H Camp Cloverleaf are challenge by choice. We will respect a camper's wishes if they do not want to participate in a specific activity because they are uncomfortable. While we try to encourage campers to participate, it is not forced.

However, they are expected to remain respectful of those around them or choose an alternate activity if the option is available.

Life at Camp

Meals at Camp

4-H Camp Cloverleaf provides Breakfast, Lunch, and Dinner to our Overnight Campers and Lunch daily to our Day Campers. Our meals are designed to be well-balanced and fuel our campers for an active day at camp. We always have fresh fruit available at every meal and snacks. Our kitchen is peanut free. We are able to accommodate most food restrictions and allergies: Gluten Free, Dairy Free, Vegetarian, allergies, etc., but will need to know any restrictions prior to arrival to ensure we are properly prepared. If you have indicated your camper has a food allergy or restriction, they will receive a GREEN armband during Check-In to wear during the week. This helps indicate to our Kitchen Staff the camper has a food allergy or restriction.

We understand that some campers are picky eaters and we do our best to accommodate. However, if your camper is very selective on the foods they eat and you would like to pack food for them, please contact the Director prior to your week of camp. Day Campers are allowed to bring their lunches daily if you would prefer. We do ask that NO peanut products are packed.

Singing at Meals

Prior to most meals, campers generally sing silly camp songs. Why do we do that? With upwards of 110 campers at camp, it can take 15-20 minutes to have all campers go through the meal line. We have fun with these silly songs to engage the campers while they are waiting for their turn. We do NOT require the kids to participate if they are uncomfortable or to scream or shout to receive their meals. Camper groups are picked at random to go in for their meals not based on participation or volume.

Snacks at Camp

Campers are provided snacks daily. Fresh fruit is always available if a camper is hungry throughout the day. If you would like to pack a snack for your day camper, please be sure it contains NO peanut products. We do ask that you NOT pack snacks for our Overnight Campers. To prevent unwanted pests, no food or drinks (other than water) are allowed in cabins.

Noise & Energy at Camp

During the day, 4-H Camp Cloverleaf provides a high-energy, fast-moving atmosphere to keep our campers engaged. At times, it can be very loud with laughter, shouts, and chants. If your camper struggles with any of this, please reach out to the Camp Director to help set a plan for success for your camper.

Birthdays at Camp

If your camper is having their birthday while at camp, please let us know. We love to celebrate birthdays at camp and would like to make them feel special on their day.

Life at Camp

Photos

4-H Camp Cloverleaf tries our best to capture photos throughout the week. We do not have an employee specifically dedicated to photography on staff. The photos we are able to capture will be placed on our phone sharing account that was emailed with your registration approval email. We are focused on engaging with the kids, so please expect delays in the photos being posted. If you have indicated no photos of your child be taken at all, they will be presented with a YELLOW arm band at Check-In. This helps us ensure we are not taking photos without permission.

Cameras at Camp

Campers are welcome to bring cameras with them to camp. We highly recommend it be a disposable camera. Photos are not allowed to be taken inside cabins or bathrooms for the safety of our campers and staff. 4-H Camp Cloverleaf is not responsible for keeping up with or replacing lost/damaged cameras.

Cell Phone and Electronics

Cell phones and other electronics are prohibited at camp. This is to encourage campers to step away from the digital world and actively engage in peer interactions and with nature. It is also for the safety of your camper and their fellow campers and staff. If, for any reason, you need to contact your camper, please use the camp office line or the Director's cell phone number.

Camp Staff

4-H Camp Cloverleaf hires seasonal Camp Staff as Cabin Leaders and Educators during the summer. All staff are hired as University of Florida employees and have gone through an intensive training, have passed a Level II background screening, and are certified in First Aid/CPR/AED by the American Red Cross.

4-H Camp Cloverleaf Pick Up/Drop Off Procedures

Our goal is to make the experience of picking up and dropping your camper(s) as safe and efficient as possible. Please review the below information to help guide the process.

If anything changes, an email and text message (if signed up) will be sent through 4Honline.com.

If your camper does not arrive within check-in time, we will call the primary contact.

Pre-Arrival:

- Ensure campers have necessary supplies (supplies list can be located...)
- Medication form, if needed

Drop Off and pick up times

- Overnight Campers
 - Check-in: 10:00-12:00 pm
 - Check-out: 10:00-12:00pm
- Day Campers
 - Monday -Thursday
 - Check-in: 7:30-8:30
 - Check-out: 4:30-5:30
 - Friday
 - Check-in: 7:30-8:30
 - Check-out: 1:00-1:30

Drop Off Procedure For the first day of camp:

- Line up in the first driveway and we will direct you to stop number 1.
- At stop 1, you will be checked in to camp and your camper(s) will receive their cabin assignment with their cabin number and counselor name.
- At the next stop, you will be greeted by the Camp Health Director and will turn in any and all medication(s) your camper(s), if necessary. If you have any questions for our Health Director, they will be happy to answer them.
- Once complete, you will be directed to the unloading area where staff will do a quick health screening and lice check and assist unloading all luggage.
- Staff will then help your camper(s) to the cabin and get set up.

Due to safety, we ask you to allow us to assist your camper to their cabin and for all family to remain in the vehicle. Once your child has left your car, move out of the drop off area as promptly and safely as possible.

Pick Up Procedure:

- Line up to the first lane of the driveway and we will greet you shortly.
- One of our staff in an orange vest will greet you and radio for your camper(s) to come to your vehicle.
- Our staff will verify the identity of the authorized pick-up person. You must ensure that anyone that you might want to pick up your camper is added to their authorized pick-up list.
- Staff will assist your camper and their belongings to your vehicle.
- Once your camper(s) are loaded, please move out of the pickup area promptly and safely.

Pick Up/Drop Off Tips

- » Please say your goodbyes while waiting in line so your child can exit the car quickly.
- » Pull forward to the farthest available staff person. We will keep moving vehicles forward to spots in the loading zone as they become available.

Day Camp Info

Daily Pack List

The items below are required for each day at camp:

- ☒ Comfortable clothes appropriate for active play outdoors
- ☒ Closed toe shoes
- ☒ Water Bottle

Recommended Items

- ☒ Backpack
- ☒ Hat or Head
- ☒ Covering
- ☒ Sunscreen

4-H Camp Cloverleaf is not responsible or liable for any lost or damaged items. Campers are responsible for their own personal belongings. We strongly encourage you to put your camper's name or initials in all their belongings.

Water Gear

Each day during the week, campers will need to bring water gear. Please pack swimwear that is appropriate for athletics and various water activities. Regardless of the style of swimsuit (one or two-piece, tankini, board shorts, jammers, etc), swimwear must provide full coverage on the bottom, be comfortable, and securely stay in place without excessive adjustment. Swimwear should not be able to be unhooked, untied, or unzipped easily during activities.

Campers must also be able to change into and out of their swimwear on their own. If they are unable to or struggle, we highly recommend sending them to camp that day already in their swim gear. Campers are required to wear water shoes when getting into the lake. Campers will also need a towel. Please write your camper's name on the towel to help us ensure it goes back home.

What Not to Bring

The items below are prohibited at camp.

- Cell phones or any electronics
- Expensive items like smart watches, jewelry, and radios
- Snacks, gum, candy
- Weapons and fireworks
- Pets
- Alcohol or Illegal Drugs

Overnight Camp Info

Clothes should be comfortable and appropriate for active play.

- ___ shorts and comfortable pants
- ___ t-shirts
- ___ 1 pair tennis shoes or closed toe shoes
- ___ 1 pair of shower shoes
- ___ underclothing
- ___ 1 light sweater/jacket for cool nights
- ___ 2 swimsuits/ swim clothes
- ___ socks
- ___ pajamas
- ___ plastic bag for dirty clothes

Personal Articles:

- ___ 1 shower towel and 1 beach towel
- ___ comb and/or brush
- ___ toothbrush and toothpaste
- ___ bug spray
- ___ sunscreen
- ___ deodorant
- ___ pillow and pillowcase
- ___ twin sheets and blanket
or sleeping bag
- ___ hat
- ___ water bottle with name
- ___ feminine hygiene products (as needed)

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Swimwear

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Homesickness

Homesickness is a normal thing here at camp. According to the American Camp Association, approximately 95% of campers who attend an overnight summer camp in the U.S. have reported feelings of homesickness. Our staff are trained on how to recognize and help campers who feel homesick by validating their feelings, but not allowing it to overpower their experience at camp. Often times, campers feel the most homesick in the evening. We try to help campers overcome by debriefing the day and creating an evening routine. We do not encourage campers to call home each evening. This often increases their homesickness and desire to leave camp.

Part of your camper's success at camp will depend on the preparations that are made at home prior to their arrival. Below is a small list of ways you can help your camper have a successful week.

1. **Be POSITIVE!** Encourage your camper by talking positively about camp. Engage them in conversations about the experience and prepare them with the information in this handbook. If your camper brings up being homesick, remind them that it is normal to feel that way, but not to dwell on it. Remind them they can miss home AND still have a great week of camp.
2. **DO NOT make a "pick-up" deal.** Promising your camper you will pick them up if they feel homesick will undermine their confidence and intensify their homesickness while at camp. It can hinder their journey in resiliency and their experience with overcoming tough things. Instead normalize their worries of homesickness by talking through it and discussing coping strategies. We encourage parents/guardians to send their camper mail during the week to remind them they can do this and they will see them soon.
3. **Pack with your camper.** Take the time to pack for camp together. This will allow your camper the opportunity to take ownership of the items they are bringing and advocate for comfort items they may feel can help them throughout the week. This could be a certain blanket, stuffed animal, or even a book.
4. **Label everything!** Please take the time to label your camper's belongings. Losing things at camp is inevitable- there is so much activity going on. Putting your camper's name on their belongings helps our staff return it to them and reduce the anxiety they may have of going home without their things.
5. **Practice time away from home.** Nothing helps your camper to prepare to cope with being away from home more than practicing before camp. Spending time at a family member or friends home for a weekend without calling home will do wonders for your camper's confidence! This could be a great time for them to practice writing letters!

4-H Camp Cloverleaf wants nothing more than to help your camper have the best week possible. For any additional tips on how to prepare, please contact the Camp Director. Success begins at home!

We can't wait to see you this summer!