

Summer Staff Manual 2022

Table of Contents

#### **Information (Misc)**

#### **Policies**

Expectations of Staff

Staff Conduct Agreement

Staff Evaluation Form

Corrective Behavior Procedure

Transportation

Gator Use

Sexual Harassment

Electronics

Dress code

###### Counseling Resources

General Supervision

Discipline

Camper Behavioral Correction Guideline

###### Activities

Pool

Swimming Test

Buddy System

Diving board and slide

Conditions for closing the pool

Communication

Equipment

Supervision Ratios

Challenge Trail

Out of Camp Trips

#### **Safety information**

Lightning Safety

Fire Safety

Food Safety

Medical Plan

##### Medical Procedures

**Misc.**

Tour of Camp

Lost Camper Plan

Chain of Command

### Job Descriptions

Staff Evaluation Report

Orientation Documentation

## Summer Camp Values

These values are used as a decision making tool and as a guiding reference point for the summer camp program

1. Responsibility
   1. Responsibility one’s own self
   2. Responsibility to the family
   3. Responsibility to the community
2. Peace Making
   1. Resolving Conflicts and healing broken relationships
   2. Comes as a result of people making relationships more important that personal pride
3. Community
   1. Being a member of a larger body
4. Nature appreciation
   1. Valuing nature because it was created by God and reflects His artistry
5. Worship
   1. Praising God for who He is and what He has done
6. Fun
   1. Making every activity a joy to participate in
7. Scripture taught from an Anabaptist perspective
   1. Creating Biblical literacy in future church leaders
8. Christ Centered
   1. Bringing Jesus into everything we do
9. Leadership development
   1. Modeling good leadership while giving opportunities for others to try out their leadership skills
10. Accessible and affordable
    1. Making camp open to everyone
11. Stewardship
    1. Taking care of what we have been given. Using resources wisely
12. Service
    1. Helping others in practical ways

## Miscellaneous Information

**Housing during the week**: Housing will be tight this year because we have so many campers.

* The camp nurse, camp pastor, the cook, and married staff will stay in camp’s motel rooms.
* Support staff (kitchen, program assistants…) will be housed in Spruce Lodge or Promise Woods in bunk house style accommodations. If these buildings are filled with campers the support staff will stay in camp’s motel.
* Counselors will share bunk style housing with their campers.

**Housing during weekends:** Camp Deerpark hosts church retreats on the weekends throughout the summer. You will need to vacate your bed, along with your things each weekend. You may store your things in a closet over the weekend.

Staff from out of state will be given housing during the weekend.

If there is space available, we encourage staff who are over 18 spend the weekend relaxing at Camp. This is usually worked out with the program director about a week in advance.

**Phone Use:** If you don’t have a cell phone, camp has a pay phone (yes, they still do exist!)  Office phones are for Camp business only, though incoming messages for you will be passed along.  The office number is: (845) 754-8669.  See the section on "Electronics" for guidelines on using your cell phone.

**Sending and receiving mail:** Mail can be sent to you at: First Name, Last Name-Summer Staff, P.O. Box 394, Westbrookville NY 12785. An office staff picks up the mail each morning and will pass along letters with your name to you. You can mail letters by dropping them off at the office.

**Personal vehicles:** Personal vehicles may be parked at Camp, but may not be used during the week. Staff are not permitted leave the grounds unless they have permission from the Program Director or Summer Camp Director. Campers and staff who are under 18 may never be transported in staff vehicles.

**Laundry Services:** Camp has several older commercial washing and drying machines that are used primarily by the house cleaning dept. Summer Staff are permitted to wash their personal items anytime except Sunday and Friday. These machines are coin operated and staff will need to provide their own coins. Out of state staff will be provided with laundry facilities free of charge in their weekend housing.

## Electronics:

Let’s face it, we love electronics.  Actually, we may be addicted to them.  Computers, I-things, and video games are cool and camp doesn't have a problem with them being cool.  Unfortunately, often electronics and their use do not reflect Camp Deerpark's core values.  For example:  "Community" is a core value at Camp Deerpark .  When we put in ear buds we are shutting out the world, and the community around us.  That said, Camp Deerpark's has certain guidelines regarding electronics not because we hate technology, but because we want to stay true to who we are.  Some of the guidelines are direct results of past situations which we would like to avoid repeating.

**Internet**:  Yes!  We have the internet and you may use it at the appropriate times and in the appropriate places.  There is a small wireless network and the key is "Blessing".  Unfortunately, the network is so small that it doesn't reach to the staff lounge

**Computers**: (this includes I-pads)  A computer with internet will be provided in the staff lounge for staff use.  Staff may bring computers and use them within the following guidelines.

* Computers must not be in the camper's sleeping quarters. (Campers should not be able to have access to computers or your phone)
* Computers/Phones should not be used in public areas
* Generally speaking, computers/phones can be used in the staff lounge or in rooms occupied only by support staff
* The above guidelines do not apply when campers are not at camp (weekends)
* Computers owned by Camp Deerpark are for business use.

**Music** is important to almost everyone, so staff are encouraged to play it for everyone to hear.  Feel free to use speakers instead of ear buds.  Play music in your cabin, play music in the kitchen, play music on the bus.

**Headphones/ear buds**:  Because of their isolating nature, headphones and earbuds may only be used on one ear, if other people are in your area AND if you are a Program or Kitchen Assistant. If you are working and need both in headphones in, the volume should be low so you can hear your surroundings. Counselors may only use headphones on their break time away from campers. Failing to follow this will result in you being written up.

**Movies**:  The values in most movies contradict the core values of Camp Deerpark.

* **Guidelines for Campers**:  One of our goals at Camp Deerpark is to engage campers and build relationships rather than just provide entertainment.  Generally speaking, movies don't help us accomplish that goal.  Because of this, we rarely show movies to campers.  All movies shown to campers must be approved by the Summer Camp Director. Sorry, you can't spontaneously show campers your favorite movie, even if it’s "Cars".
* **Guidelines for Staff**: Staff are encouraged to find more uplifting ways to spend their time, but not forbidden from watching movies.  In a support staff room is the most appropriate place for this to happen.  If you want to watch a movie with the opposite gender, talk with a director about using a public place at a time when it won't be used.
* **Content Guidelines**: Camp is place that seeks to glorify Christ.  While camp does not regulate the movie content that you watch, you are encourage to glorify God in what you watch and how much time you spend watching it.  We often sing the song "I command my eyes to praise the Lord", this is an opportunity to live out the song.  That said:  staff who are under 18 may not watch R rated movies.

**Music**: Music is an important part of our culture, unfortunately, a majority of the culture's music contradicts the values of Camp Deerpark.  It is important that all aspects of our ministry present the same message.  It would be inconsistent to teach one set of values, and play music which promotes a contradicting set of values.  Camp Deerpark belongs to Christ, and everything that happens here should point campers to Him.  Because of this, only Christian music or instrumental music will be audibly played at Camp Deerpark.  If you have secular music which you would like to play, it needs to be approved by the Program Director or Assistant Program Director.

**Other I-pods, I-touch, other music playing devices**: It is completely ok to have I-pods and other music devices at camp.  They should be used in accordance with the music and headphones/earbud guidelines.  If the device has features like the internet, those features should be used according to the guidelines for "computers".

**Cell phones**: Our goal is to both communicate efficiently and not have the program disrupted by ringing phones or texting counselors.  Staff may carry and use cell phones at camp provided they do not disrupt the program.  (a disruption is when a person is distracted from the program/campers by the phone).  "Out of sight and out of mind" is a good guideline.  You may have a phone in your pocket, but keep it to yourself.  **Have it set on "silent" or vibrate and don't use it to call camper parents ever.** Parents should only be called on the Program Director’s phone.

At Camp Deerpark, phone use generally falls into two categories:  personal use, or camp related use.

* **Personal use**:  Phone use for personal reasons should happen when the staff person is away from other people and on break.  The line "sorry, I have to take this" doesn't work at camp.
* ​**Camp related use**:  While you can use the phone for camp use at any time, you are encouraged to use discretion about the situations where you might use the phone. Often it is less disruptive to step out to send a quick text inquiring "is the pool closed because of thunder?" than it would be to actually go find the person.

**Gaming systems**; Leave your gaming systems at home.  If your electronics have games, play them when you go home.

**Boom boxes, I-home, and other speaker equipped devices**:  These type of devices are encouraged.  Music is a big part of our culture, why not build community by listening together?  By playing music in our cabins, the kitchen, at the pool... we are filling Camp Deerpark with the praise of Christ.

## Payment details

**What you will be paid for**: Staff are paid for training and all the weeks of camp that are in their hiring agreement. You will be paid for staff training at the end of the summer provided you fulfill your agreement of hire and are not fired.

**When is payday?** Payday is twice a month, generally the 15th and 30th.

**How much you will be paid**: Your rate of pay is based on your position. If you are unsure how much you will be paid, read your agreement of hire or call the Program Director at camp.

**How you will be paid**:

**Senior Staff** ($200/wk or more) direct deposit required: Camp Deerpark will

issue paychecks to some employees. These can be cashed at the local bank or your bank.

Direct deposit can be arranged with Barb in the office. You can call her at (845) 754-8669 to set

that up. Her hours are 9-5 Monday, Tuesday, Wednesday, Friday. It’s a rather easy process, and

Barb is a nice person.

**Junior Staff** $125/wk (Direct deposit required) or $75/wk (if you do not have direct deposit setup, you will receive $75 cash per week).

**In order to be paid, you must bring the correct documents** to prove that you are eligible to work.

Each person will need to complete an I-9 form.  To complete the form you will need to show documents such as drivers license, passport, birth certificate, ect...  Please look at the attached document ("i-9") and bring the correct documents.  We can't pay you until you show these documents.  If you have any questions about this, please call the Program Director at (845) 283-2041.  He is a nice guy and really wants to make sure you get paid.

#### Documents you should bring to Camp

-Drivers license if you have one.

-Copies of any relevant certifications (first aid, cpr…)

-Documents or copies of documents to satisfy the requirements of the I-9 form.

Please visit <http://www.usaid.gov/forms/Form-I-9-06-16-08.pdf> . Page 5 explains which documents you will need to bring.

## Dress Code

Apart from the few guidelines below, we do not have a dress code.

A culture of modesty has developed at Camp Deerpark and if someone pushes the edges of what is appropriate, a peer will usually speak on it.  As you choose clothing, your goal should be to honor God with your body.   If you are completely unfamiliar with what is worn at Camp Deerpark, look through our pictures on Facebook.

Specific guidelines:

1. Guys must wear shirts even if they are at the pool. Tang tops are acceptable at the pool and while playing a sport.
2. Wear your PJs at night, not during the day (unless its part of a wacky Wednesday outfit.)
3. Ladies; no two piece bathing suits

## Packing List

**What to Bring**

Water bottle -Insect repellent

-Swimsuit (something modest) -Sweater or Jacket

-Flashlight -Bible and notebook

-Towel -Shoes for hiking

-Sleeping bag for campouts -Sheets (if you don’t have a sleeping bag)

-Pillowcase -Alarm clock

-Old sneakers, sandals, or water shoes for rafting (must have a heal strap, flip-flops are not acceptable)

-Other clothing (you will want functional clothing)

### What not to bring

-Expensive Jewelry -Gaming systems (game boy, PSP,x-box…)

-Expensive electronics **-**Movies/DVD players

-Pets

## Transportation to and from Camp:

Staff are encouraged to ride the bus from NYC with the campers as opposed to bringing personal vehicles. The bus comes from NYC on Sunday afternoons and returns Friday afternoon. The time and location of bus stops are listed below. Staff are not permitted to transport campers or staff who are under 18.

# Bus Schedule

***Departing*: Sundays *Returning*: Fridays**

5:15 Brooklyn 4:00pm Bronx

5:15 Bronx 5:00pm Brooklyn

**Bronx**: King of Glory Tabernacle, 2019 Grand Ave. (By Burnside Ave.)

**Brooklyn**: United Revival Menn. Church, 390 Melrose Street

**Camp Deerpark**: 200 Brandt Road, Cuddebackville

## Expectations of Staff

“Basic Expectations of Staff” (below) is a list of things not to do or a list of ways to loose your job.

**The following is what you *should* do.**

-The obvious answer is to do your job: do what you have been asked to do on time.

-A broader answer is to **love others and love God**. Love can be shown through serving others. Service can be shown through:

* Putting others before ourselves
* Assisting before we are asked.
* Looking for ways to make the camper’s experience better.

Be about the Campers. A good staff person gets involved with camper’s lives, does activities with the camper, plays games with the camper and help them win.

Be a friend and mentor, not a babysitter. Parents send their children to Camp because they value having a mentoring relationship with their child

* Play with the campers
* Listen to the camper’s story
* Affirm the campers (and everyone else)
* Put the camper before your self

Be intentional about your spiritual growth. Don’t assume that you will grow spiritually just because you are at camp.

* Take time, on your breaks or at night, to personally read the Bible and pray.
* When other staff share prayer requests at staff worship, write them down and pray for them the next day.
* During Campfire messages, pray for the campers and for the speaker.
* Use your weekends and breaks to get closer to God.

### Basic Expectations of Staff

1.      Camp life is fun and tiring. To meet the challenges of the day and to stay in good health it is important that all staff be well rested.   Everyone is expected to retire for the night before the curfew given by the person in charge.  Usually this is 11 or 11:30 p.m.  Counseling staff are to retire with their campers unless other arrangements have been made with the Director.

2.  Use of tobacco, alcoholic beverages, illegal drugs are forbidden. Use or possession of weapons, firearms, paint ball guns on the grounds are forbidden.

3.  In the interest of safety, no one is to be inside the pool fence unless the gate is unlocked and the lifeguard is present.

4.  All staff are expected to attend and be on time to staff meetings that apply to them. Staff who are chronically late will be written up according to the “corrective behavior” procedure.

5.  Supervisory personnel have their jobs by virtue of experience, gifts, and age.  Full cooperation with the requests or instructions of your supervisor is expected.  If you are sick, let them know.  If you are having trouble or don’t understand, ask for help.

6.  Supervisors are expected to treat their staff with kindness and respect, considering suggestions, seeking opinions and answering questions.

7.  Camp Deerpark is an extension of the body Christ. Staff are expected to demonstrate Christian faith in word and deed to each other and to the campers.  As living reflections of Christ’s light, we are how campers first see Jesus.

8.  Camp Deerpark is a co-ed working environment.  In an attempt to be above reproach no staff are allowed in the sleeping quarters of members of the opposite sex at any time, for any reason, ever, even if you are siblings!, unless accompanied by the Program Director or Summer Camp Director.  Even if you were just borrowing something, someone could think otherwise.  We will conduct ourselves in a way that is above reproach.

9.  In an effort to preserve the integrity of the Camp Deerpark ministry, the administration strongly discourages exclusive or romantic relationships between staff members.  If staff members believe they have found their “true love” at Camp Deerpark, the administration is confident they will be able to wait until the end of the summer.  While any relationship of this nature is grounds for dismissal, relationships that happen in ways which are noticeable to other staff and campers are considered to undermine the integrity of the program and will draw the swiftest dismissal.  Male and female public display of affection (PDA) is not allowed on camp grounds.  This includes:  hand holding, kissing, sitting very close in the living room late at night, or anything else that campers wouldn’t be allowed to do.

10.  Staff are expected to model Godly male/female relationships.  Treating and speaking about the opposite gender in respectful and non-objectifying ways is expected.  “Ladies First” is our motto at meals, you may extend that to all male/female interactions.

11.  Staff are expected to refrain from course joking and obscene language. (did I really need to say that?)

12.  Electronics may be used in accordance with the section on “Electronics”.  Generally speaking, leave them at home.  If you did bring them, don’t use them publicly.

13.  Summer Staff will be responsible to coordinate with the Summer Camp Director regarding their breaks.

14.  Internet services and computers provided by Camp Deerpark must be used in a way that reflects the values of Christ and Camp Deerpark.  Inappropriate use will not be tolerated.

Corrective Behavior Procedure (New in 2013)

**Purpose**:

Camp’s mission is to develop leaders. A growing leader needs encouragement and accountability from those above them. The process of developing good work habits and personal discipline takes time and inevitably involves trying and failing. It is the goal of camp to walk with these young leaders as they try to grow and change, even if they fail. This policy provides a framework for identifying poor behavior and helping a staff member make positive choices.

The process begins when a staff member exhibits actions, words, or attitudes, which are not acceptable at camp. This may include (but is not limited to): breaking curfew, arriving late for a kitchen shift, lack of respect, or failure to fulfill basic job requirements.

**How it Works**

When an issue comes up, the staff member will be spoken too. The conversation may or may not be documented.

If the issue (or something similar) comes up again, the staff member will be spoken to again. The conversation may or may not be documented.

If a staff member has had multiple documented conversations (about one or more issues) the Program Director may choose to fire the staff person.

**How many Documented Conversations will happen before a staff person is fired?**

There is no set number, but usually it will be two or more.

**What kinds of things will result in a Documented Conversation?**

These are things that are also referred to as “slow fire” actions such as (but not limited to):

* Not doing your assigned tasks
* Being late, slow, unresponsive, or apathetic about things.
* Complaining
* Having a negative attitude
* Setting a bad example for the campers
* Behavior that is contrary to the Summer Camp Core Values.

**Getting Fired Fast:** There are some actions that will cause staff to get fired immediately. These are actions that are so contradictory to camp’s purpose that a staff person will be fired quickly and without multiple Documented Conversations. These are referred to as “fast fire” actions and include (but not limited to):

* Being in the other gender’s cabin/sleeping area
* Drugs, alcohol, or weapons on Camp property
* Endangering a child
* Unlawful activity
* Grossly inappropriate behavior

**What is a Documented Conversation?**

A leadership staff member will meet with the staff member and:

1. Affirm several areas where the staff member has excelled.
2. Point out the unacceptable actions by the staff member and explain how the staff member’s actions failed to meet camp expectations.
3. Outline camps expectations and what that specifically means for the staff member.
4. Explain that if their behavior doesn’t change, they will get fired
5. Document the meeting by recording: name of staff member, name of leadership staff member, date, behavior discussed, and the signature of both staff members. The document will be filed in the office in the folder “corrective behavior procedure meetings”

While this is Camp Deerpark’s policy, Camp Deerpark, like all other employers in New York State is an “at will” employer. This means any employee can be dismissed at any time.

## Transportation

Transportation related accidents are the leading cause of death among young people in the U.S.

**Transportation of Campers**

Children and staff will be transported in one of the two methods.

1. In a hired bus from a reputable company that is authorized by New York State Department of Transportation, and fully insured.
2. In the van of Ken Bontrager
3. In the camp bus which inspected annually by NYS Department of Transportation contains a first-aid kit, tools, fire extinguisher, flares and maintained regularly by the camp staff under the supervision of the Maintenance Director.

Any time children are being transported in any vehicle they will be accompanied by at least two staff.

Seat belts shall be used by all passengers in vehicles so equipped. The driver is responsible to make sure all passengers are wearing seat belts.

Occupancy of the vehicle shall be limited to its rated capacity.

Drivers of all vehicles shall be 18 years or older and properly licensed to drive that vehicle.

All drivers must have copies of their driver’s licenses submitted to the office and gain approval from the insurance company prior to driving campers.

Transportation and Staff

Staff are permitted to drive their own vehicles to camp. In an effort to preserve the peaceful atmosphere of camp, **staff are not permitted to use their vehicles throughout the week.** This includes: starting the engine, playing music through the sound system, or anything else that may be a distraction from the purpose of camp.

Because Camp is legally responsible for staff who are 17 or younger, these **junior staff are never permitted to ride with other staff in personal vehicles.** This includes getting a ride home from Camp.

## Gator Use

Camp Deerpark Gator use Policy

-The Gator may only be used by year-round staff or summer staff who have completed a test and or have a key.

-Summer staff who have completed the gator test may use the gator only when given permission. Completion of the test does not equal permission to drive whenever a summer staff would like.

-The Gator is for hauling, not for personal transportation. If you could easily carry the items, please do so.

-The driver is responsible to not allow people to ride in the back of the gator. The gator has only two seats, thus it should only carry two people.

-Use extra caution when driving around campers or guests.

-Drive with gentleness on the trails. The gator can cause much more damage to the trail than foot traffic.

Sexual Harassment Policy

Approved 11-20-04

It is the objective of Camp Deerpark to provide a work environment, which fosters healthy inter personal relationships and is free of all harassment.

**Sexual Harassment Defined**

Federal Law (Title VII of the Civil Rights Act of 1964) provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without just cause, to refuse to hire, or otherwise to discriminate against that person with respect to any matter, directly or indirectly related to employment. Harassment of any employee on the basis of sex violates this federal law.

To help clarify what is unlawful sexual harassment the Federal Equal Employment Opportunity Commission has issued Guidelines on the subject. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature will constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

While the EEOC Guidelines apply only to staff, Camp Deerpark prohibits sexual harassment of any member of the Camp Deerpark community – whether such harassment is aimed at campers, guests or other employees, violators will be subject to disciplinary action. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment.

As a Christian and Anabaptist ministry we believe in restoration and reconciliation. The goal of Camp Deerpark is to restore all persons involved in an offense to a right relationship with God and to each other. Matthew 18:15-20 provides a biblical model for resolving conflict and should be followed as closely as possible with all conflicts.

Because of the personal nature of sexual harassment complaints and because all staff at Camp Deerpark are accountable for their actions the **first step** in any harassment complaint should be to report the incident.

# Reporting an Incident

Any person who believes that he or she is being sexually harassed should report the incident to their department director. (i.e. Program Director, Food Service Director, Maintenance Director, or Executive director) immediately.

Guests, volunteers, and any other non-employees should report incidents to: 1. The weekend host, 2. The executive director, or 3. Any board member.

Note: It is also the policy of Camp Deerpark to direct its employees to report all improper conduct of a sexual nature, sexual harassment, or harassment of any type. A full, complete and timely report is the **duty** of every employee, volunteer, or guest group leader to allow the Camp Deerpark management to respond or take such action as it deems appropriate.

# Alternative Reporting Options

1. If the offense is with ones department director, this step should be bypassed and the complaint should be taken directly to the Executive Director.
2. If for any reason the offended staff person does not feel comfortable taking their complaint to a department director or to the executive director they may take their complaint to any board member (contact info is listed below)
3. If for any reason the offended staff person does not feel comfortable taking their complaint to the Executive Director or any board member they may take their complaint to the “At the Crossroads Mental Health Counseling,” PO Box 672, Newburgh, NY 12551. Counselor Lou Nielsen is available to listen and give counsel. She can be reached at (845) 527-6880

All employees will be encouraged to state their complaint in written form. Alternately, the complaint can be provided orally and stated as a written complaint by those designated to investigate the complaint.

Note:

* Any incident reported to the executive director will be reported to the chairman of the board.
* Incidents that are reported to board members will also be passed on to the board chairman.
* Incidents that are reported to the board will be passed on to the executive director at the board chairman’s discretion.

Note: Department heads are not expected to resolve the complaint, but rather to receive the complaint and pass it on the Executive Director in writing using the Camp Deerpark Grievance Procedure.

**Handling the Complaint**

1. All complaints of harassment should be directed to the Executive Director as soon as possible. (Also see Alternative Reporting above)
2. The Executive Director will investigate the complaint. If the offended person chooses an alternative reporting the board chairperson will investigate the complaint.
3. If the complainant chooses to follow the Matthew 18:15-20 principle and approach the offender directly, they may do so at this point with the Executive Director’s knowledge and guidance.
4. During the investigation process the complainant and offender should be comfortably separated, eliminating all possibility of further offence or intimidation.
5. If a staff member, who has been informed of and counseled concerning his/her unacceptable behavior, continues to violate this policy, he/she will subject himself/herself to disciplinary action up to and including dismissal from employment at Camp Deerpark.
6. If an original act of sexual harassment is judged by Management to be of such serious nature or violation of acceptable behavior, the above steps may be by-passed and immediate dismissal from Camp Deerpark could result.

It is important to note at this point that all employees are at will employees that may be discharged for cause or without cause. The board of directors or the executive director reserves all rights and puts all concerned on notice that in their sole discretion they may determine to discharge any employee or volunteer in the best interest of Camp Deerpark.

Any Staff Member who is determined, after an investigation, to have engaged in sexual harassment in violation of this policy will be subject to appropriate sanctions, up to and including dismissal from employment at Camp Deerpark.

**Additional Related Information**

Please note point number 9 on “Basic Expectations of Camp”.  In an effort to preserve the integrity of the Camp Deerpark ministry, the administration strongly discourages exclusive or romantic relationships between staff members.  If staff members believe they have found their “true love” at Camp Deerpark, the administration is confident they will be able to wait until the end of the summer.  While any relationship of this nature is grounds for dismissal, relationships that happen in ways which are noticeable to other staff and campers are considered to undermine the integrity of the program and will draw the swiftest dismissal.  Male and female public display of affection (PDA) is not allowed on camp grounds.  This includes:  hand holding, kissing, sitting very close in the living room late at night, or anything else that campers wouldn’t be allowed to do.

Board member contact information:

Please contact Ken or Kevin for Board Contact information

## Counseling Resources

**GENERAL SUPERVISION**

-**Late and early campers**-All campers will arrive with or after and will leave before or with the bus. In the unlikely event that a camper arrives early or leaves late a counselor will be assigned to give direct supervision to that camper until the parent arrives or the bus comes and camp begins.

-**Counselors supervising passive activities** must stay as involved as possible. When supervising horizontal time the counselor is expected to stay awake. When supervising bedtime counselors are expected to be the last ones to go to sleep.

-During **horizontal time** and after campers are in bed a supervision ratio of 1 staff per every 10 campers should be maintained. A minimum of 1 staff per camper building in Promise Woods, 2 staff in the upstairs of the main house, 1 staff per cabin must be maintained.

-**Between Activities**- Counselors will travel from one activity to another with their campers. Upon arrival at the activity the counselor will account for all of their campers and will verbally connect with the supervisor of the activity if the counselor leaves the camper at that time. In the event that the counselor group is split up for an activity the leader of the activity will be given a list of participants and will not begin until all are present. The program director will assign a person to check with all groups to make sure all are present. During free time staff will be stationed where the campers are congregating, including but not limiting to, basketball court, front porch, playground area, living room, and front drive where children are playing four Square and jump rope.

-**Transportation**- As mentioned earlier in the transportation policy, a staff member, other than the driver, would accompany the campers whenever they are being transported for any reason.

-**During emergencies** the program director or other leadership staff will be responsible for decision-making. This includes being aware of weather conditions and curtailing activities if necessary. Since activities are centralized change plans can be done verbally. If you see ambulances, fire trucks, or police, keep the children away and focused on other things

-**Infirmary**- If a camper needs to go to the infirmary the will be accompanied by a counselor.

-**Cabin clean up**-during cabin clean up the counselor will be in the cabin area at all times and will be directly supervising the cleaning activity.

-In some cases a **junior staff** (16 –17 yr old) may be included in a staff team. A junior staff may assist in supervision of campers but must never be fully responsible for camper supervision.

**Chapel**-Campers gather in the chapel for a time of singing and Bible memory. All staff attends and helps supervise. Counselors must sit with their campers.

**Classes**-Bible, Arts and Crafts, Drama, Nature; All of these classes will be held in around the chapel building. All classes will have no more than 15 campers and will be taught by the teacher of the class. Counselors should actively participate with the class.

**Meals**-Counselors must sit with their campers during meals. Encourage your campers to stay at the table as much as possible. The cabin group should stay at the table until they are dismissed.

**Clubs**-Every afternoon we allow campers to sign up for optional activities such as sports, jump rope, choir, feed the animals, survival, table games, etc… theses groups are limited in size to insure that the staff persons leading the activity can also properly supervise.

**Group Games**-Most evenings the entire camp gathers on the ball field for group games. All counseling staff is required to attend and actively participate with their cabin groups.

**Campfire**-Every evening we have a time of singing and story telling around the campfire. All campers must go to and return from the campfire with their counselor. Counselors should sit with or near their campers during the activity.

**Hayride**- A hay wagon, which holds approximately 20 pulled by tractor around the campgrounds. The tractor is not to exceed 5th gear. That is 5 miles per hour. All passengers must remain seated at all times. Two staff will sit at the rear of the wagon and help campers on and off the wagon. At least one additional staff will accompany the campers on the ride.

**Hiking**- On all hikes the staff campers ratio of 1:10 must be maintained with no less than two staff at any time. One staff must lead the hike and one staff must bring up the rear, additional staff should spread themselves out in the middle. On hikes that are longer than 15 minutes (white and Red Trails) a first aid kit must be taken with hikers

-**Campers Discipline**- Under NO circumstances can a counselor physically punishes a camper. If a camper is unruly a counselor should restrain the camper from hurting themselves or others. In order to maintain well behaved cabin group a counselor may withhold privileges such as swimming or snack shop from camper. We discourage withholding privileges from the entire cabin. If the above methods are not effective a counselor should consult with program director. Camper discipline issues should not discussed at staff meetings but rather in private. See “Guidelines for Discipline” on.

-**Injury**- If camper becomes ill or injured the counselor should escort them to the infirmary or if there is a possibility of a head or neck injury, or broken bone the counselor should send someone for health Director.

**GUIDELINES FOR DISCIPLINE**

*-The importance of good discipline.*

Discipline is training. It is encouraging a person to be an influence for good in our world. Discipline is a process of learning to do what is acceptable and best for everyone. It is not punishment for breaking rules. When we discipline ourselves and others, we train to do right. Discipline is not to a child, but for a child. It helps him learn to handle himself in his world.

Discipline in a camp setting tries to motivate campers to good behavior. That means getting them to want to behave well. This can be done through relationships with each other and with their counselors; and through their desire for new skills and experiences instead of with special favors, promises or bribes. As a counselor, your relationship with each camper will have a powerful influence on the way he (or she) thinks about himself, about older people, relationships, society, Christianity, and even God Himself. You are the child’s family away from home. Every act of discipline is a chance to encourage a child to be more like Jesus Christ.

When discipline is handled poorly, it can do tremendous damage. One parent said, “My son burst into tears at the end of camp and told me he wanted to run away because his counselor was ‘so mean’. He is soured on camp. The counselor apparently does not know that one week can poison a young mind towards the church and Christianity.”

Howard Hendricks tells a story about himself in fifth grade. His fifth grade teacher saw him only as a troublemaker –so much so that she sometimes tied him to a chair! He passed fifth grade only because she wanted to get rid of him. On the first day of sixth grade his teacher said to him, “I’ve heard an awful lot about you. But I don’t believe a word of it.” Howard says, “ I met the first person who believed in me.” He was a different person after that.

In working with campers it’s important to see a difficult child not as he is, but as he can become. Often a camper feels nervous at the beginning of camp, and may not be on his best behavior. You will need to guard against labeling people as troublemakers – don’t be bound by first impressions. It’s often been said, “if you tell a child often enough that he is stupid, he will soon begin to believe it.”

Campers are expected to treat counselors with respect, but this is a two-way street. Even troublesome children deserve respect. And respect builds relationships. That’s important. Campers are more responsive when they trust you. Remember that “please” and “thank you” go a long way toward building relationships.

## Camper Behavioral Correction Guidelines

**Overview:**

It is the goal of Camp Deerpark to provide summer staff with tools, ideas, and a structured system for guiding campers in positive behavior. Because the camp setting is sometimes physically and emotionally draining it is inevitable that camper (and sometimes staff) behavior will at times be inappropriate. As Camp Deerpark staff it is our job to love each camper with the love of Christ in spite of their behavior. It is our job to be sensitive to each child’s emotional, physical, and spiritual needs as we seek to avoid behavioral problems before they happen. The following tools and strategies will simply help us in the process of loving children. True love for children only comes through the grace of God as we allow God to fill us with His Spirit.

**Guiding Principles:**

* Proactive approaches should be used to reduce the need for reactive discipline.
* Intervention should happen early to avoid escalation
* Interventions should never leave the camper feeling worthless, degraded, or estranged from the counselor.
* Correction should be done privately whenever possible
* Corporal (physical) punishment of any kind is unacceptable
* Interventions should lead the camper to positive behavior

**Nine habits of a highly effective counselor**

**1. Know that Christ loves you, love others**

It seems really basic, but keep the knowledge of Christ’s love for you fresh in your mind. You have screwed up in life, hurt people, broken relationships, made some really bad choices. Christ doesn’t let that stand in the way. He loves you, a lot! He died for you. Keep this in mind as you try to find the strength to love difficult campers.

**2. Never Yell**

*“When you yell, you lose”* The love of Christ is not communicated with a raised voice. A raised voice communicates anger, frustration, contempt, disrespect, and desperation. It also creates a relational wall between the counselor and the camper. Communicate in a way that shows grace, respect for the camper, understanding, and a firm seriousness.

[](http://rds.yahoo.com/_ylt=A0WTeffqgDRIqXgAHDqJzbkF;_ylu=X3oDMTByMGo5cmJmBHBvcwMxOARzZWMDc3IEdnRpZANJMDg0XzEwNg--/SIG=1i15qfnaf/EXP=1211486826/**http:/images.search.yahoo.com/images/view?back=http://images.search.yahoo.com/search/images?p=talking+with+camper&fr=slv8-grpj&ei=utf-8&js=1&x=wrt&w=150&h=135&imgurl=www.ymcatriangle.org/Data/Assets/77AC064B781F4EADAD35BFC530489474.jpg&rurl=http://www.ymcatriangle.org/Garner/Programs/Youth/School_Programs.aspx&size=9.3kB&name=77AC064B781F4EADAD35BFC530489474.jpg&p=talking%20with%20camper&type=JPG&oid=fba7a23f5578821a&no=18&tt=74)**3. View behavior in terms of needs.**   
*Challenging behavior sends the message of needs not being met.* The behavior could mean, “I’m lonely,” “I’m bored,” “I have no power,” “I don’t feel safe,” “I don’t feel valued,” “I have physical pain,” or indicate other needs. A single behavior, too, can reflect several needs. Behaviors can also reflect emotional damage the child might have experienced because of needs that were not met at a younger age.

**4. Work with the camper, not against the camper.**It is not you against them. It is us against misbehavior. Ask campers how you can help and support them. Get their input into how to handle their misbehavior. Ask them for ideas. Give campers ideas on how to handle their emotions prior to the emotions arising. This will improve the person’s whole life-relationships, camp participation, increased choices, skill development, and contributions to others.

[](http://rds.yahoo.com/_ylt=A0WTeffqgDRIqXgAGjqJzbkF;_ylu=X3oDMTByYnBqamI1BHBvcwMxNgRzZWMDc3IEdnRpZANJMDg0XzEwNg--/SIG=1f6dvsbs8/EXP=1211486826/**http:/images.search.yahoo.com/images/view?back=http://images.search.yahoo.com/search/images?p=talking+with+camper&fr=slv8-grpj&ei=utf-8&js=1&x=wrt&w=313&h=242&imgurl=www.asij.ac.jp/sdc/images/garden.gif&rurl=http://www.asij.ac.jp/sdc/sdc-staff-old2.html&size=50.8kB&name=garden.gif&p=talking%20with%20camper&type=gif&oid=3a7d4ac691ec776a&no=16&tt=74)**5. Don’t assume.**   
Diagnostic labels and past performance often cause people to underestimate another’s potential. Concentrate on the person’s strengths and providing adequate support rather than concentrating on deficiencies associated with the diagnostic label. Speak to the person even if you’re not sure whether the person understands. Never speak about the person with a disability as if that person wasn’t present. It isn’t polite, nor is it supportive.

**6. Relationships make all the difference.**   
Many children with emotional differences live in extraordinary isolation. Some depend entirely on their family or make poor social relationships. Take the time to develop relationships with your campers and especially those that are challenging.

**7. Help the person to develop a positive identity.**   
A person with challenging behavior commonly gets identified as a “problem,” which carries a negative message for the person and those around him or her. Build a positive identity by helping the person find a way to make a contribution and better support those in his or her life. Make sure that the person’s strengths and capabilities don’t get forgotten when reducing or eliminating challenging behavior.

**8. Give choices.**   
If the person uses challenging behavior to express needs, give the person choices and allow the person to make choices throughout the day. Say “I know you are upset. What will help you calm down? A walk? A different activity?” rather than “Do it my way, or else.” Choice does not mean free rein. Set limits with the input of the person with a disability. Every relationship has limits.

**9. Help the person to have more fun**.   
Fun is a powerful cure for problem behaviors. Is the person with the having the same amount of fun as other people you know? If not, look for things the person enjoys doing. Make fun a goal.

**Proactive approaches: Stop it before it start**

No one likes discipline. It’s that simple. Campers’ don’t like getting in trouble. Counselors don’t like when their campers cause trouble. Counselors don’t like disciplining their campers (if they do enjoy it then they shouldn’t be working with kids). Its our goal as staff to pro-actively prevent misbehavior so that we minimize the amount of re-active discipline needed.

Pro-actively preventing misbehavior takes energy. It means investing in the camper before the misbehavior starts. It requires watching the campers closely, building close relationships (which should be done anyway), and investing time and energy into situations that might otherwise be let go.

Re-active discipline is the response the counselor gives when a camper misbehaves. To be effective reactive discipline should consistent and fair.

**Pro-active Behavior Management Tools**

The following techniques are pro-active and are designed to avoid confrontation. They will help counselors prevent the build-up of inappropriate behavior to the point of a crisis. Many of them may be familiar but a review of them is helpful.

**Get to know the person**

Seems obvious, doesn’t it? However, often people trying to eliminate unwanted behavior don’t know the person behind the behavior. To learn more about the person with challenging behavior, spend time with that person in comfortable places at times the person prefers.

Many behavioral problems can be dealt with right on the bus. That is when the child is most open to relationship building and is two hours that can make the next 6 days run much more smoothly. Your job starts when the kids get on the bus. Staff should be engaging the kids and building relationships from the moment they see them. On the trip to camp staff should space themselves out and get to know as many campers as possible. The camper’s experience starts on the bus.

**Communicate Expectations**

Rules, expectations, and “off limits areas” should be covered within the first 3hrs of when a camper arrives. This gives the camper a structure to function within. Whenever camper’s are spoken to about misbehavior they should also be told what is expected.

**Constantly affirm each camper**

Christ loves and values each camper enough to die for them. As Christians it is our job to communicate that to the campers. We do that by constantly calling attention to the positive attributes/behaviors we seen in campers. Not only will this build self-confidence in the camper, but it builds a respect for the counselor. Out of that respect misbehavior can easily be corrected. People will do anything for those who affirm them.

**Keep them busy**

You are the most important member of your cabin. You are the leader, you call the shots, decide what the group will do and how time will be spent. If don’t you set the agenda, the campers will-you don’t want that! They will find inappropriate things to do-picking on each other, talking about boys, playing ball in the cabin…

**Live the Example**

Campers want to be like the counselor. If the counselor does what is expected of the campers often the campers will follow. Many staff struggle with this: it is easier to watch a field game than play it (for the gazillionth time). But when a camper sees the staff sitting on the sideline they think that the cool thing to do is sit on the sideline. If you want the campers to be involved, you need to be involved. If you want them to be excited, be excited.

**Proximity Control**

The physical proximity of an authority figure has a positive effect on camper behavior. It is like being followed by a policeman. You tend to go the speed limit. Interact on your feet, not your seat. At a minimum, a counselor needs to be “There or Aware”. Its another way of saying you must be able to see or hear your campers at all times. But that’s a minimum, keep in mind relationships aren’t built when the counselor sits on the front porch and watches the kids on the swings.

**Activity Reinforcement**

This technique is like Grandma's Law: You have to eat your vegetables before you can have your dessert. The camper is encouraged to perform a less preferred behavior before the preferred one. Preferred activities can include swimming, the playground or any activity they enjoy. This should not be used as a threat but rather an encouragement for them to finish the less desirable task (ie cleaning the cabin) to get to the more desirable task (ie breakfast). This technique works with all campers.

**Antiseptic Bouncing**

This technique is used to prevent behavior from escalating. You remove the camper from the situation when you notice that the camper is becoming frustrated or agitated, *before* inappropriate behavior occurs. The technique allows the camper to calm down, move, avoid embarrassment, and, upon return to the work area, begin to work again. Many counselors accomplish the "bounce" by having the camper go on an errand, perhaps taking a note to a colleague (rules of supervision still apply). Color coding the note can signal a colleague that the camper needed a "change of pace" and that the note does not need a response.

**Hurdle Helping**

When using this technique, the counselor offers encouragement, support, and assistance to prevent the camper from becoming frustrated with an assignment. The help can take many forms, including enlisting a peer for support, supplying additional materials or information, or providing enabling equipment. The minimal help should get the camper back on track.

**Interest Boosting**

This technique is used when a counselor notices that a camper stops work on a task due to boredom or loss of interest. The counselor may offer help, praise work accomplished so far, and/or encourage the camper to complete the task. Ex: “Keep working buddy, art class is almost over. If you work hard for 5min. you will be done!”

**Reinforce the Positive**

[](http://rds.yahoo.com/_ylt=A0WTefPHfjRIMlYATxOJzbkF;_ylu=X3oDMTByaDJlZ3JqBHBvcwMxNwRzZWMDc3IEdnRpZANJMDg0XzEwNg--/SIG=1fl34eulf/EXP=1211486279/**http:/images.search.yahoo.com/images/view?back=http://images.search.yahoo.com/search/images?p=helping+campers&fr=sfp&ei=utf-8&js=1&x=wrt&w=256&h=192&imgurl=www.campchampions.com/counselors/images/archery_grow.jpg&rurl=http://www.campchampions.com/counselors/what_to_do.htm&size=23.2kB&name=archery_grow.jpg&p=helping%20campers&type=JPG&oid=d2b13b2afb8c12e8&no=17&tt=153)Too often campers receive attention for being inappropriate. Some campers want attention so badly that they will do anything for it. This technique helps reinforce appropriate behavior. Counselors catch their campers being good and tell them so. The technique doesn't cost anything except the time it takes to express appreciation to the campers, either individually or as a group. For example if you want to start devotions and most of your kids are talking start praising the well behaved campers. The result is amazing.

**Removal of Seductive Objects**

[](http://rds.yahoo.com/_ylt=A0WTefWwgDRITdIA0XeJzbkF;_ylu=X3oDMTBybTJwajA5BHBvcwMxMQRzZWMDc3IEdnRpZANJMDg0XzEwNg--/SIG=1i8p8inv4/EXP=1211486768/**http:/images.search.yahoo.com/images/view?back=http://images.search.yahoo.com/search/images?ei=UTF-8&p=banned%20items&fr2=tab-web&fr=slv8-grpj&w=500&h=332&imgurl=static.flickr.com/3262/2336768300_e709d72c5f.jpg&rurl=http://www.flickr.com/photos/teegz/2336768300/&size=115.2kB&name=2336768300_e709d72c5f.jpg&p=banned%20items&type=JPG&oid=edbe44531e599bea&fusr=tEEGz&tit=2336768300_e709d72c5f.jpg&hurl=http:/www.flickr.com/photos/teegz/&no=11&tt=219)When campers’ attention is diverted by toys, magazines, lipstick, an insect, three wheelers, etc., the seductive object must be removed. The counselor should confiscate the item and return it at the end of camp. Counselors should collect cell phones, Ipods, money, and other “banned” items at the beginning of the week. If there are other things you find to distract the campers, speak with a director.

**Signal Interference**

The counselor uses non-verbal language to signal inappropriate behavior. The forms vary according to the age group of the campers and the counselor's style. The "look", light flicking, a pause in talking, a finger snap, etc. are variations of a signal that gets everyone's attention. Campers are saved embarrassment because no one is singled out.

**Planned Ignoring**

This technique works for minimal off-task behavior that is designed to get your attention. It includes behaviors like rocking, tapping a pencil, annoying hand waving, etc. Other behaviors like leaving seat, falling asleep, looking at or handling objects, combing hair, writing on desks, writing or passing notes may also be included. If you ignore it, this type of behavior stops. If you call attention to it, you elevate the behavior to the disruptive level, thus causing your own problem. A private word with the camper later lets the camper know you observed the behavior and that you would like it to cease.

**Re-active Behavior Management Techniques**

**Direct Appeal**

The counselor simply states, "Stop this behavior because...", or "Thank you for not doing... because". This technique appeals to the camper's sense of fairness. It will work when the counselor has authority over the camper and the group; a personal positive relationship with the camper and the group; and the consequences are clear.

**Reprimand**

A reprimand is a scolding for an inappropriate behavior that is potentially harmful to self, others, or property. Establish eye contact at eye level. Deliver your words firmly immediately, at eye level, **privately**, clearly, specifically, calmly, and swiftly. Be sure to include the expected behavior and consequences of continuing the inappropriate behavior.

**Loss of privileges**

Connect actions with privileges. When a camper miss-behaves take away their privileges. Loss of Snack Shop items, parts of pool time and wagon ride are common starting places. This technique works best if you communicate (front load) the expectations and possible consequences. Example: If you stay in bed for 20 min after we get up, you will have to wait by the pool for 20 min. while we swim.

**Natural and Logical Consequences**

A natural consequence means letting what would happen, happen. It means letting the camper make a poor choice and reap the consequences. Use this to help a camper take responsibility for their actions. Example: you ask a camper to hang his swimming trunks on the porch to dry. He doesn’t, and the next day they are still wet, gross smelling and generally nasty. Use this technique for things that aren’t a big deal, don’t involve safety, or interpersonal relationships.

**I Messages**

This is a counselor delivered message that communicates how the counselor feels as a result of a camper behavior. They are effective when problem solving with a calm camper. Using them helps you analyze camper behavior and identify your feelings. It is also helpful to teach your campers how to form I Messages. The messages have three parts-- the behavior that triggers the feeling, the feeling and the reason. The format is:

When you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(behavior)* I feel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*feeling)* because I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(reason).*

Examples:

1. When you talk during devotionals I feel disappointed because you aren’t listening and you are making it hard for others to listen.

2. When you don’t try at the arts and crafts I feel disappointed because I think you can do it.

**Grandma’s rule: this for that**

Grandmas are often good at common sense. They make simple rules like: “When your work is done you can play outside.” Grandmothers seemed to believe that once one thing (whatever they wanted to occur) was done then another (whatever the child wanted) could occur.

**Time Out**

This technique is used when the child’s behavior is interfering with the program or other camper’s experience. Examples: child is not following rules at the pool, cheating at a field game, or being disruptive during a class. A “Time Out” is when the child is removed from the activity but not from the area. Generally they sit with a counselor and watch the other children having fun. The idea is that the child’s desire to be part of the activity will motivate them to change their behavior so that they can participate. The maximum length of time outs is determined by the age of the child. (1-2 min. for every year of age. Ex: 10 year-old would have a maximum time out of 10-20 minutes.)

**Make-A-Date (Short Camper Conference)**

The camper exhibiting the distracting or disruptive behavior is asked to see the counselor after an activity, at lunch, or during down time. The request is made privately. The time the counselor sets with the camper affords them the opportunity to problem solve together.

**Contract**

A contract is a written agreement between a camper and counselor. The content is mutually created and specifies the behavioral expectations of the camper and counselor as well as time lines, rewards, and consequences for failure to meet the commitments. Contracts take time to create but are very helpful because all parties are clear about expectations and conditions. Begin with short time periods and realistic goals. Reward progress with praise. One example could be you make a contract with a camper to not use curse words. You can make a deal that if they do they get a special reward. The reward can be a note home to parents complimenting the child, extra time doing an activity they love, or a bag of chips. Remember it is not a reward if the child does not view it as one.

**Meeting with the Summer Camp Director**

A one-on-one meeting with the Summer Camp Director (counselor is present) happens when previous interventions are not successful. During this meeting the SCD will talk with the child about what is expected, why it is expected. The SCD outline what will happened if the behavior continues (meeting with Program Director, Exclusion) A written contract will also be made between the SCD, counselor, and camper outlining what each will do and the consequences if it isn’t done.

**Meeting with the Program Director**

A meeting with the Program Director with the counselor and SCD present. During this meeting the PD will talk with the child about what is expected, why it is expected. The PD outlines what will happen if the behavior continues. A written contract will also be made between the PD, SCD, counselor, and camper outlining what each will do and the consequences if it isn’t done.

**Exclusion**

Exclusion of the camper from the setting, should be used with extreme caution and only when other interventions have not been effective. This is an extreme form of time-out and happens when the camper has ongoing behavioral problems which are disrupting the cabin unit. This is not to be used as a “really bad punishment” for a single infraction. The camper is removed from the cabin group and spends time shadowing a support staff person who can give the camper more attention. The camper does not participate in activities or interact with other campers. The decision to exclude should be made with either the Summer Camp Director or the Program Director.

**Extending an Un-invitation (black listing)**

A camper that exhibits ongoing unmanageable behavior and who shows no willingness to cooperate with the staff on a behavioral management contract will not be allowed to return for a designated amount of time (determined by the PD or SCD). The un-invitation is extended by either the PD or the SCD to the parent/case worker of the camper. It is better for a camper’s self concept if he/she stays at home than if he/she comes to camp and is sent home. This is also a way to provide accountability/consequences for a summer long camper who is behaving below their ability.

**Sending a Camper Home**

Sending a camper home is a very extreme measure and avoided whenever possible. It is costly, potentially harmful for the camper’s self esteem, and in some cases it is logistically not possible. A camper can only be sent home by the decision of the Program Director or Executive Director.

This resource was compiled using policies and guidelines from Camp Deerpark, Mont Lawn, and the Orange County Dept. of Social Services

**Green Behaviors**

(Positive behaviors)

**What is the behavior?**

**Being Friendly**-Encouraging other campers, including others in activities.

**Following Directions**-Completing cabin responsibilities , do what you are asked when you are asked.

**Participation**-Being apart of the activity enthusiastically, even if you don’t want to.

**Respect**- This means listening when others speak, always speaking positively about others, not complaining, not touching others or their belongings.

**Camp Safety**-Safe behavior. This means leaving sticks and rocks on the ground, pool safety, helping others stay safe, and campfire safety.

**Reacting Peacefully**-This means walking away from an argument. Saying “I’m sorry, I was wrong, I didn’t mean to hurt you” when someone is wronged. Expressing your feelings with calm words.

**Why is this good?**

* It keeps you and others safe
* Helps people have fun
* Makes people feel included
* Builds relationships
* Makes people feel valued
* Keeps camp looking nice
* Prevents injuries and accidents
* It is how Jesus taught us to act
* Prevents situations from escalating

**What will happen?**

* Cabin Unity
* MORE FUN!
* Good camp experience
* Learn more
* Extra privileges
* Trust built
* Peace Leadership Award
* A “good “ note to your parents
* People will like you

**Yellow Behaviors** (Behaviors which undermine the culture of camp, campers will be corrected or temporally removed)

**What is the behavior?**

**Excluding others**-Passing notes, gossip, whispering, teasing, non-verbal disrespect.

**Verbal aggression**-arguments, swearing, lying, provoking, instigating, verbal disrespect.

**Not following directions**- going somewhere without permission, not doing chores, not cleaning the cabin.

**Disrupting activities**

**Lack of participation**

**Rest time and lights out time difficulties.**

**Failure to keep hands and other objects to one’s self-non-aggressive hitting, rock throwing, stick whacking, etc..**

**Play fighting** or threatening gestures

**Why is this a problem?**

* Disrespectful to yourself and the community.
* Gets in the way of having fun and building community.
* Makes others feel uncomfortable and left out.
* It isn’t Christ-like
* Prevents healthy relationships and spiritual growth.

**What will happen?**

Counselors will decide on consequences which may include:

* Eating last at a meal
* Community service-(trash pick up, cleaning the dining hall, etc…
* Sitting out for a fun activity (missing pool time, snack shop, games…)
* Special conversation with the counselor
* A Counselor may write it in the “Log of Behavior and Consequence”
* Camper may need to apologize to impacted persons.
* Have the director call the parent.

**Severe Yellow Behaviors**

(Behaviors directly contradictory to the culture of camp. If not corrected a child is a safety risk to others and themselves.)

**What is the behavior?**

**Verbal aggression toward others**—swearing at someone, racist, sexist or homophobic comments, credible threats

**Bullying-**making others feel unsafe, belittled, and vulnerable.

**Gang related dress or behavior** (intimidation, bullying, etc…)

**Inappropriate or aggressive sexualized behavior**-verbal or physical

**Physical aggression**-fighting, physical threats, destruction of property.

**Absolute defiance**

**Stealing**

**Why is this a problem?**

* It makes others feel unsafe
* It makes others feel less than they actually are.
* It gives yourself and your family a bad reputation.
* It isn’t Christ-like
* It doesn’t allow the camp staff to keep you safe.

**What will happen?**

Counselors and a person in charge will:

* Phone the parent
* It will be written in the “Log of Behavior and Consequence”

Counselors and person in charge may choose:

* Camper be removed from the program for part or all of the day. They will sit and watch, or sit where other camper’s are not.
* Camper will eat meals away from other campers.
* Camper will not do anything fun.
* Community service-(trash pick up, cleaning the dining hall, etc…
* Behavior contract with the director.

**Red Behaviors**

(Unsafe behaviors; child is a risk to themselves and others)

**What is the behavior?**

**Repeated or multiple “Yellow Behaviors”**

**Pre-meditated physical violence**

**Sexual harassment**-intimidation, touching, aggression.

**Possession** of weapons, drugs, etc..

**Sneaking away**

**Grossly inappropriate behavior**

**Why is this a problem?**

* Your actions could hurt others.
* You could be hurt by your actions.
* Your action gives yourself and your family a bad reputation.

**What will happen?**

* Camper may be sent home

**Child Abuse Recognition and Reporting**

“Child Abuse” can be:

1. Physical- often occurs during discipline, but also frequently occur in the name having fun.
2. Emotional
3. Sexual- abuse or accusations often occurs during expressions of affection or when a camper and counselor are alone.

Examples of Abuse:

1. Throwing a frightened camper into the pool.
2. Slapping a camper.
3. Pinching a camper in the rear.

New York State law requires that authorities be notified to investigate any allegation of child abuse. It is imperative that all staff exercise caution to avoid situations that could lead to such an allegation.

How to protect yourself and Camp Deerpark against child abuse allegations:

1. Avoid secluded one-on one situation with campers.
2. Do not touch any camper in personal areas, or allow yourself to be touched by a camper.
3. Anything done to inflict pain on a camper is considered abuse. No hitting, slapping, spanking, squeezing, or any such type of punishment is permitted. Physical restrain is permissible when necessary to prevent physical injury or damage.
4. Games that encourage intense physical contact or that could potentially cause injury must be avoided.
5. Expressions of affections that are not likely to be sexually stimulating, or perceived as such, are encouraged.

# Remember, in any incident between an adult and child, the ADULT will always be held responsible, regardless of the Childs behavior or attitudes.

## Activities

**SWIMMING**

Policies and procedures

**Whistles signals**

Because of proximity the whistle will be used as the means of communication at or around the pool. The whistle should be used sparingly and only when needed. All lifeguard staff will use the following system.

**One long Blast**- to clear the water

**One short Blast**- to get the attention of swimmer

**Two short Blasts**- to get the attention of staff/call for “buddy check”

**Three short Blasts/Air horn**- to signal that emergency. Help is needed at this point.

When this happens the lifeguard will send one or two people to summon the Medical Director and or call 911.

Lifeguards will enforce posted swimming rules removing any staff or campers who refuse to comply.

The WSI/lifeguard will keep the swimming area locked at all times, when not in use.

A **Buddy system** will be in place to insure camper safety.

* Upon entry into the pool area each swimmer will be required to pair up with a buddy of his or her own swimming ability.
* The lifeguard with two short blasts of the whistle will call for buddy checks on the quarters of the hour (ex: 3:00, 3:15, 3:30…)
* If a swimmer needs to leave the pool area for any reason their buddy must get out of the pool and wait by the gate until their partner has returned.

**Off site & Wilderness Swimming**

At this time campers are not taken off camp to swim. Swimming in the Delaware River is not permitted in the areas we raft.

**Swimming tests**

American Red Cross tests will be given to all campers and staff before they are assigned to the pool area of their swimming ability. Areas for non-swimmers, remedial and deep water swimmers will be marked by float line. A float line will be kept between the 5ft depth 9ft depths. For younger children an additional float line will be placed between the 3ft area and the 5ft area. The water depth of the non-swimmer area will be closed chest deep or less.

* Upon completing their swim test the WSI will issue a color coded bracelet which to identify that the camper is permitted to swim in certain areas. The camper will wear for the bracelet for the duration of his/her stay.
* Swimmers will be watched by both lifeguards and counselors to make sure the non non-swimmers stay in their swimming area. A non-removable, waterproof, bright colored bracelet will identify swimmers.

**General Pool Rules**

* No swimming without adequate lifeguard presence
* No running
* No rough horse play
* Any music played must not interfere with lifeguard’s whistles
* No swimming after sunset

**Sliding Board Rules**

* One person on the slide (including ladder) at a time.
* There must be at least a five-foot clear area at the bottom of the slide.
* After entering the water, one must move immediately away from the slide.
* A forward sitting position must be used while on the sliding board.

**Diving Board Rules**

* Only front dives are permitted
* Only one bounce on the diving board

**Safety Equipment**

The following life saving equipment will be readily accessible near pool deck when campers are in the pool.

1. First Aid kit with gloves
2. Pocket facemask
3. 15 ft. reaching pole
4. Backboard and head blocks
5. Collar
6. Straps.

In addition each lifeguard will be supplied with rescue tube to be kept with him or her at all times.

**Supervision Ratios**

* The pool will always have 1 lifeguard to every 25 swimmers. And we will maintain a 1:10 counselor to camper ratio in addition to the lifeguards. Ideally the pool will have two guards or more at all times, regardless of how few swimmer there may be
* One lifeguard will be stationed at the deep end and another at the 3 ft end of pool and in front of the slide. They may switch positions every buddy check.

**Conditions for Closing the Pool**

In an attempt to be as safe as possible we will do the following.

1. At the first sight of lightning or sound of thunder, regardless of how far away it may be, the pool will be cleared (everyone leaves the pool enclosure). Swimming will be allowed to continue when thunder and lightning are absent for 20 minutes.
2. Water Balance- If PH Balance falls below 7.2 or above 7.8, or if the free chlorine residual is less then 0.6 mg/1 the pool will be cleaned with the above signal.
3. If any other problems are spotted such as loose rope dividing deepwater, loose fitting main drain gate, or cloudy water, the pool will be cleared with the above signal until the situation can be rectified.

**Emergency Action Plan**

**Prevention:**

* Lifeguards arrive at the pool prior to campers and position all rescue equipment
* On the first day the lifeguards will go over buddy checks and pool rules with the campers.
* Lifeguards will decide on each person’s positioning and their area of coverage.
* The lifeguards will constantly scan the pool area for any distressed swimmers.
* Lifeguards will call for “buddy checks” on the quarters of the hour. They may switch positions at this time.

**Intervention:**

* Anytime a lifeguard stops scanning (to talk, perform a rescue, ect…) they should use one short whistle blast to alert the other lifeguard. The other lifeguard will expand the zone they scan until the lifeguard is able to resume duties.
* If the second lifeguard leave their post to assist in a rescue, they must first clear the pool with one long blast. Swimmers may not re-enter the pool until all rescue equipment is returned to its standby position and the lifeguards are prepared to guard.
* In the event of a passive drowning victim, the both EMS and the medical director should be called.

**Other**:

* Anytime the guard enters the water to do a rescue an incident report should be completed.

Anytime first aid care is administered to a camper it must be reported and documented with the health director.If any other problems are spotted such as loose rope dividing deepwater, loose fitting main drain gate, or cloudy water, the pool will be cleared with the above signal until the situation can be rectified.

Counselors are responsible for the behavior of their campers. Counselors should go over the rules with their campers when they enter the pool enclosure.

Lifeguards will enforce posted swimming rules.

The lifeguard has the authority to ask any person who doesn’t follow the rules to leave the pool.

**Communication**

Because of proximity the whistle will be used as the means of communication at or around the pool. The whistle should be used sparingly and only when needed. All lifeguard staff will use the following system.

One long Blast- to clear the water (for buddy Check)

One short Blast- to get the attention of swimmer

Three short Blasts- to signal that emergency. Help is needed at this point.

Staff should be willing to assist the lifeguard in emergencies.

The WSI/lifeguard will keep the swimming area locked at all times, when not in use.

## CHALLENGE TRAIL

Camp Deerpark maintains a “Challenge Trail” consisting of low ropes elements. The course is maintained by the Program Director. It works best if campers are taken through the challenge trail in groups of 10 to 15 with trained leader, and staff to camper ratio 1:6.. During staff training the staff will be taken through the challenge trial and instructed in proper spotting procedures. Counselors may, at their discretion use the challenge trail with their campers.

**Safety:**

*Hazards:* The facilitator will be aware of hazards as they lead the group through the trail. If hazards such as hanging dead limbs, broken equipment, or other dangerous conditions exist, the element should not be used and the issue should be reported to the Maintenance Director.

*Spotting:* Before facilitating elements that require spotting the facilitator must demonstrate and teach proper spotting technique giving special attention to the support of the head and spine. The facilitator may not proceed the element until the members of the group have demonstrated the ability to safely guard each other from injury. If at any point during the element the facilitator observes unsafe practices they are responsible to alert the group and take measures to make the situation safe.

*Accidents/Near misses:* Should there be an accident or near miss occur the facilitator must contact the appropriate medical authority. (Health Director or 911) The Program Director should also be informed. If the condition of the element being used is suspected to have been even partially to blame, the Program Director will inspect it and make necessary changes before it can be used again.

**OUT OF CAMP TRIPS**

**Rafting** – Camp Deerpark has six rafts and we raft from Mongaup to Sparrowbush on the Delaware River. A trip leader must accompany each rafting trip. The trip leader must possess First Aid certification and be experienced in rafting. The trip leader will keep a first aid kit and throw rope in their boat.

We will maintain a 1:7 ratio of staff to campers with a staff in every boat. Junior staff may be used for rafting trips at the trip leader and Program Director’s discretion. The staff member in each boat will be responsible to be a “buddy” to each camper. They are responsible to make sure that no-one is left behind at breaks. They are responsible to keep their raft near the group and to alert the trip leader to any issues within the raft

All staff and campers must wear life jackets at all times. Swimming is not permitted. During staff training all staff will be given an orientation on rafting. Campers must be oriented to rafting before being allowed to make the rafting trip.

Transportation to and from the river will be provided by camp vehicles or a chartered bus service. Camp staff will provide supervision in a 10:1 ratio or better ratio.

**Freedom Farm**- During their stay at camp, campers will spend several hours working, learning, and observing at the Freedom Farm. The Freedom Farm is located at 2407 Mt Hope Rd, Middletown, NY 10940.

Activities*-*While at the Freedom Farm the campers help with the organic garden. This mostly consists of picking, weeding, spreading compost, and mulching. On some occasions a few campers will be using hand tools relating to gardening such as hoes, shovels, and rakes. At no point will campers be exposed to chemicals, operational farm equipment, or power tools.

In addition to gardening campers are taken to a nearby dairy (Freedom Hill Farm) to observe and minimally interact with the operation. At the Freedom Hill Farm they will watch cows being milked. Some will be given the opportunity to feed calves milk with a bottle. Prior to interaction with any animals they will be given instructions on safe ways of behaving around the animals.

At times the campers will do some recreation activities at the Freedom Farm such as group games, volleyball, and other things that are typical of on camp recreation time.

Transportation-Campers and staff will be transported to and from the Freedom Farm in camp vehicles or a chartered service.

Supervision- During the trip to and from the farm and while at the farm the staff will assist and supervise the campers in their activities at a ratio of 1:7 or better.

Medical-A staff trained in first aid with a first aid kit will accompany the campers to and from the

**Sam’s Point Nature Preserve**- During their stay at camp, some campers will spend several hours hiking and exploring Sam’s Point Nature Preserve, which is located at 400 Sam’s Point Rd, Cragsmoor, NY, 12420.

Activities*-*While at the preserve the campers will hike to scenic vistas. Explore the Ice Caves on the provided walkways, and explore the blueberry bush areas.

Transportation-Campers and staff will be transported to and from the Preserve in camp vehicles or a chartered service.

Supervision- During the trip to, from, and while at the Preserve, the staff will assist and supervise the campers in their activities at a ratio of 1:7 or better.

Medical-A staff trained in first aid with a first aid kit will accompany the campers to and from the Preserve.

**Basha Kill Wildlife Management Area-** Some campers will go hiking around the swamp known as the Basha Kill. The trail is located on the southeast side of the swamp near Westbrookville, NY.

Activities*-*While at the swamp, the campers will hike along an old railroad bed, observe wildlife, and learn about the biology of marsh lands. They will also be given the chance to climb to the top of an observation tower which looks out over the swamp.

Transportation-Campers and staff will be transported to and from the swamp in camp vehicles or a chartered service

Supervision- During the trip to, from, and while at the swamp, the staff will assist and supervise the campers in their activities at a ratio of 1:7 or better.

Medical-A staff trained in first aid with a first aid kit will accompany the campers to and from the Preserve.

## Lightning Safety

In the event of an impending lightening storm, all campers and staff shall take cover in camp building. Pool area should be immediately cleared and no one shall be permitted to remain outside. Those unable to reach camp buildings shall seek cover in areas away from large trees and remain as low was possible.

During staff training the staff will instructed in the following safety procedures.

* Immediately stop swimming or boating and get out of or off the water.
* Cease all outdoor activities; seek shelter inside the nearest large building that is deemed safe, such as the barn, chapel, main house or locust haven. All of which have a “light to moderate” risk value according to the Lightening Risk Assessment Guide. If no acceptable building is available, get into a car or bus.
* Do not use the telephone except in emergencies.
* If shelter is not available or you are in route to shelter:

-Stay away from telephone or power poles and tall isolated or lone trees.

-Stay off of or leave hilltops.

-Avoid wire fences, pipes, metal poles, and other conductors.

-Stay away from/off vehicles with metal parts, such as motorcycles, ATV’s, bicycles, riding mowers, etc.

-If in a group stay several yards apart.

## Food Safety

Food service workers who are not looking or feeling well will not be permitted in the kitchen until they have been found to be healthy by the Health Director or a doctor.

Frozen food will be kept in a 5ft x 8ft or in an upright 30”x 24” Freezer. The temperature in the freezers will never exceed 10 degrees Fahrenheit.

Any food that has been served to the table may not be reserved. Both counselors and kitchen staff under the direction of the Food Service Director will make sure no food is reserved.

The Kitchen (counter tops, mixers, slicers, work area, sinks etc.) Will be completely cleaned after each meal. At the end of the day both dining room and kitchen will swept and mopped. The Head Cook under the direction of the Food Service Director will be reasonable to supervise all clean up.

All wiping cloths will be kept in a can of water and bleach solutions all times.

Food is to be protected from contamination at all times.

Dishes and food utensils will be washed and sanitized after every use. The wash cycle temperature shall be at least 150 Degrees Fahrenheit.

During staff training staff will be advised on dining room procedure as well as proper food protection and sanitation procedures.

## Fire Safety

**EVACUATION PLANS; ASSEMBLY AREA**

In the event that camp premises must be evacuated, all persons will first be gathered on the basketball court using the building fire evacuation procedure. At this time there will be an accounting of all persons. A search will be conducted for any missing persons.

When all persons have been gathered, or at the discretion of the Camp Director, campers will board camp and other designated vehicles, in groups with their counselors, for evacuation to a pre-designated site—ether the Bicentennial School grounds to the South or the Tri-State Family Christian Center in Huguenot. The Camp Director will make such decision.

When all persons have again been accounted for, camp officials will determine whether the evacuation will be long term or short term. If long term, transportation will be arranged to return campers to their homes. If short term, the group will remain until authorities have issued an “All Clear”. Campers will be transported back to camp. A final accounting will take place upon arrival back at camp.

**FIRE PREVENTION**

The basis of the fire plan shall be that on any fire emergency, the sole concern of the counselor shall be the children assigned him/her for the session. The maintenance and kitchen supervisors shall be responsible for their respective staff and family. The program Director shall account for all other staff (nurse, lifeguards, crafts and nature instructors, pastors and office Assistants.) the camp Director shall check with all supervisors mentioned to be certain that everyone is accounted for.

*Reporting and Fighting a Fire*

In each building, one person shall be assigned the role of supervisor. In the event of a fire, the supervisor will instructed all occupants to evacuate and report to their counselor or supervisor. People will gather on the basketball court. The supervisor shall assign a responsible person to report the fire to one of year round resident staff, who in turn will place the call to the Fire Department. Fire and other emergency numbers shall be posted on or by all phones including the public pay phone.

The supervisor shall be responsible for the operation of fire fighting equipment and shall be trained in the use of the extinguisher. When an extinguisher in exhausted or when, in the Supervisor’s estimation, the fire is beyond the capabilities of the equipment available, the supervisor shall make a thorough inspection of the building to be certain that all persons are evacuated. The Supervisor shall then leave the building and report to his/her supervisor.

**ALARM SYSTEM & SMOKE DETECTORS**

The main house (Spruce Lodge) At Camp Deerpark is equipped with a automatic fire alarm system which is made up of smoke detectors, heat detectors, manual pull stations, and audible warning devices.

Smoke detectors are located in all the bedrooms and in all the hallways and adjoining bedrooms.

Heat detectors are located in the kitchen.

Six manual pull stations are located as follows:

1. Just inside the front door.
2. Dinning room beside the exit.
3. Just inside the back kitchen door.
4. Three stations upstairs at the top of each stairway.

The Annex (Locust Haven) is equipped with a alarm horn which in located at the top of the steps on the second floor. There are smoke detectors in all bedrooms as well as in the hallway adjoining the bedrooms.

All other buildings are equipped with smoke detectors in all the bedrooms.

The Maintenance Director is responsible to:

1. Check the fire alarm system daily, and record the daily check
2. Check all smoke detectors and all audible warning devices once a month, and record the monthly check.

During staff training all staff will be instructed in the placement of all portions of the fire alarm system and instructed in proper use of the system.

**FIRE EXTINGUISHERS and AED MACHINE**

5 lb. ABC

1. Outside Motel #2-#4
2. Outside Motel #5-#7
3. Chapel Upstairs
4. Chapel Basement
5. Main House Infirmary
6. Main House Second Floor by Room #5
7. Main House Second Floor by Room #9
8. Main House Second Floor by Room #21
9. Main House Dinning Room

5lb. BC

1. Kitchen

**AED MACHINE**

Main House Foyer

**EXITS & EXIT SIGNS**

Lighted Exit Signs: All exits routes have lighted exit signs above the door. These lights are checked regularly by the Maintenance Director.

All exits are to remain free of obstruction at all times.

Emergency Lighting:

-Three sets of lights on the second floor of the Spruce Lodge, one at the top of the steps of each exit.

-Dining room of Spruce Lodge

-Both floors of the Chapel

The Maintenance Director is responsible to maintain exit doors free of locks and hooks and eyes. The counselors through daily cabin clean up will make sure that all rooms are free of clutter and that room doors and exit doors are free of obstructions.

**FIRE DRILLS AND LOG**

All staff shall be given copies of this plan in the staff manual. They shall be quizzed verbally at orientation. Staff shall be demonstration on proper use of the extinguisher and shall be shown locations of fire alarms and equipment and exit routes from all buildings.

Fire drills will be held within the first 48 hours of each camp session. The camper Director will sound the alarm and record elapsed time between sounding of the alarm and final accounting of all persons and clusters in the gathering area.

The camp Director will be responsible to oversee the fire drill and to make sure the fire drill will be logged in the medical book which is kept in the Infirmary.

The campers and staff will gather and line up by cabin groups on the basketball Courts.

Counselors shall prepare the children by reviewing fire procedures and exit route with them during the first day of camp session. Any campers arriving late will also be given the same information within the first 12 hours of their stay.

**EMERGENCY NUMBERS**

The following emergency numbers are posted beside all phones in the camp.

FIRE 911 (Cuddebackville Fire Dept.)

MEDICAL 911 (Cuddebackville Volunteer Ambulance)

POLICE 911 (Town of Deerpark Police)

856-4333 non-emergency

HOSPITAL 856-5351 (Bon Secures Hospital in Port Jervis)

Ken Bontrager cell: 845-283-8669 Home: 754-7127 (Administrator on grounds)

Kevin Smith cell: 845 283-2041 (Program Director)

Sean McConaghay cell: 845-239-5120 (Facilities Director on grounds)

Ken Bontrager, Administrator, is responsible to report any fire to the Health Department in Goshen, NY within 24 hours of the fire.

**EVACUATION PLANS; ASSEMBLY AREA**

In the event that camp premises must be evacuated, all persons will first be gathered on the basketball court using the building fire evacuation procedure. At this time there will be an accounting of all persons. A search will be conducted for any missing persons.

When all persons have been gathered, or at the discretion of the Camp Director, campers will board camp and other designated vehicles, in groups with their counselors, for evacuation to a pre-designated site—ether the Bicentennial School grounds to the South or the Tri-State Family Christian Center in Huguenot. The Camp Director will make such decision.

When all persons have again been accounted for, camp officials will determine whether the evacuation will be long term or short term. If long term, transportation will be arranged to return campers to their homes. If short term, the group will remain until authorities have issued an “All Clear”. Campers will be transported back to camp. A final accounting will take place upon arrival back at camp.

Medical Plan

**DUTIES OF HEALTH DIRECTOR\PERSONNEL**

1. Responsible to Program Director.

2. Maintain a bound health log, medical records of campers and staff, and accident reports and insurance forms.

3. Maintain an infirmary. Properly store supplies, equipment and medicines.

4. Treat all staff and camper illnesses and injuries, being the sole person to assist with medication. Decide when further treatment is needed.

5. Maintain First Aid station at various points on the grounds.

6. Train staff in First Aid and camp health policy during Staff Orientation.

7. Call on auxiliary services when intensive care or diagnosis is required. Correspond with local hospital and ambulance.

8. Inventory and purchase First Aid and medical supplies within budget.

9. Check and judge cabin clean up

10. Lead a related special interest group if requested.

11. Assist in other program areas as requested.

12. Appoint an assistant if called off-site to act as substitute in Health Services.

13. Maintain a changeable sign on infirmary door indicating where Health Services Director can be found.

14. Establish a method of communication with, and be aware of the location of, other First Aid and CPR certified staff on campus.

**CAMP INFIRMARY DESCRIPTION**

The camp Infirmary, located on the North corner of the Main Lodge, has medical supplies, a locked medicine cabinet, examining room, and isolation space. There is hot and cold flowing water with a shower and a flush toilet.

**MEDICATION STORAGE/ ADMINISTRATION**

-All medications are to be stored in a locked cabinet in the infirmary.

-The Health Director is responsible to assist the campers with prescribed medication.

-The Heath Director is responsible to maintain a bound logbook of medications in the medicine cabinet and each camper takes any medication.

-Upon arrival at camp, campers and staff (house with campers) must provide their medications (prescriptions and non-prescription) to camp’s health director.

-Medications must be checked for the following:

1. Medications must have all original containers.
2. All medications must be labeled correctly.

Prescription Medications:

1. Complete name of patient.
2. Date of prescription filled.
3. Expiration date.
4. Name and address of dispensing pharmacy.
5. Name of physician prescribing medication.

Non-prescription Medication

1. Complete name of patient
2. Authorization and instructions for use from parent or guardian.

-Controlled substances and syringes must be “DOUBLE LOCKED” in a box in medicine cabinet.

-Prescription Medications- Only NYS licensed physicians, nurse practitioners, or physician assistants may prescribe medications, and prescriptions must be written for an individual, not in bulk supply.

-Non-Prescription Medications- Stock supplies of non-prescription medications may be maintained. ”Standing Orders”, from and designed by physician, describing use of these items are necessary.

-Repacking or re-labeling of prescription Medication is prohibited.

- Changing of dosage or schedule for use of required medications may be made only with authorization of camper’s attending physician; or in the case of an emergency, by the telephone, with a written confirmation form the prescribing Physician.

-Administration-Medications must be self-administered by the recipient with the self-administration witnessed and documented by the camps health personnel or designee.

-Medication and Supervision and record keeping.

1. The camper must be reminded of the time to take the medication and be able to read, or read, the name of the medication dosage and other instructions for use, if self-administrating the medication,
2. At the time medication is self-administered, staff must verify correct medication is taken by correct person and document administration by noting the names of recipient, medication, witness, and the date, time of dosage.

-Returning or Destruction- when ever practical, unused personal medications should be returned to the camper’s parents or Guardian at the end of camp. If this is not possible, and when medications are outdated, they should be destroyed.

**MEDICAL LOG**

Health related incidents involving campers and staff, including medical complaints and injuries, camper allegations of child abuse will be logged and maintained at health Center. The following information will be included:

* Date and time of visit
* Name of patient
* Camper, staff (title) or other (indicate)
* Nature of compliant
* Description of treatment and follow-up, if required
* Name of care giver

## ILLNESS, INJURY AND ABUSE REPORTING

The camp is responsible for reporting of illnesses and injuries (including allegations of child abuse) to the local health department within 24 hours.

Potential exposure to rabies resulting from bite, scratch or other contact with a suspect animal will be treated with the following actions:

* Immediate washing of the victim’s wound(s) or exposed site thoroughly with soup and water.
* Seek medical assistance.
* try to confine or capture the suspect animal or seek assistance
* Immediately notify the local health department to report the incident and exposure details (circumstances leading to the incident, who was involved or present, location, if animal was captured, etc.) and arrange for testing the suspect animal (if available)
* Refrigerate the carcass, if animal is found dead, dies or is killed, with ice until testing is arranged.

If any exposure to a bat occurs, or if a bat is found in a room where someone was sleeping, or someone was present who could not communicate (i.e. infant, young child, person with sensory or mental impairment, etc.) the following actions will be taken:

* + Notify the local health department and describe circumstances.
  + Try to confine or capture the bat (without causing damage to the head) for testing

The following information will be used to train staff and campers to prevent potential rabies exposure and, where possible, avoid the lengthy and costly rabies post exposure treatment.

* Never feed, rescue, handle or intentionally get close to any wild animals, including bats in caves and (abandoned wildlife)
* Don’t touch and avoid injured, ill or stay animals.
* Don’t touch and avoid pets and domestic animals you are not familiar with.
* Don’t touch and avoid any animals that exhibits behavior that appears abnormal.
* Report to camp staff (i.e., camp director, health director, etc. immediately: the location any suspicious animal; the presence of a bat in any sleeping area or in a building used for activities or assembly; any injury (indoors or outdoors) of campers or staff; any injury caused by contact with an animal.
* Injury control: All injuries will be carefully evaluated to find ways of avoiding the same injury. The Health Director will look at the activity as well as those supervising the activity to decide if any corrective measures need to be taken.

In case of accident or illness, campers or staff shall report to the infirmary if able. If unable to report, a responsible person shall attend to the First Aid needs. The Services Director shall use professional discretion to determine whether auxiliary service is needed. Either camp Administrator or Health Service Director will transport, in personal vehicle, a camper for auxiliary services in case of minor injuries.

Counselors shall make daily surveillances of their campers to make certain that all injuries or illnesses have been cared for and reported to the Health Services Director.

The Health Services Director shall maintain a changeable sign on the Infirmary door witch indicates where Health Services Director can be found.

## Other

###### Tour of Camp

When campers arrive at camp, counselors should do an orientation of camp with the campers. This must include a tour of camp.

A camp tour: The tour should include, but is not limited.

**The following areas are off limits:**

1. Old pool (don’t go inside the fence)
2. Woods (if alone)
3. Swimming pool (Unless swimming time)
4. Barn
5. Maintenance facilities.

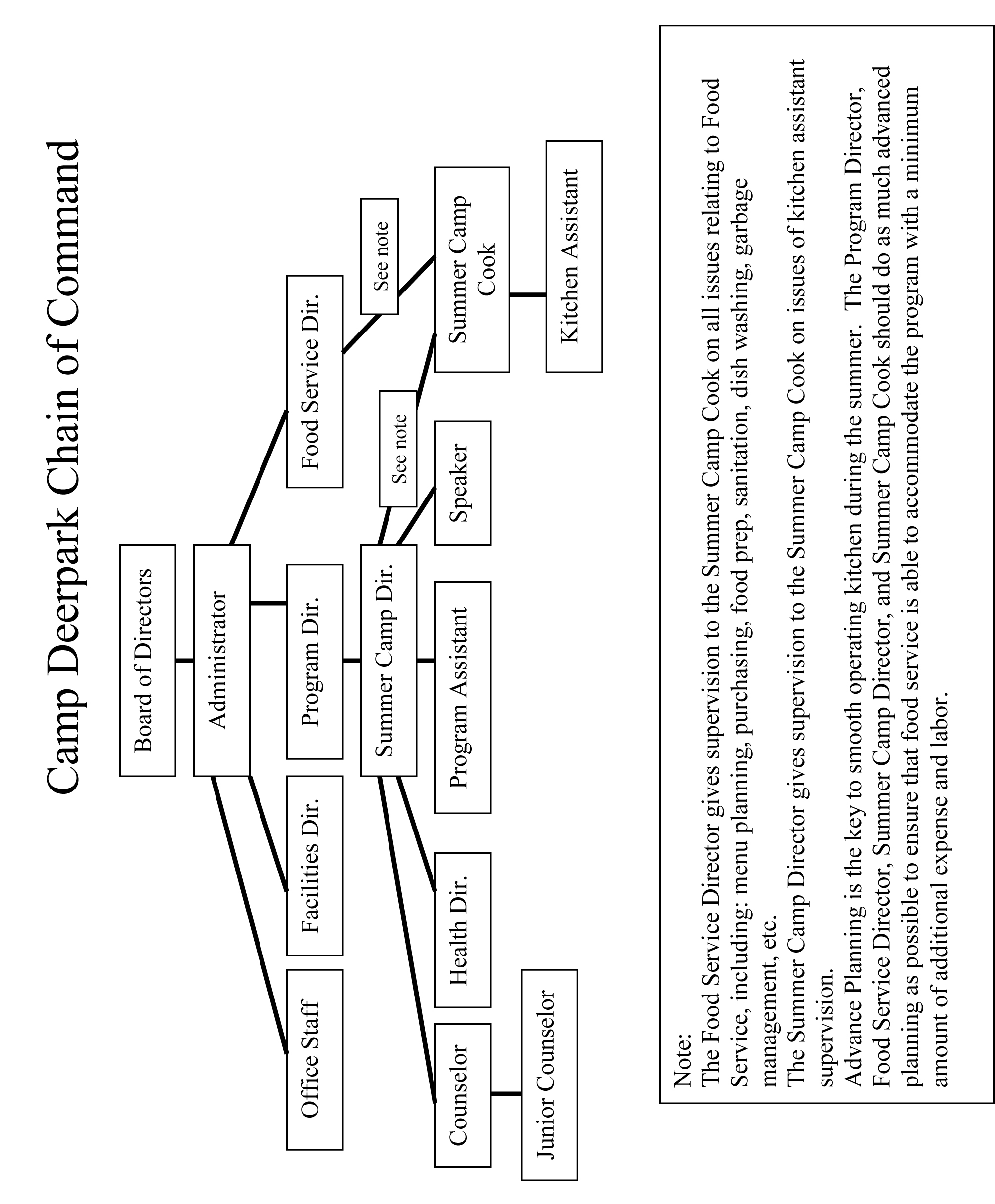
When touring, counselors don’t necessarily need to visit each place physically. For example, simply pointing out the barn is sufficient.

**Lost Camper Plan**(updated 2013)  
  
A missing camper is a serious problem.  If you do a head count and realize you are missing a camper, start by asking the other campers in a calm way:  “has anyone seen Jonny?”.  There is a good chance that he went to the bathroom without asking or the like.  If the other campers don’t know where he is, YOU MUST DO TWO THINGS IMMEDIATELY:  
  
 **1)** Remain calm and relaxed.  You might be freaking out on the inside, but on the outside you are Camp Deerpark happy.  Campers will magnify any tension and fear that you show.  If your cabin starts to freak out there will be chaos.  Your job in this situation is to be the calm counselor who shield the camper’s from the gravity of this situation.  
  
         **2)** Notify the Assistant Director or Program Director.  They will be in charge of finding the camper.  Providing details will help them:  Where was Jonny last seen? What was he wearing? Was he upset or angry?  What was he last talking about?  
  
   
The directors will be in charge of efforts to find the camper.  This may include:  
  
-Checking the camper’s cabin  
-Checking camp buildings including the nurses station  
-Interviewing other staff and campers to gain information  
-Checking areas of camp where the child liked to go (he could be catching frogs in the creek, or doing a secret art project in the art room)  
-Calling 911 or the local authorities  
-Calling the child’s parents  
-Notifying the Executive Director

Local Police 845-4333  
Ambulance 856-5101 or 386-5761  
Health Department 294-7961

**LOST SWIMMER PLAN**

1. The lifeguard will keep the swimming area locked unless swimming is scheduled. The lifeguard will give swimming tests to all campers to test their swimming ability.
2. If a camper is missing or is under the water, the lifeguard shall have a pool vacated immediately and all campers go outside pool fence.
3. The lifeguard shall check the pool for any missing can campers.
4. If a camper is found in the water then, Nurse and First Aid staff administer procedures for life saving; Director will call ambulance, Doctor, Police.
5. If a camper is not located in the pool, then lost camper plan will be used.
6. Parent will be notified of the situation.
7. If there is a serious accident, lost camper over two hours, or death, then the following persons or agencies are to be contacted:
   * Local Police 845-4333
   * Ambulance 856-5101 or 386-5761
   * Health Department 294-7961



**JOB DESCRIPTIONS**

1. Camp Administrator
   1. Ultimately responsible for staff scheduling, performance and roles; for staff meetings; for program/administration.
   2. Relate to congregations and the public
   3. Fundraising
   4. Work with MAP Board and NYC Council of Mennonite Churches.
   5. Plan for long-term projects, program and development.
   6. Schedule retreats; use of camp
   7. Coordinate office work.
   8. Assume responsibility for purchasing and budget management.
2. Program Director
   1. Responsible to Administrator
   2. Responsible for development of summer camping program
   3. Hiring summer staff
   4. Plan and coordinate summer camps
      1. Provide program direction, goals, and focus
      2. Handle registration, assign campers to counselors
      3. Prepare each day’s schedule and inform counselors
      4. Lead staff meetings
      5. Check with all staff on any problem areas.
      6. Check and enforce lights out
      7. Meet regularly with Administrator
      8. Explore creative ways of doing traditional activities
      9. Relate to campers in a personal way
      10. Schedule, implement and record fire drills for each camp session.
3. Summer Camp Director/ Assistant Director
   1. Responsible to program director
   2. Responsible for working with the P.D. in development of summer camping program
   3. Assists in hiring summer staff
   4. Assists or is entirely responsible for any of the following parts of the summer camp
      1. Provide program direction, goals, and focus
      2. Handle registration, assign campers to counselors
      3. Prepare each day’s schedule and inform counselors
      4. Lead staff meetings
      5. Check with all staff on any problem areas.
      6. Check and enforce lights out
      7. Meet regularly with Program Director
      8. Explore creative ways of doing traditional activities
      9. Relate to campers in a personal way
      10. Schedule, implement and record fire drills for each camp session.
4. Pastor
   1. Responsible to Summer Camp Director
   2. Plan and implement daily Bible class for campers.
   3. Plan and implement campfire services and Sunday morning services.
   4. Serve as resource for counselors in cabin devotions
   5. Counsel staff
   6. Spend free time being visible, mingling with campers.
5. Counselor
   1. Responsible to supervising Summer Camp Director
   2. Responsible at all times for the well-being and discipline of campers assigned to him/her
   3. Participate in all group activities
   4. Supervise cabin cleanup
   5. Lead cabin devotions. Contact camp pastor for assistance with campers personal and spiritual needs
   6. Contact nurse in case of camper illness
   7. Work with Program Director on serious camper discipline problems
   8. Attend staff meetings
   9. Help schedule rainy day activities.
   10. Be available to help in staff activities.
   11. Contact maintenance Director in case of problems with facilities
   12. Contact Summer Camp Director on questions concerning program, schedule, personal problems or problems that affect the entire group.
   13. Responsibilities to Campers:
       1. Welcome children assigned to you
       2. Take campers to their rooms, help them unpack and get settled
       3. Help children get acquainted.
       4. Get campers settled at the dining table and keep them under control
       5. Keep children quiet for announcements and programs
       6. Contact the nurse in case of illness
       7. Stay with your campers at all times
       8. Assist campers as needed during quiet times, and in writing letters, purchasing stamps, etc.
       9. Do not use physical punishment
       10. Be sensitive and encouraging with homesickness.
       11. In case of bedwetting, privately inform the nurse. Check for wet beds daily.
       12. Always be available to counsel
       13. Treat all campers fairly and equally.
       14. Become personally involved with the quiet or aggressive camper. Learn to know him/her, his/her background and family. Listen to his/her problems
       15. Don’t lose your temper.
       16. Have the courage to ask forgiveness if you do wrong.
       17. Express your Christian faith in word and action
       18. Go to bed at night with your campers.
       19. Review Camper Guidelines
       20. Never discipline another counselor’s camper without proper clearance.
6. Drama Instructor
   1. Responsible to Summer Camp Director
   2. Plan and carry out theme centered drama program
   3. Encourage and draw out talent in campers
   4. Work with pastor and recreation director in Sunday morning and evening programs.
7. Arts and Crafts Instructor
   1. Responsible to Summer Camp Director
   2. Plan and carry our theme-centered crafts program.
   3. Encourage creativity
   4. Inventory and order supplies in accordance with budget
   5. Help with special activities such as banquet decoration, evening activities, and making awards.
   6. Find ways to use nature in crafts
   7. Assist campers in projects.
   8. Keep crafts room in reasonable shape.
   9. Assist with meal cleanup as requested
   10. Assist Recreation Director with activities as needed
8. Nature Instructor
   1. Responsible to Summer Camp Director
   2. Plan and carry out program to develop fondness for and understanding of natural surroundings.
   3. Work with counselors to increase awareness and improve outdoor skills.
   4. Implement small-scale conservation projects on camp ground
   5. Develop program for camper awareness of the relationship between city and country, and how nature can be enjoyed and protected in both places.
   6. Lead special interest groups if needed.
   7. Assist with meal cleanup as requested
   8. Assist Recreation Director with activities as requested.
9. Life Guard
   1. Responsible to Program Director
   2. Promote water safety in all water activities.
   3. Be present at all times when pool is open, maintaining safety equipment and enforcing rules.
   4. Instruct swimmers.
   5. Enforce swimming hours
   6. Instruct staff in pool safety and life-saving techniques for non-swimmers, during Staff Orientation.
   7. Assist Recreation Director in implementing group activities and rainy day activities.
   8. Plan and implement camper “Buddy” system for water safety.
   9. Assist with other camp activities as needed.
10. Counselor in training
    1. Responsible to the Counselor they work with as well as the Summer Camp Director
    2. Work with counselors as assistant, under schedule provided by Summer Camp Director.
11. Summer Camp Cook
    1. Responsible to Summer Camp Director on issues of staffing, staff accountability, and timing of meals.
    2. Responsible to the Food Service Director on issues of menu, preparation, sanitation, and changes in menu.
    3. Lead kitchen staff in preparation and service of food.
    4. Lead staff in maintenance of kitchen and dining room
    5. Comply with menus provided by Food Services Manager
    6. Maintain an inspection ready food service facility.
12. Kitchen and Dining Assistants
    1. Responsible to Summer Camp Cook
    2. Assist in preparation and service of food
    3. Clean and refill table service as needed
    4. Clean dining room sink
    5. Prepare tables for meals
    6. Assist with meal cleanup
13. Program Assistant
    1. Responsible to Summer Camp Director
    2. Assist all aspects of the program, including (but not limited to) preparing for games and activities, cleaning up from the games, watering flowers, leading games, clubs, classes, and anything else they are asked to do.
14. Food Services Director
    1. Responsible to Administrator
    2. Plan menus and supervise food preparation within guidelines set in Health Code
    3. Inventory and purchase food and kitchen supplies according to budget guidelines
    4. Oversee cleaning and stocking of kitchen, dining room and related areas.
    5. Schedule work of all kitchen and dining room staff
    6. Maintain files of essential records including of surplus commodities
    7. Work with Program Director on special food requests including meals, games, parties and cookouts.
    8. Responsible for general housekeeping. Oversee all cleaning.
    9. Assist in snack shop as needed.
    10. Assist in office as needed, specifically in these areas: Association mailings, updating mailing lists, typing, filing, paying bills, insurance forms, and petty cash.
    11. Serve as weekend hostess approximately three weekends per month.
15. Health Services Director
    1. Responsible to Program Director
    2. Maintain a bound health log, medical records of campers and staff, and accident reports and insurance forms.
    3. Maintain an infirmary. Properly store supplies, equipment and medicines.
    4. Treat all staff and camper illnesses and injuries, being the sole person to administer medication. Decide when further treatment is needed.
    5. Maintain First Aid stations at various points on the grounds.
    6. Train staff in First Aid and camp health policy during Staff Orientation
    7. Call on auxiliary services when intensive care or diagnosis is required. Correspond with local hospital and ambulance.
    8. Inventory and purchase First Aid and medical supplies within budget.
    9. Check and judge cabin cleanup.
    10. Lead a related special interest group if requested.
    11. Assist in other program areas as requested.
    12. Appoint an assistant if called off-site to act as substitute in Health Services
    13. Maintain a changeable sign on the infirmary door indicating where Health Services Director can be found
16. All Staff
    1. Demonstrate Christ’s love in word and action
    2. Attend orientation.
    3. Attend staff meetings as possible.
    4. Show respect for nature and wildlife
    5. Pick up litter when you see it and encourage campers to do the same.
    6. Clear any purchases for camp with the Administrator
    7. Direct suggestions to the Program Director or Administrator.
    8. Refer facilities problems to Maintenance Director
    9. Attend campfire services unless excused by Program Director

Be available to help out in emergency situations. Camping is a 24 hour-a-day experience, with many opportunities for the unexpected. Please be ready to share your ideas, skills and energy as the need arises.

## TRAINING ATTENDANCE DOCUMENTATION

I have participated in the 2018 staff orientation which included

Camp tour and hazardous areas Camp policies

Chain of command Supervision of campers

Recognition of reporting child abuse Medical plan

Recognition and reporting of injury and illness Water front plan and lost swimmer plan

Buddy system Lost camper plan

Out of camp trips Fire safety and drills

Evacuation procedures Training in assigned activity duties

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Staff Signature Date