



Camp Staff Manual

PHILOSOPHY & GOALS

CAMP DESCRIPTION & PHILOSOPHY

MISSION STATEMENT

The Joshua Center Camp's mission is to provide children with neurological disorders a positive camp experience like those of children without disabilities. Through creative camp programs these children will improve self-esteem, build lasting friendships, learn basic cooperation skills and be accepted.

DESCRIPTION

The Joshua Center residential camp is one of the many fine programs meeting the needs of children with the neurological disorders of Tourette Syndrome, Asperger Syndrome, Obsessive and Compulsive Disorder. The Joshua Center provides: medical evaluations and medication management; school support; individual and family counseling; and education support. Most of these children have difficulty being accepted and understood; have social maturity delays; exhibit symptoms that interfere with daily activities and emotional and/or behavioral challenges. The children at the Joshua Center Camp are children like all others, but are faced with the daily challenges of attempting to adapt to or cope with their stressful interfering neurological symptoms. These children may be at risk for learning disabilities, depression, and an inability to meet school education and behavioral expectations.

The Joshua Center Camp believes that neurologically impaired children deserve to have real life experiences like those of children without disabilities. The Joshua Center camp program provides opportunities for lasting friendships, something these children often do not have through their school interactions.

Each cabin unit (six campers per cabin) provides:

- A small group setting for positive interactions
- Opportunities to build lasting friendships
- Acceptance by peers
- Understanding adult counselors trained in the disorders
- Opportunities to learn appropriate social and life skills
- A fun camp experience like children without disabilities.
- Opportunity to educate others (counselors) about the impact of neurological disorders on children.

STRUCTURE AND ROUTINE

Children with neurological disorders require structure and routine to be successful therefore, the Joshua Center Camp program is tightly structured to meet their needs and to reduce opportunities for out of control behaviors. Many of the activities are scheduled with two

complementary cabins. The small numbers in each cabin and in each activity offers these children opportunities to learn cooperating skills. It is our hope that the campers will return home with a better sense of self and increased confidence in daily living.

COUNSELORS

Counselors are thoroughly trained in the disorders and are expected to provide a supportive, safe environment utilizing positive reinforcement and encouragement to help these children to have a positive camp experience. Each cabin is supervised by at least two counselors with six campers. The Joshua Center seeks to maintain a balanced camp staff of college age young adults, medical students, school counselors and social workers, professionals familiar with the clinical treatment of neurologically impaired children, support from parents, nurses with appropriate experience and teachers with expertise in their activities. We have camp counselors from the Kansas City Metro area and from other areas outside the campers' community. Our staff brings a variety of skills, cultural diversity, talents and experience in relating to this population.

ACTIVITIES

Activities at camp are developed to give traditional camp experiences, offering opportunities that these children might not have any where else. Camp activities may include: archery/sling shots, crafts, tie-dye shirts, animals, nature hike, cook-outs, skits, fishing, team-building, swimming and traditional camp fire singing. The campers experience an appreciation and respect of nature and traditions. **Campers must agree to participate in all activities to attend.**

DEMOGRAPHICS

All Staff are 18 or over. The campers of approximately 60 boys and girls range in age from 9 to 18 years. Campers reside primarily in the Greater Kansas City area, with approximately six from outside the Metro area. They come from all backgrounds and cultures. Approximately half of the children require camp scholarships. Each year the diversity of the campers change, but camper demographics have included children who are Hispanic, African-American and Anglo, Asian and Native American campers. **Given the potential behavioral needs of the campers, continual supervision is required. A staff/camper ratio of 1:6 must be maintained at all times during activities.**

The camp provides pre-camp training to all staff to minimize the potential of any staff member being in a 1:1 camper/staff situation when out of sight of the other people. On site staff training is required of all camp staff before the arrival of campers. A 1:1 situation is avoided when it is 2 campers together and 1 adult or 2 adults and 1 camper. Our policy is that if a camper is going back to a cabin we will have 2 adults or 2 campers in the cabin, accompany him to the cabin. If a camper is in crisis it cannot be avoided. The Rotary Camp is very open so everyone is in site of camp staff most of the time. Parents have signed releases for campers to meet with our Joshua Center staff. **3/21/15**

CAMP/CAMPER GOALS & OBJECTIVES

GOAL #1

Each camper will have a traditional camp experience like children without disabilities.

Objective A

Camper participates in similar activities found at traditional camp programs.

GOAL #2

Campers will experience an environment where their symptoms are accepted.

Objective A

Camper will be supervised by well trained, supportive camp counselors and administrative staff.

Objective B

Campers will receive basic information about how their neurological symptoms may be different than others.

Objective C

Campers will participate in group activities that encourage acceptance by peers.

GOAL #3

Campers will make lasting friendships.

Objective A

Campers will be provided highly structured hands-on activities with many opportunities to develop positive peer interactions.

GOAL #4

Campers will develop an understanding and appreciation for nature.

Objective A

Campers will participate in a minimum of two nature-related program activities.

Objective B

Campers will demonstrate respect for nature.

HIRING POLICIES

APPLICATION

All applicants complete online application. All new staff must be interviewed by the Joshua Center Camp Staff or Executive Director.

SCREENING

Following are steps in the screening process for staff applicants that are to be completed, depending on position:

1. Verification of previous employment

At least one check of previous work (or volunteer) history completed for all staff.

For administrative staff, verification of previous employment directly related to position required.

2. Reference checks

At least one acceptable personal reference received for all staff. Reference forms are to be sent from the Joshua Center and returned directly to the office. At least one acceptable job-related reference received for all positions. Applicants to complete form authorizing camp to seek reference. Forms sent from Joshua Center and returned directly to that Joshua Center.

3. Verification of degree/license/certification

Random spot check of educational information supplied by administrative, program director, and environmental education applicants. Copies of license/certification required for health care personnel, tripping personnel, and waterfront personnel.

4. Criminal Background Checks and National Sex Offender Checks (updated 3/14/15)

Satisfactory background checks and sex offender checks required for all staff. Voluntary Disclosure Form required for all staff and is included in the online staff application. A criminal background check for all staff eighteen (18) years and older (year-round, seasonal, counselors, administrative staff, and support staff – paid, volunteer, and contracted) is required and initiated prior to the arrival of campers and prior to the start of employment for any late hires. All staff are checked on the National Sex Offender Public Website (www.nsopw.gov). The Joshua Center Camp only meets during the summer.

5. Driving record checks

Driving record checks through insurance carrier required for all persons driving any camp vehicles and/or transporting any campers, staff (except for time-off), groups, or camp equipment.

6. Drug/alcohol tests

Bus drivers who are required to have commercial drivers licenses must comply with state mandatory drug-testing programs.

7. Personal interview

Personal interviews are to be conducted with staff as follows:

Camp Director or assistant camp director will interview all staff – preferably in person but at least by phone for all positions. The executive director will interview in person.

8. Training for Late Hires

All late hires will receive training following the Staff Training Agenda from either the Camp Administrator or his/her assistant. Late hire staff will only provide support and will not have camper supervision responsibilities.

JOB DESCRIPTIONS

STAFF JOB TRAINING

Prior to assuming job responsibilities, all camp staff receive training that is specific to his or her individual job requirements and responsibilities, including clear expectations for acceptable job performance. This training takes place at the Rotary Youth Camp the day before campers arrive.

All staff are trained on the procedures used for the following:

- their roles when several staff members are present
- what to look or listen for that requires action
- intervention techniques
- how and where to get additional help
- location while “on duty”
- monitoring responsibilities specific to the activities, areas, and participants
- responsibility during transition from activities
- responsibility to Rotary Camp staff

Supervisor Guidelines Checklist

Staff Name											Performance Criteria	
1	2	3	4	5	6	7	8	9	10		1: Poor	10: Great
											Encourage positive interactions with campers	
											Monitor safety support for Cabin Counselors and Activity Leaders	
											Observe and provide instruction on boundaries	
											Provide instructions for equipment	
											Encourage engagement of Cabin Counselors with campers in activities	
											Provide support to individual Cabin Counselors when needed	
											Train Cabin Counselors to “walk and don’t talk” when camper’s behavior escalates	
											Encourage Cabin Counselors to ask for help or ask questions	
											Respond appropriately in emergency situations and implement emergency procedures	
											Encourage Cabin Counselors to be flexible, helping them understand that these children are often “my way, no way”	
											Encourage all Cabin Counselors to show respect for campers and staff	
											Help Cabin Counselors understand and follow camp rules	
											Look for appropriate staff interactions	
											Help Cabin Counselors problem solve and implement appropriate solutions	
											Dedicated to support camper to have a successful experience	

STAFF TRAINING AGENDA

A. Job Training

1. Personnel Policies and Practices
 - a. Staff performance expectations
 - b. Staff conduct
 - c. Sexual harassment policy
2. Neurological Disorders
3. Diversity
4. Responsibilities
 - a. Arrival of campers
 - b. Camp rules
 - c. Supervision of campers
 - 1) Structured vs. unstructured times
 - d. Staff/Camper Ratios
 - e. 1:1 situations
 - 1) Unstructured camp activities include cabin time, night time, free time, playground, meal time, transitional periods, canteen, and personal
 - 2) Delineating roles when several staff members are present
 - 3) What to look or listen for that requires action
 - 4) Intervention techniques
 - 5) How and where to get additional help
 - 6) Location while “on duty” monitoring responsibilities specific to the activities, areas, and participants
 - f. Staff/camper interactions
 - 1) Camper profiles
 - 2) Sensitive issues
 - 3) Campers in public/Group Management
 - g. Managing campers’ behavior
 - 1) What is Expected/Unexpected?
 - 2) Preventive/Interactive strategies
 - 3) Bullying
 - 4) Child out of control
 - 5) Child abuse – physical, sexual, emotional and verbal
 - 6) Abuse Situations inside or outside camp setting – camper to camper, camp staff to camper, other adult to camper
 - 7) Missouri Laws on Child Abuse
 - 8) Providing positive interactions to promote physical and emotional safety
- d. Inventory belongings

5. Supervision of Staff
 - a. Organizational chart
 - b. Guidelines for Supervisors
 - c. Daily staff meetings
 - d. Staff observation
 - e. Breaks
 - f. Drinking and Smoking
- B. Safety
 1. Emergency Procedures
 - a. Identification of boundaries for living areas and activity areas
 - b. Fire Safety and Staff Drill from Dining Hall
 - c. Lost persons – Search and Rescue Procedures
 - d. Unauthorized persons
 - e. Behavior Expectations
 - f. Procedures for Natural or Physical Hazards
 - g. Emergency communications
 - 1) Injury
 - 2) Contacting parents
 - 3) Media
 - 4) Release of campers
 - h. Incident reporting
- C. Transportation
 1. Orientation
 2. Arrival and departure
 3. Emergency and disaster
 4. Non passenger vehicles
 5. Policies
 6. Accident procedures
 7. Safety procedures
 8. Loading and unloading passengers
 9. Handling camper behavior
 10. Evacuation procedures on bus
 11. Vehicle breakdown
 12. Checking the vehicle prior to the transportation of persons
 13. Location of campers if refueling
 14. Private vehicle use`
 - a. Vehicle form
 - b. Emergency equipment
- D. Health and Wellness
 1. Staff training/roles and responsibilities related to camp healthcare
 2. Staff with CPR/First Aid
 3. Use of healthcare supplies and equipment and how to obtain

4. Understand situations that should be attended to only by a designated healthcare provider and procedures for obtaining emergency healthcare assistance
 5. Using established sanitary procedures when dealing with infectious waste or body fluids
 6. Developmental needs of campers
 7. Camper profiles
 8. Medical treatment
 9. Universal precautions
 10. Away from camp
 - a. Trained staff
 - b. Health forms/Staff Applications
 - c. Cell phones
 11. Mental Health
 12. Health Center
 - d. Staff
 - e. Supervision
 - f. Scheduled Medication Times
- E. Programs
1. Equipment
 2. Goals and objectives
 3. Training and orientation
 4. Archery
 5. Team Building
 6. Nature Walk
 7. Polar Bears
 8. Quiet Time
 9. S'mores
 10. Fishing
 - a. MO Conservation Program
 11. Swimming
 - a. Look outs
 - 1) Rotary Camp Expectations – respect and thank Laurie
 - 2) Requirements
 - b. Safety regulations
 - c. Emergency procedures
 - d. Safety systems
- F. Environmental Practices
1. Natural resources
 2. Trash
 3. Campfires
 4. Smoking

CAMP ADMINISTRATOR

This is the person designated by the Director of Joshua Center as the person in charge of the Resident Camping program. She/He is responsible for smooth operation and coordination of all activities and programs and administration of the Resident Camp. This includes staff supervision, counseling of campers if necessary, and taking charge in case of emergency. She/He is responsible to the Executive Director and Board of Directors of Joshua Center.

CAMP PROGRAM DIRECTOR

He/she is responsible for pre-camp planning and scheduling of camp programs. This person identifies and/or trains program leaders and arranges for maintenance of equipment and safe conduct of program. This person works closely with Activity Director.

CAMP ACTIVITY DIRECTOR

He/she is responsible for pre-camp planning and scheduling of camp activities. This person identifies and/or trains activity leaders, supervises all camp activities and arranges for maintenance of equipment and safe conduct of activity. This person works closely with Program Director.

SPECIAL EVENTS DIRECTOR

He/she is responsible for all special event activities. He/she assists campers with assigned activity. He/she helps set-up and clean-up after activity. He/she is responsible to the Program Director.

CAMP HEALTH MANAGER

He/she is a registered RN able to work in the state of MO. He/she is responsible for the health and welfare of the campers and staff and is in charge of the first aid building. All Camp medications are kept locked up until ready to dispense. His/her duties include checking campers into and out of camp, treating sick or injured persons, keeping a medical log of all treatments, and dispensing all internal medication. He or she will also be responsible for monitoring cleanliness of cabins and latrines on a daily basis as well as recording refrigerator temperatures in the office and first aid building. The Camp Health Manager is expected to participate in staff meetings during the camp session and work closely with the Camp Administrator in contacting parents, if necessary, regarding camper accidents/injuries.

While access to an emergency medical system is almost always less than 20 minutes away, the Camp Health Manager and support nurses are either licensed physicians or registered nurses who are able to work in the state of MO and can sign off on records of medications dispensed and medical treatment provided. The Camp Health Manager must be certified in First Aid and CPR and/or carry a professional medical license. They are licensed and able to work in the state of MO, available to check current health concerns and review health logs and incident reports, and will remain on the campsite throughout the entire camp session. The Joshua Center requires two full time registered nurses to remain at camp full time. See copies of licenses.

The Joshua Center Health Care Policies and Procedures are reviewed every three years by a licensed physician or registered nurse knowledgeable in neurological disorders.

Additional duties include checking smoke detectors in each cabin and the office buildings on the first day of camp. The Camp Health Manager will be responsible for taking possession of medication and, when possible, talking to parents about camper health concerns during registration at the Rotary Club Youth Camp on the first day of Joshua Center Camp. After the health screenings at camp, the Camp Health Manager will inform counselors which children in their cabins need medication on a regular basis. Upon completion of the camp session, the Camp Health Manager will return medicine to parents as they pick up their child.

CAMP MENTAL HEALTH MANAGER

He/she is responsible for training all staff on the disorders and mental health concerns. He/she is responsible for the mental health and welfare of the campers. His/her duties include checking on campers who have been identified as having severe symptoms, anxiety and homesickness. He/she will also be responsible for monitoring campers' behavior concerns, intervening when necessary. The Camp Mental Health Manager is expected to participate in staff meetings during the camp session and work closely with the Camp Administrator in contacting parents, if necessary, regarding camper behaviors and concerns. He/she will be available at all times for intervention when requested by camp staff. He/she will provide support for cabin counselors, offering suggestions to help cabin counselors with specific concerns. He/she is responsible to the Camp Administrator.

VOLUNTEER

Most volunteers will be assigned to assist with a specific activity to give assistance to the activity leader. Volunteers will work with the counselors to ensure all campers are supervised at all times. Volunteers are not to be left alone with the children at any time and have minimal responsibility for addressing behavior issues with the children. Volunteers are expected to join in the activities of the cabin and may be asked to be a "look-out" at the pool. Some volunteers may lead activities. In this case, counselors or administrative camp staff are completely responsible for the cabin group and should assist the children with the activity. Volunteers must check in and out of the office upon entering and leaving the campground.

SUPPORT SERVICES DIRECTOR

He/she is responsible for supporting all programs and activities by preparing all supplies including on-campus and off-campus snacks, campfires, campfire ceremony, certificates, Dragon Tear bags, crafts, etc. He/she is responsible to the Program Director.

EXECUTIVE DIRECTOR

He/she is responsible for all paper work. He/she is responsible for supporting all programs and activities by preparing all supplies including on-campus and off-campus snacks, campfires, campfire ceremony, certificates, Dragon Tear bags, crafts, etc. He/she is responsible to the Program Director.

CABIN COUNSELOR

The counselor is directly responsible for continual supervision of campers. The counselor is to facilitate the group process, while ensuring camper safety and creating a positive camper experiences. Counselors need to be willing and able to participate with their campers in the majority of camp activities. Camp counselors need to demonstrate sensitivity to the needs of campers, interact appropriately with campers in a variety of situations and use positive behavior management techniques. Counselors are expected to model and demonstrate mature, appropriate, adult behavior. Enthusiasm, a sense of humor, patience and self-control are the model behaviors for our camp counselors. Counselors must have the ability to communicate/coordinate tasks and responsibilities with co-counselor and C.I.T. or seek assistance from Camp Administrator. In normal camp situations when a camper needs to return to the cabin or use the restroom 2 adults or 1 adult and 1 other camper will accompany him to the cabin or restroom. If a camper is in crisis it cannot be avoided so it may necessary for 1 adult to be with camper for a short time. **3/21/15**

Other responsibilities include participation in pre-camp training before camp begins. Certification in CPR/First Aid is strongly encouraged, but not be mandatory. Counselors must be able to attend post-camp evaluation meeting and complete camp and camper evaluation forms prior to leaving camp.

C.I.T. (COUNSELOR IN TRAINING)

The CITs role is to model positive behavior and interactions for campers. They are to assist the counselors with tasks, but are NOT directly responsible for campers. CITs expected to help with errands. CITs are expected to show mature, appropriate behavior. If CITs are used, they will be assigned to a cabin. The oldest cabins may only have a CIT if that CIT is 2-3 years older than the campers.

OFFICE HELPER

This person is an aide to the Camp Director and is responsible for performing any jobs that need to be done regarding equipment maintenance and program activity maintenance. He or she is responsible to the Office Manager. He/she is responsible for cleaning the staff office daily.

ACTIVITY LEADER

He/she is responsible to develop the assigned activity. This person identifies and/or trains activity assistants and follows guidance from Activity Director.

ACTIVITY ASSISTANT

He/she is responsible to assist the Activity Leader with camp activities. He/she assists campers with assigned activity. He/she helps set-up and clean-up after activity. He/she is responsible to the Activity Leader.

WHAT TO BRING TO CAMP

Underwear
Shoes
Socks
Appropriate swim wear and towel
Soap, shampoo, wash cloth, towel, deodorant, toothpaste, toothbrush
Bug spray or lotion
Sunscreen
Pillow
Sleeping bag and sheet or blanket and sheet
Comb/brush
Change of clothes for each day
Light jacket or poncho
Pajamas
Can bring their favorite stuffed animal to sleep with
No candy, electronics, cell phones
Flip flops

WHAT NOT TO BRING TO CAMP

Tobacco
Matches
Pipes
Alcohol
Lighters
Illegal drug products
Electronics of any kind
Cell phones
Pocket knives
Money
Pets - are not allowed on Rotary Youth premises
Personal sports equipment
Firearms, or any other item that can be used as a weapon
No candy or food in cabins

HOW TO ADDRESS CAMPER NEEDS

CULTURAL DIVERSITY

Joshua Center provides services to a diverse population, including Anglo, Asian, Native American, African-American and Hispanic individuals and families. These ethnically diverse populations are also represented at camp. Camp counselors are encouraged to be responsive to the needs of various cultures. Accepting and respecting campers' ethnicity is vital. Through positive role modeling, counselors can demonstrate (for campers) how to relate with persons who may differ from themselves.

UPON ARRIVAL AT CAMP AND FIRST DAY ACTIVITIES

Campers may need assistance carrying belongings and “setting up” the cabin. The Camp Director will note any existing cabin damages and report these to the office. While bunks should remain as placed and the cabin left in the same condition at the end of camp, groups are encouraged to take pride in their cabins, which will be inspected daily. Each cabin is equipped with trash receptacles. Lanterns, flashlights and a cabin container with supplies are provided and should be monitored and kept by the cabin counselors. Additional supplies may be obtained at the office.

An updated roster is completed prior to beginning of camp. Any campers who have turned in completed forms to attend and do not show up by the end of registration will be contacted by office staff at the end of scheduled camp arrival to verify their absence and personal safety.

It is extremely important to inventory camper’s belongings upon arrival at camp. Each camper’s possessions should be checked by the counselor with the camper and his/her parents present. Any weapons (including pocket knives), fireworks, electronics, money or items of value must be confiscated and taken to the office. Ideally, this inventory should be conducted privately with each individual camper and with an explanation of why this is important. Counselors are expected to see that any confiscated items are returned to campers’ parents when they are pick-up on the last day. Counselors should also take note if campers brought adequate clothing and toiletries. The office has a supply of hygiene products.

All campers will receive a health screening at the First Aid building. At this time, all medications must be taken to the infirmary. Cabin photos are also taken just after the evening meal. Counselors are encouraged to begin the group process by playing games designed to help campers get to know one another and establish group cohesion. In order to facilitate relationship building, it is vital that counselors learn their campers’ names! Campers should be oriented to the campground, natural hazards (i.e., poison ivy, ticks, incimate weather procedures, etc.) as well as man-made hazards and areas to avoid (i.e., Camp Superintendent’s home, the barn, inside the office, other cabins, etc.). Campers are taught how to avoid each risk situation and briefed on emergency protocol (i.e. the storm shelter, etc.).

LAST DAY OF CAMP

The Camp Director will notify all parents when a campers has not been picked up. Two adults will remain with the camper until parent or designated person arrives. Campers will only be released to persons listed in camp profile. There will not be extra charges.

CAMPER RULES

The two most fundamental rules at Joshua Center Camp are to 1) BE SAFE and 2) HAVE FUN. Campers should be assisted in identifying their own cabin rules and norms. These may be written for future referral as the need arises. Removal from activities is not an appropriate discipline for children with neurological disorders and, except in extreme circumstances, will

not be tolerated. Problem behaviors will be dealt with in a proactive manner, helping the campers learn appropriate ways to handle problematic situations.

OTHER RULES

APPROPRIATE DRESS AND HYGIENE

Long pants and tennis shoes should be worn on hikes. Shoes must be worn at ALL TIMES in the compound. A hot, soapy shower should be taken at least once daily. Remember to look for ticks! Be aware of children lacking adequate clothing and refer them to the camp office.

NATURE/ANIMALS

One of the purposes of camp is to familiarize campers with various aspects of plant and animal life and foster respect and appreciation for the environment. Littering is not permitted and campers are encouraged to recycle as much as possible. Animals should not be captured and kept. Campers should be given the opportunity to learn that they are guests in the animal habitat and are there to observe, but not alter, nature's purpose and balance. This includes minimizing damage to the environment by staying on trails and not picking flowers and berry vines by their roots or de-facing trees.

CABINS

Campers should be with their own cabins at all times. Campers may not wander alone. Campers must have permission before leaving the cabin group at any time (including during activities or at night to use the restroom). An adult must accompany campers during these times. No raiding of other cabins is allowed as the campers should be encouraged to respect the privacy and property of others.

ADEQUATE REST

To ensure campers get adequate rest, all campers must be in their cabins by 10:00pm.

ROTARY CAMP RULES

All staff and campers must abide by Rotary Youth Camp rules.

CAMPER BEHAVIOR

The long-term goal for campers is to have fun in a supportive and safe outdoor environment. As a program that can have a major influence on a child's development, we have a responsibility to help children learn to be self-directed and in control of their behavior. A philosophy of behavior management builds on a child's need to develop a sense of self-worth. In order to promote this, the program has been carefully planned to foster positive behavior in the camp program. To accomplish this, the camp site and activities are set up to promote positive interaction among children.

CAMPER/STAFF INTERACTIONS

All Staff are trained on the importance of focusing attention on campers' needs and interests rather than on other staff and themselves. Staff is required to participate in all activities with their campers. All camp staff are instructed to use the "Walk and Don't Talk" technique which encourages staff to not overreact to everything the campers say and do. These kids need the gift of time when trying to communicate their needs, fears, and anxieties. It is important to use quiet voices since many of these kids have sensitivity to loud noises. It is also important to use only language that is understood by the campers. Sarcasm is not understood. Online staff training addresses general practices for effectively relating to campers. This includes relating to campers in a manner that reflects respect for the individual.

Joshua Center Camp forbids correcting campers with teasing, disrespectful behavior, belittling or intimidation. Staff are encouraged to engage their campers in developmentally appropriate group activities during down time, for instance, Yugioh Go Fish.

BULLYING

Bullying is any intentional hurtful act, committed by one or more persons against another. Bullying occurs when there is an imbalance of power between a bully and a victim. The Joshua Center Camp does not allow bullying. The main types of bullying include:

Physical — punching, hitting, shoving, stealing personal things, or getting into someone's personal space when asked not to

Verbal — name calling, hurtful teasing, taunting, unwanted nicknames, gossiping

Relational — exclusion, humiliation, blackmailing, manipulating friendships

Bullies are often smart, popular, well liked and have good social skills. They may look like leaders and be liked by counselors and other campers, but bullies lack empathy. The "victims" on the other hand show some vulnerability that makes them easy targets. Joshua Center Camp Staff need to be aware of those kids that may be left out or have a difficult time fitting in or making friends. As a Cabin Counselor, the role is to be a hero! Cabin Counselors need to discuss camper rules and role model the behavior that they ask them to follow. Let campers know that bullying is unacceptable and won't be tolerated. Do not play favorites with some campers since that would show them that it is okay to "exclude" others. Bullying usually occurs in places when someone is not watching, so it is important to make bullying a regular topic of discussion with campers on a continual basis, so they know you take it seriously. When a Cabin Counselor observes bullying of any kind, they must intervene by stepping in and separating the children involved. Joshua Center Staff should support the victim and report any bullying behavior to the Joshua Center Camp Therapist. Joshua Center Cabin Counselors should teach their campers to be a real "caring" community and let you know when they see someone left out, teased, or upset by someone else. They should campers the difference between reporting (getting kids out of danger and into safety) and tattling (telling on others with the intent to get someone in trouble). When a camper reports that he or she is being picked on, support him or her and keep an eye on the situation. Cabin Counselors should role model to their campers that they want them to be heroes themselves and offer to step in to help another camper or find a counselor when there is a bullying problem. Campers follow the actions much more than they follow the

words of Camp Staff. Make camp a place where everyone feels valued by how you bring everyone together.

DISCUSSION MAPPING BEHAVIORS OR SITUATIONS IN THE GROUP

Staff are taught to use “What is Expected/Unexpected” when dealing with situations with campers. Training is provided at pre-training. Many times situations occur and kids only know they feel sad, angry or frustrated, but cannot see how the consequences of their own behavior created these feelings. They get stuck and cannot see the real problem or their ability to change how they feel. In this case it is helpful to start with the student’s negative feelings and work backwards to show how others feel in response to an unexpected behavior. Then think of expected behaviors that could be done instead, how these behaviors would make others feel, what the positive consequences would be, and how the student might feel as a result. Using a discussion map to address behaviors or feelings in the moment is a powerful way for kids to directly see and experience the impact of their behaviors on others and on their own feelings.

Here are a few guidelines for using discussion maps:

- Don’t be judgmental about behaviors. Everyone does things that are unexpected, and the main thing is to learn how this impacts social interactions and feelings.
- Discussion Maps are educational, not punitive. Learning is the goal, not punishment.
- Think of behaviors as expected or unexpected, not good or bad, not appropriate or inappropriate.
- Focus on the thoughts and feelings their behaviors trigger in others in the group. Also talk about how kids can change what others think and feel about them by changing their own behaviors. These are the biggest areas of need for kids with social cognitive deficits.

Staff will encourage children to learn how to solve problems and settle differences in a positive, appropriate manner among themselves.

All staff are expected to treat campers with respect and dignity. Counselor attention should be focused on campers’ needs and interests. The cabin group should be used to influence individual behavior, but shaming or humiliating campers is not acceptable. Corporal punishment of any kind is strictly forbidden.

To be most effective with the children, a variety of strategies should be utilized.

PREVENTIVE STRATEGIES

To keep conflict and stress to a minimum, Staff will:

- Attempt to create an environment within the cabin that is conducive to positive interaction.
- Model appropriate behavior, using authority wisely.
- Develop caring relationships with each child.
- Be flexible in response to the changing interests of children.
- Make sure their expectations are age appropriate.

- Participate in all activities, encouraging camper toward successful completion of the activity.
- Encourage positive emotional expression.

INTERACTIVE STRATEGIES

These will provide youth and adults the opportunity to deal constructively with stress and conflict.

- Set limits for behavior that are fair, reasonable and understood by campers.
- Make sure children understand the natural and logical consequences of exceeding limits.
- Help campers appropriately express negative feelings.
- Encourage problem solving and conflict resolution concepts.
- Utilize the democratic process in decision making.
- Find opportunities to help campers see themselves as kind, cooperative persons, capable of solving problems and resolving conflicts.
- Recognize actual effort and accomplishment with praise and encouragement.
- Separate the child from his or her behavior. (Do not say “good/bad/girl or boy”)
- Redirect aimless or inappropriate behavior into more constructive activities.

WHEN A CHILD IS OUT OF CONTROL

A child is out of control when the physical harm or emotional health and safety of other children or adults are jeopardized.

1. Remove the child from the group.
2. Actively listen to the child’s expression of hurt and anger.
3. Walk and don’t talk, not over-reacting to what camper says.
4. Communicate through verbal and nonverbal messages that we have faith in their ability to learn and practice self-control.
5. Seek to understand the underlying causes of the crisis.
6. When the child is calm, encourage him/her to explore possible problems and solutions related to the situation.
7. Help the child rejoin the group when he or she is ready.
9. Encourage positive group cohesiveness when camper returns to group.
10. Utilize Camp Therapist for assistance and consultation when necessary.

Only Administrative staff should physically restrain child (with a minimum amount of force until child is calm) and only when the immediate physical safety of the child or other children or adults is jeopardized.

INCIDENT REPORTS

Actual incidents/accidents or near incidents/accidents involving campers or staff should be reported to the Camp Director. (This may include runaways, use of drugs, alcohol or weapons, or any occurrence that is potentially injurious to the camper or others.) Whenever such problems arise, staff and administrative personnel will seek to review, analyze and identify steps to reduce such incidents or accidents. Counselors are required to complete an incident/accident report as soon as possible.

EVALUATION FORM

Counselors must complete camper and camp evaluation forms prior to receiving payment for services. This should be done in cooperation with the co-counselor in the most thorough and thoughtful manner possible, as this may be critical to providing campers with optimal post-camp services.

WHEN CAMPERS ARE IN A PUBLIC ENVIRONMENT

Sometimes opportunities exist for campers and staff to intermingle with the public. These include, but may not be limited to fishing and other off-site programs, if scheduled. Staff should discuss expectations of the campers and describe or predict the situation whenever possible. Since the activity will be with the group, two counselors should maintain close supervision during these periods. If separated from the group or approached by a stranger, a call for help should be utilized, and notification of authorities appropriate to that setting. The buddy system may be utilized when walking in a crowded area or using a public restroom. Campers should be instructed to inform their counselor if they need to separate from the group for any reason and must be accompanied by a counselor.

SUSPECTED CHILD ABUSE

Joshua Center conducts annual Background Checks and National Sex Offender Registry Checks on all Camp Staff before they are hired. Only staff that have passed checks are hired. Any staff suspecting abuse of a child while at camp is to report this immediately to the Camp Director. Similarly, should a staff member have reason to suspect or have any concerns that a camper may have been abused while in the care of a parent or guardian, he or she should report this immediately to the Camp Director. The staff person should not talk to the camper about the concerns or conduct any type of interview. Staff will be asked to complete a report detailing the situation concerning the camper and the incident.

Following are a few factors that may indicate child abuse or neglect:

PHYSICAL INDICATORS:

- Bruises or welts inconsistent with normal childhood injuries
- Burns or scalds
- Lacerations or abrasions inconsistent with normal childhood injuries
- Pain and swelling in genital area
- Unattended physical or medical problems

- Sleep disturbances
- Several bruises in various stages of healing in areas inconsistent with normal childhood injuries

BEHAVIORAL INDICATORS:

- Unusual fear of adults or a particular individual
- Age-inappropriate knowledge of sexual behavior, keeping in mind that some children with neurological disorders have sexual obsessions
- Severe depression
- Lack of trust
- Anger and anxiety, keeping in mind that many children with neurological disorders have anger and anxiety issues
- Fear of being left alone, keeping in mind that children with neurological disorders may have fears of being alone
- Unusually wary of physical contact with adults, keeping in mind that children with neurological disorders may have sensory issues
- Child does not show emotion when hurt
- Regressed behavior, like bed-wetting or soiling, keeping in mind that children with neurological disorders may have these problems which may be due to medications

Any staff suspected of abusing a child at camp is subject to immediate suspension and dismissal. As a mandated reporter, the Camp Director will report any cases of suspected child abuse to the Missouri Division of Family Services for investigation. Staff accused of abuse at camp will be assumed guilty until an investigation has been completed.

In order to protect campers from abuse as well as protect staff from allegations of abuse, Joshua Center expects that no counselor or staff member will be alone with a child at any time during the camp session.

SENSITIVE ISSUES

Due to the nature of Joshua Center camp, sensitive issues are expected to arise throughout the session. Counselors are trained to be tolerant and respectful of differences when sensitive issues arise. If a counselor is unsure how to handle an issue, the Mental Health Professional will be available for consultation.

RELEASE OF CAMPERS

Campers are released only to parents or legal guardians. All campers must be “signed out” by a parent or guardian before leaving the camp. The parent or legal guardian must initiate the request only to the Camp Director if they wish the camper to be released to an individual other than themselves. In the event that a camper must leave camp early for any reason, his or her

parent will be encouraged to pick the child up at camp. If this is not possible, an approved driver will transport the child home.

The Camp Director will notify all parents when a campers has not been picked up. Two adults will remain with the camper until parent or designated person arrives. Campers will only be released to persons listed in camp profile. There will not be extra charges.

ROTARY CLUB YOUTH CAMP RULES AND PROCEDURES

REGISTRATION PROCEDURES

1. The Agreement Form and the \$100 deposit must be returned to camp by April 1st. Those not received on time may be canceled and a group on the waiting list accepted. The Rotary Club Youth Camp Director will verify by phone/email the receipt of these items.
2. The certificate of Liability Insurance for one million dollars is due at camp one month prior to your arrival.
3. The Session Information Form is due at camp 2 weeks prior to your arrival.
4. If you cancel after April 1st, your deposit will be forfeited. If the camp is not able to replace your group you will also be billed for the staffing costs for your session, as noted on the Agreement Form.
5. Any damages to buildings or grounds, and any clean-up that the Rotary Club Youth Camp staff must do because your group didn't, will be charged to your group at the rate of \$10.00 per person per hour of labor.
6. Your deposit or unused part of it will be mailed to the address on the Agreement Form. Any groups wishing to donate all or part of the deposit may indicate so on the check-out sheet.
7. Groups with less than 80 participants may be sharing the camp with another group.
8. We ask each group to donate one hour of community service to the camp while they are here. This allows the campers to give something back to the Rotary Club Youth Camp that is being furnished at no charge to the sponsoring group. The service project will be assigned at check in. The camp will furnish all materials needed. Groups that have suggestions/ideas/requests about service projects need to clear them with the Rotary Club Youth Camp Superintendent before arrival.

CHECK-IN/CHECK/PROCEDURES

1. The User Group Director, or designee, will need to check in at the Rotary Club Youth Camp Superintendent's office with the necessary forms prior to the campers' arrival.
2. The User Group Director will receive a Check In/Check Out Form. The User Group Director will need to inspect the cabins, buildings and grounds, complete the check in portion of the form and return it to the Rotary Club Youth Camp Superintendent prior to the first evening meal.

3. At the end of your session the User Group Director, or designee, will accompany the Rotary Club Youth Camp Superintendent on an inspection tour of the cabins, buildings and grounds. They will complete the check-out portion of the form. The cost of any repairs or clean-up will be deducted from the \$100 deposit. There should be enough user group staff on site during the check-out process to do any necessary adjusting or clean up.

FORMS NEEDED ON FIRST DAY

1. Meal Count Forms need to be completed before the first meal so attendance can be taken.
2. The following forms need to be provided to the Rotary Club Youth Camp Superintendent prior to the first evening meal:
 - USDA eligibility forms – one for each camper and each under 18 year old staff
 - USDA Racial Data sheet
 - Session schedule including any changes to the Session Info Sheet
 - First aid and CPR card copies
 - Cook out food request forms

USE OF CAMP GROUNDS AND FACILITIES

1. All grounds and facilities must be used in a “caring manner” and left clean upon completion of use.
2. Cabins: beds against walls, windows closed, broom in place, no trash in or around.
3. Latrines: faucets off, trash emptied, no litter on floor, toilets flushed, lights off.
4. Fire Circles, Trails, and Program Areas: no litter, ashes out removed, trash emptied.
5. Trash: trash cans emptied and taken behind kitchen & hosed out, dumpster area in parking lot clean, dumpster lids closed (break boxes down before putting them in dumpsters), dumpster partition doors closed.
6. Grounds: litter free, no holes dug, trees and plant life undamaged, left in natural state.
7. Administration & First Aid Building: floors mopped, trash out, air conditioners off, refrigerators cleaned out, toilets flushed, sinks & counters wiped out, lights off, windows closed, dressers empty, medicine cabinet empty, bedding washed and put back on beds.
8. Laundry: washers and dryers empty, trash emptied, floor swept, and fan off.

GENERAL POLICIES/RULES

1. At least one counselor must be housed in each cabin used by campers. Minimum of one adult leader per group, in addition to the cabin staff, is to be housed in the Administration Building.
2. Fires must be built and supervised by an adult and confined to the cooking areas or designated fire circle areas. Cooking in the upper shelter house fireplaces with CHARCOAL only.
3. Smoking is not permitted on Rotary Club Youth Camp property.
4. Alcoholic beverages and illegal drugs are not permitted in the Camp.

5. No weapons are allowed on Camp property. This includes any firearms: shotguns, rifles, and handguns, bb guns, hunting guns, target/pellet/paintball or air guns. Illegal knives are not allowed at Camp. Archery equipment is allowed under adult supervision in the archery area only. The Rotary Club Youth Camp does not provide any archery equipment. Ammunition, explosives, and any fireworks are NOT permitted on the Camp property.
6. Rock throwing, tree climbing and rock climbing are not permitted in Camp.
7. No one may ride in the back of a pick-up truck or in any vehicle that is not designed for passengers.
8. No User Group vehicles may be driven beyond the parking lot. Arrangements to use the lower delivery road to deliver supplies/equipment must be made in advance with the Rotary Club Youth Camp Superintendent.
9. The only motorized vehicle allowed beyond parking area are: repair vehicles, delivery vehicles & trash truck to the kitchen, mowers, user group golf carts (used to transport campers), and the camp gator & golf cart. Campers and staff need to be alert for the vehicles and not chase, play around/on or ask for rides (with the exception of golf carts brought in to transport campers).
10. Personal phone calls are to be made only from the phone at the Administration Building. This phone will only permit local, credit card, calling card, and collect calls. The phone number is **816-246-6311**. This is the phone number you are to give out to parents and others who need to reach you at the Camp. **Rotary Club Youth Camp staff will only deliver EMERGENCY messages called in to the Rotary Office phone. The fax number is 816-524-9223. The fax machine is located in the kitchen office.**
11. Pets are NOT allowed in camp. Inform parents they are NOT to bring their pets to camp when they pick up or drop off their camper. This does not include service animals.
12. Food is not permitted in the cabins, it attracts animals.
13. Power tools owned by the Camp are not available for the User Group use. Any groups bringing in power tools need to get prior clearance from the Rotary Club Youth Camp Superintendent. Some hand tools are available to be checked out by the groups. Any wood cutting must be restricted to downed wood. No green trees, bushes, etc. may be cut. All use of tools must be supervised by an adult. No chainsaws may be brought into Camp by the User Group. Firewood is furnished by the Rotary Club Youth Camp.
14. Gasoline, charcoal lighter fluid, stove fluid or any flammable liquids must be stored in the special safe room furnished by the Camp (see the Rotary Club Youth Camp Superintendent for access). No flame type of lantern or cooking stove may be used in any cabin or other building.
15. Bleach, insecticides, poisons etc. must be plainly marked and will be stored away from food items. Weed killer etc. will be stored in the locked tool room in the maintenance barn.
16. The maintenance barn is off limits to all campers. User Group adults may have access to the barn accompanied by a Rotary Club Youth Camp staff member.
17. The Rotary Club Youth Camp provides an air conditioned building for a First Aid Station. No personnel or supplies are provided by the Rotary Club Youth Camp.

18. Rotary Club Youth Camp Superintendent is to be notified in advance of any speakers and activities involving outside organizations that will be on the Camp property. This includes: fire trucks, ambulances, climbing walls, horse or any livestock, inspectors, performers, and the media. The kitchen needs 24 hours-notice if any additions to the meal count are needed.
19. Laundry facilities are provided in the basement of the pool. Laundry supplies are not provided. User Group Staff is responsible for keeping this area clean. NO CAMPERS ARE ALLOWED IN THIS AREA.
20. It is recommended that the User Groups have on file current names, addresses, emergency contact information, allergies, health conditions requiring special treatment, restrictions, insurance information, permission to treat (for minors) for each camper and staff member.

SWIMMING POOL RULES

1. Use of the pool is only permitted when scheduled and when the Rotary Club Youth Camp Pool Staff is present.
2. The Rotary Club Youth Camp Pool Staff must be apprised of any non-swimmers using the pool. Non-swimmers are permitted only in the shallow end of the pool except during swimming instruction conducted by the Rotary Club Youth Camp Pool Staff.
3. All swimmers wishing to use the deep end will be tested by the Rotary Club Youth Camp Pool Staff. This includes User Group Staff. All campers (and staff under 18) passing the test will be given a bracelet that must be worn in order to swim in the deep end. Anyone who loses their bracelet will not be permitted into the deep end until the Rotary Club Youth Camp Pool Staff has retested that person.
4. Each User Group will furnish deck guard (watchers) on a ratio of 1 watcher per 25 people inside the pool fence. These guards/watchers need to be swimmers, but do not need to be certified guards. User Group Staff may rotate as deck guards. No one will be permitted into the pool until the required number of watchers is present and in place. The Rotary Club Youth Camp Pool Staff will close the pool if there are not enough watchers present. Watchers are to stand or sit in a chair at the edge of the pool and watch for any potential problems.
5. Showers must be taken by all swimmers prior to entering the pool. Street shoes are not allowed in the locker rooms. They are to be placed in the shoe rack outside the locker room doors. Sunscreen is recommended but not provided by the Rotary Club Youth Camp.
6. No food or beverages other than water is permitted inside the pool area or shower house. There is a drinking fountain inside the pool area.
7. No glass containers of any kind are permitted inside the pool area or shower house.
8. No running is permitted inside the shower house or pool area.
9. No "horse play" is permitted inside the pool area or shower house, this includes "chicken fights" in the pool.

10. Diving is only permitted under the supervision of the Rotary Club Youth Camp Staff and only from the diving blocks in the deep end. No back dives, back entries of any kind or handstand entries are allowed.
11. Flotation devices (other than life jackets) can only be used with the permission of the Rotary Club Youth Camp Pool Staff. Flotation devices are not allowed in the lap lanes or the deep end.
12. Rotary Club Youth Camp Pool Staff only are allowed in the pool filtering and machinery area.

POOL PROCEDURES

1. The Rotary Club Youth Camp Pool Staff will explain the pool rules, consequences and emergency procedures prior to the first swim for each group. Deep end testing will be held after the rules are explained. User Group Staff will assist with the testing process.
2. The Rotary Club Youth Camp Pool Staff will meet with the User Staff assigned as Guards/watchers for each group and explain their responsibilities.
3. The Rotary Club Youth Camp Pool Staff will be responsible for enforcing the safety rules and procedures at the pool.
4. One User Group Staff person needs to be responsible for checking swimmers in and out of the pool area during the swim. This person needs to notify the Rotary Club Youth Camp Pool Staff of the number change.
5. The swimmers need to use the “Buddy System” while at the pool. Swimmers with the like abilities need to be paired. After all swimmers are “buddied up” the Rotary Club Youth Camp Pool Staff will allow the swimmers into the pool. “Buddy Checks” will be held periodically. When all buddies are accounted for the Rotary Club Youth Camp Pool Staff will signal the swimmers to resume swimming.
6. The User Groups will be responsible for removing trash from the pool deck and putting away pool toys at the end of each swim.
7. Any messes in the shower house are the responsibility of the User Group. The User Group Staff needs to inspect the shower house after each swim. The Rotary Club Youth Camp Pool Staff will notify the Rotary Club Youth Camp Superintendent of any messes not cleaned up. Swimming will be suspended until the shower house is cleaned.
8. Lost and found items will be hung on the outside pool fencing at the end of each day.

POOL EMERGENCY PROCEDURES

In the case of a potentially serious accident:

1. The Rotary Club Youth Camp Pool Staff will sound the emergency signal and take direct action with the victim(s).
2. The Deck Guards/Watchers and other User Group Staff will clear the pool and deck immediately. They are to take the campers to an area previously decided upon by the User Group.
3. Qualified Rotary Club Youth Camp Staff/User Group Staff (certified 1st aid & CPR) will assist the Rotary Club Youth Camp Pool Staff as requested.

4. One User Group Staff will notify the User 1st Aid person, User Group Director, and Rotary Club Youth Camp Superintendent.
5. Normal 1st aid and CPR procedures will be followed. A backboard is available for use in case of suspected head, neck, or back injuries.
6. The Rotary Club Youth Camp Pool Staff and User Group Senior 1st Aid Staff have the responsibility to decide when to notify the EMS (paramedics, fire, and police). The User Group Director will also be involved upon their arrival to the scene.
7. All witnesses will be asked to fill out an incident report.
8. After the situation has been resolved the User Group may return to the pool area to resume the swim or collect their belongings at the discretion of the Rotary Club Youth Camp Pool Staff, the Rotary Club Youth Camp Superintendent and the User Group Director.

CONDUCT WHILE AT CAMP

1. The behavior of the User Staff, campers, and guests is the responsibility of the User Group Director. The User Group Director is to be sure the staff, campers, parents and guests are familiar with the Rotary Club Youth Camp Rules and Procedures. If a problem or policy violation is observed by the Rotary Club Youth Camp Staff, the User Group Director will be notified by the Rotary Club Youth Camp Superintendent or designee. If the situation is not resolved to the satisfaction of the Rotary Club Youth Camp Superintendent the User Group Director will meet with the Rotary Club Youth Camp Superintendent and try to come to an understanding. If a solution cannot be reached the User Group will be asked to leave and the Rotary Club Youth Camp Board President notified.
2. The Rotary Club Youth Camp Staff behavior is the responsibility of the Rotary Club Youth Camp Superintendent. When a problem or policy violation is observed the Rotary Club Youth Camp Superintendent or designee will be notified. Disciplinary procedures outlined in the Personnel Manual will be followed.
3. Rotary Club Youth Camp Staff members are encouraged to interact with the User Groups, but are not to interfere with the group's activities. The Rotary Club Youth Camp Staff will participate only with the User Group Director's permission each time.
4. It is important that the Rotary Club Youth Camp Staff be notified immediately of any unauthorized person or suspected unauthorized person is seen coming onto camp property. The Rotary Club Youth Camp is private property and the safety of the campers is our primary concern. Guests of the User Group need to check in with the User Group Director or designee.

RISK MANAGEMENT updated 5/14/15

1. Staff / Camper Ratios

The camp provides pre-camp training to all staff to minimize the potential of any staff member being in a 1:1 camper/staff situation when out of sight of the other people. On site staff training is required of all camp staff before the arrival of campers. A 1:1 situation is avoided when it is 2 kids together and 1 adult or 2 adults and 1 child. Our

policy is that if a camper is going back to a cabin we will have 2 adults or 2 campers in the cabin, accompany him to the cabin. If a camper is in crisis it cannot be avoided. The Rotary Camp is very open so everyone is in site of camp staff most of the time. Parents have signed releases for campers to meet with our Joshua Center staff therapists 1:1.

2. Staff Certification

- a. User Staff have at least one person (on each shift) currently certified comparable to Red Cross 1st Aid or above. Rotary Club Youth Camp Superintendent needs a copy of each person's certification.
- b. User Staff have at least one person (on each shift) currently certified in CPR for the age levels of campers and staff. Rotary Club Youth Camp Superintendent needs a copy of each person's certification.
- c. Certified Rotary Club Youth Camp Staff will be available as a back-up for the User Group Staff in emergencies. The Rotary Club Youth Camp Superintendent will have a copy of each certificate.
- d. It is recommended that the User Group only use certified outside program providers for any specialized programs. These might include: horseback riding, archery, wall climbing, boating, etc.

3. Local Emergency Services

- a. Prairie Township Fire.....911.../816-525-4200
- b. Paramedics (Prairie Township).....911.../816-525-4200
- c. Jackson County Sheriff.....911.../816-524-4300
- d. Truman Medical Center *Lakewood*.....816-404-7000
- e. St. Luke's East Lee's Summit.....816-932-6220

4. Emergency Vehicle

- a. User Groups are required to have one vehicle designated as an emergency vehicle. A sign on the dashboard may be used for identification.
- b. The location of the keys and who the authorized drivers are need to be communicated to the User Group Staff.

5. Cliffs, Lake & Park

- a. The cliffs are off limits to all persons, campers and staff.
- b. Lake Jacomo and its banks are not part of Rotary Club Youth Camp property. No campers should be in this area unsupervised. No swimming or wading is allowed from the banks of the lake.
- c. Contact the Fleming Park Rangers for information about Lake Jacomo and Fleming Park access and usage. The phone number is 816-795-8200.

6. Wildlife

- a. Deer, turkey, bobcats, coyotes, pumas and foxes will generally stay away from the campers.
- b. Raccoons, possums, mice etc. will try to get into trash and food containers.
- c. Bites from any animals should have medical treatment.
- d. Two kinds of poisonous snakes live on the camp property: copperheads & rattlesnakes. They will generally try to avoid people. Get medical attention immediately if bitten by either of these. Non poisonous snakes (black snake,

garter, etc.) will also bite. Their bites should be treated as any wound with broken skin.

- e. Insects and spiders abound and the use of insect repellent is recommended.
- f. Wasps and bees have been known to build their nests in and around the cabins. Notify the Rotary Club Youth Camp Staff if you see an active nest.
- g. Notify the Rotary Club Youth Camp Superintendent of any animal bites
- h. DO NOT TRY TO TRAP ANY CREATURES – THIS IS THEIR HOME – RESPECT THEM.
- i. Do not cut down any trees, bushes or pull up plants on the camp property.
- j. Stay on the designated trails. Poison Ivy and Poison Oak grow in this area.

7. Weather

- a. Thunderstorms are common. These are accompanied by strong winds and lightning. If lightning is sighted or thunder is heard the pool will be closed. Do not take shelter under the trees, move to a building.
- b. The Storm Shelter is located in the basement of Cassell Hall (dining hall). The User Group Director will have a key to the storm shelter. The Rotary Club Youth Camp Staff will assist with moving the campers to the shelter as requested by the User Group Staff.
- c. Tornadoes - a siren will alert the camp. All campers and staff are to move immediately to the storm shelter. The Rotary Club Youth Camp Superintendent will give the “all clear” signal.
- d. User Group will have a weather radio in the Administration Building.
- e. Notify the Rotary Club Youth Camp Superintendent of any injuries.

8. Fire

- a. Any destructive fire or any fire not in a designated fire area must be reported to the Rotary Club Youth Camp Staff and User Group Director.
- b. User Group Leader or Rotary Club Youth Camp Superintendent will determine the need to call the Fire Department (if in doubt, call).
- c. User Group Staff will move the campers to the opposite end of camp, well away from the road and clear the path to the fire.

9. Utility Service Problems

- a. User Group Staff should notify the Rotary Club Youth Camp Superintendent if a utility problem is suspected.
- b. Keep campers and staff away from the area.
- c. Signs of problems include:
 - i. power outages
 - ii. electrical wires down
 - iii. no water pressure
 - iv. pipe leak (muddy area)
 - v. strong sewer smell
 - vi. propane smell
 - vii. pool water down 1 ft. or more
 - viii. unusual smell or seepage

10. Colbern Road

- a. This road is off limits to campers.
- b. Construction equipment and areas are off limits to campers and staff
- c. This is a heavily traveled road, use caution entering or leaving the driveway.
Notify the Rotary Club Youth Camp Superintendent of any accidents.

11. Media Interviews

- a. User Groups are to have their own rules and procedures as to who is authorized to give media interviews. The User Group Director is to communicate this information with the User Group Staff.
- b. Only the Rotary Club Youth Camp Superintendent and/or the Rotary Club Youth Camp Board are allowed to give interviews concerning anything relating to the Rotary Club Youth Camp facilities or any emergency situations.
- c. The Rotary Club Youth Camp Superintendent is to be notified in advance of any media interviews/photo sessions/coverage taking place at the Rotary Club Youth Camp.

12. Emergency Notification

- a. User Group is to have written procedures in place as to who they will need to notify (and in what order) in the event of an emergency situation.
- b. The Rotary Club Youth Camp Superintendent will notify:
 - i. Emergency personnel & parents/spouse if Rotary Staff is involved
 - ii. Rotary Club Youth Camp Board President
 - iii. Rotary Club 13 President
 - iv. Insurance company
- c. The User Group is responsible for notification of :
 - i. Emergency personnel & family if a camper/User Group Staff is involved
 - ii. Agency Director
 - iii. Rotary Club Youth Camp Superintendent (immediately if emergency personnel have been called or a camper/staff has been transported for medical treatment.

13. Closing of Rotary Camp

- a. The Rotary Club Youth Camp Superintendent will make the decision to close the Rotary Club Youth Camp.
- b. The Rotary Club Youth Camp Superintendent will notify the Rotary Club Youth Camp President and the User Group Director.
- c. The Rotary Club Youth Camp would be closed for the following reasons:
 - i. Loss of electrical service for longer than 24 hours Food service could be adjusted to outdoors, water would be available but lift station would not operate, pool treatment would be done by hand.
 - ii. Loss of water for longer than 24 hours (potable water and port-a-potties could be brought in for short term use).
 - iii. Severe storm damage that would compromise the safety of the campers and staff.
 - iv. Terrorist threats.

14. Search for Missing Camper

- a. User Groups will have their own written plan for searching for a lost camper.
- b. The Rotary Club Youth Camp Superintendent or designee is to be notified while the User Group's search plan is being initiated.
- c. The Sheriff's Department and the Fleming Park Rangers should be notified as the search expands below the main camp area to the lower road, cliffs, lakefront, and Colbern Road.
- d. The Rotary Club Youth Camp Staff will become involved in the search to the extent requested by the User Group Director.
- e. Any search that involves outside agencies will also initiate an immediate call to the Rotary Club Youth Camp Board President.
- f. The Rotary Club Youth Camp Board President will be notified of an in-camp search after the camper is located.

15. Emergency Procedures

- a. Each user Group will have written procedures in place and communicated to the User Group Staff.
- b. A copy will be given to the Rotary Club Youth Camp Superintendent before the User Group's arrival.
- c. The procedures should cover but not be limited to the following situations:
 - i. Moving campers to the storm shelter and accounting for all campers.
 - ii. Leaving the storm shelter after the "all clear" signal is given.
 - iii. Moving and accounting for all campers in the case of a fire.
 - iv. Moving and accounting for all campers in a pool emergency.
 - v. Missing camper search procedures.
 - vi. Severe illness, injury or death of a camper or staff.
 - vii. Closing of camp
 - viii. Intruder in camp
 - ix. Suspicious animal in camp such as a stray dog, poisonous snake, animal acting oddly.
 - x. Notifying EMS, Rotary Club Youth Camp Superintendent, Agency Directors, family members in case of an emergency situation.
 - xi. Transporting campers/staff for medical treatment
 - xii. Terrorist threats.

MEAL PROCEDURE

All campers are expected to sit with their cabin during mealtime. Please encourage use of table manners. Counselors are expected to ensure that their campers are on time for meals. Both Camp Counselors must be at table with their campers.

CAMP ADDRESS

The Rotary Camp is located at 22310 East Colbern Road in Lee's Summit, MO 64063. The telephone number (for emergencies only) is (816) 246-6311.

COMMUNITY SERVICE

Each cabin will be required to perform one hour of community service at the Rotary Camp. The Camp Director will determine the service projects, but ideas will be available from the Camp Superintendent.

TOILET/ HAND WASHING FACILITIES

Campers are to be supervised in the latrines at all times. Counselors are responsible for accompanying campers to the latrine at night.

ACTIVITIES

ACTIVITY LEADERS

Each major activity is the responsibility of an activity leader. These leaders are to explain the activity, provide instruction, enforce safety regulations and be aware of potential hazards and dangers. These leaders also make sure that activity equipment is stored appropriately, is in good working condition and is appropriate for camper age and ability. Counselors are to work with the leaders to ensure camper safety.

POOL & AQUATICS

SWIMMING POOL RULES

- Use of pool is only permitted when scheduled and when the Rotary Pool Director is present.
- The Rotary Pool Director must be apprised of any non-swimmers using the Pool. Non-swimmers are permitted only in the shallow end of the pool except during swimming instruction conducted by the Rotary Pool Director.
- No food or beverage is permitted within the pool area.
- No glass containers are permitted within the pool area.
- No running is permitted.
- Diving is only permitted under the supervision of the Rotary Pool Director and only in the deep end of the pool.
- Soapy showers must be taken by all swimmers prior to use of the pool.
- No “horse play” is permitted within the pool area.
- Flotation devices (other than life vests) can only be used upon permission of the Rotary Pool Director.
- No one is permitted within the pool filtering and machinery area.
- One whistle = attention. Two whistles = buddy check or swim ending.
- Three whistles = emergency.

EVALUATION OF SWIMMERS

All campers and staff will be evaluated prior to the swimming activity to determine ability to participate. Evaluation includes swimming ability, fear of activity and other pertinent behavioral

factors. Campers will be classified according to swimming ability and assigned to areas and activities that fit their abilities. Wrist bands indicating swimming ability may be used.

POOL SUPERVISION/SWIM LESSONS

The pool area is supervised by the Camp Pool Director who meets certification qualifications of lifeguard training or water safety instructor from the American Red Cross or equivalent. All swimming will also be the responsibility of the Pool Director, including swim lessons. If swim instructor is in water or ratios exceed 1:25, a lookout is needed out of the water. Counselors are expected to participate in the water with campers if not serving as a lookout.

POOL WATCHERS/LOOKOUTS

In addition to the Pool Director, there will be one deck lookout for the first 25 swimmers (these are people inside the fence, but not necessarily in the water), and additional lookouts to maintain a 1:25 ratio.

We use counselors for lookouts! Counselors are expected to take turns at being a lookout. Lookouts should be directly watching pool activity, sitting in chair next to edge of pool or standing at edge of pool. Any accidents or rescues should be called to the attention of the Pool Director or Certified Life Guard for their primary intervention. The Camp Director or Assistance Camp Director will monitor the pool to ensure sufficient coverage.

All deck guards are required to possess, at minimum, strong swimming skills and knowledge and ability to perform elementary forms of non-swimming rescue.

POOL EMERGENCY PROCEDURES

In the case of a potentially serious accident:

1. The Pool Director will take direct action with the victim.
2. The lookouts and camp counselors will clear the campers from the pool area.
3. Qualified staff (First Aid and/or CPR) will assist the Pool Director.
4. One staff person will get the Camp Director, Camp Superintendent, and Camp First Aid person.

Normal first aid, lifesaving and CPR procedures will be followed. The Pool Director and the Camp Nurse have the responsibility to decide when to call for paramedics. The Camp Director and Camp Superintendent will also be involved. A small first aid kit is provided at the pool by Rotary Youth Camp, but injured campers will be taken by Joshua Center Camp Staff to the Nurse's Station for treatment.

These emergency procedures will be reviewed by staff and campers prior to the first swim. In addition, the lifeguard will demonstrate non-water rescue prior to the first swim.

ACCOUNTING FOR SWIMMERS

Respective camp counselors will account for all their cabin members on a regular basis and “buddy checks” may occur periodically.

ARCHERY/SLING SHOTS

ARCHERY SAFETY REGULATIONS

When a cabin group is at the Archery/Sling shots range, two adults must be with them, due to the dangers involved. All adults must be vigilant in the supervision of those shooting arrows as well as non-shooters. Only two cabin groups can use the archery/sling shot equipment at one time. No one may begin archery activity until the archery/sling shot instructor is present. All archery equipment is locked up when not in use.

ARCHERY SAFETY REGULATIONS ARE AS FOLLOWS:

1. Never shoot an arrow straight up into the air.
 2. Always shoot at a definite target.
 3. Never shoot when there is the slightest chance of your arrow hitting someone.
 4. Never try to retrieve arrows while other people are shooting. Wait until the “retrieve your arrows” command is given.
 5. Never shoot if there is a chance your arrow may bounce off the target.
 6. Never use a person as a target or let another person hold a target for you.
 7. When in doubt, don’t “shoot.”
 8. Never use a bow or arrow or sling shot that is damaged.
 9. Never draw and release a bow or sling shot without an arrow or bean in it.
 10. Do not shoot arrows or sling shots if anyone is in front of the shooting line.
- These rules must be posted and explained in full to the campers each time they are at the archery/sling shots range.
11. All bows and arrows not in use are stored in the administration bldg. in a locked cabinet.

Updated 4/8/15

In the event of injury, the archery/sling shots range is in close proximity to the infirmary and someone can immediately yell or run for help. The Rotary Camp Superintendent and Camp Director must be notified.

ACCESS TO TARGET AREA

Counselors should ensure that their campers stay completely out of the archery/sling shots area when not directly participating in the activity.

HIKING

Various hiking trails may be accessed at the Rotary Camp. While hiking, campers should be encouraged to respect and appreciate the natural environment and practice ecologically responsible behavior. During hikes, one counselor should stay in front of the cabin group and the other counselor should follow on the trails.

TREE CLIMBING

Joshua Center Camp requires that spotters and belayers are utilized with specialized activities (contracted), including archery, adventure/challenge, tree climbing, campfires and animal program provided by the zoo. All spotters and belayers receive training before the program commences. A qualified leader (required certification) is present and monitoring the activity at all times.

TREE CLIMBING SAFETY RULES updated 5/16/15

- Events will be conducted in trees that are known to the instructors.
- The entire tree structure will be inspected to identify any hazards before climbing and after any storm that may have caused any structural damage to the trees.
- All trees will be pruned and cleaned of any dead wood, etc. and are ready for safe use.
- All branches used as anchors or rope placement will have been checked and known to hold the secure prior to being climbed on by a student.
- The climbing site including the tree (ground, trunk, canopy), and the area surrounding the tree, will be inspected for hazards (such as power lines within 25 feet; light poles or picnic tables) before being used and prior to the beginning of the climb.
- An area around the perimeter of the climbing area will be identified in a way to represent the boundary where everyone inside the area will wear a helmet.
- Only students and instructors will be allowed in the climbing area.
- All climbing ropes will be used with a rope sleeve to protect the trees bark from damage.

Instructor responsibilities prior to climbing

- Prior to class all students will complete a health statement to assist in instruction and authorize emergency medical assistance authorization.
- Before class all students will read and sign our release waiver required for insurance coverage.
- All health concerns of the students will be discussed with the instructor.
- Classes will be conducted on property that the owner has given us permission to use and we have adequate insurance coverage that is effect at the time of the class.
- Instructors are responsible for the setting up of the climb, collecting and being familiar with all paperwork for the event, rigging the tree, checking the area for problems and correcting any issues found so the area is as safe as possible.
- All events will be administered by instructors who have received training as instructors from a recognized training school, as well as training in basic recreational tree climbing.
- All events will have at least one rope setting for the instructor for their use if needed.
- An instructor will have equipment on or at the ready should a student require aerial assistance.
- An instructor on site will have First Aid/CPR certification via a recognized agency.
- All instructors will have received instruction in rescue techniques applicable for the type of climbing being taught and familiar with all rescue gear available at the climbing site.
- An appropriate-sized, ready to use, First Aid kit will be available at every climb.
- Drinking water will be available.

- A telephone will be on site with a list of emergency numbers with the exact location of the site.
- All events will first start with an orientation that will cover safety, communication, equipment, instructor introduction, spectator, parent or other non-climber responsibilities during climbing, and procedures to climb and descend.
- Students will be fitted in a harness by an instructor and checked again prior climbing.
- All knots will be tied by the instructor and each sequence of knots will undergo being tied, dressed, seated, and tested prior to use.
- Volunteers can assist only under the direction and supervision of the senior instructor.
- The instructor will have the authority to refuse service to any student when deemed necessary to assure safety or satisfaction of the class.

During the climb

- The students on rope to instructor ratio will not exceed 6 students to 1 instructor.
- All students and instructors will use standard “shout calls” taught during orientation to communicate during the event.
- If available, Parents/Guardians of minor aged participants will remain in the vicinity of the event and be available if needed.
- Onlookers, bystanders, parents/guardians are not to interfere with instructors efforts to conduct the event regardless of their intentions.
- All loose items will be secured before the climber leaves the ground.
- All climbing will occur with the protection of rope and harness.
- Climbing without safety gear or climbing above your anchor point is not permitted and will result in immediate termination of that student’s participation in the event.
- As students advance, instructors will make sure that safety knots are placed in their ropes at appropriate intervals and if needed will secure the rope to a ground anchor point.
- All descents will be monitored by instructors with a hand on the student’s rope.
- As climbing progresses it is the instructor’s responsibility to maintain constant vigil and be aware of all aspects that can affect the event. Such issues can include weather, personality issues, outside distractions like others present who wishes to tell a student what to do without prior approval by instructor.

Equipment

- All equipment used in life-support applications will be equipment manufactured specifically for use in accepted rope-assisted climbing activities by reputable, well-known manufacturers, and will be used only in accordance with manufacturer's recommendations.
- Equipment will be inspected before and after each climbing event and maintained or replaced, as needed, in accordance with manufacturers' recommendations.
- Use only arborist ropes are to be used. Only harness’s approved for tree climbing.
- Use only helmets approved by the Consumer Product Safety Commission or ANS1 Z89.1.

Emergency Action Plan

- The senior instructor will take immediate charge, call for emergency services and assign tasks to others in the area as needed.
- Students aloft will be directed as to what they need to do. If needed to descend, then only with instructor supervision.

- If in a location that is not readily visible then dispatch someone to act as a guide to direct the emergency service personnel to the area.
- If immediately necessary, an aerial rescue will be performed to bring the person to the ground and first aid applied if needed.
- All instructors will be aware of location of nearest Emergency Medical Service facility.

VERIFICATION AND OBSERVATION CHECK LIST OF SPECIALIZED ACTIVITIES TO INSURE SAFETY RULES ARE MET

Staff Name	Performance Criteria	
1-10	1: Poor	10: Great
	Positive interactions with campers	
	Provides safety orientation and monitors safety of participants	
	Provides instruction on boundaries	
	Provides instructions for equipment	
	Engages all campers in group activities	
	Provides support to individual campers	
	Consistent interactions with campers	
	Monitors safety situations	
	Ability to respond appropriately in emergency situations and implement emergency procedures	
	Seeks help when needed	
	Flexible	
	Ability to deliver clear expectations to campers	
	Dependable	
	Locks up equipment when not in use	
	Shows respect for campers and staff	
	Is prepared	
	Follows camp rules	
	Goes over rules with campers	
	Interacts appropriately with staff	
	Checks and uses only equipment in good repair	
	Level of proficiency in activity	

	Ability to assemble equipment correctly
	Ability to maintain equipment in good working condition
	Ability to store equipment correctly
	Ability to handle hazardous equipment in appropriate manner
	Ability to set up and maintain course or program area
	Ability to give clear and accurate directions
	Ability to problem solve and implement appropriate solutions
	Ability to demonstrate appropriate techniques in a clear and logical manner
	Ability to monitor safety of participants
	Ability to plan and deliver instructional program

CAMP RULES

Rotary Camp property with the Hike Activity Leader. A staff member or counselor who has CPR/First Aid certification must accompany the group. Plans regarding emergency procedures will also be reviewed with the Camp Director. In addition, counselors should remind campers about practices to protect the natural environment, safety rules and sanitation practices. Counselors will ensure that all campers stay with the group.

In addition, a small First Aid Kit and a cell phone should be carried. When using a cell phone, dialing 911 may not be effective as most receiving towers will be out of the area. Staff will be instructed to dial the Prairie Township Fire Department at 816-525-4200.

HEALTH HISTORIES

Any time a cabin group leaves the campground for an off-site activity, both the camper and counselor profiles complete with health histories and medical releases, will accompany them. The Camp Director will be responsible for carrying them.

USE OF THE LAKE

The lake could pose hazards if the campers are not aware of risks involved with its use. Campers should be made aware that the lake is man-made and that there is a large amount of pollution, debris and tree trunks under the water. At NO time is a camper to go to the lake unless accompanied by a counselor. At NO time is a camper to ever wade into the lake or attempt to swim in the lake unless involved in all camp Pontoon boating.

FISHING

Campers are not allowed to fish where water depth immediately adjacent to the shore exceeds 3 feet. A rule of thumb: water deeper than the level that a counselor could reach in and pull a

camper out, is not safe. Counselors shall maintain close supervision over campers using the lake for fishing. Counselors are to ensure that campers release the fish.

If campers leave the campground, a staff person or counselor with CPR/First Aid Training must accompany the group. Counselors must observe the same protocol as out of camp hiking. Persons are NOT allowed to walk along Colbern Road.

EQUIPMENT LIST

The following equipment is available for check-out in the office. Office staff will be glad to explain an activity or use of any equipment you may be unfamiliar with.

SPORTS

- Horseshoes
- Football
- Sand Volleyball
- Soccer
- Baseball/Softball
- Basketball
- Tetherball
- Kickball
- Badminton

GAMES

- Card Games
- Jump Ropes
- Marbles
- Dominoes
- Jacks
- Yahtzee

NATURE

- fishing gear

AND LOTS MORE

QUIET TIME

Due to nature of Joshua Center Camp, campers have little time for cabin time activities. In previous years camper quiet time was scheduled during the afternoon Cabin Time. During this 45 minute time the campers had the opportunity to identify and visit each day a spot on the camp grounds or remain in cabin for quiet. Due to the nature of the behaviors associated with these neurological disorders, Cabin Time, if used, is at the cabin. Both counselors are with campers during this time. This is time for the campers to reflect on their positive times at camp and enjoy nature. In each cabin campers have 3 decks of playing cards and Yugioh Go Fish, a

favorite among campers. Time is given for each cabin to plan a cabin skit to share at the evening campfire. **3/21/15**

SCHEDULE FOR UPCOMING DAYS/EVENTS

All camp activities have been scheduled by Joshua Center staff prior to camp. Staff will receive copies of daily schedule at breakfast.

POSSIBLE AWARDS

Staff will give campers awards on the last day of camp. Awards are very important to the campers, and counselors should ensure that ALL campers receive some awards and individualized special recognition.

STAFF USE OF EQUIPMENT, INCLUDING POOL

Equipment and the pool may be used by staff only during scheduled camper use or if special arrangements have been made with Camp Superintendent and all safety precautions, including life guarding, etc. are in place.

FIRST AID AND HEALTH PROCEDURES

HEALTH SCREENINGS

All campers and staff are given a health screening within 24 hours of arrival at camp by the Camp Health Manager. All staff must submit an online Health History. Health histories must be updated prior to each camp session.

At the time of this screening the health history forms are reviewed along with any recommendations given by the examining health manager. At this time any medications brought to camp by campers or staff shall be left at the infirmary. All internal medicine will be administered by the Camp Health Manager or assisting qualified medical personnel.

STAFF RESPONSIBILITIES AND USE OF SUPPLIES

The Camp Health Manager has sole responsibility for the health of the entire camp. He or she is the only person in camp to give internal medication. The Camp Health Manager will be at the campsite throughout the entire session and will be available for emergency consultations. First Aid staff will be on site at all times and will consult with the Health Manager concerning treatment provided. The Camp Health Manager and Camp Director will jointly make decisions about whether or not ill or injured campers should be sent home. Camp Health Manager will document parent contacts or attempted contacts regarding treatment or sending a child home. If a camper must leave, he or she will be transported only by approved drivers.

Camp staff may treat minor cuts, bites and scrapes; however, each treatment must be documented by the Camp Nurse. **A supply list is included in each Camp Staff bag.** Supplies must be requested from the Camp Health Manager. More serious injuries or conditions should be

reported to the Camp Health Manager. If necessary, staff may provide initial emergency response pending Health Manager's arrival. On out of camp hikes, where the Camp Health Manager is not available, staff trained in First Aid may provide basic or emergency treatment as necessary.

Counselors are to be aware of all infirmity procedures and are to respect all health orders of the Camp Health Manager. Counselors are to be alert to the health problems or issues (including allergies) of their campers and are to see that their campers receive any prescription medicines as indicated. The Camp Health Manager will provide a list of campers and at what times they need to receive medication to counselors on the first day of camp.

EMERGENCY FIRST AID DIRECTIONS

Staff are encouraged to become certified in First Aid and CPR. All injuries and emergencies should be directed to the Camp Nurse, with other qualified staff providing First Aid/CPR until he or she arrives. If cabin groups are off-site, a counselor or staff person who is First Aid / CPR certified must accompany them. All Camp Staff driving campers to programs and ER will receive supervision training and must have completed First Aid and CPR training. All vehicles will carry only the recommended passenger seating limit for that specific vehicle.

PROCEDURE FOR MEDICAL EMERGENCY AWAY FROM CAMP

If away from the facility, any first aid care must be reported to the Camp Health Manager and recorded upon return to the campsite. One of the Health Managers will accompany camps to any off-site activity. In the event the injury is serious enough to require professional emergency medical treatment or the person cannot be moved, one staff person and one camper are to stay with the injured camper while the other staff and remaining campers return to camp or seek help elsewhere. An injury report should be completed as soon as camper is safe or treatment is initiated. Again, the Camp Director will contact parents and address any potential media inquiries.

STAFF TRAINING FOR OFF SITE PROGRAMS

Joshua Center Camp Staff are required to maintain a minimum ration of 1/6. For off-site programs all Cabin Counselors accompany their cabin members and the ratio is 1/3. They must remain close to their campers. All staff receive training on supervisory roles and responsibilities at pre-camp training.

UNIVERSAL PRECAUTIONS

Any injuries involving blood should, if possible, be treated by the Camp Nurse. If a counselor treats a child who is bleeding or handles any bodily fluids, he or she should wear latex gloves. Gloves are available in the First Aid Building and will be in First Aid Kits and Cabin Staff bags that are taken on hikes. In addition, barriers are provided for CPR.

FIRST AID BUILDING

The building is kept locked at all times when staff are not present. If the Health Manager is not present, please contact office staff to establish his or her whereabouts or request assistance. Counselors will provide continual supervision of campers while in the First Aid Building.

STAFF MEDICATIONS

All medications belonging to both campers and staff are stored and locked and/or under the control of the camp health care provider, the individual staff to whom the medication belongs, or trip staff.

EMERGENCY PROCEDURES

FIRE EMERGENCY PROCEDURES

Each staff member is required to read the Camp Staff Manual containing safety regulations, emergency procedures, and Rotary Youth Camp rules. Rehearsals of the regulations and procedures occur during the on-site training period. This consists of a demonstration of where to enter the dining hall basement in the case of storms and tornadoes, and a discussion of other emergency procedures. Staff and campers will walk the kids from the dining hall to the stairs and leave through the basement after the first meal. Fire drill will be before a meal and then we will go to cabins, sound an alarm and everyone will go to the designated meeting place. All staff and campers will go to the field east of parking lot if buildings are on fire. Cabin counselors are responsible for keeping their campers together. Campers are given instructions regarding emergency procedures during orientation on the first day. Identified staff emergency vehicles should be backed into parking spaces (facing parking lot) and be locked.

LOST PERSONS

If a camper or staff person is determined to be missing, the following emergency procedures are to be used.

1. Alert Camp Director, who will call authorities if indicated and alert the Camp Superintendent.
2. Try to keep the campers calm. Do not, under any circumstances, leave the campers unattended or use them for search crews.
3. A head count will occur in each cabin to make sure the camper is not with another cabin unit.
4. One counselor from each cabin can be placed on search teams, following the direction of the Camp Director.

UNAUTHORIZED PERSON ON CAMPGROUND

The intrusion of unauthorized persons onto the campsite is a potential hazard. This will most likely occur from two areas, either the main entrance of the camp or the west edge of the camp which borders the lake. Staff should be alert to any strangers in the camp. Direct any unknown persons to check-in at the office, then follow-up with an inquiry at the office. A friendly inquiry

may resolve the issue, but all unauthorized persons should be reported to the Camp Director who will alert the Camp Superintendent.

PLAN FOR COMMUNICATION IN THE EVENT OF ACCIDENT/ EMERGENCY

1. Lines of Communication

A. Injury

1. Notify Camp Health Manager
2. Notify Camp Director

B. Incident not involving injury

1. Notify Camp Director
2. Camp Director will contact parent or guardian if necessary.

2. Parent Contact

The Camp Director, Assistant Director and Health Manager will determine when parents should be contacted.

3. Media Contact

Information concerning minors will not be released to the media. Staff should refer any media inquiry to the Camp Director. (Do not state “no comment”).

TRANSPORTATION IN CASE OF EMERGENCY DISASTER

The Joshua Center pre-identified personal vehicles are the primary emergency vehicles and should be available for use at all times. In the unlikely event that these vehicles are being used elsewhere for camp needs, the Camp Director or Assistant Director’s car is the alternative vehicle to be used. In case of a major disaster, these vehicles will be used, if possible, to transport all the injured. Any other staff cars in camp will also be used if necessary for people to be taken for medical care or to escape injury. Staff cars should be parked with forward end pointing into parking lot to facilitate an expedient and safe departure, if necessary. If vehicles have been rendered inoperable, or there are more injured than these vehicles can accommodate, the Camp Director will depend on the American Red Cross or public emergency vehicles for assistance.

EMERGENCY WEATHER CONDITIONS

TORNADO

If a tornado is sighted (warning) in the area, the weather bureau sets off the siren located at Prairie Lee Lake, a rising and falling continuous droning siren. The procedure at Rotary Camp is for people to take cover as calmly as possible in the basement of the dining hall. Entrance to the shelter is at the southwest end of the building on the outside. If there is not sufficient notice to do so, find a low lying area and crouch, covering your head and making sure campers do the same. If campers and staff are on the north side of the compound, shelter may be sought under the bluffs by the camp fire circle. If the Camp Superintendent is aware that a tornado is imminent, she or he will give instructions to counselors.

SEVERE STORM/WINDS

Even with severe storms or high winds, counselors should take campers to the basement of the dining hall for protection as indicated by Camp Director and/or Superintendent. When lightening is sighted, avoid the pool and lake areas, and do not stay under trees or in the open field.

NATURAL AND MAN-MADE HAZARDS

Campers should be made aware that there are certain places in camp that can be dangerous if precautions are not taken. These specific areas should be pointed out on a camper orientation walk. Running through any part of the camp area at night can be dangerous because of utility poles, fencing, and wood piles. Campers should not go outside the compound at night without an adult and a flashlight. Walking around the pool at night can be especially dangerous due to the contour of the land. All persons must wear shoes at all times while in the compound.

COPPERHEADS

Copperheads are usually found in rock out-cropping or under large rocks or in the dense woods. However, they sometimes crawl into the camp compound. Copperheads have triangular heads, are the color of dead oak leaves and have darker rust colored hourglass figures across their back. They usually travel in pairs and are more likely to come out after a rain.

PREVENTION: While hiking, campers and staff should wear long pants and shoes (not sandals.)

TREATMENT: If a child should be bitten, the proper action is vital. The first thing for a counselor to do is to calm the child and the rest of the group. Carry the child to the infirmary as soon as possible, with the bitten body part lower than the rest of the body. A counselor should never cut a child under any circumstances. If poisonous snakes are sighted, report this immediately to the Camp Director.

SPIDERS

Brown Recluse spiders have been seen on the campsite. The Brown Recluse lives in tight secluded cracks. You can distinguish this spider from other brown spiders by the dark, violin-shaped mark which extends from behind the eyes through the middle of the back.

Black widow spiders are also possible residents at the camp. These spiders spin tangled irregular webs. The female has a red hour-glass mark on the underside of her abdomen. The male and the immature female are much smaller and usually have yellow and red bands and spots on their backs. Only the female injects venom poisonous to humans.

If a camper has what is believed to be a spider bite, take him or her immediately to the camp nurse. Contact the Camp Director if a poisonous spider is sighted.

SCORPIONS

These are close relatives to the spider. The body is pale yellow-brown and in older scorpions, the body may be uniformly brown. You may find scorpions in rock, brick or wood piles. They come out only at night. Persons having been stung by scorpions are said to have felt a bee-like sting and have observed formation of a welt. If a person thinks he/she has been stung by a scorpion the counselor should take him or her to the infirmary and notify Camp Director.

TICKS

The tick itself is harmless, but how we treat the tick which has buried its head in a body is quite important. As the tick breathes through the rear of the body, the safest method of removal is to gently pull it out with tweezers. You can then smash the tick between your thumb nail and index finger. Their bodies are leathery so a great deal of force must be used. Take campers with ticks to the infirmary.

PREVENTION: Ticks may be avoided by wearing long-sleeved shirts and tucking pants into socks while hiking. Shoes (not sandals) should be worn. Lotion to deter ticks is available in cabin boxes.

Campers should be encouraged to check themselves regularly for ticks. Ticks that stay in the body more than twenty-four hours can be dangerous!

POISON IVY/OAK

If a person touches any part of the poison ivy or poison oak plant, they may get a blistering, itching rash. Campers should be taken to the first aid building if suspected to have been in contact with poison ivy. Discourage campers from scratching or touching infected areas as this may produce spreading. Any clothing which has come in contact with plants should be washed prior to continued wearing.

PREVENTION: During an orientation hike, counselors should make sure campers are familiarized with poison ivy and oak plants. Poison ivy/oak can usually be avoided if campers stay on trails and wear protective clothing.

HYPOTHERMIA

SYMPTOMS: Uncontrolled shivering, slurred speech, extreme sleepiness, depressed heartbeat and blood pressure, slow and shallow breathing, unconsciousness.

PREVENTION: Do not allow campers to enter lake or wear wet clothing for prolonged periods. For campers who are very cold at the pool, dry towels are available in the office.

TREATMENT: Report to Health Manager. Restore body temperature. Get camper to a warm place and remove wet clothing.

HEAT EXHAUSTION

It is very important to recognize the signs of heat exhaustion and heat stroke.

SYMPTOMS: Cool, clammy, pale skin; cramps; tired, weak, nauseous; dizzy or faint.

Victim is sweating heavily.

PREVENTION: Counselors should ensure that campers take occasional breaks from strenuous activity (including swimming) and are given sufficient fluids.

TREATMENT: Report to Health Manager. Not a serious condition, YET. Keep victim cool. Give fluids or salt water.

HEAT STROKE

SYMPTOMS: Hot, dry, red skin. Sweating has stopped. Temperature elevated, pulse rapid. Victim may be unconscious.

PREVENTION: Same as Heat Exhaustion.

TREATMENT: This is a life threatening condition. Report to Health Manager. Cool the victim as rapidly as possible and give salt water solution if conscious. The body temperature must be lowered immediately. Do not use an ice bath on small children because you may induce shock. Do not wait to get help.

All campers regardless of skin color should be encouraged to wear sun screen to avoid burning. This is particularly important during aquatic activities.

TRANSPORTATION

TO/FROM CAMP

RATIO OF STAFF ON BUS

All staff riding the bus should be aware of safety rules and should communicate and apply these to the campers in accordance with the techniques and behavior management philosophy discussed in staff training. The minimum staff to camper ratio for bus transportation will be 1 to 8. At least one of these staff will be certified in CPR/First Aid.

EMERGENCY PROCEDURES

All staff on the bus should be prepared in the event of an accident or emergency. Any uninjured staff should immediately assess the degree and number of injured and go for help or flag down a vehicle which might notify emergency services. Apply any appropriate first aid if qualified. Staff should see that uninjured campers and staff are removed to a safe area and kept as calm as possible.

The Camp Director should be contacted as soon as possible, along with the Joshua Center Executive Director. Whenever possible, staff should secure the names, addresses and phone

numbers of witnesses. An accident report form should be completed by all staff as soon as possible following the accident.

The above procedure applies to any vehicular emergency which might occur that involves staff or campers.

SAFETY RULES

BUS SAFETY RULES

1. The bus driver is the authority while campers are on the bus. What he or she says to do must be followed and conduct must be such as not to distract the driver.
2. All campers and staff must be seated while the bus is in motion.
3. No one is allowed to stick any body parts out any bus window.

VAN SAFETY RULES

1. At no time while the van is in use shall campers or counselors move about inside the vehicle.
2. At no time while the van is in motion should anyone stick any body parts out the van windows.
3. At least one counselor, besides the driver, should accompany campers when they are being transported in the van.
4. All passengers must wear safety belts at all times. Vehicles may not be loaded with more persons than the vehicle has seat belts.
5. Campers must conduct themselves in a manner which will not distract the driver.
6. The van is to be kept locked at all times when not in use.

It may be necessary to secure additional vehicles for transportation of camper's belongings.

All vehicles transporting campers and staff will carry a stocked First Aid kit, reflectors and a fire extinguisher.

MISCELLANEOUS

Health histories and medical releases of campers and staff will accompany riders during all transportation to and from camp.

Campers or staff will not ride in or on any vehicles not designed to carry passengers such as the back of pickup trucks or the camp maintenance cart, tractors or riding mowers.

No camp staff will transport a camper in a private vehicle except in an emergency or as directed by the Camp Director.

MAINTENANCE

Systematic maintenance of buildings and the facilities is done annually by the Rotary Camp. However, any problems, damage or needs in this regard should be reported to the Camp Director. An inventory of cabin conditions will be taken prior to arrival and upon departure of camp. ANY cabin damage should be reported to the office.

Counselors are to stress to campers that the camp must be kept free from litter and waste. An inspection is held daily of the cabins and immediate camp compound to see that these areas are clean. During the last morning of each camp session, a general camp clean-up is held throughout the entire camp, taking particular care to collect and dispose of all non-biodegradable products such as aluminum foil.

It is the responsibility of Joshua Center camp to maintain clean and sanitary conditions. This will be accomplished by the following:

1. The Joshua Center administrative staff will take turns cleaning the latrine during the week. This involves daily sanitizing of toilets and wash basins, cleaning the mirrors and hosing and sweeping the floors. Cleaning supplies are kept locked in the bathhouse and can be accessed through an office person. The administrative staff is responsible for ensuring the cleaning supplies are being used safely.
2. Daily cabin inspection will occur with attention to clean floors, blankets folded and trash and clothes picked up.
3. Office staff will be responsible for cleaning the Administration Building and infirmary daily, removing trash and sweeping floors.
4. All trash cans should be emptied daily.

All gas and flammable liquids, explosives or poisonous materials are kept in the maintenance barn. Cleaning materials for camp use will be stored in the Administration Building away from any food or exposure to excessive temperatures. They are to be handled by adults only. Cleaning agents will not be used by campers.

PERSONNEL POLICIES AND PRACTICES

Joshua Center is an Equal Opportunity Employer. We will base all employment related decisions solely on individual competence and performance without regard of race, color, religion, national origin, physical or mental disability, veteran status, or sexual orientation in all employment matters. Employment matters include, but are not limited to, recruiting, training, promotions, and compensation.

PAYMENT OF SALARY

Salaries will be paid at the end of each session of camp.

OTHER RENUMERATION

Any staff member driving his or her own car to camp will do so at his/her own risk and expense. Room and board while at camp will be provided by the Camp. First aid and emergency on-site medical care will be provided each staff member by the staff doctor or nurse hired by the Camp.

TIPS AND GRATUITIES

No staff member can accept tips, gifts, and gratuities from any camper, or families of campers.

PROMOTIONS

- a. Staff members employed previously to work at the Camp and who received satisfactory evaluations by the Camp Director should have first consideration in working at future sessions.
- b. The Camp Director will be appointed by the Executive Director of the Joshua Center.
- c. Those that have worked as an "office helper" and have done a satisfactory job are first in line to be "counselors" at future sessions if vacancies should occur.

TERMINATION OF AGREEMENT

If an employee and Camp Director agree that for their own best interests, or for the best interests of the camp, employment shall be terminated, the employee shall be paid at the time he or she departs camp. Payment will be made in accordance with the number of days worked.

In case any given session should not last its full length due to fire, epidemic, accident, etc., full salary shall be paid.

DISMISSALS

The director of the camp has the power to dismiss an employee. Due to the short length of the camp sessions and the campers involved, the "notice" period can be immediate, after ample discussion between the Camp Director and the employee. Transportation will be provided to the dismissed employee's home, if employee does not have his/her own personal vehicle. Salary shall be determined by the employee's actual length of stay at the camp site.

All dismissal notices shall be issued in writing by the Director of the camp, with reasons for dismissal clearly stated. In cases of a severe problem situation, an employee may be dismissed at once, but always has the right to appeal of this dismissal to the Executive Director of Joshua Center. If the Executive Director should find in favor of the employee, lost salary will be negotiated.

RESIGNATIONS

In case of a personal emergency, an employee may leave camp as soon as a plan is made to cover his or her duties. In case of a termination mutually agreed to by the Camp Director and the employee, the employee may also leave camp as soon as his duties are reassigned. During the time between notice and actually leaving camp, the employee should do all in his/her

power to protect the interests of the camp by thoughtfully terminating with campers and by assisting his or her successor.

BREAKS

Counselors are each given a minimum of two (hour long) break time every day. The break time is scheduled during each activity. The two Camp Counselors will decide who gets the break for each activity. One Camp Counselor will remain with campers at all times, except for swimming. Both of the Camp Counselors are required to swim with their campers or serve as a “look out” during the cabin’s swim session. Ratio is maintained at 1:5 during all activities.

During breaks, counselors are expected to stay on campgrounds and be available for any emergencies. Counselors are expected to return from breaks in a timely manner and be ready and able to assume full responsibility for their campers. Drugs and alcohol are not to be used by counselors throughout the entire camp session. Smoking is allowed in cars only and smokes must dispose of cigarettes in metal containers and thrown away. Camp Counselors may not leave the grounds at any time. Staff may only have visitors during scheduled breaks and with the prior knowledge of the Camp Director.

SICK LEAVE

Joshua Center staff members are given time-off for all sick leave with no loss of salary. If a camp staff employee is ill enough to leave camp, he or she will be replaced with no adjustment of salary since the Joshua Center is a very small agency and staff are part-time. If the camp staff is ill, but is able to remain at camp and fulfill the majority of his or her duties, other staff will be assigned to help.

EMERGENCY LEAVE

In the event of death in the families of the employee, illness in the family, or urgent business, leave should be granted in relation to individual circumstances at the discretion of the Camp Director, will full salary.

HEALTH EXAMINATION

All Staff complete an online Health History stating they are in good health and free from physical defects which would interfere with adequate performance on the job.

HOSPITALIZATION/MEDICAL CARE

Joshua Center carries Workmen's Compensation on Joshua Center staff. Rotary Camp carries accident insurance on everyone listed in residence at the camp during each particular session. These two "insurances" should take care of all expenses of employees due to injury, if the injury is sustained when the employee is carrying out the responsibilities of employment. Expenses created by sickness or by injury when not at work are the responsibility of the employee.

INSURANCE

Joshua Center carries sufficient insurance to provide adequately for persons who may receive injury while in pursuit of duty. Rotary Camp is fully protected by liability and fire insurance as is Joshua Center.

ORIENTATION

Each staff member is expected to attend a camp orientation session on prior to each session of camp. If an employee is unable to attend this session, he or she may be excused by the Camp Director.

CONDUCT

The employee must agree that while in the employ of the camp he or she will adjust personal habits and actions to conform to the customs, policies and ideals of the camp. The employee must agree to conduct him or herself at all times, during the camp session, in such a manner that he or she will be a credit to self and to the camp. The employee must maintain a professional relationship with co-counselors and other camp staff. Use of alcohol, marijuana or other drugs will be cause for immediate dismissal. Each employee should keep hours and habits which will enable him or her to remain in excellent physical condition.

If an employee's campers are awake, he or she needs to be with them. If campers are sleeping, the employee needs to remain in the *immediate* cabin area. One counselor must be in the cabin with sleeping campers. In addition, employees should not be with other campers after his or her campers are asleep. Counselors and other staff are expected to use common sense in securing adequate rest and self-care.

TIME OFF

Workers in camp are expected to render a high quality of service requiring considerable independent judgment, creative thinking, and professional discipline. In order that this work be effective and of high quality, employees must be assured time-off periods.

STAFF OFFICE

This space is provided for employees only and is not used by campers. Showers are available for staff use.

HARASSMENT

Joshua Center considers harassment to be any conduct or language that intentionally or unintentionally creates an intimidating or uncomfortable work environment or interferes with work performance. Joshua Center will not tolerate any form of harassment. The Law and our policies afford employees and applicant's protection against harassment based on sex, sexual orientation, race, color, religion or national origin. Some examples of harassment include ethnic slurs, racial jokes, suggestive remarks, unsolicited gifts of a sexual nature, touching, and other offensive or persistently annoying conduct that interferes with work performance. Any employee who has observed or experienced harassment should bring the matter to the

attention of his or her supervisor, the Executive Director, or the Joshua Center Board of Directors without fear of reprisal. All such complaints will be investigated and appropriate action taken to ensure that inappropriate conduct does not persist.

PERFORMANCE EVALUATIONS

Performance evaluations are written annually by the Camp Administrator after the camp session. If personnel issues arise, they are addressed during the session and documented in the counselor evaluation. Files are maintained on each counselor and CIT. Evaluations are reviewed and any additional concerns are discussed prior to re-hire.

PERSONAL PROPERTY

Counselors are responsible for their own personal property at camp, including any loss or damage that may occur. Employees can have visitors only with the prior permission of the Camp Director.