

Disciples Crossing

Policies and Procedures for Summer Camp 2008

Abuse

The camp falls under the mandated reporter law, so we must report any form of child abuse. Please keep the Executive Director (Matt) apprised of any incident that affects the health, welfare, or general well being of the campers.

Accidents -THIS IS MANDATORY

All Accidents/Illnesses/Incidents must be reported. We have the forms that must be completed on all accidents and especially anything involving a trip to the physician or hospital. Normally, our Medical Attending staff person will assist you with this. [TDH 265:15]

Animals-domesticated

Pets are not allowed at DC. Please advise everyone not to bring pets to camp.

Animals-Wild

Do not approach or allow the youth to approach wild animals. It is not normal for a wild animal to allow you to approach it. This animal is most likely sick and would be unpredictable. If wild animals are observed in the main part of camp, notify the camp staff for assistance.

Arrival Time

We need the arrival time of your staff and the arrival time for the campers to arrive. This should be sent to the Administrative Assistant (La Quita) at least one month prior to your camp date.

Assumptions-Traditions

Do not assume we know how things were done last year with your group. We do forget some things and we would rather get it right with a reminder, than to forget.

Bunks

Please do not move bunk beds. Moving the bunks is a violation of state health laws. Also, the roll off protection, on the top bunks, must not be removed or tampered with.

Boating

You may boat in the lake as long as everyone (adults included) has a securely fastened life preserver. Also, there should always be a lifeguard on duty. No one, at any time, should leave the boats to go into the lake. You are responsible for the behavior of your group in the boats, unless other arrangements are made. So, that we may schedule a lifeguard, please advise us as to your boating time one month prior to your camp date. Please do not take food into the paddle boats or canoes.

Camp Bus

The bus is provided only for Creative Side for moving campers to the swimming pool and camp store. When the bus is being used, an adult from your camp must be on the bus. The adult is responsible for the behavior of the campers.

Camp Fires

We will have cut firewood in close proximity to the campfire pit. It will be your responsibility to build the fire and put it out. Please use cardboard to start (not liquid propellants, diesel, lighter fluid, etc.). Matches may be acquired from the kitchen. Please keep camp fires to a reasonable size and extinguish the fire before you leave the area. Water cans are provided.

Camp Radios & Bullhorn

Two Radios will be left in the Lodge for the Director and Co-Director. A camp staff member will show you how to use the radio. A bullhorn may be checked out before registration at the request of the Director. Returning these items can be done at your last camp meal or in the camp store.

Camp Store/Bank

The camp store will be open during you **swim time and during your free time**. We can also have **scheduled openings at your request**. Please notify the office when you would like to have the camp store open at least one month prior to your camp.

We operate on a camp bank system. This means that the campers can make deposits and purchase items out of their deposits. They may make deposits at any point during the week, however, it is preferred that they do this at check-in so they don't lose their money. Money not spent will be returned on closing day.

Child Protection

Based on Texas State Health Laws, all sponsors and counsellors over the age of 18 must pass a Child Abuse Training Course and have a criminal background check completed.

Clean Up

On a daily basis, if you will sweep up the trash in your rooms, bag it, and place it on the front porch we will take it to the dumpster. On the Creative Side, you will need to take your trash from your cabin to the dumpster. Please check with the kitchen for additional trash bags. The housekeeping staff will daily clean and check the bathrooms.

Final Day Clean Up

Cleaning up on your last day involves sweeping out the buildings and removing everything you brought. Do not leave anything, without discussing it with the Executive Director. It is best to have a leader go through all dorm rooms, meeting rooms, and any space your campers have used to check for left items and damages. Please do this after the campers have removed their things.

Our housekeeping staff will start cleaning buildings, while you are at breakfast. We will discuss and negotiate with you which buildings we will need to clean first. This will require that ALL items be out of those buildings. The buildings will be locked during and after cleaning.

A cleaning fee will be assessed for all buildings that have not been swept out and trash taken to the dumpster. This will be added to your final bill.

Copies

Our Administrative Assistant (La Quita) will be glad to make copies for you, please bring them to the office during normal business hours, 8:00 A.M. to 4:00 P.M. If she can, she will copy them at that time or make arrangements to get them to you later. We will include the charges for copies on your camp bill.

Craft Closet Keys

Your craft closet will be open when you arrive.

Dining Hall Procedures

The Dietary Manager (Barbara) would like to meet with each Director on the first day of camp, so, they can discuss meal times and scheduled meals. Please arrange a time to meet with her, so, that all your meals go smoothly. Meals will be ready at the time you designate. You may want to line up and do other things in advance of the designated meal time.

Arrange the tables, in any formation; you would like to fit your program. However, check with the cook to see if there is an area they will need for food service. Normally, we can work with you so that your program will be maximized.

After the Meal

Please designate a group of campers and adults to clean the Dining Hall. Make sure that everything is picked up, tables cleared and wiped off, and the floor swept.

After Lunch and at your Last Camp Meal

At your last camp meal, please have the campers stack their chairs on the table.

Drinking Water

We will have several five gallon water coolers and cups available on the picnic tables. If these should be emptied, just return them to the kitchen and we will wash and refill them. If you need to take one to an activity area, please remember to bring it back with you.

Early Arrivals

Please notify your staff that early arrivals are discouraged. When you come in before your scheduled time, we do not have time to clean and prepare the facilities for you. This could also be the only day of the week we have off, so please allow us to enjoy it.

First Aid Kits

Basic first aid kits will be available in the Infirmaries. These are meant for only the most basic scrapes and accidents. Two fanny packs can be issued to the directors for minor scrapes, etc. If the accident is beyond the scope of this, please call the attending medical staff person.

Fishing

Fishing is allowed and you do not need a fishing license. We request that you catch and release.

Food in Dorms

We need your cooperation in enforcing a “**No Food**” policy in the dormitories or sleeping areas. Snacks and food, brought by campers, create a problem with insects, SCORPIONS and rodents. We ask that no food, candy, etc. be brought into the sleeping areas.

Grounds

Please be careful of the grounds. Our staff work very hard to keep them looking good for you. Placement of tarp, slip & slides etc., on the ground should be for very limited times to prevent damage to the grass.

Health Forms

We will need a health form for everyone at camp, including all adults. These should be in the hands of the Medical Attending staff person, at registration.

Housekeeping

Housekeeping will clean the porcelain, restock the paper goods, and sweep the floor in the bathrooms every day. We will also remove the trash from the bathrooms and any trash bags placed on the front porch.

Ice

Ice is available, while the kitchen is open.

Infirmary

The Nurse will be in or near the infirmary from 8:00 A.M. until just after Dinner. Normal medications will be administered at meal times in the Dining Hall. Anyone needing medical care should be taken to the infirmary, unless it is an absolute emergency. An adult leader, preferably of the same sex as patient, should accompany the patient.

Only the contagious or seriously ill will be kept in the infirmary for observation.
All others will be sent back to their bunk or your designated place.

Injuries and Illnesses should be reported immediately. An accident form must be completed on all accidents, whether or not it involves a visit to the Doctor. This is a State Law.

After hours (6:00 P.M.), the on call person may be reached on the radio. They will meet you at the infirmary.

Information Forms

The Administrative Assistant will contact all Directors with camp forms that need to be completed and returned by specific dates. Your assistance in getting your information back to us by the dates will be a great help and will allow us the time to schedule lifeguards, kitchen staff, etc. If you will not have the requested information by the date needed, please contact us.

Kitchen

Due to State Laws, we can have no one in the kitchens other than kitchen employees, at any time.

Lake Front Policies Boat usage - See Boating. Fishing - See Fishing.

Please do not swim in the lake.

The water front and the swimming pool must be cleared for 30 minutes after thunder and one hour after lightning has been seen.

Lake Front Time

Boating time must be supervised by an adult on shore. All participants, including adults, must wear life jackets. **No one may be in the water.** Please do not take food into the paddle boats or canoes.

Linens or Bedding

Linens may be obtained by requesting them from our staff. We do not normally provide linens and we only have a limited amount, so, please inform your groups to bring their own linens.

Lost & Found

We collect all items that are left, and store them for up to 30 days, at which point the items are donated to Goodwill. To retrieve lost items, please call to make sure we have the item and then we can make arrangements for their return.

Mail

Mail will be given to the group leader or left on a table in the dining hall. Unfortunately, the times vary when we receive mail. Outgoing mail will be picked up at least once a day.

Maintenance Areas

Only the staff of DC should be in any maintenance area, housekeeping closet, or barn. Our maintenance areas are not self service, please call us and we will gladly assist you.

Maintenance Needed

If you have an item that needs attention please feel free to call the office or Executive Director. It will help to be specific - (the bunk in room #6 is broken) - we do strive to take care of items, as soon as possible. Our staff will be glad to assist you in case of an emergency. If it is a not an emergency, please make a list and when we meet with you the next morning, you can inform us of your needs.

Meals

Meals are normally at 8:00 A.M., Noon, and **6:00 P.M.** These can be changed by advance arrangements. If you are going to be early or late, please let the kitchen know.

Dietary Restrictions

Please let the Dietary Manager (Barbara) know as soon as possible about any dietary restrictions. Allergies, diets, vegetarians, or medically necessary; we need to know about all of these things, so, that we can be prepared. Sometimes it is necessary to contact parents, so, please make sure we have their contact information.

Snacks

Snacks are placed in the dining hall before the kitchen staff leaves for the day. The Dietary Manager will plan these snacks with each individual Director.

Special Requests

If you want a special request meal (would like or not like something), please let us know at least one month prior to your camp. We need this time to prepare menus and order food. You may call the office or contact Barbara by email at athensfood@earthlink.net.

Medications

Reminder: It is state law that **ALL Medications must be turned in at registration.** All medications include non-prescription or prescription drugs and they must be in their original bottle with original labelling attached. This applies to youth and adults.

Noise

Our neighbors are getting closer and you need to be aware that sound travels when planning activities. Please keep loud noises to a minimum after dark. You may want to plan on Dances in the Dining Hall. This will keep the noise down and with air conditioning be far more comfortable.

Nurse

See Infirmary.

Parking

Main

Please park as far from the basketball goals as possible. Please do not park on the grass, in the employee parking area, and do not block the roadways around the camp. Please be aware it may not be safe to park near the recreational areas.

Creative

Please park in the designated parking lot and not in the circle.

Speed Limit

The Speed Limit is 15 miles per hour.

Pets See Animals Domesticated.

Photograph

You must contact a photographer for your camp.

Phones

Our phones are for emergency and business use only. If an adult needs the use of a phone, we would be happy to assist them at the office.

Radio System

Each Director, each Nurse, Maintenance, and the Executive Director will have a radio. Remember to key the mike and allow a count of two to activate the repeater before speaking. Please use channel 3 for your staff conversations and channel 1 to contact the camp staff. Please be considerate of the camp staff, who monitor Channel 1, by not having conversations on channel 1 after 6:00 P.M., unless it is an emergency. These radios are in our bedrooms and are left on in case of emergencies. Please don't allow your conversation to keep someone else from their needed rest.

Recreation Equipment

Main

Recreation equipment is stored in a bag on the porch of the Old Office Building.

Creative Side

Recreation Supplies are stored on the basketball pavilion.

Registration

A camp representative will be present at registration to assist with the camp bank and to take in medications.

Schedules

The Administrative Assistant will request your schedule, a minimum of 60 days in advance. Our camp staff are scheduled for their jobs based on your schedule. It also allows us time to look for conflicts and have time to correct them.

Service or Work Projects

Service or Work Projects can be accomplished if we have advance notice. Please tell us the number of people that will be working and how much time they will be allowed to work on the project. It also helps to know if they have any special interests. How many adults will be participating and do you have any source of funding?

If you will need hand tools, please let us know 24 hours in advance and we will try to accommodate you. We will need several days notice to prepare for service projects.

Sprinklers

Our sprinkler system is easily damaged. Please do not drive on the grass and do not leave anything out over night that might be ruined. The sprinklers automatically go off each night between midnight and 6:00 A.M.

Swimming

Swim times must be scheduled at least one month prior to your camp. If we have two camps, the Main Side will swim from 2:00-4:00 P.M. and the Creative Side from 3:00-5:00 P.M. (This is the agreed upon schedule between the Camp and the Tri-Area Committee.) The swim times will overlap from 3:00 to 4:00 PM. **Please let us know at least one month before your camp, if you would like to schedule a morning or early evening swim time.**

Swimmers will wear appropriate non street-wear clothing.

Lifeguards must be present before your group will be allowed to swim.

A time for Pool Orientation will be scheduled before entering the pool. The Camper's swimming ability must be determined. [TDH 265:16] This will be done at the swimmers first scheduled swim time. An identification bracelet will be given to swimmers to identify their ability. The swimming area shall have areas for non-swimmers, intermediates, and swimmers clearly marked.

The Lifeguards are in control of all waterfront activities, and swimming will occur only if the lifeguard deems it safe. Any requests made by the Lifeguards are to be strictly observed by all. The Lifeguards should be treated with respect. Lengthy conversations with the Lifeguards while they are on duty should be discouraged.

If the Lifeguard feels that the weather or any other items are a safety threat, they will shut down the pool and the waterfront area and move everyone to safety. The water front area and the swimming pool will be cleared for 30 minutes after thunder and one hour after lightning.

Admission to the waterfront may be refused for health reasons.

Food will be allowed inside the swimming pool area but not in the pool. Please do not take food into the paddle boats or canoes.

The lifeguards may limit the number of swimmers for safety if absolutely necessary.

Horseplay or rough housing is not allowed.

Diving off any item including the side of the pool is not allowed.

Evening Swims must end at 8:30 P.M. for safety reasons. Evening swims must be arranged with the Administrative Assistant, at least one month in advance of camp dates.

Tools

See Service Projects or Maintenance.

Telephones

Telephones are available for emergencies ONLY. The telephones are located in the Dining Hall and on the pool side of the Underwood Lodge. These phones have had long distance toll blocks placed on them, however, a credit card may be used.

Phones should not be used by the Youth.

For non emergency phone calls please feel free to come to the office.

Emergency Phone Numbers are posted at the phones and at the entry ways to Pine and Lakeside Dorms.

Vending Machines

Soda Machines are available next to the old office building on the Main Side and on the Volley Ball Court on the Creative Camp Side.

Visitors to Camp

Visitors must be cleared with both the Camp Director and the Executive Director of Disciples Crossing.

Work Projects

See Service Projects.

Yuck Events

Please check with our staff to select a site for your yuck night. Please do not allow yuck night events on the volleyball sand courts; only in the grassy field play area.