

# Evangelical Baptist Camp: Camper Policies and Procedures 2011

## 1.1 Campers:

The following sub-sections outlines the various policies and procedures that campers are expected to understand and review with their parent(s) and/or guardian(s) prior to their attendance at summer camp.

### 1.1.1 Role of Authority/Disciplinary Action

The following outlines general behavioural expectations for each camper and disciplinary action that will be taken if any serious behavioural problems are encountered:

- a) to recognize, respect and obey those given a position of authority (ie. workers, counselors, kitchen staff, nurse, Director, Program Director etc.)
- b) to understand that the Camp is responsible for each camper while away from their parents/guardians
- c) to review the entire "Campers" section carefully and to follow these guidelines to the best of their ability while at camp
- d) to understand that a "Camper Evaluation" will be completed by the assigned counselor and can determine whether a camper may or may not be accepted in future camping seasons
- e) to understand that a counselor may have to take away camper privileges in order to correct defiant, disruptive or disobedient behaviour ( ie. loss of swimming or canteen, extension of their rest period, timeouts etc.)
- f) to understand that if any significant damage is made to camp property, equipment or any other articles of value by a camper, that the Camp will seek replacement in a reasonable monetary amount as stated by the Camp Director or Assistant Camp Director
- g) to understand the following disciplinary steps for the camper who displays serious defiant, disruptive and/or disobedient behaviour:

#### Step 1

The counselor may ask a Program Director for assistance in dealing with defiant, disruptive and disobedient behaviour.

#### Step 2

When the behaviour of a camper does not improve after discussions with the Program Director, the Program Director will ask for assistance and direction from either the Assistant Camp Director or the Camp Director.

#### Step 3

When a camper's behaviour has still not shown any significant improvement, a phone call will be made to the parent/guardian by the Director after a confidential group discussion amongst Senior Staff

#### Step 4

If a camper continues to display disruptive, defiant and/or disobedient behaviour, the Director, after confidential discussions with Senior Staff Members, will contact the parent/guardian in order to have them pick up their child from the camp.

### 1.1.2 Language Use

The following explains language expectations of the camper:

- a) to refrain from the use of foul and/or dirty language and/or jokes
- b) to refrain from taking the Lord's name in vain (ie. "Oh my God!")

### 1.1.3 Dress

The following outlines what campers are to follow in terms of our "dress code":

- a) campers may wear "everyday" clothes during the daily activities
- b) campers are encouraged to wear clean and suitable clothes for our evening Chapel services
- c) girls are required to wear one-piece bathing suits at the waterfront
- d) no mini-skirts please
- e) girls - no tight tops or ones that don't cover your belly-button please!
- f) please note that we do not have laundry facilities for campers unless arranged with nurse because of illness
- g) clothing displaying "rude" slogans or promoting the use of drugs or alcohol is not acceptable

### 1.1.4 Mealtimes

The following explains what is expected of campers during mealtimes:

- a) campers are expected to line up quietly and on time with their cabins without pushing, shoving, fighting etc. in cabin order - primaries first, juniors next, etc...
- b) campers are expected to **walk** into dining hall and sit down quietly with their cabin at table assigned
- c) campers will not stand up and reach over or yell for someone to pass them something
- d) please take some food and pass to the next person - you can always have seconds!
- e) please use utensils provided for serving food
- f) campers are expected to keep volume in the dining room at reasonable levels as directed by their counselor or Senior Staff
- g) campers may be excused from a meal and sent to their bunk if behaviour warrants (ie. disrupting others/disobeying counselors etc.)
- h) "silent meals" may be used to teach campers self-control and discipline ( and give the Staff a break from the noise!)
- i) campers are expected to wear clothes and shoes, and to come with clean face and hands

### 1.1.5 Rise 'n' Shine/Lights Out

The following outlines what is expected of campers regarding waking and bedtime hours:

- a) to wake up at designated times so they may wash up and get dressed in order to be ready for morning devotions
- b) should a camper wake up before their designated time, they are required to stay in bed quietly so others can get their much needed rest (unless an **emergency** washroom break is needed!)
- c) to be ready for bed and in bunks at designated bedtimes
- d) when it's time for "lights out", this means that campers are to **stop talking**, go to sleep and **remain** in their cabin during the course of the night

### 1.1.6 Bible Class

The following outlines what is expected of campers during Bible Class sessions:

- a) to be on time for class with necessary supplies ( ie. Bible(if they have), pen, paper etc.)
- b) to show respect to their teacher by listening to what they are teaching and not talking to friends while lesson is in progress
- c) to learn memory verses for Chapel service/evening activity

### 1.1.7 Scheduled Activity Sessions

The following outlines what is expected of campers during scheduled activities:

- a) to attend all scheduled activities and be on time
- b) to participate to the best of the camper's ability
- c) campers are not to leave at any time unless permission obtained from instructor or until dismissed by instructor
- d) listen carefully to instructions given by the instructor
- e) to help clean up if required
- f) Archery equipment may be used only when supervised by an instructor

### 1.1.8 Rest Period

The following outlines what is expected of the camper during rest periods:

- a) no talking or laughing during this time as most campers and counselors need to get some much needed rest
- b) to bring necessary items to bunk before rest period starts
- c) no eating
- d) washroom break to be taken before rest period begins
- e) best recommended time to learn memory verse

### 1.1.9 Swimming

During scheduled swimming sessions, we use the "buddy" system, which is a "safety system" used in order to increase safety and protection of all swimmers. The following outlines what is expected of the camper during swimming periods:

- a) "buddy" system in effect which means you must always swim with your assigned buddy in order to be ready at ANY time for a buddy call
- b) must pass a swim test during their camping career in order to swim in the deep-end
- c) must obtain permission from the **Lifeguard on duty** in order to use canoes ( again, must canoe with your **buddy** only!)
- d) lifejackets must always be correctly worn when using canoes
- e) must be willing to help return life-jackets and paddles to storage when asked
- f) campers must come down to the waterfront with their counselor and other cabin members on time so everyone can enjoy their swimming right away as an initial buddy call always precedes swimming time
- g) no dunking of campers or unnecessary roughness allowed

### 1.2 Washrooms/Showers

The following outlines what is expected of campers when using washroom and shower facilities:

- a) to be orderly and neat as facilities are shared by all campers and staff
- b) to be timely when others are waiting to use the sinks/showers
- c) to shower at designated times only with counselor supervision (in other words, you can't shower until your counselor is supervising)
- d) to remember to turn off water while "soaping up" in the shower

### 1.2.1 Free Time

The following outlines what is expected of campers during their free time:

- a) to spend time with their counselor and other cabin members
- b) to always be "visible" to staff members and always remain on campgrounds within boundaries
- c) campers should not enter cabins other than their own assigned cabin; at **no time** whatsoever shall a girl camper be inside a boy's cabin and vice versa, which also includes standing by cabin doors, windows etc.
- d) to seek permission from their counselor or the Sports Director to borrow equipment and to return equipment when finished using
- e) to use sports equipment with care, as if it were your own
- f) no sports equipment to be kept in cabins at any time
- g) Craft and Supply rooms are off limits
- h) no camper is ever allowed at the pond during unscheduled swimming sessions unless accompanied by their counselor
- i) main roads are off limits

- j) house is off limits
- k) any machinery, farm equipment, vehicles, lawn equipment and tractors are off limits
- l) tall grassed areas, farmers fields and cottage properties are off limits

### 1.2.2 Chapel Services

The following outlines what is expected of the camper during Chapel services:

- a) to line up quietly and on time outside the chapel area with your cabin (primaries first etc..) without pushing, shoving, fighting or yelling while you wait to be led inside
- b) to enter the chapel area in a quiet and orderly fashion
- c) to be seated as directed by the facilitator
- d) to be respectful while the service is taking place - by being reverent, quiet, and attentive
- e) to sit quietly while memory verses are being said and not to laugh if someone makes a mistake causing others to be disruptive as well
- f) to listen to the speaker and give them your full attention and respect - not writing notes and whispering to each other
- g) to sit quietly until dismissed in an orderly fashion by the facilitator

### 1.2.3 Cabin Clean-Up

The following outlines what is expected by the camper during cabin clean-up:

- a) responsible for making their bed and keeping their articles tidy throughout the day which includes keeping their suitcase/bags in order
- b) to hang wet clothes outside until they are dry
- c) to sweep, take out garbage etc. when asked by the counselor

### 1.2.4 Canteen

The following outlines what is expected of campers during canteen (time when campers purchase snacks, ie. chips, pop etc.):

- a) campers line up for canteen in the following order: primaries, then juniors etc...
- b) garbage must go in the garbage cans, not thrown on the floor or the ground
- c) workers run canteen time and will deduct your items from your account
- d) items can be limited depending on supplies
- e) no money should be in a camper's possession - all funds should be deposited to their canteen account on registration day - we can not be responsible for stolen funds
- f) no gum is sold or allowed on camp property at any time

### 1.2.5 Medical Forms/Accidents and Emergencies

The following outlines our policies regarding medical forms, accidents and medical emergencies:

- a) each camper must send a completed medical form with their registration form and deposit
- b) each camper must have Provincial Health coverage or private insurance coverage
- c) the Camp is not liable for those who do not have health coverage
- d) each camper must either bring their Health Card or their insurance policy to camp to be filed confidentially and securely by the Camp Nurse
- e) a camper's Prescription Medication must be given to the Nurse in the original container provided by the pharmacy
- f) should a camper be involved in an accident involving a medical emergency, the camper will be medically evaluated by the Camp Nurse and an accident report will be taken and filed in the Camp Medical records
- g) if a camper requires medical attention by a doctor, the Camp Nurse will accompany the camper to the nearest Emergency Room and/or Walk-in Clinic
- h) **all** medication must be submitted to the Camp Nurse on registration day and must provide a sufficient supply for the camping period
- i) campers who are suffering from communicable diseases are not permitted to come to camp ( as outlined in Public Health Act Section 84)
- j) campers who have recently had Red Measles, Scarlet Fever, Mumps, Chicken Pox, German Measles, Strep Throat, Infectious Jaundice or Hepatitis are asked to consult their family physician before coming to camp
- k) we are NOT a peanut-free location but we will make reasonable efforts to ensure your child does not have a food allergy attack while at camp

### 1.2.6 Visitors Day (if applicable)

The following outlines the camp's policies with regards to visitor's day:

- a) Visitor's Day is on the second Sunday of camp during designated hours (if two week camp offered that year)
- b) no camper is allowed to leave camp property without a completed Visitor's Day release form
- c) Visitor's Day release forms must be completed by parents and legal guardians only - **no exceptions**
- d) start and end times during Visitor's Day must be observed by all campers and parents/guardians participating
- e) **NO PETS** are allowed on camp property at any time
- f) smoking and alcoholic beverages are prohibited

### 1.2.7 Drugs, Alcohol and Smoking

The following outlines the camp's policies on smoking and drug and alcohol use:

- a) no camper shall at any time be in possession of legal or illegal drugs, alcohol or cigarettes
- b) in the event that a camper is either found in possession of or using illegal drugs, alcohol or cigarettes, the Camp Director may contact the parent/guardian by phone to come and pick up their child

### 1.2.8 Sexual Issues

The following section outlines the camp's policies regarding sexual issues and should be discussed with appropriate age levels only:

- a) the camp does not tolerate any sexual activity whatsoever by any campers
- b) should a camper be involved in any sexual activity, the Camp Director will immediately contact the parent/guardian by phone to come and pick up their child
- c) in the event that a camper has been involved in inappropriate behaviour, the Camp Director will contact the camper's parent/guardian as outlined in Step 2 in Section 1.1.1.

### 1.2.9 Items to Leave at Home

Expensive or important items should not be brought to camp due to the possibility of loss, theft or damage. For example, the following items should not be brought to camp:

- a) cellphones, PSP's, DS's, laptops, MP3's, Ipod's, Blackberries etc.
- b) skateboards
- c) any and all items related to demons, devil-worship etc.
- d) role-playing cards, collector cards or playing cards
- e) food/snacks - please do not bring for your child, no food allowed in cabins

### 1.3 Items to Bring

The following items are strongly recommended for each camper to bring to camp:

- a) Bible(if they have), Christian devotional books(if they have), small note pad, pens, sleeping bag, pillow, extra blanket, hot/cool-weather clothes, bathing suit, towels, toothbrush, toothpaste, soap, shampoo etc., musical instruments, music for Chapel service solos etc., previous camp photos!, running shoes, jacket, bug spray, kleenex, baseball gloves , suntan lotion
- b) it is recommended that all personal items are labeled with first and last name

#### 1.3.1 Fire Drills

The camp will conduct the required amount of fire drills as directed by the provincial laws. Each camper is expected to take these drills seriously each time and listen carefully to directions.

#### 1.3.2 Telephone Usage

Please be aware that phone use is only for emergency purposes only. If you need to speak to your son or daughter, please leave a message and we will have your son or daughter return your call during their free time. The Camp Phone number is 519-843-7588.

#### 1.3.3 Lost and Found

Lost and found items are held for one month. Any remaining unclaimed items will be given to a charitable organization.

#### 1.3.4 Cabin Assignment

We make every effort to assign each child to the best-suited cabin. Please note that cabins are grouped together by age and we can not assign cabins with older siblings. See table for example.

Primaries	Juniors	Junior-Highs
Ages 8-9 (born 2002 -2003)	Ages 10-11 (born 2000 - 2001)	Ages 12-13 (born 1998-1999)

#### 1.3.5 Other Prohibited Items

Fireworks, firecrackers, firearms, knives, weapons etc.