

## **Camp at the Eastward**

*A youth ministry of Mission at the Eastward*

### **Summer Camp Policies and Procedures**

#### **GENERAL POLICIES AND PROCEDURES**

- A.** Camp at the Eastward (CATE) is a Christian Summer Camp, which is supported as a youth ministry of Mission at the Eastward (MATE), the Presbytery of Northern New England (PNNE), the Synod of the Northeast, and the Presbyterian Church, USA (PCUSA).
- B.** The Coordinator of MATE, in consultation with CATE Committee, has the right to revise, edit or replace these camp policies at their discretion.
- C.** All camp staff must complete time sheets, training, and required documentation to be employed by Camp at the Eastward.
- D.** All employees of CATE are employees-at-will and can be terminated for cause at any time at the discretion of the Camp Coordinator.
- E.** Camp at the Eastward are equal opportunity employer (EOE) and does not discriminate on the basis of race, creed, color, national origin, sexual orientation or lifestyle preferences. Any incidents of discrimination should be brought to the attention of the EOE representative who is Judy Hamilton, Business Manager.

#### **STAFF DUTIES AND RESPONSIBILITIES/TERMS OF EMPLOYMENT**

- A. Supervision of Campers:** Safety is the first priority of all camp staff. Campers must be supervised at all times while on the CATE campus and on CATE sponsored trips. This means that campers are not to be left unattended in the cabins at night under any circumstances. Staff members requiring quiet time or breaks must coordinate these breaks with other staff and notify the Camp Director
- B. Conduct:** Employees are expected to conduct themselves in keeping with the objectives and standards of the camp with regard to the welfare of the campers, staff and facilities. It should be recognized that this might sometimes require that the employee adjust personal habits and actions to the customs, policies, and expectations of Camp at the Eastward. Staff members are expected to follow the same rules and guidelines as the campers do in regard to behavior, appearance, and personal integrity.
- C. Sexual Conduct/Public Displays of Affection**  
Violation of any of the following is cause for immediate dismissal. Sexual harassment training is included in the required staff training. Anyone

feeling that she/he has been sexually harassed by anyone (another staff, camper or volunteer) is to report it immediately to the Camp Coordinator.

1. Camp staff shall NOT engage in sexual activity while on camp property.
2. Camp staff shall NOT engage in sexual flirtation and/or harassment and shall take every provision to prevent campers in their charge from doing so.
3. Camp staff shall NOT make sexual advances to any camper or volunteer while on duty and/or on the camp property.
4. Camp staff shall take every precaution to prevent campers in their charge from engaging in sexual activity.

**D. No drugs, alcohol or smoking** are allowed on CATE grounds at any time. Possession or use of illegal and/or prohibited substances is grounds for immediate dismissal.

**E. Visitors** are not permitted during active sessions of camp with the exception of MATE personnel and program assistants. Family members, friends or partners who are not employed should not be present on the CATE grounds during summer camp sessions. Exceptions may be made by the Camp Coordinator for small children of camp staff who need to be with their parent (e.g. breast-feeding babies, or toddlers).

**F. Camp Staff are Role Models** for the campers and should behave accordingly using appropriate language (no swearing), attire, and behavior.

1. Clothing should not be excessively revealing in cut or suggestive in print, (i.e. no clothing with designs, messages, or slogans that are vulgar, suggestive, or promote behavior inappropriate for minors such as, but not limited to, smoking or drinking).
2. Swimwear should be modest.
3. Short shorts are not acceptable nor are mid-length tops revealing bare midriffs.

**G. Staff Training** is required of all camp staff and volunteers prior to the beginning of the summer camp season. Participation in a five-hour training is mandatory for all staff.

**H. Camper Discipline:**

1. *At no time* will any employee use physical force to discipline campers.
2. Mental, verbal and/or sexual abuse or hazing of a camper or campers will not be tolerated.

3. Staff will be introduced to appropriate behavior management skills during staff training.
- I. **Staff Time Off:**
    1. Counselors and Directors will have no more than two hours off per day. All staff arrange for their free time with their Camp Director. Free time cannot be scheduled during meal times, before breakfast or after supper.
    2. Staff will be given at least 24 hours off between camp sessions.
    3. Staff may request time off for unavoidable personal and school-related commitments. Such requests should be made at the time of employment or as far in advance as reasonably possible. We will make an effort to honor these requests, however, our foremost commitment is to our campers and program. We ask staff to assume a similar commitment and responsibility when offered a contract for employment.
  - J. **Staff Meetings** are held before and after each week of camp for planning and evaluation. All staff are required to attend.

## HEALTH CARE

- A. **Camp Nurse** is the medical professional on staff during each week of summer camp, during all hours of program operation and will serve as the first responder for all medical issues/emergencies. A physician must clear a camper or staff member who leaves camp for a medical emergency before returning to camp. A physician's written clearance will be submitted to and kept by the camp nurse.
- B. **Behavioral Health** is the responsibility of a behavioral health consultant who will be on call during summer camp. Any mental health concerns, suspicions of abuse, or behavioral concerns should be referred immediately to the Camp Director, Nurse or Camp Coordinator (whichever is the most immediately available) who will assess the situation and contact the behavior health consultant as necessary. Behavioral health records will be kept in a locked file cabinet per federal regulation. The Behavioral Health Consultant is responsible for filing all mandated reports with the Dept. of Human Services. Emergency behavioral health incidents require that the consultant be informed as soon as possible. Campers leaving camp for behavioral health issues must be cleared by a mental health professional before returning to camp.
- C. **Medical Insurance** is required of all campers and staff. Campers and staff alike who are seen by a medical professional for illness shall do so at their own expense or use of their family or personal medical insurance. Staff

members who are injured in the process of performing their duties should notify the MATE office as soon as possible and the Camp Director must file an incident report within 24 hours with the MATE Coordinator. Under no circumstances should staff or campers be told that MATE will cover their medical expenses.

## **CAMP SAFETY**

- A. **Incident Reports:** Camp at the Eastward strives to operate in the safest possible fashion with equal concern for the care and safety of both campers and staff. However, we acknowledge that accidents do happen. It is important, no matter how minor the accident may appear, that staff members take the time to fill out an Incident Report Form (available at the Staff Training). This includes accidents and incidents where no treatment was given at the time of the occurrence because problems could conceivably occur sometime later. When in doubt, fill out the report form.
1. Make sure that the Camp Director and/or Camp Nurse is aware of the incident. They may want to assist in filling out a written report.
  2. Interpersonal violence of any kind on the CATE property requires that an Incident Report Form be filed with the Camp Coordinator IMMEDIATELY.
  3. Incidents requiring emergency medical or behavioral interventions, transportation to the hospital or contact with parents must be reported to Camp Coordinator IMMEDIATELY.
  4. The Camp Coordinator is responsible for filing Incident Reports in the MATE office within 24 hours.
- B. **Zero Tolerance policy** applies to all acts of violence. Any staff engaging in physical or verbal violence of any kind will be asked to leave immediately. Examples of verbal violence are but not limited to yelling, belittling, bullying or coercing campers, staff or supervisors.
- C. **The Ropes Course** must be used ONLY under the supervision of a certified facilitator. Any misuse by staff or campers of the ropes course elements will be grounds for dismissal.
- D. **Firearms** and/or weapons are not permitted on the CATE property and having such items is grounds for immediate dismissal.

## **GUEST PRESENTERS/PROGRAMS FROM OUTSIDE CATE**

The Camp Director must submit a list of approved guests/visitors who will be providing program support during their camp week to the Camp

Coordinator. Visitors must not be allowed in cabins or left unsupervised with the campers because they have not participated in staff training or been cleared through required background checks.

## **VEHICLES**

- A. Personal vehicles must be parked in the designated areas in the field outside the dining hall. Because there is limited parking space, junior counselors must not bring a car to camp without special permission from the Camp Coordinator.
- B. Use of personal vehicles to conduct camp business or transport campers is by permission of the Camp Director only.
- C. Campers and pedestrian always have the right-of-way. The speed limit on CATE property is 5 m.p.h.

## **FOOD SERVICE**

- A. Staff members are expected to set a good example for the campers following all nutritional and behavioral guidelines for meals and snacks.
- B. Grace should be said before all meals.
- C. No hats, with the exception of persons helping with food service, should be worn during meals.
- D. Staff should assist at meals.
- E. Staff should NOT allow campers to play with food, the milk machine or exhibit other inappropriate behaviors at meals or elsewhere at camp.
- F. No one is allowed in the kitchen without a hat or hair net.
- G. The kitchen must NOT be used as a short cut to the yard by staff or campers. Please insist that dining room entrances and exits are always used.
- H. Staff may keep personal food items in a designated area of the walk-in refrigerator. Personal food items must be clearly marked with the owners name and current date. Please be considerate of health issues and remove your food items before you leave at the end of camp.
- I. Staff members who have special dietary needs or medical conditions should notify the camp cook upon arrival.
- J. Medications that need refrigeration should not be kept in the walk-in refrigerator. Please make storage arrangements with the camp nurse.

## **CAMP CLEANUP**

- A. During all camp weeks, with the exception of Chickadee Camp, campers are assigned daily chores. It is the responsibility of staff to supervise, teach

and assist with the completion of these chores. If a camper is unable to complete a chore, the staff member is responsible for making sure the chore is completed.

- B.** Staff members are responsible for cleaning up after themselves.
- C.** Camp is to be left neat and clean at the end of each camp week and in as good a condition or better than upon arrival. Staff members who leave before the camp is set in order will not be asked back for another week or season. The Camp Director is directly responsible for each week of summer camp and may assign additional tasks not outlined previously in these policies.

## **MAINTENANCE**

- A.** Camp at the Eastward employs a maintenance person. If you find something that needs repair or attention, please tell the Camp Director so he/she may contact the Camp Coordinator or maintenance person as soon as possible.
- B.** Maintenance conditions that are safety issues should be reported immediately.
- C.** All staff members are responsible for camp property and for setting a good example for campers with respectful and considerate use of all facilities. Vandalism will not be tolerated and is grounds for discipline and possible dismissal.

## **CATE PROCEDURES/CONTACT PROTOCOL**

The following are protocols for communication and notification of administration and staff at Camp at the Eastward.

### **A. Camper or Staff Physical Injury**

- 1.** Camp Nurse
  - a.** The Camp Nurse will attend to the injury or seek outside medical attention for the injured.
  - b.** He/She will notify the Camp Director as soon as possible and file an incident report with the Camp Coordinator within 24 hours of any injury on the CATE property.
- 2.** Camp Coordinator
  - a.** Will contact the MATE Coordinator upon receipt of the incident report and
  - b.** Take appropriate action as needed, sign and file the incident report within 24 hours of receipt with the MATE Coordinator.

**B. Behavioral Health Concerns**

1. Camp Director will contact the Camp Coordinator to discuss and make a plan for dealing with behavioral health concerns.
2. Camp Coordinator
  - a. Will assess the situation and/or meet with the camper prior to making a determination of need for outside services.
  - b. Will contact the parent or guardian if necessary.
  - c. Will file a mandated report with the proper authorities.

**C. Mandated Reporting of Suspected Child Abuse or Neglect**

1. Counselor, Nurse or other Staff Member will notify the Camp Director of suspected abuse or neglect.
2. Camp Director will gather the facts and notify the Camp Coordinator
3. In cases posing imminent danger to the child, call 911 and then contact authorities directly. Follow up on all situations with the Camp Coordinator.
4. It is the responsibility of the Camp Coordinator to meet with the camper and file any required reports including the MATE office.

**D. Contagious Illness/Serious Illness Requiring Intervention**

1. Camp Nurse will contact the Camp Coordinator as soon as possible.
2. Camp Coordinator will notify the MATE Coordinator and, with the assistance of the Camp Nurse, will contact parents.
3. MATE Coordinator will contact appropriate health agencies.