

Evangelical Baptist Camp: Camper Policies and Procedures 2019

Please review the following camper policies and procedures. Please review *italicized* sub-headings with your child prior to the start of camp in order to ensure they have a safe and enjoyable camp experience.

For Parents

Camp Drop Off/Pick Up

Parents/Guardians can register and drop off their child for camp on Saturday July 20 at 2:00 p.m. Parents/Guardians must **promptly** pick up their child on Saturday July 27 at 11:00 a.m. Please e-mail us if you need to make other arrangements for drop off/pick up. We will try to accommodate your needs if possible.

Canteen

Each day, campers will have the opportunity to receive canteen (e.g., candy/chocolate, treats, pop, chips, freezies, etc...).

- no money is needed for canteen as it has been integrated into the 2019 camp fee.
- each camper will be allowed to take a maximum of 3 items of canteen each day (regulated by camp leaders).
- no gum will be provided or is allowed on camp property.

Items to Bring to Camp

- Recommended: sleeping bag or sheets/blanket, pillow, extra blanket, hot/cool weather clothing, undergarments, socks, jacket, running shoes, sandals, hat, bathing suit, towels (1 for swimming, 2 for showers), hygiene items (toothbrush, toothpaste, soap, shampoo), bug spray, kleenex, sunscreen, water bottle, Bible (if possible), quiet activities for rest period (e.g., books, notepad, pens)
- Label personal items with first and last name or initials

Please note campers do not have access to laundry facilities for the duration of camp.

Items to Leave at Home

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

The following items are *not recommended* to bring to camp:

- technology: cell/smart phones, PSP's, DS's, laptops, Mp3 players, iPods, iPads or tablets
- cameras
- skateboards
- any and all items related to demon or devil worship
- role-playing cards, collector cards or playing cards

Prohibited Items

- fireworks, firecrackers, firearms, knives, weapons

Lost and Found

There will be lost and found tables set up on the last day of camp. After that, lost and found items will be held for one month. Any remaining unclaimed items will be given to a charitable organization.

Cabin Assignments

We make every effort to assign each child to the best-suited cabin. Please note that cabins are grouped together by age and we cannot assign cabins with older siblings or friends. Primaries: 2012-2010, Juniors: 2009, 2008, Junior Highs: 2007, 2006.

Phone Policy

Please be aware that camper phone use is for emergency purposes only. A phone number will be e-mailed out to you prior to camp. If you wish to get in contact with your child, you can leave us a message via phone or e-mail. We will have your child return your call during their free time.

Photography Policy

Parents/guardians will give their consent on the camp registration form for their child's photo to be taken for the purposes of camp advertisement and to be included in an online log in only camp photo album (instructions to be e-mailed out after camp). If a parent/guardian does not give their consent, the child will not be photographed. We have a camp photographer who will be responsible to capture special camp moments and therefore, *we would prefer that campers leave their personal cameras or photography devices at home.*

Pets

No pets are allowed on camp property at any time.

Medical Procedures

- each camper must send a completed Medical Form with their Registration Form and deposit.
- each parent/guardian will complete the "Over-the-Counter Medical Permission Form" and "Emergency Release Form".
- each parent/guardian will notify the camp if their child has been exposed to an infectious or communicable disease during the three weeks prior to arriving at Camp.
- each camper must have Provincial Health coverage or private insurance coverage.

- the Camp is not liable for those who do not have health coverage.
- each camper must either bring their Health Card or their insurance policy to camp to be filed confidentially and securely by the Camp Nurse or First Aid Attendant.
- a camper's Prescription Medication must be given to the Nurse or First Aid Attendant in the original container provided by the pharmacy
- **all** medication must be submitted to the Camp Nurse or First Aid Attendant on registration day and must provide a sufficient supply for the camping period.
- campers who have communicable diseases are not permitted to come to camp (*Ontario Health Protection & Promotion Act, Recreational Camps (2018)*).
- campers will not be able to start camp if they have a fever or appear to be ill according to the Camp Nurse on registration day. Campers will be asked to come back when they no longer have a fever and are deemed well to come to camp by the Camp Nurse.
- campers who have a non-contagious rash present on their body on registration day, will need a doctor's note to verify that the rash is not contagious with a given reason.

Medical Emergencies

- should a camper be involved in an accident involving a medical emergency, the camper will be medically evaluated by the Camp Nurse or First Aid Attendant and an accident report will be taken and filed in the Camp Medical record. Parents/guardians will be notified.
- if a camper requires medical attention by a doctor, the Camp Nurse or First Aid Attendant will notify the emergency contact(s) given and accompany the camper to the nearest Emergency Room and/or Walk-in Clinic.

Non-Immunized Campers

- Non-immunized campers are asked to provide a notarized *Ministry of Education* approved *Statement of Conscience or Religious Belief* form or *Ministry of Education* approved *Statement of Medical Exemption* form (completed by a doctor or nurse practitioner).
- If you do not have these forms, you will need to complete and sign the *EBC Immunization Exemption Form* prior to the start of camp.
- Returning campers will not need to provide the documentation as the previous year's documentation will be forwarded.
- In the event of an outbreak of measles (or other targeted vaccinated diseases), parents/guardians of unvaccinated children will be contacted to pick up their child immediately.

Sexual Activity

- the camp does not tolerate any sexual activity whatsoever by any campers.
- should a camper be involved in any sexual activity, the Camp Director will immediately contact the parent/guardian to come and pick up their child.

Inappropriate Touching

- kissing, touching in private areas, massaging or other intimate forms of communication between campers are not tolerated at camp.
- should a camper be involved in any inappropriate touching, the Camp Director will contact the parent/guardian to come and pick up their child.

Drugs, Alcohol and Smoking

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

Diet

- We will not be serving nut products or be using nut products in our kitchen for the duration of camp.
- Campers do not need to bring any additional food items as we will ensure each camper is receiving proper nutrition for the duration of camp.
- Snacks or food items are not allowed in the cabins.
- Make sure you indicate if your child has any dietary needs on their medical form or send us an e-mail if needed.

Camper Policies to review with your child prior to camp

Hygiene

- campers are expected to wash their hands several times a day using soap and warm/hot water.
- hand washing will be enforced prior to mealtimes.
- campers will have several opportunities to take a shower during the week.
- campers have a morning and evening wash up time when they can brush their teeth and/or wash their face.

Bullying

- Bullying is not tolerated. If a camper engages in consistent, negative behaviours towards another camper (bullying) the camp director will contact the parent/guardian to discuss the behaviour that has been occurring at camp and make a decision regarding next steps.
- This may result in a camper being sent home.

Camp Property & Maintenance

- throw garbage in the garbage cans or recycling bins provided.

- put equipment back where you found it.
- do not draw on the walls or bunk beds.
- respect camp property and materials.
- help to clean up when needed or if asked by a leader.

Cabin Cleanliness

Each morning campers will participate in cabin clean up. This is a designated time for campers to clean up their bed/personal items and help to maintain the cleanliness of their cabin by sweeping the floor and emptying their garbage.

Camp Safety

- remain on the camp property at all times and stay within the camp boundaries outlined by camp leaders.
- stay with a buddy.
- let your counsellor know where you are going during free time (e.g., large soccer field, basement, volleyball field, etc...).
- never go near the pond unless it is the designated swimming time or water activity time. A lifeguard must always be present.
- stay in an area where camp leaders can see you.

Rise 'n' Shine/Lights Out

- wake up at designated times (e.g., 7:00 AM).
- if you wake up before "wake up" time, stay in your bunk bed and remain quiet to let other people sleep. Only use the washroom if it's an emergency.
- when it's time for "lights out", this means that you need to stop talking, go to sleep and stay in your cabin until it's wake up time the next morning.

Emergency (Environmental)

- During the week of camp, a fire drill will be conducted to ensure that campers know where to go in the event of a fire. We may also practice other emergency drills (e.g., severe weather, lockdown).
- In the event of an emergency, campers will need to remain quiet and calm and listen for instructions given by a camp leader.

Swimming and Canoeing

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.

- always swim with your assigned buddy and be ready at ANY time for a buddy call
- you must pass a swim test in order to swim in the deep end and jump off the dock
- you have to get permissions from the lifeguard on duty in order to use the canoes and you must canoe with your buddy
- lifejackets must always be worn correctly when using canoes
- no dunking or rough playing is allowed in the water

Scheduled Activity Sessions

We have structured camp program that is made up of different activity sessions.

- campers must attend all scheduled activities
- campers are encouraged to participate in the activities
- campers are not allowed to leave the activity location unless permission is obtained from the Head Counselor
- campers need to listen carefully to the instructions given by the activity leader
- archery is only able to be used if the Athletics Director is present

Free Time

Campers will have free time after dinner, before the evening activity sessions. During this time campers are expected to:

- spend time with their counselors and other cabin members
- be visible to staff members and remain on the campground and within boundaries
- opposite genders should never be in the other gender's cabin
- seek permission from the Athletics Director to borrow equipment, and return the equipment at the end of free time
- talk to an activity leader if you need to borrow any art materials
- do not go near the pond
- do not go near the main road, tall grassy areas of the camp, farmers fields or near the cottage properties that are located close to the camp.

Dress Code

- regular, everyday, weather appropriate clothes (shorts, t-shirts, capris, jeans, sweaters, etc...) are acceptable for daily activities.
- we aim to encourage a modest and comfortable environment for all campers and encourage campers to wear clothes that cover their stomachs, sufficiently cover private areas and are not tight fitting to the body.
- swimwear- one-piece bathing suits, swim shorts or bathing suits that sufficiently cover private areas are encouraged.
- clothing displaying rude slogans or promoting the use of drugs or alcohol is not permitted.

Camper Behaviour

- campers should follow the policies outlined above and as well any rules that are established by other camp leaders during camp.
- campers need to understand that the camp leaders are responsible for their safety and well being during camp.

General Camper Rules

- listen to camp leaders when instructions are being given
- respect and show kindness to other campers
- help out
- keep hands to yourself/no hands on actions (e.g., fighting, punching, wrestling)
- talk to a counselor or other camp leader if you feel unsafe or if something is bothering you

Camper Correction

If a camper displays negative behaviours (e.g., being disruptive, defiant, disrespectful, hostility or aggressiveness towards other campers, not following camp rules), the following may occur:

Step 1:

- the counselor will speak with the camper to come up with some ways to correct the behaviour

Step 2:

- the Head Counselor will be notified and may need to intervene by:
 - speaking to the camper and putting a plan in place with the camper and counselor to fix the problem
 - taking away or reducing a privilege (e.g., reducing swim time)
 - monitoring and following up to see if the camper has been following the plan agreed with the counselor

Step 3:

- the camp administrators and Camp Director will be notified and may need to intervene by:
 - speaking to the camper in order to come up with a new plan to correct the behaviour
 - a phone call home will be made to parents/guardians so that they know what has been going on

Step 4:

- if the camper continues in their negative behaviour, after contacting parents/guardians at least once, the Camp Director will make a decision, in discussion with the camper and the camper's parents, to either keep the camper at camp or send them home.

EBC Child's Protection Policy states that no forms of physical punishment are to be used in order to correct negative camper behavior. If a staff member physically and intentionally hurts a camper in any way, they will be dismissed immediately by the Camp Director and a phone call will be made to the *Family and Children's Service of Guelph and Wellington County*. Parents/Guardians will be notified promptly. In addition, no forms of child abuse (e.g. physical, sexual, emotional or neglect) are tolerated and will result in immediate staff dismissal. A phone call will be made to *Family and Children's Service of Guelph and Wellington County*.