



Heartland Center Summer Camp 2012

VOLUNTEER GUIDE

All Volunteers including Counselors and Directors

Welcome to Camp Heartland!

We are so glad you have decided to volunteer your time to serve in this important ministry! You are a part of something special – something that makes a lasting impact on children and youth. Did you know that according to the 2002 Presbytery Panel survey - more than ½ of current PC(USA) pastors and lay leaders who can recall a significant first faith experience – had that experience at a camp or retreat! We also know that children who can form a trusting relationship with at least one adult outside of their family group are more likely to lead healthy, confident, and safe lives? You might be that person!

Enclosed is a list of all the things to bring, what to do, emergency action plans, etc etc etc. Please read through all of this but know that you will always have the back up of our trained summer staff. Your role is to keep your campers safe and help them grow in their faith – our summer staff can fill in the rest.

Here are some things you should know about how camp works and your role:

Arrival Time – Sundays - Our summer staff and all volunteers should arrive at 1:00 PM for a short orientation with our program director. They will then move into their cabin area – or meet with their co-counselor. Directors will have a brief meeting at 3:15 with the camp session counselors.

Our campers start arriving at 4- 4:15 PM.

Wednesday – Volunteer counselors should arrive at 5:00 PM for a short orientation with our program director during our dinner. Please plan on eating with us that evening. Campers arrive after dinner (7 PM).

Campers are assigned to cabins/tents/rooms (called cabins hereafter) led by at least one adult counselor. Cabins are paired together to form a family group. That group will stay together and do all activities together the whole week. We base this on “small group camping” model which says that if campers are in small

groups led by a capable adult, they form trusting relationships, learn to resolve differences, and get to know each other well enough to grow from the experience. Jesus traveled with a small group of disciples who were able to live together, break bread together, and sometimes disagree together! This learning style is very impactful in the faith and life-skill development of children and youth.

Daily Schedule – Meals are at 8, 12, and 5:30 (Except 6:00 on Sunday nights.) Campers in Pete's, Highlander, and Oak Place camps generally have their meals in the Dining Hall. Campers in Hogans/Platform tents, and A-Frame Cabins eat the majority of their meals at their campsite. Each morning has morning watch and activities, each afternoon rotates between activities and pool time, and evenings have activity time before vespers. You set the time and location of vespers. The counselors and PA will set activities and lead activities for other times. If you would like to lead the group in an activity, you are free to do that – just work it out with your PA in advance.

Counselor breaks – our staff counselors will take 2 hours of break per day. They work a long summer and this is one way to keep them fresh. They will take this break during activities that are led by other staff members (crafts, activities, etc.) This will ensure that there are always at least 2 adult leaders with each group at all times.

Counselor meetings – Counselors are now directly supervised by their Program Assistant. The program assistant will visit each family group at vesper time or some time after dinner to check in and lead a meeting. You can consult with your PA and counselors if other meetings are required. This is to ensure that all aspects of your family group are being shared. If you have group dynamics to share this is the time to do it. Also know that you can talk to a program assistant or the program director at any time you have discipline, homesickness, illness, or other problems. We encourage lots of communication but know that at least once per day the program assistant for your age group will check in with you.

Director meetings – some directors will still want a meeting with all counselors to plan things that the whole age group will participate in. This will be scheduled for

directly before their break (speed is appreciated so they may get rested and if you do not think you need to meet then don't). Your campers will be watched by the craft and activities counselors. Depending on whom the director is, this may or may not happen each week.

As a volunteer Counselor, you are going to live in the cabin with the kids and accompany them to all activities. There are times for counselors to lead games and activities. This would be a great time for you to interject your personal skills or for your co-counselor to help lead the group. We expect you to spend all of your time with the group interacting with the campers – if you need a break, please let your co-counselor know so they can plan to have another counselor or activity leader help cover the group while you take some time off.

As a volunteer Director – your role is to lead and mentor the campers and counselors with your primary duty being to lead vespers each evening following the curriculum. At vespers, staff counselors will sing songs, and you will have 20 min +/- to talk directly to the campers. Props and stories work very well in keeping their attention – especially at younger ages. Please let Michael know in advance if you need ideas or just want a sounding board. Your DIRECTOR GUIDE, and CURRICULUM GUIDE WILL HELP GUIDE YOU IN YOUR DUTIES MORE.

Director Time/Activity leadership – if you would like to lead director time, time to do activities or other things with all the campers, you are free to do so. Please let us know your plans in advance so we will block out time in the schedule for all campers to participate. We encourage you to do so, but we know that this is not everyone's gift so don't feel pressured. The campers are going to have a fun time regardless.

Chain of command – each camper is supervised by counselors, who are supervised by a program assistant, who is supervised by the program director. Volunteer Camp session directors are encouraged to participate, give advice, and help counselors work with the campers. However, realizing that the counselors are here every week and have different volunteer camp directors each week, it can be confusing for them to adapt to a different leadership style each week. By

having them report to the Program Assistant instead of the volunteer camp director, we are hoping to provide some continuity and connection between counselors and camp leadership that they will grow to know all summer long. Please let us know (program directors) if there are any issues that are not being resolved in this structure.

If you have any question about your role, please call us in advance of your session or ask while you are here!

Thank you for volunteering your time we really appreciate you. We see it as a blessing and a great gift to have your help in leading this ministry.

Take care,

Michael Megraw
Program Director

2012 Volunteer Packing List

- Joy of Christ and love of kids

- Prayer

- Bible
- Notebook
- Pen/Pencil
- Backpack/Small bag to carry Bible, notebook, curriculum, first aid stuff, etc. when counseling
- Sleeping bag/sheets/blanket (You may consider sheets/blanket for your bed in Oak Place [staff housing] and a separate sleeping bag to take when you counsel-just a suggestion)
- Pillow
- Towels (bath and beach)
- Toiletry articles (shampoo, soap, etc... Whatever you need to keep clean and beautiful!)
- Battery operated alarm clock to wake you up when counseling in the Wilderness or Highlander camps unless you have a watch that does the honors
- Flashlight
- Insect repellent
- Sunscreen
- Water bottle/Camelbak/canteen
- Rainwear
- Tennis shoes
- Sandals with backs only (wearing flip-flops is discouraged because the terrain is so hilly and plus you can not run very well in them! You may wear flip-flops on your time off or if lifeguarding)
- Swimsuit (Please keep these modest-Men: no speedo bikinis, Women: only a one piece or a modest tankini, absolutely no bikinis!)*
- Outdoor clothes: shorts, t-shirts, tank tops, jeans, etc.*
- Work clothes: jeans, long sleeved shirt, hard shoes or boots
- Hat (if you like)
- Health form if not already turned in
- Items to enhance the program such as musical instruments, costumes, props, sports equipment, fun/crazy items, etc...
- Bible study/devotional materials if you have them.
- Drinks and snacks to keep in House of Faith for your time-off

* Clothing: When considering clothing please keep in mind that this is a Christian camp and we want to keep it modest. Tank tops are fine, but please no bare midriffs or revealing cleavage. As leaders of the camp we need to set examples for our campers. With poor body image, eating disorders, and sexuality issues so prevalent in today's society we can set the example of being "in the world, but not of it". Thanks!



Typical Schedule

8 AM	Breakfast
9 AM	Morning Watch (Bible Study)
10 AM	Activity 1
11 AM	Activity 2
12 Noon	Lunch
1 PM	Rest Time
2 PM	Activity 3
3 PM	Activity 4
4 PM	Swimming
5:30 PM	Dinner
6:30 –	Evening activities or games, or group time
8 PM	Vespers for Trailblazers
9 PM	Vespers for older campers
10 PM	Get ready for bed (bedtime for younger campers...)
11 PM	Bed for older campers.

Breaks –

Counselors will have break time each day during the time that their campers are at staffed activities. The staff for that activity serves as the extra adult for supervision ratios. By doing breaks in this way, there will always be at least one counselor with their campers at all times. This way the campers will always have someone there they know and feel comfortable with which should help immensely with discipline.

CAMP POLICIES AND RULES

-Always wear shoes. This is to avoid injury to the foot. There are several thorn trees on site, and campers have also been known to step on bees and brown recluse spiders.

-No running on hills. Instruct campers to slow down to avoid injury. Don't play games on hills-there are several playing fields designated for these. We have had several broken bones from our hills and are not insured for injuries that could have been avoided.

-Adults should never be alone with a camper (or someone camper aged). All adults need to be within sight and sound of another adult when one-on-one with a camper, ACS, or volunteer under 18.

-Respect property. Do not litter, graffiti, and/or deface anything on camp property. Anyone who violates this will be expected to pay for, replace or clean the damage.

-Participate fully in the camp program. Campers and counselors are expected to be on time for each activity and participate in that activity unless given permission by the Session Director and/or Program Director. Campers should stay with their group at all times.

-Respect and listen to leaders.

-Campers should be supervised properly at all times. Campers should be within sight or sound of an adult always. For "free time" the director or counselor needs to designate boundaries and be aware of the whereabouts of all campers. HPC has a ratio policy that needs to be met at all times: For Explorers: 5 kids to 1 adult, Trail Blazers and Juniors: 6:1, Junior High: 7:1, and Senior High: 8:1.

-Campers are not allowed in Nunemaker Center or around the Conference Center facilities without permission and must be accompanied by an adult if given permission. Campers not allowed to make phone calls unless under certain circumstances that are approved by the Session Director and/or Program Director. Campers are also not allowed to use the vending machines for candy and soft drinks. Campers (and anyone camper aged) are not allowed in staff housing even if accompanied by an adult.

-Girls are not allowed in boy's sleeping quarters and boys are not allowed in girl's sleeping quarters.

-No put downs. As one of our program goals states: each camper should be treated as a child of God.

-Campers are not allowed to ride in any vehicle on site. Exceptions would be for emergencies only or if given appropriate permission from the Program or Executive Director.

-All visitors must follow the visitor policy. Please refer to the "Visitor Policy" in regards to anyone not participating in the program. The visitor policy is to protect our campers, program and site from unwanted guests.

-Pool Rules and Horse Expectations must be followed at all times.

-Raids are not permitted. These only cause retaliation. Suggest a positive type of "raid" instead, such as a hug raid or serenade raid.

-The following items should not have been brought to camp and should be confiscated: Expensive articles, Radios, Walkmans, TV's, Pagers, Cell phones, Electronic Games, Money, CDs, CD Players, Fireworks, Food, Snacks, Candy, Gum, Soft Drinks, Alcoholic Beverages, Tobacco Products, Bikinis, Clothing with questionable sayings or slogans, Weapons of any kind.

Heartland Presbyterian Center Camper Supervision Policy

Parents entrust counselors with the care and supervision of their campers. To maintain campers' safety, meet parental expectation and keep a safe working environment for staff Heartland Presbyterian Center requires the following camper supervision rules:

1. Counselors are responsible for ensuring supervision of the campers in their small group 24 hours a day during the camp session, from the time the parents release the campers to the counselors on registration day until the parents sign the release form at the end of camp and take their campers home.
 - Counselor's vigilance must be constant and consistent during the course of the camp session.
 - Supervising means being responsible, caring for campers' safety, encouraging, listening, shepherding, nurturing, counseling, peace-making, leading and more.

2. Counselors will get daily, scheduled breaks according to the program schedule.
 - Scheduled breaks are the only time counselors are not expected to be directly supervising their small group.
 - During these times, designated program staff (Activity Leaders, Session Directors, etc.) will assume the responsibility of camper supervision.

3. Counselors will implement a "head count" to insure all campers are present in the small group.
 - Head counts will be taken before leaving one program area to a different location and when arriving at the next activity site.
 - Counselors will follow all procedures for avoiding lost campers.

4. Counselors will never put themselves in a one-on-one situation with any camper.
 - There will always be a minimum of two trained and designated counselors present and within sight or sound of each other whenever children or youth are in the care of the Heartland Presbyterian Center.
 - As soon as feasible, either during the activity or at its conclusion, an adult worker (paid or volunteer) who is the only adult present during any activity involving youth should report that fact either to the immediate supervisor or to the director.
 - Counselors will work as a team with their co-counselors to see to it that their campers are well cared for and have an excellent camp experience.

5. There will never be a situation where a male or female counselors share sleeping quarters with youth of the opposite sex.
 - Male counselors will share residential facilities with boys.
 - Female counselors will share residential facilities with girls.

HPC Adult to Youth Ratio Policy

Heartland Presbyterian Center requires that all programs sponsored by the Center will meet the following minimum on-duty adult to youth supervision ratios, and will advise in writing all user groups to follow the same requirements.

Child / Youth Age	Number of On-Duty Adults	Number of Children / Youth
0-7 years	1	5
8-9 years	1	6
10-13 years	1	7
14-17 years	1	8

Definition of “on-duty adult” – An adult (18 years of age or older) authorized by the sponsoring organization to supervise/chaperone the children/youth from the organization. On-duty adults must be within sight and/or sound of the children/youth of their group for the purpose of maintaining a safe and appropriate environment for all who use the facilities and grounds of the Center.

Exceptions to these ratios are allowed for large group recreational/educational activities where there is a controlled environment/area, and only when other adults are accessible and able to assist if needed. In these situations the ratios may not exceed twice the stated ratio.

Examples of recreational/educational activities: organized field games, classroom settings, and worship settings.

Exceptions are never allowed for the following conditions/activities: Free time, rest hour, after lights out, or anytime youth are present in any building on the Center’s grounds.

Discipline

Disciple

Follower, Immitator

Your goal is to instill good habits and create campers who follow your good guidelines.

Discipline DOES NOT equal Punishment

Remember the 5 F's of Discipline

- First – Discipline starts the first night with ground rules, respect and tone
- Fair – Discipline and corrections should happen evenly to everyone, not just the ones “you don’t like”
- Frequent – catch campers first time, clear things up constantly
- Focused – Don’t scatter shot your correction – aim it at the folks who are mis-behaving
- Firm – If you say you are going to do something, you darn well better do it.
 - Start out the toughest you can be, you can always lighten up but not tighten up!

Lighten Up – Don’t Tighten up

- Who like a teacher who starts out friendly and gets meaner? We would rather see someone go from being “mean” to being friendlier.
- The same goes for you as a counselor.
- Be as tough as you are going to be the first night!

Playground Theory

- Remember the analogy of the 2 playgrounds – one with a fence and one without? Who felt safe? Who used all the space to play? Which playground had less fighting?
- People need boundaries.
- We feel safe when we know where the boundaries are.
- We are free to explore and test when we know what our limits are.
- We are safe when we know we are going to be corrected and kept on the right path.
- Campers will test boundaries.
- Set boundaries safe enough that when campers jump over them, they will still be safe.
- Remember the alligators outside the fence? Keep campers away from the alligators!
- Don't set your boundaries too restrictive – campers will chafe and resist if hemmed in too tight.
- Be appropriate and reasonable.

Your Back Up

Your PA has your back. If you need to, call them in to talk to a camper.

Keep them informed so they can help.

Don't over-use them, try something yourself first!

Avoid the Corner

Don't paint yourself into a corner.

Don't promise a punishment you can not enforce.

You can not withhold, hit, restrain (except to help keep a camper safe) or send a camper home.

Don't make threats.

Clarify rules and give them choices

Choices

Come up with 2 behavior choices for a camper to choose – 2 outcomes.
Make sure you can live with either choice.

It empowers campers, resolves the conflict, and keeps campers safe.

How to Safely Stop a Fight

Shout loudly and sharply – “Stop! You’re Fighting!”

Don’t stand in the middle.

Don’t try to stop the aggressor.

Talk calmly.

Give clear, simple instructions – “Sit down, walk away, stop shouting, take a deep breath, etc.”

Walk to “victim” who is getting attacked – walk away with that camper.

When farther away – give space and go back to calm down aggressor.

When calm – revisit with each camper what happened.

Create a mediated space for both to talk.

Come up with a plan both can live with.

Mediation

Set ground rules:

One talks and tells about what happened, then other one does.

Do not interrupt – you will get a turn.

Use I statements – tell how you felt and what you saw – not with the other person did or should have done.

Once both have talked – ask if both want to stay at camp and work it out?

Have each brainstorm solutions

Choose a solution both can live with.

Try it out.

Revisit a mediated conversation if the solution does not work to try another one.

HPC - Intruder Procedures

It is the goal of Heartland Presbyterian Center to provide as safe of an environment as possible for its program participants and its guest from unwelcome and potentially dangerous trespassers. For this reason, no one is allowed on the Center's grounds without receiving preauthorization from the Center's business office.

All people on the Center grounds are required to have a HPC issued wristband on at all times. The HPC staff is expected to wear a HPC name tag. If a staff person does not have his/her name tag then they must wear a wristband. If anyone is seen on the grounds without a wristband he or she is to be confronted by a HPC staff person or program volunteer immediately.

Procedure for Confronting a Possible Intruder

1. Notify another HPC staff or program volunteer of the description and location of the person in question. If possible, report any distinctive details (i.e. license #, make/type and color of vehicle, hair color, gender, etc.) Have another adult join you prior to approaching the person in question.
2. Set a specific amount of time to check-in with a third person who will call the Sheriff's Department if they do not hear back from you by the set time. If no one else is available to approach the person with you, or to check-in with call the **Platte County Sheriff's Department (816) 858 – 2424** and report a trespasser.
3. Have one person wait at a distance, but within eyesight while the other approaches the person in question.
4. Introduce your self as a staff person and tell the person that you are conducting an identification check as a safety precaution for the guests of HPC.

5. Ask the intruder his/her name, and purpose for being where they are and ask to see ID. If the person claims to be with a group staying at the Center, check with the office to see if the person is on the Center's guest list. Ask them to please put on their wristband, and thank them for their cooperation.
6. If they do not have a wristband escort them to the office, to check-in and receive authorization.
7. If the person refuses to cooperate, call the Sheriff's Department and report a trespasser. From a safe distance keep track of the trespasser's location until the police arrive. **If you feel the trespasser is a threat to you or anyone else call 911 immediately and alert other guests and leaders of the potential danger.** Do not attempt to detain or physically restrain anyone.
8. If necessary, enlist the aid of other staff and leaders to evacuate the immediate vicinity of the intruder.

HPC Missing Person Procedure

Prevention

Every year an alarming number of children are reported missing in the United States. If there is a possibility that a child has gone missing, time is of the essence. The quicker the Center and its staff respond to a possible missing person the higher the likelihood is that the child will be found safe and sound. It is crucial that all HPC personnel take each case seriously and that every precaution is taken.

Constant Supervision

At all times campers should be within sight or sound of the adult(s) assigned as a leader(s) (i.e. counselors, lifeguards, activity leaders, etc.). When the adults responsible for supervising campers change (i.e. dropping off or picking up from Activity Time) it is the outgoing adult's responsibility to ensure that the incoming adult in charge knows exactly who and how many youth are being left in their care.

Set Boundaries

For "free-time" the director or counselor will designate boundaries and be aware of the location of all campers.

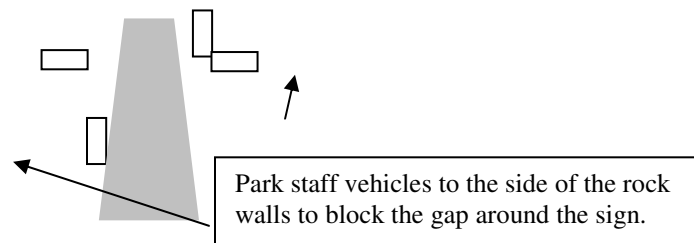
Head Counts

It is important for counselors to conduct a count of the campers in their care **every time** the group gets ready to travel from one location to another and again when they arrive at a new location. Head counts should also be conducted periodically throughout the day even when the group remains in the same location.

Should a camper be presumed missing.

1. If foul play or a run-away is suspected skip to # 3.
2. The Program Manager on duty will be notified immediately. An immediate search will be conducted by the adults in charge of the most recent places visited by the camper and the most likely places the camper is to go. Make sure to check restrooms, sleeping areas, and other nearby small groups.

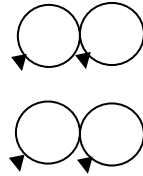
3. If the camper is not immediately found (5-10 minutes), contact the Program Manager in charge and provide that person a detailed description of the missing person. Include height, weight, hair color, clothing, and any other distinguishing characteristics. The Program Manager in charge will immediately:
- a. Call the Platte County Sheriff's Department for help in the search.
 - b. Call the Program Director and the Executive Director.
 - c. Lock the two back gates to the camp and post a staff person at both gates to reroute all traffic to the front gate, and report any suspicious activity.
 - d. Post a staff person at the Corral to prevent a vehicle from leaving through camp Shawnee.
 - e. Post two staff persons at the front gate to stop and search all outgoing vehicles from the camp. The search will include the interior of the vehicle as well as any trunk space. Record the following information from all vehicles leaving:
 - i. Stop vehicles by stringing the rope across the road and motioning with an open palm to stop. The check point personnel should park their vehicle(s) to the side of the gate blocking possible routes around the check point (see diagram).



- ii. Explain why they are being stopped and that you will need to inspect their car. If they are unwilling to allow a search have them park and wait for the police.
- iii. Record:
 1. The names of all people in the vehicle. Check ID's to verify. If no ID is available write down a description of the person.

2. License Plate #, State, County
 3. Make/Model/Color of the vehicle
 4. Anything suspicious
- iv. If anyone ignores the checkpoint or is unwilling to cooperate call 911.
 - v. Warning, checkpoint personnel should not put themselves in harm's way. Do not stand in front of vehicles, and do not try and restrain anyone.
 - vi. Once the inspection is complete, lower the rope across the entrance and let them pass.
- f. Have all available staff begin a thorough search.
- i. The Executive Director will call the parents to keep them abreast of the situation and to see if they can offer any useful information.
 - ii. Send three staff out driving the roads looking for the missing person
 1. One going east on 45 highway to route K and back, and to start checking the surrounding neighborhoods.
 2. One going west on 45 highway to Farley and back, and to start checking the surrounding neighborhoods.
 3. One to drive North on I-435 to 120th street and then South to Wolcott Dr. in Kansas and then return back.
 - iii. Check with all leaders on the camp to see if they have seen the missing person or can give any useful information. Have all of the campers and guest of the Center report to designated areas (i.e. the basketball court, Lone Pine, Activity Lodge, etc.) until the missing person is found.
 - iv. Two types of searches will be used on the camp property.
 1. The line search is initiated by placing all searchers on a line, and walking in a certain direction. The intent is that all persons will walk at the same speed, and a very thorough search of a specific area can be accomplished.
 2. The cloverleaf search is initiated by placing groups of four to six people in an area, and then having those people walk in

a counterclockwise circle, each returning to the starting position. This method covers a great deal of ground, but is not as thorough as the line search.



- v. Continue searching until the person is found or the search is called off by the Sheriff's Department.

In general this is the procedure suggested for a "lost camper." It is best that the other campers not be made aware of any potential missing campers unless it is believed that they could be of assistance in finding the person.

HPC Release of Camper Policy

During camper registration, the adult who brought the camper to HPC will inform the Session Director (or appointed HPC staff person) of the names of two authorized individuals the Center has permission to release the camper to at the end of the event.

The Director and camp staff will only release campers to authorized adults. Authorized adults must sign that they have picked up the camper and show proof of identification.

The same procedure will be followed for campers that will temporarily need to leave the program (i.e. a doctor's appointment, school enrolment, etc.).

HPC Verification of absentees or "no shows"

At the end of registration (approximately 45 min. after start) the HPC staff will call the homes of campers who were expected to arrive, but who didn't arrive and confirm that the camper will not be coming to camp or if the camper will be arriving late. This information will then be relayed to the following people:

- Program Coordinator
- Camp Session Director
- Camp Counselor
- If the camper is not coming at all then the Registrar and Bookkeeper will also be informed.

Late camper registration will be coordinated with the Program Coordinator, as to location, and time. At the time of arrival the payment, health screening, and release designee will be processed.

Heartland Presbyterian Center Child Sexual Abuse Policy

Heartland Presbyterian Center desires that it be a safe and secure place for all children, youth, and adults who attend or who participate in activities. Incidents of child sexual abuse or neglect cut across every racial, social, economic, and religious boundary. Each year, over one million children are victims. Sexual abuse is devastating. It causes deep and sometimes lifelong psychological damage to the victim. Heartland Presbyterian Center wants to do everything possible to ensure no sexual abuse will happen at any of our camps and programs. In addition to the harm to the abused, the reputation of the Center is jeopardized, and it may become vulnerable to costly and time-consuming legal action. Therefore, this Center adopts the following as its “Child Sexual Abuse Policy.”

I. Definition

- a. Child sexual abuse is any sexual activity with a child under eighteen (18) years of age. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim.
- b. Child sexual abuse may be violent or nonviolent. All child sexual abuse is an exploitation of a child’s vulnerability and powerlessness in which the abuser is fully responsible for the actions.
- c. Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.
- d. Child sexual abuse includes behaviors that involve touching and non-touching aspect.

- i. Types of abuse that involve touching include, but are not limited to:
 - 1. Fondling
 - 2. Oral, genital, and anal penetration
 - 3. Intercourse
 - 4. Forcible rape

- ii. Types of abuse that do not involve touching include, but are not limited to:
 - 1. Verbal comments
 - 2. Pornographic videos and pictures
 - 3. Obscene phone calls
 - 4. Exhibitionism
 - 5. Allowing children to witness sexual activity

- e. Sexual behavior between a child and an adult is always considered forced whether or not consent is given by the child.

II. Child Sexual Abuse Policies

- a. All paid employees, including clergy, must complete the Screening Form prior to employment. For those already employed, the form must be completed in order to continue employment.

- b. All volunteers who work with children or youth must complete the Screening Form, ideally before coming to the Center to work. No exceptions will be allowed.

- c. Adults who have been convicted of or have pleaded guilty to either child sexual abuse or physical abuse will not be permitted to work with children or youth in a volunteer or paid capacity.

- d. All applicants for employment to work with children must undergo a criminal background check.
- e. The Center intends to request an examination of the National and State registries for information about reports of abuse or neglect concerning any present or prospective employee or volunteer.
- f. Adult survivors of child abuse must meet with a pastor before working with children or youth.
- g. As soon as feasible, either during the activity or at its conclusion, an adult worker (paid or volunteer) who is the only adult present during any activity involving youth should report that fact either to the immediate supervisor or to the director. In a resident camp it is not always possible to have two adults present with the children or youth. Each adult in the presence of children will be within sight or hearing of another adult.
- h. Any inappropriate conduct or relationship between an adult and a child or youth must be confronted immediately and investigated. Such inappropriate behavior must be reported to the Program Director. The Program Director must report such behavior to the camp director or executive director who will inform the Personnel Committee. In the event such inappropriate behavior is committed by the executive director, the report should be made to the Moderator of the Personnel Committee.
- i. Abuse, suspected abuse, or neglect must be reported by the executive director to the Division of Family Services of the State of Missouri immediately, but in no event more than 24 hours after the event. In the absence of the executive director, the camp director or any other director shall cause the report to be made. Telephone reports should be made to 1-800-392-3738. The Missouri statutes specifically provide that privileged communication (except between attorney and client)

shall not constitute grounds for failure to report the suspected abuse of neglect. The reporting person may additionally, if desired, report the matter to law enforcement or juvenile officers.

The reporting person can also request information on the general disposition after the report has been made.

Missouri statutes provide penalties for failure to file reports or for intentionally filing false reports.

Visitor Policy

Visitors of Campers

For security purposes and to avoid disruption to the camping program, visitors of campers are not permitted unless a parent (legal guardian) of the camper has given advance written authorization, and it has been approved by the Center's Program Coordinator.

Parents (legal guardians) are permitted to visit at anytime, however calling in advance is appreciated to coordinate times and places that will least disrupt the camping program.

All visitors must check in at the office and receive authorization from the Center's on-duty program manager. If possible, the length of the visit should be limited to less than thirty minutes. Visitors must check-out with the program manager when leaving and turn in their wristband

If it is after office-hours:

The visit must be coordinated in advance with the Program Coordinator.

In the event of an emergency and a camper must be contacted immediately the Center's voice mail will list the number of the on-duty program manager.

Visitors of Staff

Visitors of staff members are welcome during the staff member's scheduled time off. (See job descriptions for typical position schedules).

Staff members should inform the Program Coordinator in advance of expected visitors.

All visitors must check in at the office and receive authorization from the Center's on-duty program manager.

Visitors:

- Must be accompanied by the staff person they are visiting at all times
- May stay the night only when there are no camps in session and only with the permission of the Program Coordinator

Visitors of staff members are permitted in Staff housing only if:

- they are accompanied by the staff person being visited
- it is during non-quiet hours
- the person is above camper age
- and they comply with staff housing rules/expectations

General Visitors

- Individuals visiting the camp in general (not visiting any one specific person) should:
 - receive authorization from the Center's on-duty program manager
 - limit their visit to less than one hour
 - not let their visit distract from or disrupt the camping program
 - check out with the program manager when leaving and turn in their wristband

EMERGENCY PHONE NUMBERS

***ALL NUMBERS 816 AREA CODE**

Ambulance/Fire/Police:

911

Michael Megraw:

674-7634

Dan Scheneman's Home:

891-8429

Dan Scheneman's Cell:

517-2502

HPC Office:

891-1078

***ONLY CALL THESE NUMBERS
AFTER HAVING SPOKEN TO MICHAEL OR DAN.**

Fire (Parkville):

858-5848

Police:

741-4454

Sheriff:

858-3521

Highway Patrol:

800-525-5555

Poison Control:

800-222-1222

Mental Health Center (CMHS):

254-3652

Youth Crisis Hotline:

741-8701

HPC Address:

16965 N.W. 45 Highway

Parkville, MO 64152

HPC HEALTH CARE PROCEDURES

All programs sponsored by Heartland Presbyterian Center fall under these guidelines and procedures. User groups (groups that are renting the facility and conducting their own programs) are responsible for providing for their own health care needs, and therefore are not required to adhere to the same guidelines. However, user groups must document all Major First Aid and Emergency situation, using the Center's "Incident Report Form."

All HPC paid and volunteer program staff will be trained in the Center's health care procedures prior to working with the Center's programs.

Medical Release Forms

Before admission to a HPC program, all participants are required to provide the Center with a completed Medical Release Form (children/youth participants) or a Health / Emergency Form (adult participants). Medical Release Forms will be kept on file with the camp nurse or health care manager during the event and then archived after the event is over.

Prior to admission, all participants 18 years old or younger and any participants in programs for the Developmentally Disabled must receive a health screening exam by a trained and appointed health care representative of the Center. All medicines, medical conditions, and health concerns regarding participants will be communicated with the following personnel:

- Camp Nurse
- Camp Health Care Manager
- Small Group Counselor
- Session Director
- Lifeguards and Activity Leaders (if necessary)

Medicine

All medicine for children and youth participants will be kept and administered by the camp nurse or camp health care manager. Participants are allowed to carry medicines for life threatening conditions (i.e. inhalers, emergency bee sting kits) with them, and their counselors will check and make sure that the medicine is with them at all times. The participant's counselor will be trained in the administration of such emergency medicines by the parents of the participant or by the camp nurse.

Sr. High Youth are allowed to carry and be responsible for their own "over-the-counter" medicine however counselors should be informed by the camp nurse or Camp Healthcare Manager as to when, how much, and for what purpose the medicine is needed. Prescription medicine will be kept and administered by the camp nurse or camp health care manager. All prescription medicine kept by the nurse or health care manager will be stored in a secured location.

Administration of First Aid

All paid adult program staff are required to hold current certificates in First Aid and CPR for the Professional Rescuer, by the American Red Cross or by another nationally recognized organization.

HPC - First Aid and Emergency Protocols

The following protocols will be followed when First Aid is needed by a program participant or staff person.

Minor First Aid Concerns

- Small shallow cuts (less than an inch in length and did not penetrate both layers of skin)
- Small scrapes or abrasions (less than two inches in width or length, and did not penetrate both layers of skin)
- Small first degree burns (only damage first layer of skin, less than an inch in width or length)
- Minor Falls (victim fell less than three feet and has no signs of musculoskeletal injuries)
- Homesickness is considered a minor concern, however if in doubt treat as a major concern

Protocol for Minor First Aid Concerns

- 1) Treat injury according to first aid training. If in doubt as to the severity or seriousness of the injury provide care using the Major First Aid Concern Protocols.
- 2) Record injury and treatment on Health Log in the first aid kit or at the Nurses Office.
- 3) Notify the following personnel at earliest convenience.
 - a. Counselor and/or Co-counselor
 - b. Camp Nurse or Camp Health Care Provider
 - c. Session Director
- 4) Monitor condition to insure proper healing.
- 5) If the victim is a minor, notify the parent of the victim's injury and treatment when the participant is picked up.

Major First Aid Concerns

(See next page for protocol)

- Cuts long or deep (any cut longer than an inch or penetrating both layers of skin.
- Cuts located on body parts that bend and / or put stress on the injured area.
 - All injuries to the head or face
 - Large Burns (damaging more than the outer layer of skin and or larger than an inch in size)
 - Bleeding that cannot be controlled after a few minutes of pressure.
 - Any dizziness or disorientation
 - Dehydration
 - Any chemical or electrical burn
 - Puncture wounds
 - Illness (Homesickness is considered a minor concern, however if in doubt treat as a major concern)
 - Fall from a height greater than three feet.

Protocol for Major First Aid Concerns

- 1) Immediately, have someone contact the Camp Nurse or Camp Health Care Manager. If the injury or illness is life threatening, has the potential to become life threatening or debilitating, have someone call 911 and initiate the Center's Emergency Action Plan.
- 2) Treat the injury according to first aid training until more advanced medical personnel arrive and assume control.
- 3) If the victim is a minor, the camp Health Care Manager will notify the parents of the victim and include them in the decision making process. The parents will be kept informed of the victim's status and location throughout the process.
- 4) If victim is a minor and should see a doctor, but it is not an emergency, the victim's parents will make the arrangements with the doctor's office and for transportation to the doctor's office.
- 5) The following personnel should be notified of the incident as-soon-as possible.
 - a. Counselor and/or Co-counselor
 - b. Session Director
 - c. Executive Director
- 6) As-soon-as possible, the staff person(s) present at the time of the incident will complete a HPC Incident Report Form and document all pertinent information. If no staff person was present when the incident occurred, the report will be filled by the staff person(s) who first arrived on the scene.
- 7) The Counselor and/or camp nurse will continue to monitor condition to insure proper healing, while the participant is in the Center's care.

Emergency Conditions

- All head or spinal cord injuries
- Severe Illness
- Severed Body Part
- All life threatening conditions
 - Loss of Consciousness
 - Severe Bleeding
 - Shock
 - Severe Burns on more than one part of the body
 - Severe Burns on the head, chest, neck, back, or genitals
 - Severe Electrical or Chemical Burns
 - Respiratory distress or arrest
 - Circulatory (Cardiac) distress or arrest
 - Hypothermia
 - Poisoning
 - Stroke

For all Emergency Situations Initiate the Center's Emergency Action Plan

- 1) Have someone immediately call 911, and send someone to meet the emergency personnel at the front entrance of the Center and direct them to the site of the emergency. If a phone or radio is not nearby, 3 loud noises of anything (3 yells, 3 honks of a horn, 3 whistle blows, etc.) is a signal for help.
- 2) Immediately have someone contact the Camp Nurse or the camp Health Care Manager.
- 3) The staff person present will provide First Aid care for the injured person according to their American Red Cross training until more advanced medical personnel take over.
- 4) If the victim is a minor, the camp Health Care Manager will notify the parents of the victim and include them in the decision making process. The parents will be kept informed of the victim's status and location throughout the process.
- 5) As soon as possible, the Program Coordinator will be contacted and she/he will contact the following personnel:
 - a. Executive Director
 - b. Counselor and/or Co-counselor
 - c. Session Director
 - d. The Executive Director will contact the following persons:
 - i. The Moderator of the HPC Board of Directors
 - ii. The Executive Presbyter of Heartland Presbytery and if necessary the Executive Presbyter of the Presbytery of Northern Kansas
 - iii. Insurance Provider for the Center
- 6) The Executive Director is the only person authorized to represent the Center to the media. If the Executive Director is unavailable the media will be directed to the Moderator of the HPC Board of Directors.
- 7) As-soon-as possible, the staff person(s) present at the time of the incident will complete a HPC Incident Report Form and document all pertinent information. If no staff person was present when the incident occurred, the report will be filled by the staff person(s) who first arrived on the scene.

**Heartland Center
Summer Camp
2012**

**Additional DIRECTOR
Information**

Directors at Heartland Summer Camp

Thank you for giving your time to direct a camp at Heartland this summer! We know the campers and staff will benefit from your leadership and we are happy to have you. We (the Program Directors) are also eager to support you in this role whether it is your first experience directing a camp at Heartland or if you have been doing this for years. You are most effective if you are enjoying yourself and feel supported and that is our aim.

This Director Outline will help you understand your role. If there are any questions or if anything is unclear in this outline, please call us for clarification.

This document covers the following:

- Why Direct?
- What are the roles of a director?
- What are the things a director is not to do?
- What parts of the day do directors lead?
- When do directors arrive?
- Where do directors live?
- What other things can directors do while at camp?
- Families at camp.
- What forms or training do I need before arriving a camp to direct?

Why direct a camp at Heartland?

Why have directors at Heartland when the campers already have counselors and Program Assistants?

Directors serve in a variety of roles to augment the camper experience. Directors help campers relate their experiences at camp to their experience in their home worship community. By leading evening worship and serving as a caring adult who teaches scripture lessons, the director models the camper's home pastors and Sunday School teachers.

Directors are also vital in inspiring and connecting with counselors on the level of experienced friendship, whereas the Program Directors and Assistants serve in a more administrative and instructional capacity with staff.

What are the roles of a director?

Several Roles a Director Fills:

- Mentor and supporter of summer staff counselors in the camp they are directing.
- Vesper leader who preaches a prepared lesson each evening and includes activities, songs etc to further reinforce the theme of the day.
- Coordinator of the curriculum and daily theme – directors will check with counselors to see what activities they are leading, and will include counselors in any plans they may have so their plans and the counselor's activities support each other and do not overlap.
- Breath of fresh air – Directors have not been at camp all summer and come in fresh. That energy is passed on to staff who may be tired from many weeks leading campers.
- Creative spark that can give staff ideas and inspiration to both lead activities and morning watches creatively, and to encourage staff to address camper behavior creatively.

What a director is not to do while at Heartland

A director is not a staff disciplinarian or the final authority on addressing camper behavior. Directors are encouraged to help guide and mentor staff and, as they are able, to help staff creatively address camper issues, however – summer staff will work with a variety of different directors with different styles, training and understandings of behavior and discipline. To help staff stay consistent and for campers to have a consistent discipline expectation throughout the summer, Program Assistants are available to correct staff and help address camper behavior.

Directors are not to contact camper parents. They may work with a camper on specific problems, but we want directors to share their experiences with Program Assistants so the Program Assistant can contact parents and work within the expectations of the Heartland Center administration.

Directors and counselors are not to lead “commitment campfires” or “Altar Calls” where campers are encouraged to come forward and publicly confess their faith in front of the group. The Heartland administration believes that faith is a journey and camp is a place where campers can be encouraged to follow Christ, and can

learn about scripture in ways that they may not be able to in church or at home. However, we do not feel it is emotionally safe for campers to feel pressure to commit publicly. In addition, a faith commitment is a personal decision that needs to be supported and fostered. A mountaintop experience/faith commitment at camp may not be able to be properly supported and fostered back home. Camps are a place where many have felt the call of God strongest and that is to be lifted up and encouraged, but it is not be pressured.

Parts of the Day Directors are Responsible For

Sunday Counselor Meeting

At approx 3:15 PM, after the Sunday staff meeting and before campers arrive, you are expected to meet with your counselors. Your role during this time is to introduce yourself and meet your counselors. Go over your plans for the camp (what days you will be leading director time, what activities you want them to lead each day to support vespers, your excitement and needs.

Your Program Assistant will not be able to be in this meeting for the whole time but should connect with you before and after this meeting to make sure you are supported.

Counselors and you need to be ready to greet campers promptly at 4:00 so end your meeting by this time.

Breakfast Communication with Program Assistant

Your Program Assistant should meet with you at Breakfast each day. This is a time to tell her/him what you need, any issues/questions you have, and your plans for the day. This is the time to tell her/him where you will be holding vespers so vesper spaces can be coordinated – if you don't know, they can help you select an appropriate place.

Daily Counselor Meetings

Daily meetings with counselors help you keep the curriculum coordinated and are encouraged. They do not have to occur at a set time or have a set agenda. Use this time to share what they have led in morning watch, what they can expect at Vespers (what their role is) and what they should prepare for the following day.

In an attempt to keep at least one of the counselors for each family group with their group at all times of the day, there is no time when you will have all your counselors together away from the campers. We understand this makes it difficult to coordinate with your counselors. PLEASE BE SURE TO LET YOUR PROGRAM ASSISTANT KNOW WHEN YOU ARE PLANNING TO MEET WITH YOUR COUNSELORS.

There are several ways you can communicate with your counselors despite this restriction:

1. Meet with your counselors at the pool between the camper's rotation from Activities to Pool or visa versa. There is space within the pool fence to get all your counselors together for 10-15 min to check in and organize.
2. Meet with ½ of your counselors after Vespers while the other counselor is with the campers and back up staff are around to help with snacks and discipline.
3. Meet with ½ of your counselors during activities, and ½ of your counselors during pool time. Remember that this is their only break of the day (1.5 hours) so this meeting should not exceed ½ hour in length.
4. Meet with your counselors briefly after breakfast while back up staff lead songs or an activity.

If you are having difficulty arranging meetings, please contact your P.A. or the Program Director.

Evening Vespers

Each Evening, all family groups in your camp will gather for evening vespers. Your role is to organize the experience, lead the message, and interact with the campers. You will use the daily theme and scripture as the basis for your message and are encouraged to be creative with activities and camper/staff involvement. We expect you to communicate your needs to your campers and your Program Assistant in advance so all can be ready for you.

Others helping – Back up staff, and counselors

Flow and Roles;

- Campfire set before you arrive by the Program Support Staff
- Songs – Led by Back-up Staff – they should be able to lead fast, slower and slow songs before you give your message, and a song or two after

your message. Please coordinate with them in advance if you would like a certain song or several, or if you have other needs and uses for them. If you plan on meeting with some counselors, please let them be aware of your need for them to supervise after vespers.

- Message – you prepare and lead this following the curriculum. We encourage creativity. This does not all have to be with words. Your curriculum guide will have suggestions.
- Snack, Clean up, Fire Safety – Back up staff are in charge of this.

Director Time

Director time is a broad term for any activities the director organizes and leads outside of the vesper time. Ideally, Director Time happens after morning watch or directly following dinner with all family groups in your camp.

You are free to be creative with this time. Some directors lead scavenger hunts, read stories, do arts and crafts, cook/create food, play games, go on a hike, or other activities. Counselors enjoy this time as do campers.

Some directors lead Director Time every day, some only lead it once, and some do not lead it at all. You are encouraged to and supported in leading director time, but it is not required.

As you plan this please keep these things in mind:

1. No running games after dark. Dusk can be a dangerous time, but absolutely no campers running in the dark. You can creatively modify night games to eliminate running and reduce injuries. Night games are one of the highest injury times at camp. Eliminating running greatly reduced the risk of injury.
2. Inform the Program Director the week before you direct that you want to lead Director Time at a certain time in the day so we can take your request into consideration when scheduling horses and other activities for family groups. If there is a scheduling conflict, your Program Assistant

should let you know in advance and help you work on alternatives and options.

3. During this time, you need to have at least one of your counselors from each family group to help with supervision. In the past, we have allowed directors to take the whole group without counselors, we have changed that. If for some reason you require the group without their counselors or there is some need for all of your counselors to take a break, please arrange coverage by other summer staff with the Program Assistant. It is not safe to lead a whole group of campers without staff support.

Directors arrival

Please plan on arriving between 1 and 2 PM on Sunday for Trailblazer, Highlander, Junior High and Senior High Camps and by 4:45 PM on Wednesday for Explorer Camps. Go to the office where the Program Director will give you your housing assignment, your camp shirt, and answer any questions you might have.

You need to be ready by 3:15 on Sunday to lead your counselor meeting after the staff finishes their staff meeting. For Explorer directors, you need to be ready to eat dinner with your counselors at 5:30. Please be aware that we try to assign counselors to Explorer camps that have not been in Trailblazers for the first half of the week and we try to have all of your counselors available at dinner time. This is not always possible so your flexibility and understanding are appreciated.

What else can a Director Do?

Directors are encouraged to relax, swim in the pool, hike etc. You are also welcome to and encouraged to participate in activities with your campers (they think this is soooo cool!) In addition, you might enjoy helping out at the craft lodge or in some other capacity. Please let your Program Assistant know if you have ideas or suggestions on how you can use your week.

Director's Families

We love families! If you would like your family to stay with you at camp, we are happy to accommodate them. There are some weeks where space is limited so please inform us early so we can make arrangements. For safety reasons, your family is under your care and should be with you while at camp. You are welcome to enjoy the camp including swimming, hiking etc, however, unless it is the camp you are directing, we don't allow non-campers to join in camp activities as it is disruptive to the campers. You can have your children join in when you are leading your campers at Director Time, at Vespers or other times as appropriate. If they are old enough, we encourage you to enroll them in camp. You will be able to see them several times a day and they can enjoy the full camp experience.

Pool time - It is encouraged to have your family join you at the pool. What a fun way to share camp!

Meals for families – your family is welcome to join you for meals. We just ask you let your PA know in advance so meal counts can be adjusted. To cover the cost of meals, a donation of \$3 per meal for adults is recommended.

I am sure I have not covered all the eventualities of families at camp but if something comes up, please ask.

Forms and Training to be done Before Directing

Volunteer Application – includes Health Form; Child Abuse Policy (sign and return before arrival); Background Check – (sign and return for your State before arrival.); Curriculum Overview and Plans