**Catskill Christian Assembly**

**Dean Manual**

**Purpose of CCA**

Catskill Christian Assembly offers youth and adult camp programs to help connect people to Christ. Our purpose, based on biblical principles, is to promote spiritual growth, discipleship, and evangelism. Our main objective is to provide a setting in which campers can encounter the presence of God at camp. We seek to carry out this purpose in the following ways:

* + Teaching biblical content, methods of study, and evangelism
	+ Developing Christian friendships
	+ Recreational activities and development of team skills
	+ Opportunities for service

**Dean’s Responsibilities**

In general, the dean is responsible for the overall quality of the camp session. It’s a tall order, so thank you for all of your hard work.

* Plan a session of camp for your assigned age group. Develop a session focus through classes, activities, and worship services.
* Recruit volunteers to staff all areas of your camp program. Key areas include: main speaker(s), worship leader(s), class teachers, cabin parents, campfire leaders, and team leaders. Childcare provider for staff’s young children if needed. College groups are optional.
* Planning: Be as thorough as possible. A schedule for the session should be made and distributed to the staff at least 2 weeks prior to the session, so they are aware of their responsibilities and free/prep time. Providing all information regarding activities that require camp staff and/or S.W.A.T. in advance is essential. Camp staff should be made aware that things can and do change, so what can be planned out ahead of time reduces last-minute scrambling.
* Media: If using media such as video clips, movies, secular music, etc., they must first be approved by the camp manager one week before the camp session and should be relevant to the theme and/or have spiritual value. The camp owns a video projector that can be used in the chapel, dining hall, or main pavilion.
* Supplies: the camp has very limited supplies. When planning activities, plan on bringing supplies for each activity. Don’t assume the camp has what you need.
* In the weeks leading up to camp, follow up with volunteers to make sure their plans are on track. You should be aware of their plans pertaining to their respective responsibilities.
* Two weeks before your camp session, all forms requested by the Camp Office should be completed. These include the Dean Application, Junior Counselor Applications (adults can fill theirs out online), and a Camp Faculty List.
* Attend a dean training/orientation meeting.
* See Dean’s Checklist at the end of the manual
* Make sure offerings are collected on Sundays and the last session of your week for the Catskill Christian Assembly
* It is requested that deans encourage their staff to make donations to CCA to help cover the coast of food. A container for these donations will be located in the Dining Hall.

**Selecting Faculty**

Faculty and staff should be chosen using the following criteria:

* Mature Christian of good character and dedication to Christ
* Ability to work effectively with the respective age group
* Willingness to cooperate with the purpose and program
* Dedication to building good camper relations: Faculty should be there for the benefit of the campers. While some personal time is recommended each day, most free time should be spent engaging with the campers.

**Faculty’s General Responsibilities**

* Applications: All faculty must complete their applications before they are allowed to participate in any aspect of a camp session. No faculty member will be allowed to stay overnight without having a completed application and background check on file in the camp office.
	+ Faculty under the age of 18 should print a hardcopy of the application from the website, complete it with a parental/guardian signature, and submit it at least 2 weeks before the camp session.
	+ Age requirements: No more than 10% of the total camp faculty should be under 18 years of age ( NYS regulation). Faculty should be significantly older than the oldest age of that session’s campers. Junior Faculty under 18 should be at least one camp session’s age ahead of the campers (Junior Faculty for Elementary Week should at least be in Intermediate Week’s age range). Junior Faculty should also attend their own respective camp session. It is highly recommended that the dean personally know all Junior Faculty for his or her camp session. No Faculty members under the age of 16 are to be placed in any positions of discipline or counseling. See Junior Counselor Manual.
	+ Prepare: Faculty should be familiar with the camp session’s material (theme, family time discussions, key scriptures, topics, etc.) ahead of time so lessons and potential discussions can be prepared for.
	+ Cabin Life: All faculty are requested to sleep in the cabins with the campers with the exception of the dean. Special housing requests must be made 2 weeks before your camp session begins. No one is allowed to sleep in any kind of vehicle. Tents or campers may be allowed under special circumstances at the discretion of the camp manager.
	+ Late night fellowship: Faculty are expected to adhere to the *Lights Out* policy. Deans are to enforce a *Lights Out* time for faculty on the first day of the camp session, which should be no later than 1 hour after camper’s *Lights Out*. Cabin parents must be in cabins with campers at *Lights Out*. Please remember that a well-rested faculty is more effective than a well-fellowshipped faculty. Our priority is to be of benefit to the campers.
	+ All faculty are required to attend all group assemblies and are encouraged to participate and engage in all camper activities.

**Roles of Faculty and Staff**

 **Teachers**

* Be in the Dining Hall during mealtimes
* Engage with the campers as often as possible (meals, free time, activities, etc.)
* Be in their class on time and prepared to teach having reviewed the lesson ahead of time
* Help team leaders and dean whenever needed

**Team Leaders**

* Be in the Dining Hall during mealtimes
* Engage with the campers as often as possible (meals, free time, activities, etc.)
* Be with your team during classes, activities, team meetings, and any time the dean designates
* Help organize and lead your team whenever necessary
* Help each other and dean whenever needed

**Cabin Parents**

* Cabin parents must be over 18
* A cabin parent or designated adult should be in the cabin/room whenever campers are present
* Should be able to counsel and discipline campers
* Should arrive by 12:00PM on the first day to welcome campers and help get them settled
* Ensure that cabins are kept clean and tidy
* Enforce *Lights Out* and rest times
* Encourage nightly devotions and/or prayer times
* Help team leaders and dean whenever needed
* Do not allow tagging of cabins
* Escort 1st Chance campers and Elementary campers to the rest rooms at night

**Junior Faculty**

* Must be 16 years or older
* Help campers during mealtimes
* Assist dean and faculty as directed
* Participate in all camp activities
* Set a good example for campers

**Worship Leader**

* Plan and organize worship (team, songs, campfire, etc.)
* Arrange times to practice for each set, not forgetting to find time to engage with campers whenever possible
* Help team leaders and dean whenever needed

**Recreation Leader**

* Plans and organizes all sports and activities
* Responsible for putting away sports equipment daily and at the end of the camp session
* Arrange to bring water and cups if using lower fields
* Help team leaders and dean whenever needed

**Camp Nurse**

* May be a physician, nurse practitioner, physician’s assistant, RN, LPN, EMT, or certified in responding to emergencies
* Must have current CPR certification
* Will be in contact with the health manager for the camp, supervise health and cleanliness standards, and work with the dean and staff
* Responsibilities include:
	+ Ensure each camper/S.W.A.T. has a health record on file
	+ Screen each camper/S.W.A.T. when they arrive
	+ Take an inventory of supplies
	+ Ensure first aid kids are restocked
	+ Keep daily log
	+ Supervise the medication of everyone on the campgrounds
	+ Keep nurse’s Station clean

**Head Cook**

* Responsible for the preparation and service of food to everyone on the campgrounds
* Will prepare meals according to the master menu, suggested recipes, and quantities appropriate for the number to be served
* Assign tasks to assistant cooks
* Supervise cleanliness of kitchen
* Oversee serving of food cafeteria-style

**Head of S.W.A.T.**

* Supervise and work with S.W.A.T.
* Create daily schedules for S.W.A.T. tasks
* Communicate with dean, head cook, and camp manager for any special needs of the day/week and try to anticipate needs.
* Canteen: Supervise when open, keep track of inventory, make sure it remains stocked
* Hold devotions with the S.W.A.T. regularly

**College/Work Groups**

If a college/work group is scheduled for the camp session, the camp manager must be notified and given the following information:

* Name of college/university/church
* Contact person/information
* Dates of arrival and departure from camp
* Name of person in charge of group while at camp
* Completed Applications for each team member must be submitted along with a background check
* College/work groups are considered to have faculty responsibilities while at the camp and must follow camp rules. Their specific roles may change, group-to-group.

**Supervision of Campers**

 Nearly all disciplinary action can be prevented by good supervision. Campers are to be supervised at ALL times. During all faculty meetings, please ensure ample supervision of the campers. **The faculty/camper ratio should not be more than 1:8**. During rest/sleep times, there should be a **minimum** of 2 Faculty over the age of 18 per cabin. Faculty should be encouraged to participate in all activities the campers are involved in.

**Planning Your Week**

* Theme: Select a focal point or single subject around which the camp program is planned. Class subjects, sermon topics, devotions, team names, dramas, etc. can all be used to develop this theme. Well-executed themes leave a lasting impression on those who attend.
* Meal times: Below are some suggested meal **starting** times; you may adjust them as needed with the approval of the head cook and/or camp manager. All faculty, staff, and campers are asked to be on time to meals as additional food will not be made for latecomers. Dietary allergies, restrictions, or specified meals must be submitted with registration two weeks before the camp session. Please honor scheduled meal times as they are very difficult to adjust last-minute. If the schedule needs to be altered during the camp session, the head cook must be informed well in advance (preferably 24 hours or more).
	+ 8:00-9:00AM – Breakfast
	+ 12:00-1:00PM – Lunch
	+ 3:30-4:30PM – Canteen (if desired)
	+ 5:30-6:30PM – Dinner
	+ 8:00-9:00PM – Canteen or snack from kitchen (if desired)
* Things to include when planning out the schedule:
	+ Wake up/Lights Out (plus time in dorms to get ready)
	+ Meals
	+ Chapel (morning and evening)
	+ Team time
	+ Classes
	+ Quiet time
	+ Crafts
	+ Showers
	+ Recreation activities
	+ Canteen (typically afternoon and evening)
	+ Rest time (required for First Chance and Elementary)
	+ Camp cleanup
	+ Missions
	+ Evening activity
	+ Sunday morning communion and offering
* If possible, please consider scheduling at least one worship time a day that is at least one hour after mealtime so S.W.A.T. can attend.
* Try to avoid long periods of free time. Instead, offer different options during recreation and class times.
* Schedules should be posted throughout the camp upon arrival and each staff member (cooks and SWAT) and camper should have a copy.
* The dean is responsible for keeping camp on schedule. It is especially important that meal times are honored.
* Lights Out: This is the time that the lights in the cabins are to be turned off, requiring that all bedtime preparation be completed prior to said time. Late night activities may be scheduled at the discretion of the dean with approval of the camp manager. No Campers, S.W.A.T., faculty, and staff are to be out of the cabins after 1:00AM. Adult/camper ratios must be maintained even when in the cabins. All camp sessions should schedule lights out no later than:
	+ 10:00PM – Elementary Week
	+ 11:00PM – Intermediate Week
	+ 12:00PM – Senior Week

**Registration Day**

Here is a suggested schedule for registration day:

* 12:00pm-2:30pm: Registration for campers, faculty meeting
* 2:30pm: Campers move into cabins, cabin parents and faculty in place
* 4:30pm: Camp session officially starts, camper orientation
* It is recommended that cabin parents be in the cabins to greet the campers as they arrive and help them get settled in their bunks. They should arrive at camp around 12:00pm to set up and get ready for campers.
* The dean or a representative should be present at the registration area to meet the campers and their parents and answer any questions. The nurse should be present to collect **all** medications and screen the campers.
* By 2:30pm, faculty should be in place to greet campers in the cabins, recreation areas, and check-in location.
* Watch especially for the younger and/or timid camper. Make a special effort to create a feeling of security and belonging for them.
* Please hold a faculty meeting on registration day. Arrange for the supervision of campers during this time with the camp staff.
* Someone should be assigned to watch for new campers and families who aren’t sure where to go and may need direction and help.

**Camper Booklet**

A camper booklet is not required, but can be very useful for the whole camp. Things you may wish to include would be:

* Camp schedule
* Greeting from the dean (and faculty or main speaker, if desired)
* Devotions for daily quiet time
* Information about the supported missions, main speaker, faculty, etc.
* Blank pages for notes
* Relevant memory verses

**Camp Cleanup**

 The campgrounds, cabins, and other buildings should be left in clean condition. It is suggested that a routine cleanup time be included in each day’s schedule. This would include organizing one’s personal belongings, picking up trash, sweeping all used areas, etc. Please encourage the campers to recycle, pick up trash, and refrain from littering. On the last day, please make sure each of the following areas are completed by teams:

* Cabins: All cabins/rooms used must be swept or vacuumed and the garbage taken out
* Chapel: Sweep, arrange chairs neatly, take out the garbage
* Grounds: Pick up any and all garbage left on the grounds including the Canteen area, campfire, both shelters, fireplace, and main pavilion

**Missions**

 The dean should choose a missionary or mission organization for the camp session that will then be approved by the camp manager. This will allow the opportunity to highlight their work and teach the importance of missions. CCA is always an accepted mission.

**Baptisms**

* The dean must contact parents/guardians for permission to immerse any camper, junior counselor, or S.W.A.T. member under the age of 18
* The camp manager must be informed before anyone is baptized
* The dean is responsible for making sure the office has all baptismal information before leaving the camp. The office can make a baptismal certificate
* The camp office will contact the baptized individual’s home church

**Campers of the Week and Runners-Up**

Remember to choose a boy and girl camper of the week as well as a boy and girl runner-up. The campers of the week will receive the following year’s tuition free. The runner-up campers of the week will receive half off the following year’s tuition fee. The office must be informed of these campers and certificates will be made.

**Last Day**

 All main camp sessions will close on Saturday at 12:00PM. Any deviation of this schedule should be discussed with the camp manager at least 2 weeks before the session. The dean may alter the meal schedule on the last day as desired with adequate notification of the head cook. The dean or a designated faculty member must stay on the campgrounds until every camper has left. At camp dismissal time, a designated staff/faculty member will check off each camper as his/her ride arrives.

**CCA Rules and Policies**

**General Rules**

* + All faculty, staff, and campers are expected to follow the camp schedule
	+ Everyone on the campgrounds must turn in ALL medications – over-the-counter and prescription – to the camp nurse
	+ Sickness and injuries must be reported to the camp nurse immediately
	+ Campers are to be under adult supervision at all times
	+ Tobacco, Marijuana products, alcoholic beverages, vaping, weapons, and recreational drugs are prohibited on campgrounds
	+ The camp dean and manager reserve the right to discipline or dismiss any camper, staff, faculty, or S.W.A.T. member who does not conform to the camp rules
	+ All phone calls must be approved by the camp manager
	+ All campers/S.W.A.T. are under the authority of the staff and faculty, following the proper chain of command
	+ Cups, plates, and utensils are not allowed outside of the Dining Hall
	+ Campers are not allowed in the Canteen; authorized personnel only, please
	+ No food of any kind is allowed in the cabins
	+ Campers are not allowed to use the staff refrigerator unless given approval by the camp manager
	+ Campers are not allowed to enter the kitchen for any reason
	+ Campers are not allowed on the deck except when permitted by faculty or staff
	+ Campers/S.W.A.T. may not leave the cabins at night except to use the restroom or in an emergency
	+ Campers/S.W.A.T. are not allowed in cabins of the opposite gender
	+ Campers are not allowed in cabins without a faculty or staff member over the age of 18 being present
	+ S.W.A.T. and campers are there for different purposes and as such will not be interacting or joining in group activities, excepted only by the camp manager’s approval
	+ Secular music is discouraged while at camp
	+ Swimming in the creek is prohibited by state law
	+ Foul language and cursing will not be tolerated
	+ Each person on the camp grounds is expected to treat all other people with dignity and respect. Bullying, hitting, mean behavior, mimicking, and unkind words to others will not be tolerated and may result in being dismissed from camp for the season.

**Electronics and Cell Phones**

* + Campers are not allowed to bring electronic devices ( iPods, tablets, computers, hand-held gaming systems, etc.). If devices are brought to camp, they will be confiscated and returned at the end of the week.
	+ Campers' cell phones will be collected upon arrival and stored in a safe until the end of the campers' stay. S.W.A.T. may keep their cell phones as long as they are not in use during a job or around campers. Faculty and staff may keep their phones as long as they are responsible with them. The camp manager reserves the right to confiscate cell phones and electronic devices.
	+ CCA is not responsible for lost, stolen, or broken devices
	+ Staff/faculty are not permitted to let campers use their phones under any conditions

**Dress Code**

Staff, faculty, S.W.A.T., and campers are all asked to dress in an appropriate and non provocative or seductive manner, ensuring undergarments are concealed. When selecting clothing for camp, please consider the following:

* + Is this clothing appropriate for rigorous camp activities (too baggy and it can get caught, too tight/short and it will need to be readjusted frequently)
	+ Am I wearing this to get attention or to show off
	+ Am I protecting my intimate areas (cleavage, midriff, and upper thighs)
* Short sports shorts or shirts that cover shorts so as shorts are not to visible may not be worn
* Leggings are not to be worn unless shirt comes down to thighs
	+ Is the message portrayed appropriately (Please, no references to alcohol, drugs, sex, etc.)
	+ Swimsuits:
	+ Women: One-piece swimsuits are encouraged. If only a two-piece is available, please bring a dark colored shirt to wear over it.
	+ Men: Swim trunks (no Speedos, please)
	+ Shoes: No one is to go barefoot on the campgrounds at any time. Shoes are to be worn at all times except for bathing. Close-toed shoes with at least a strap around the heel are desired. Water shoes are encouraged for activities.
	+ The camp manager reserves the right to ask clothing be changed to something more appropriate.

**Children of Faculty and Staff**

 Faculty and staff members may bring their children to camp. Children who are the same age as campers are expected to be registered as campers and follow the camp schedule and rules. Faculty and staff parents are responsible for supervising their children.

**Discipline Policy**

 Camp rules and regulations are established primarily for the safety of the camper and must be relayed to the campers on the first day. A lack of rules or poor enforcement can lead to chaos and can inhibit the campers’ ability to thrive during the camp session.

 Occasionally we may encounter a disruptive camper. This can often be remedied by encouraging their participation in activities, giving them plenty of attention, or just discussing the negative consequences of their actions with them. If, after several discussions, a camper continues to be disruptive, the dean can seek to pursue disciplinary action (e.g.: cooling off period, lost privilege, or work project). If necessary, the dean should consult with the camp manager to formulate a solution. Corporal punishment is not to be used under any circumstances nor should punishment be harmful, humiliating, or degrading in any way.

In the case of disobedience:

* Discuss the consequences of breaking a rule.
* Apply consequences in a consistent manner.
* Acceptable consequences include:
	+ Quiet time (within view of a faculty member)
	+ Restriction from a certain activity
	+ Withholding canteen privileges
	+ Cleaning up a designated area
	+ A conference with the dean
	+ A conference with the camp manager
* A camper will not be deprived of sleep or food, be placed alone without adult supervision, be subjected to ridicule, threat, corporal punishment, or excessive physical exercise, nor be restrained.
* If stronger means of discipline are needed in order to keep a camper from endangering him/herself or others, then the camper will be sent home. This decision will be made by the dean and camp manager.

**Arrival to and Departure from the Campgrounds**

* + No one is permitted to leave the campgrounds without the permission of the camp manager and faculty or staff supervision
	+ Everyone must sign in/out when arriving, returning, or leaving the camp and check in with the camp manager

**Camper/S.W.A.T. Transportation Policy**

* + Camper and S.W.A.T. transportation to designated facilities shall be conducted in vehicles certified by the camp manager
	+ Drivers must be of 21 years or older and possess a valid driver’s license appropriate for the vehicle being driven. The vehicle must have current inspection tags and have insurance.
	+ While the vehicles are in use, campers are to use seatbelts
	+ The driver must take a head count before leaving and returning to camp
	+ Any vehicle used for the transportation of campers or S.W.A.T. shall be appropriately licensed, inspected, and insured as required by state laws
	+ Cars belonging to campers or S.W.A.T. must remain locked and unoccupied until the camp session ends. Keys must be turned in to the Camp Office.

**Medical Emergency Transportation**

* The camp nurse will determine the necessity of a hospital/clinic trip. 911 will be called for a life-threatening or serious medical emergency. If the problem is not immediately life-threatening, the injured person can be stabilized and followed by a consultation with the camp nurse, dean, and manager.
* The camp nurse will call the parents/guardians of the injured person, if he/she is a minor. The camp manager or dean may choose to initiate the call if the problem is not life-threatening. In this case, calmly inform the parents of what happened, what is being done for their child, and what the assessment is regarding the chosen course of action. Keep in mind that the parent/guardian is not on the scene and will need to rely on the judgment of others regarding their child’s welfare, so they may be very apprehensive. They may also wish to speak with another adult at the camp with whom they are more familiar.
* If the injured person must be transported to a clinic or hospital:
	+ - Parents/guardians are the first choice to transport their child
		- In their absence, two prudent and responsible adults from the camp will be chosen to transport the injured minor. One of these adults should be familiar with the camper, and one should be the same gender as the camper. The camp nurse cannot be one of these people as he/she is responsible for the wellbeing of the rest of the camp. At least one of these should plan to stay with the camper to meet the parents/guardians and spend time with them.
		- The parental consent form must be taken with the injured minor. The camp should have an additional copy of the form on file. Request that the original form be returned to the camp.

**Camper/S.W.A.T. Departure Policy**

To protect the campers and S.W.A.T., this policy will be enforced by the camp manager. All parents

 are to be informed of this policy at registration time.

* + Parents are to ensure their children are picked up at the announced closing time. Each camper and S.W.A.T. will only be released to the person listed on the registration form.
	+ If the designated pickup person is changed, parents must notify the camp
	+ If campers are not retrieved by the designated pickup person they are not to be released unless the camp dean or manager has contacted the parent or guardian of the camper for release instructions
	+ At camp dismissal time, a designated staff/faculty member will check off each camper as his/her ride arrives

**Visitors at Camp**

 All visitors are required to check in with the camp manager. If you encounter an individual you do not recognize, please ask them if they have checked in with the camp manager and signed in.

**Safety and Emergencies**

* + In the case of a fire, the fire bell will ring in sets of three. Everyone must gather on the field across from the main building. The camp dean will confirm all faculty, staff, campers, and S.W.A.T. are present.
	+ In the case of severe storms, go indoors for the duration of the storm.

**Missing Camper/S.W.A.T. Protocol**

 Although a missing camper is usually found in the cabin or bathroom, please treat any missing camper incident with the utmost care and concern.

* + Alert faculty, staff, and dean
	+ Faculty and staff of the corresponding gender will search cabins and restrooms.
	+ If the camper/S.W.A.T. is still not found, the dean and camp manager will decide the next course of action.

**Child Abuse Policy**

 Suspected child abuse is to be reported to the camp manager. Failure to report is punishable by fine and/or imprisonment.

 **Recognizing Child Abuse**

* Abuse can be physical, mental, or emotional
* The Federal Child Abuse Prevention and Treatment Act provides this definition: “Child abuse and neglect means the physical or mental injury, sexual abuse or exploration, neglect treatment or mal-treatment of a child under the age of 18.”
* Childcare providers who have ongoing contact with children, usually because of trust and relationship, are more likely to hear about or see abuse of children.
* Not only can secrets of abuse be heard, but signs can be seen (scars, bruises, poor hygiene, habits, reactions, behavior, etc.).

**Preventative Measures**

* Selection of Faculty and Staff – screening, reference and background checks
* Training for prevention
* Observing faculty/staff’s interactions with children
* Reviewing camp’s discipline policy
* Never putting yourself in an unsupervised situation with a single child (e.g. where you cannot be observed by others)
* Touching can easily be misinterpreted. Showing emotion or affection is not discouraged; however, unusual displays can be confusing and alarming.
* Giving back/neck rubs or similar actions are discouraged
* Being careful where you touch a child
* Never touching a child while disciplining
* Never joking or messing around in a way that could be misunderstood by a child
* Punishable sexual abuse includes fondling, descriptive sexual talk, peeping, exhibiting, and allowing a minor to witness adult sexual activity
* If you suspect a child has been abused, report your concerns immediately to the dean or camp manager. Do not, under any circumstances, discuss the situation with another faculty/staff member.
* Do not conduct investigations on your own, but be concerned if a child should:
	+ Report physical, mental, or sexual abuse
	+ Show unusual knowledge or interest in sexual activity
	+ Display bruises
	+ Complain about pain or unusual discharge when using the toilet
	+ Cower away from adults of either gender
* Do not discipline when angry
* Do not seek vengeance
* Do not strike, hit, or use abusive language
* Punishment must always be tempered with love, grace, and forgiveness
* Remember, this is someone else’s child, not yours
* When possible, have at least 2 adults present in disciplinary sessions
* Ask for help if you do not feel you can control your emotions
* Pray before, during, and after disciplining
* Leaders should hold each other accountable. If you think a leader is crossing the line in discipline, report it to the camp manager.
* Remember, abusive actions can lead to your being sued, the camp being sued, your arrest, or your being banned from ever working with children

**Reporting Child Abuse**

 When abuse is reasonably suspected:

* Upon learning about or suspecting abuse, assure privacy but not confidentiality
* Remain calm and get basic facts:
	+ Name, address (for both child and abuser)
	+ Nature and extent of injuries, abuse, or neglect
* Reassure the child that telling you was the right thing to do, what happened was not their fault, and you are only worried about their welfare
* It is our responsibility to report child abuse to the appropriate authorities. It is not our responsibility to prove allegations true.
* Any reports or suspicions should be reported to the camp manager or dean so the proper authorities can be contacted
* We can be held criminally liable if we fail to report suspicions or knowledge of child abuse

**Sick Camper**

In the case of the classic, “My tummy hurts,” ask some relevant questions if you feel comfortable doing so to help determine the source of the problem such as:

* When was the last time you ate a meal? What was it?
* Do you need to use the restroom?
* Has anyone been sick at home recently?
* How long have you been feeling unwell?

Regardless of responses the child should be cleared by the nurse, a faculty member should accompany the camper to the Nurse’s Station for a general physical evaluation and documentation. A faculty member is to be with the camper throughout this process so the camper can be re-entered into program activities as quickly as possible.

**Homesickness**

 The faculty are responsible for assisting homesick campers. Homesick campers should not be sent to the Nurse’s Station unless they demonstrate physical symptoms which can be medically treated (fever, vomiting, etc.).

 **Homesickness is:**

* An appropriate reaction to actual or anticipated separation from home
* A feeling that can be mild or severe and is often related to the camper’s desire for the safety, routine, and comfort of home
* A feeling that can usually be managed to decrease its severity
* A feeling that may result from a troubled home life, recent move, abuse, or recent divorce in the family
* A feeling that may be the result of a spiritual attack. Satan will do whatever it takes to keep a camper from hearing the message God has for them.
* Best prevented or treated with early intervention

**Symptoms may include:**

* Depression, anxiety
* Talking about home all the time
* Poor appetite, various body complaints
* Withdrawn or acting out behavior

**Causes may include:**

* Little or no previous separation experience
* Young age
* Anticipation that homesickness will be strong
* Intentionally having a bad time to “show” parents
* Unresolved negative life events
* A negative first impression and the belief that they will not have fun

**Intervention Recommendations:**

* Do something fun with the camper so they’ll forget about feelings
* Do something with the camper so they’ll feel closer to home such as write a letter, look at a family picture, talk about family, etc. Ask the camper what they think their loved ones would tell them.
* Encourage camper to seek out a friend they know and to socialize. Facilitate that friendship.
* Spend extra time with the camper yourself and get to know them
* Be certain the camper knows where things are and address any specific concerns or fear
* Go over the week’s activities with them and show how they will contribute to their team
* Ask the camper to come back and talk with you during the next mealtime so you’ll know how he/she is doing
* Do not promise they can call home
* Encourage the camper to participate in/return to all scheduled activities. Homesickness often happens when there is rest time, free time, or bedtime. Keeping them busy often helps.
* Alert other faculty to help them be sensitive to the camper’s needs and encourage the camper’s participation and friendships.
* Teach coping and pray with the camper
* Encourage the camper to remember Bible verses related to God’s care and love
* Encourage the camper to think positively and take things one day at a time
* Acknowledge and validate the camper’s feelings. Reassure them that their feelings are normal and that they can still continue to stay and will have a good time. Share briefly how you can relate to their situation.
* Pray for the camper throughout the coming days

**What NOT to do:**

* Do nothing
* Ignore the camper
* Brush off the camper’s feelings

**Calling Home**

 CCA discourages calling home. If necessary, the nurse will assess the camper to be certain there is not an illness requiring action. If the camper really wants to call or go home, first see the Homesickness Policy above and encourage the camper to return to activities with friends. The faculty member then has the opportunity to confer with the camp manager and dean, and if necessary, call the parents/guardians privately and share the situation to elicit their recommendation as to whether the child should stay or go home. Parents/guardians should not be called without first conferring with the dean and camp manager. Often, if the child is convinced that the parent/guardian wants them to stay at camp and the child is reassured they will be picked up on Saturday as planned, the child is able to reintegrate into the camp program. If the child does leave camp and does not plan to return, notify the nurse, dean, and camp manager.

 **If calling home:**

* Manager, dean or faculty member should explain the situation
* Express desire for their child to remain at camp
* Ask for parent’s/guardian’s advice
* If parent/guardian wishes to speak with or pick up their child, arrangements can be made

**Dean’s Checklist**

Several Months Before Your Camp Session

* Pray continually
* Choose theme
* Posters/E-Event: Design flyers, Facebook event, etc. and begin distribution
* Recruit: Begin selection of faculty and main speaker (college group, if desired)
* Research: Begin selection of lesson material

1-2 Months Before Your Camp Session

* Schedule: Begin creating schedule for camp session
* Flyers: Continue distribution of flyers, follow-up as needed
* Registration: Remind churches and street team to encourage early registration
* Recruit: Solidify selection of faculty and main speaker
* Assign Faculty Jobs/Roles: Explain responsibilities (worship, rec., team leaders, cabin parents, etc.)
* Applications & Manuals: Distribute Staff/Faculty and Junior Faculty applications and manuals
* Outline lesson material and share with your faculty so they can prepare
* Special Meals: If any specific meals will be requested, start talking with the head cook and camp manager
* Camper booklet: Begin compiling welcome statement, devos, missions blurb, memory verses, schedule, etc.

2 Weeks Before Your Camp Session

* Forms: Collect and submit applications, registration forms, and a faculty list
* Media: If you will be using video/audio clips, movies, etc., submit them to get approval of the camp manager
* Follow-up with faculty to ensure their planning is on-track, see if they need help, and to plan to arrive at camp at 12:00pm on registration day
* Schedule: Complete and distribute to faculty (print extras to post around camp)
* Camper booklet: Begin printing and assembling
* Activity materials: Gather materials needed for any activities (or follow-up with those in charge of rec/crafts)
* Special Housing: If any faculty needs special arrangements, notify camp

1 Week Before Your Camp Session

* Review the above section to make sure everything is in order, especially 2-week list
* Faculty: Again, check in with them to make sure they’re on track and ready

Day 1: Registration Day

* 12:00pm: Arrival of campers, faculty, and staff begins
* See “Registration Day” in manual
* Be present (or have a representative) for campers’ registration, along with nurse
* Faculty Meeting: Best if held as early as possible
* 2:30pm: Send cabin parents to cabins to help campers settle in
* Camper Orientation: Welcome, rules, distribute camper booklet, split teams

Last Day

* Campers of the Week & Baptisms: Inform the camp office so certificates can be printed
* Camp Cleanup
* Departure: Designate a faculty member to check off every camper as they are picked up