

4-H Camp Kidwell
“ADVENTURE! YOU!”
2011

Staff Manual

CAMP KIDWELL



• Youth

• Family

• Fun

MISSION STATEMENT

Primary Mission:

To provide an extraordinary camping experience for children.

Secondary Mission:

To be a valued resource to 4-H, youth, families, groups, and organizations throughout the region.

GOALS (G) and OUTCOMES (O)

- G- **Provide a unique, exciting, fun-filled and growing experience to all campers.**
- O- Campers learn personal strengths and weaknesses, and how to use them.

- G- **Convey to each camper the feeling that he or she is a unique and worthwhile human being.**
- O- Campers become more confident and outgoing, and are able to express themselves more clearly.

- G- **Emphasize the fact that everyone has something positive to offer. Each camper is a winner if he or she does the best they can with the abilities they have.**
- O- Campers develop willingness to try new things.

- G- **Provide camping experience which allows for individual reflection, cooperation with others, and a close relationship with a cabin counselor and program leaders.**
- O- Campers develop a healthy respect and interaction level with adults.

- G- **Provide a caring community in which campers and staff work together and enjoy each new day and experience.**
- O- Campers show concern for others and willingness to help each other solve problems.

- G- **Expose campers to activities with which they may not be familiar.**
- O- Campers develop interest in new activities.

- G- **Offer individual, small group, and large group activities, which are skillfully taught and thoroughly organized.**
- O- Campers demonstrate ability to be productive members of any size group.

- G- **Challenge children to treat each other with respect and promote positive communication skills.**
- O- Campers think before acting.
- O- Campers will work out issues through positive and appropriate means.

- G- **Provide challenging co-educational experiences, promoting a positive feeling between boys and girls.**
- O- Campers demonstrate positive, meaningful relationships with members of the opposite sex.

- G- **Maintain and build meaningful 4-H Camp Kidwell traditions through songs, activities, and camping.**
- O- Campers want to become members of staff and continue to share the positive experience that camp provides.

- G- **Provide a quality overall program in which campers and families will be excited about and will want to return for future programs and activities.**
- O- Campers will want to return year after year.

MOST IMPORTANTLY BE SAFE AND HAVE FUN!!!!

Guiding Principles

Please remember that not only did we select you because of the talents and experiences you have to offer young people, but that **YOU** selected 4-H Camp Kidwell as a place to share your time, energy, and great ideas.

The attitude and expectations you bring with you to 4-H Camp Kidwell will play a major role in the benefits and rewards you gain while here. Hopefully your philosophy on the camping experience will include the following guiding principles.

Flexibility: To be able to switch gears smoothly if necessary in the ever-changing camp atmosphere. This applies in reaching out and accepting different types of children, weather conditions, job duties, personality differences, and ideas.

Positive Attitude: A powerful tool for teaching young people to have a quality, productive and fun life. Your attitude can make or break a program or activity.

Leadership: Of a cabin group, individual campers, or with other staff members. You are a role model for campers and your peers.

Responsibility: For camper safety, camp equipment, your daily job performance, for exciting and meaningful program plans and ideas.

Dedication: To children, your fellow staff members, and 4-H Camp Kidwell's traditions, programs and philosophy. You have made a personal commitment to the team and camp spirit.

Sensitivity: To campers' and other staff members' needs and feelings, as well as your own.

Facing Challenges: Such as enduring long hours, improving interpersonal communications, and facing the many challenges that being a camp staff member presents.

Personal Growth: Of self-awareness of abilities, tolerance, values, ideals, personal philosophy, health and fitness, outdoor skills and more.

Creativity and Enthusiasm: To keep things rolling and exciting, to offer new ideas, to implement improvements in existing activities.

Extra Efforts: Things such a pat on the back, a smile, and other nonverbal actions speak louder than words. Care, love, concern and forgiveness are the keys to fulfilling the camp purpose. Perhaps the most memorable experience a camper can have involves those special moments of extra effort on the part of a staff member.

Everyone has personal expectations and reasons for being part of 4-H Camp Kidwell's staff. When we choose to be part of the staff, we made the commitment to the campers, other staff members, and ourselves to do the best we can. If we do our personal best and always keep this commitment in mind, the most important parts of camp will happen: SAFETY and FUN!!

PERSONNEL RECORDS AND POLICIES

HIRING PROCESS

All new summer staff must go through the following interview process.

1. Filing of application
2. Interview
3. At least three employment or personal reference checks
4. Criminal background checks through Michigan State Police (18 years or older)
5. National Sex Offenders Registry Check
6. Central Registry Check (21 years or older)
7. Verification of all stated skills or certifications. These skills and certifications will vary depending on the particular job being applied for.

Applications are available through our website or mail when requested. Applications will be accepted starting at the beginning of the current year, and positions will be filled no sooner than mid-April. Interviews will be done with the Camp Director and a member of the Allegan County 4-H Clubs, Inc board or assistant director.

Returning staff will complete an application, have a criminal background check(18 years or older), a Central Registry Check (21 years or older) and a check of the National Sex Offenders Registry prior to being rehired.

Job descriptions are available from our office on request, will be provide to all interviewees, and included with hired staff member's staff packets.

PERSONNEL RECORDS

Personnel records are maintained on site at 4-H Camp Kidwell for all staff. These records include the following information on each employee:

- Name
- Verification of education or certification when requirements are needed for position
- Application for employment
- Three references
- Health history
- Documentation of criminal background check and a record of convictions other than minor traffic violations. (18 years of age or older)
- Documentation of National Sex Offenders Registry check (all staff members)
- Performance evaluations, if completed
- Record of disciplinary action, if any has been taken
- Completed W-4, MI W-4, I-9, Michigan New Hire Form
- Employment Information Release
- Work Permit (16 and 17 year olds)
- Other appropriate documents

Staff may, upon making a request, review their personnel records. Such reviews will take place in the presence of the Director or his/her designee. Employees may request photocopies of material in their personnel record.

SOCIAL SECURITY (FICA)

4-H Camp Kidwell, as required by law, withholds the applicable percentage of wages from each employee's compensation and transmits the same for deposit in the employee's FICA account. Both the employee and employer contributions are governed by existing Social Security laws and therefore, change to conform with the law.

FEDERAL AND STATE INCOME TAX WITHHOLDING

Each paid staff person must determine his/her appropriate income tax status and complete the appropriate forms for federal and state income tax deductions. 4-H Camp Kidwell will withhold the applicable amount from each paycheck. 4-H Camp Kidwell will mail out W-2s, in accordance with federal and state laws, prior to February 1 of the following year.

IMMIGRATION AND NATURALIZATION SERVICE I-9 FORM

In accordance with federal law, each staff person of 4-H Camp Kidwell staff is required to complete a Federal I-9 form to verify employment eligibility.

WORKER'S COMPENSATION

Worker's Compensation is provided for paid staff that while involved in work related activities is injured while on the job. Injuries or illnesses cannot be related to preexisting conditions. Michigan Law determines the type of insurance. If you injure yourself while working, the incident must be reported to the Camp Nurse and Board of Directors via the Camp Director. Information concerning specific coverage can be obtained from the Director.

SEASONAL EMPLOYMENT

Employment at 4-H Camp Kidwell is seasonal and all employees are seasonal workers. Be a seasonal worker may cause employees to be denied unemployment benefits during the period between 4-H Camp Kidwell's normal seasonal work periods if they are given "reasonable assurance" at the end of the season that they will be hired back for similar work next season. You may be eligible based on work with other employees.

BENEFITS

Summer employment at 4-H Camp Kidwell is only a temporary/seasonal position and benefits are not provided.

BACKGROUND AUTHORIZATION CHECK

In accordance with state law and 4-H Camp Kidwell policy, each staff member is required to complete an authorization form that allows 4-H Camp Kidwell to request a criminal background check for non-misdemeanor criminal records. This check will be completed for each staff member who is 18 years old or older. All other staff members will sign a contract to the fact that they have not been convicted of any offenses. Findings will be held confidentially by the Camp Director.

RELEASE OF EMPLOYMENT INFORMATION POLICY

All requests for summer employment references will be referred to the Camp Director. Requested information will be released in the following circumstances without prior notification of the staff person:

1. The staff person has signed a written Employment Information Release
2. In the event that the request is made pursuant to legal procedures such as a subpoena.

NONDISCRIMINATION POLICY

In accordance with Federal Law and US Department of Agriculture policy, 4-H Camp Kidwell is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability. (Not all prohibited bases apply to all programs). To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382(TTD). USDA is an equal opportunity provider and employer.

SEXUAL HARASSMENT POLICY AND PROCEDURES

It is illegal and against 4-H Camp Kidwell policy for any staff member, guest, camper, or anyone else, male or female, to sexually harass another person.

For definition purposes, sexual harassment would include the following:

1. Making unwelcome sexual advances or requests for sexual favors.
2. Verbal or physical conduct of a sexual nature used as a basis for continued employment or promotion.
3. Creating a hostile, intimidating, or offensive work environment due to such conduct.

Anyone who feels that they have been sexually harassed should report the incident to the Camp Director immediately. If the complaint is against the Camp Director, the incident should be reported to any member of the Board of Directors of Allegan County 4-H Clubs Incorporated.

Any person who has been found to have sexually harassed another person (after appropriate investigation) will be subject to full disciplinary action. Discipline could range from a warning to termination of employment, depending on the circumstances.

ZERO TOLERANCE POLICY

Use or possession of alcohol, illegal drugs, firearms, weapons, or misuse of controlled substances by staff on 4-H Camp Kidwell property at any time will result in immediate termination.

Reporting of any known violations of these policies to administrative staff is a requirement of employment. Failure to report violations of these policies may result in disciplinary action, up to and including termination.

TERMINATION OF EMPLOYMENT - POLICY AND PROCEDURES

Voluntary Termination of Employment

Any staff person voluntarily terminating employment with 4-H Camp Kidwell must provide, in writing, a notice stating the date of termination at least two weeks (14 days) prior to the date of termination.

Involuntary Termination of Employment

All employees' hold an "at will" working relationship with 4-H Camp Kidwell. Staff may be discharged at any time, without notice, and without cause. The following list is not inclusive, but gives examples of reasons for immediate termination:

1. Unauthorized or excessive absences or tardiness.
2. Unauthorized time away from work area.
3. Unsatisfactory work performance.
4. Failure to follow supervisor's instructions.
5. Insubordination.
6. Failure to comply with 4-H Camp Kidwell policies and procedures.
7. Obscene, abusive, or disruptive language or behavior.
8. Excessive teasing or ridiculing of campers or other staff members.
9. Reporting to work under the influence of drugs or alcohol.
10. Using or possessing alcohol, tobacco, illegal drugs, firearms, or weapons on camp property.
11. Unauthorized use or destruction of camp property.
12. Falsification of camp records.
13. Inappropriate sexual behavior.
14. Theft.
15. Violation of any government rules applicable to 4-H Camp Kidwell.

4-H Camp Kidwell may discharge any employee - at any time - before, during or after any disciplinary action. Any discharged employee may appeal the decision through the established grievance procedure.

In situations involving staff misconduct or unsatisfactory job performance, efforts will be made to communicate expectations to the staff person. Depending on the offense, staff disciplinary action may include verbal warning, written warning, and signed contract of corrective measures, suspension or termination from employment.

GRIEVANCE POLICY

If, at the time of dismissal, an employee would like to file a grievance in regard to their job being terminated, they must submit a letter to the Board of Director of Allegan County 4-H Clubs explaining their appeal. After receiving the letter, a grievance meeting will be schedule with the employee. This process will take no more than 7 days after the letter has been received.

PAYCHECKS

Staff paychecks will be distributed on the Friday on or after the 15th and 30th of each month.

MAILBOXES

Each staff member will have a mailbox assigned to him or her for his or her personal use.

DAILY STAFF MEETINGS

Daily meetings will be held to discuss issues that are pertinent to the operation of camp. Staff will discuss camper related issues as well as scheduling and activities for the coming day. Counselor Meetings will be held each day immediately following lunch and program staff meetings will be held each night starting at 10:30.

STAFF IN-SERVICES

Throughout the summer staff in-services will be held to address various issues related to camp running smoothly. They will be held on Sunday afternoons prior to campers arriving. The topics will be determined on a weekly basis depending on the needs which arise during prior weeks.

TIME OFF

Each staff member will have 2 hours off daily. Anyone needing unscheduled time off must make a written request to the Camp Director at least one week prior to the needed time off. A paid staff person's salary may be deducted for any needed time off that was not approved prior to hiring. Salary deductions may also be made for sick leave or any non-work related injuries resulting in lost work time.

EVALUATIONS

Seasonal Staff

All staff members will be evaluated throughout the summer on an ongoing basis. Reviews of these evaluations can be done with the Camp Director or Assistant Directors. Please set-up a time to discuss your evaluation if you feel there is a need.

Year-round Staff

All year-round staff will be evaluated by the Board of Director of Allegan County 4-H Clubs, Inc on a yearly basis. These evaluations will take place at the end of each year. They will include a criminal background check, National Sex Offenders Registry Check and a Central Registry Check.

VISITATION POLICY AND PROCEDURES

Staff Visitors

Any staff member wishing to have someone visit must submit a request in writing to the Camp Director at least 12 hours prior to the planned visitation. The notification should state who and how many people will be visiting, the purpose of their visit, the date/time they will arrive/leave. The only exceptions to this will be 4-H Camp Kidwell board members or other individuals who have made previous arrangements with the Camp Director.

Parents Of Campers

In the event that a child needs to leave camp early, his/her parents will be contacted by a member of the camp administration and asked to pick their child up at camp. Any parent on property during a session must be escorted by a staff member to the camp office. **Under no circumstances is a camper to be released from 4-H Camp Kidwell during a camp session until the Camp Director gives full authorization for this release.**

Outside Contracted Labor or Deliveries (Ex.: waste removal, food deliveries, fuel deliveries, or repairs)

Any person, who is contracted by 4-H Camp Kidwell to work for 4-H Camp Kidwell, may be on camp property to complete the job that he/she was contracted to do. After the work is completed, he/she needs to leave the property.

General Public

If any other individual would like to visit the camp property or observe the camp program, he/she must contact and receive clearance from the Camp Director. All visitors must sign in and out of camp property in the Nurse's office. As a staff member, if you see a visitor on camp property, you should to greet them and escort them to the Camp Director's office and contact the Camp Director via the camp communication system.

Strangers or Trespassers

If staff encounters unfamiliar person on 4-H Camp Kidwell property:

1. Introduce yourself as a member of the 4-H Camp Kidwell staff.
2. Ask if you can be of assistance. The person may have a good reason for being there.
3. If he/she seems to have just wandered in, inform the person that camp is private property. Ask him/her to leave. If he/she is interested or curious, hand him/her a camp flyer and offer him/her a tour, unless camp is rented or being used. Ask him/her to make arrangements for a visit at a more suitable time.
4. If he/she seem threatening, immediately send for the director.
5. If the intrusion occurs after dark, get the director immediately.

COMMUNICATION POLICY AND PROCEDURES

Using Camp Phone

4-H Camp Kidwell has one telephone available for staff use. The phone is located in the Nurse's Station. The phone may only be used during scheduled breaks. The phone line is set up for local calls only. **Any long distance calls** made by staff to a long distance location **must be made using a personal calling card!! No collect calls** made to any camp phone **will be accepted** by any camp staff person. Staff accepting collect calls will reimburse the camp for the cost of these calls. Please make arrangements for family and friends to call when you will be available and near the phone. The camp phone number is (269) 521-3559. Using the office phone for personal use is a privilege and the Camp Director may limit or eliminate the use of the phone if the privilege is abused.

Using Personal Cell Phone

The use of a personal cell phone is prohibited, except during your scheduled time off, and if you are out of the sight of campers. All phones should be shut off and in your personal mailbox at all other times. They **SHOULD NOT** be in your cabin! Cell phones should not be used after lights out!

Sending mail

Staff and campers can send mail by placing postcards or envelopes in the mail box near the porch of the lodge and raising the flag. The mail is taken to the US Postal mailbox once a day and all incoming mail is gathered and handed out at dinner.

STAFF LAUNDRY FACILITIES

You must have permission from the Camp Director or Health Officer prior to using the laundry facilities. There is a washing machine and dryer in the laundry room for staff members to use, if needed. Please make sure to remove excess dirt from your clothing prior to using the equipment. Use of the laundry room is a privilege. Staff members are responsible for the cleanliness of this facility. Failure to keep the laundry room clean and orderly may necessitate its closure.

STAFF GUIDELINES, RULES AND RESPONSIBILITIES

GENERAL GUIDELINES

ALL STAFF MEMBERS ARE TO BE GUIDED BY CONCERN FOR THE CAMPER, THE CAMPER'S NEEDS. All staff members are assigned with this in mind, and no staff member is of greater importance than another. Each person's job is to help give the camper an effective and enjoyable experience. No staff member shall expect special considerations based on staff position involved.

All Staff member are expected to:

- ✓ Function in a professional manner at all times.
- ✓ Be on time at for ALL scheduled activities
- ✓ It is the staff's responsibility to the provide quality programs and an atmosphere which emphasizes meaningful experiences for our campers.
- ✓ Care for all aspects of camp life - program, property, equipment, etc.
- ✓ Attend camp meetings where decisions will be shared as often as possible.
- ✓ Share ideas and thoughts they think can be of benefit to the campers. (The Camp Director will be the final judge as to the feasibility of program activities)

ROLES WITHIN CAMP PROGRAM

Work may be assigned to a staff member that may not appear to be part of their job description. Any staff member may be assigned to do any task where they meet 4-H Camp Kidwell, American Camp Association and state standards. This transfer of duties will only take place after an agreement is reached between the Camp Director and the staff member. In these cases, we must act as a team and pitch in to help out in the best interest of camp.

PROGRAM STAFF DUTIES

1. Be a leader in developing a wholesome camp atmosphere!
2. Be enthusiastically involved in camp.
3. Get to know as many campers as possible.
4. Participate in all camp programs unless otherwise directed.
5. Encourage everyone to participate in all activities, to take care of equipment, property, etc...
6. Encourage COOPERATION among cabin groups.
7. Encourage every camper to be considerate of his/her fellow campers as well as staff.
8. **BE CONCERNED FOR THE HEALTH, SAFETY, AND WELL-BEING OF CAMPERS**
9. Check on illnesses or injuries and, if necessary, report them to the Health Officer.
10. Promote order and cleanliness in the cabin.
11. Maintain necessary discipline and ensure campers understand the limits of living in a group situation.
12. **Refer serious behavior problems to the Camp Director.**
13. See that no one is left out. Give special concern to the "shy" camper without labeling.
14. Watch for signs of homesickness and unhappiness; especially the first day and night.
15. Watch for fatigue in campers and yourself.
16. Make sure you learn the art of leisure and relaxation. The campers will catch the spirit.
17. Assist all staff members by supporting them and helping them gain satisfaction in their roles.
18. **HELP TO EVALUATE THE CAMP AND ITS EFFECTS ON INDIVIDUAL CAMPERS.**

COUNSELOR DUTIES

1. Be a good role model or example at all times.
2. Get to know the members of your group. Help them get acquainted with one another. Know everyone's name as soon as possible!
3. See that all members of your group become involved or have a part in each activity.
4. Be alert to the needs of others.
5. Help the group determine the interests that the majority favors to undertake at a given time.
6. Be willing to assist those in charge of activities in any way that you can.
7. Give up some of your personal interests so that the needs and interests of others can be met.
8. Be prepared to share ideas for games, skits, evening programs, songs, and campfires.
9. Do not hesitate to ask other staff members for advice in unfamiliar situations.

10. **Refer behavior problems to a program staff member.**
11. Observe campers for bruises, cuts, bites, etc., as well as illness, lice, or sadness.
12. Promote cooperation and cabin cleanliness.
13. Staff beds should be located at each entrance to the cabin.
14. Be thinking about end of the week camper awards. Each Camper has special personalities that make them different. Observe these and use them to create their awards.
15. Create an atmosphere of fun and fellowship with your cabin group.
16. Assist camper to on time to schedule activities.

STAFF RULES

1. 4-H Camp Kidwell staff will follow all camper rules. (see below)
2. Staff members should never be alone with a camper. Remain within eyesight of another staff member at all times, and preferable have a second staff member present.
3. Staff member are expected to be on time and prepared for all schedule activities!
4. Staff member should project an enthusiastic attitude for all activities.
5. Staff Members should enforce and follow the Sensitive Issue Policy - Smoking, drugs, tattoos, body piercing, sexuality, dating, cults, religion, ghost or horror stories, divorce, and personal lives of staff members **will not** be discussed at camp at any time. This includes discussion between campers, campers and staff, and staff members. These topics are inappropriate and if a staff member becomes aware of a situation where these topics are being discussed, they are to redirect the campers or staff members to discuss things that are appropriate to the camp setting. If the person(s) continues to discuss such topics, report the incident to the Camp Director. The director will then have a discussion with the person(s) and together they will decide upon an appropriate resolution.
6. Staff members are expected to promoted and enforce a quiet environment after campfire.

CAMPER RULES

1. Destruction of camp property, buildings, screens, nature, etc. is prohibited.
2. Shoes must be worn at all times. The exceptions to this rule include when in cabins, at swimming, boating, and shower areas.
3. No running allowed unless you're told otherwise.
4. Clean up after yourself and others.
5. Campers must stay within camp boundaries at all times. The waterfront, horse area, archery range, sports field and challenge course areas are off limits unless accompanied by a staff member.
6. Campers should wash their hands after each time they go to the restroom and before each meal.
7. Personal hygiene is very important.
8. Cabins will remain neat and organized:
 - a. Only one radio, playing **appropriate** music, may be played softly in each cabin.
 - b. All beds will be made before breakfast.
 - i. Beds must be made head to toe and at least 30 inches apart
 - c. All wet towels and suits will be hung on line outside the cabin.
 - d. Cabins will be swept and kept free of cobwebs and dirt.
 - e. Clothes picked up and put away neatly on bed or in suitcase.
9. Fire extinguishers are not to be touched by anyone other than camp staff members.
10. Throwing of stones, sticks, or any other dangerous objects is not allowed.
11. Campers should not go into cabins other than their own, the director's office, maintenance or storage shed.
12. Extra money or valuables should be turned into the camp director. Camp is not responsible for lost or stolen items.
13. All campers will participate in scheduled activities unless ill or injured.
14. A buddy system should be used at all times. Camper should take a friend with them where ever they go on camp grounds. **Special Note:** To use the restroom during the night wake up a counselor to tell them where you're going and also take a buddy.
15. Do not get into other persons belongings.
16. Smoking, swearing, alcohol, drugs, fighting, and sexual conduct are not allowed.
17. Animals, firearms and other hunting equipment are prohibited. Personal sports equipment is also prohibited unless approved by the Camp Director.

CAMPER SUPERVISION

RATIOS: All activities will use the following supervision ratios.

Camper Age	Number Staff	Overnight Campers	Day-only Campers
5-7years	1	-	5
8-16 years	1	8	8

SUPERVISION OF CAMPERS

All paid staff members will be 16 years of age. At least one 18 years old staff member will be on duty at all activities. All paid staff members will be at least 2 years older than all campers. At least 2 staff members will be present at all activities. The only exceptions to this policy will be during morning and evening restroom times, or when one staff member is washing up. Staff members will be present and attentive when assigned to an area. When instructing, the staff member will be prepared with lesson plans and materials. When assisting, the staff member will support the instructor. The safety and well being of campers will be observed at all times. If additional help is needed, the Nurse, Director and/or Assistant Director(s) may be available to assist. .

During free time, or times in which camper activities aren't led by a specific person, staff members on duty are to spread themselves out among the campers. They are to give special attention to the safety of the campers, and direct campers towards behaviors and activities which are camp appropriate.

Camper supervision is required in cabins and at the bathhouse immediately following campfire each night. All staff members will be responsible for helping the campers get ready for bed and be sure they are in bed sleeping throughout the night. At 10:30, program staff members will attend their meeting and counselors will be responsible for cabin supervision! Lights out is at 10:30, at this time all campers, counselors and CIT's are expected to be in their cabins with lights out. Staff members (CIT's, counselors, and program staff members) will have a half hour following the conclusion of the program staff meeting to shower and get ready for bed. ALL staff members are expected to be in bed no later than one half hour following the end of the program staff meeting! At least 2 staff members will sleep in each cabin.

If a rental group hires a staff member to instruct/lead in a certain area, that staff member will supervise that area for the allotted time. The staff member is also asked to look for general care of the grounds by the rental group.

CAMPER BEHAVIOR MANAGEMENT POLICY AND PROCEDURE

4-H Camp Kidwell staff members will use the behavior management styles taught during staff training. The procedures will emphasize positive reinforcement and redirection of undesirable behaviors. At no point is a staff member authorized to physically control a camper's behavior. At no time will camper discipline include depriving a camper of food or sleep, placing a camper alone without supervision, subjecting a camper to ridicule, threat, corporal punishment, excessive physical exercise, or physical abuse. Only the Camp Director can authorize phone calls to a camper's parents. Only the Camp Director has the authority to dismiss campers. At no time should a staff member respond to a discipline issue with a harsh attitude or inappropriate language.

When facing an issue of behavior management or camper discipline the staff member should first make a verbal attempt to control the behavior using behavior management and camper discipline skills taught during staff training. If forms of verbal control fail, continue to observe the camper and contact the Camp Director or Head Counselor. Establish a safe and supervised environment for the camper and the rest of the camp community.

Preventative Methods

To prevent and limit inappropriate behavior all staff members are to set a good example and help campers make positive choices.

1. Set a good example
2. Discuss camp rules with all campers
3. Discuss consequences of breaking camp rules
4. Be consistent when enforcing rules
5. Reinforce good/appropriate behavior
6. Help campers and staff to choose appropriate behaviors over unacceptable ones
7. Inform staff of all necessary discipline measures

Behavior management procedures

The following procedures are to be followed by all staff members when trying to change a camper's behavior. If these procedures are unsuccessful, the situation should be directed to the Camp Director.

1. Stop the inappropriate situation.
2. Get all sides of the situation.
3. Discuss why the situation is inappropriate.
4. Allow campers to develop appropriate and acceptable alternative behavior(s).
5. Get an agreement from the camper(s) to follow the new acceptable behavior(s).

Acceptable Consequences for inappropriate behavior

If the methods listed above do not get results, all counselors are to get the assistance of a program staff member or the camp director. The following consequences are acceptable, only under the supervision of a program staff member.

1. Quiet time
2. Change in assignment
3. Restriction from activity
4. Added clean-up duties or activities
5. Conference with director
6. Conference with parent/guardian and director
7. Dismissal from camp

Unacceptable discipline

At no time are the following forms of discipline acceptable

1. Depriving campers of sleep or food.
2. Isolation without supervision
3. Subjection to ridicule, threat, or corporal punishment
4. Subjection to excessive physical exercise or excessive restraint
5. At no time are staff members allowed to physically control a campers behavior

Sending a Camper Home

If a camper is released during session, the following procedure will be used:

1. When the camper's parent or guardian arrives on camp property, he/she will be escorted to the Camp Director's office. The Camp Director will be notified via the camp communication system.
2. The parent or guardian must present formal identification that will be checked against the camper's registration form and release forms.
3. The camper will be released to the person only if information matches forms submitted prior to the camper's arrival. The person must then sign the camper out (using the camper release form) and leave property as soon as the needed paperwork is completed.
4. Any future contact made by the camper's parent or legal guardian with the camp will be referred to the Camp Director.

CHILD PROTECTION LAWS AND CHILD ABUSE NOTIFICATION POLICY & PROCEDURE

Act number 238, Public acts of 1985 as amended, is known as the Child Protection Law. This act requires that certain individuals and organizations report all suspected cases of child abuse to the Michigan Department of Human Services. 4-H Camp Kidwell and all staff are expected to comply fully with this law in the reporting of suspected child abuse and/or child neglect.

Definitions

1. Child abuse means harm or threatened harm to a child's health or welfare, which occurs through non-accidental physical or mental injury, sexual abuse, or maltreatment.
2. Child neglect means to harm a child's health or welfare by a person responsible for the child's health or welfare, which occurs through negligent treatment, including failure to provide adequate food, clothing, shelter, emotional, or medical care.

Staff Procedures

1. All campers are examined by the Health Officer within the first 24 hours of arrival at camp. The Health Officer and other camp staff will document any bruises or cuts on the camper's medical record.
2. All staff members shall listen and watch for signs of child abuse/neglect as trained during staff orientation.
3. All camp staff members have a legal obligation to report any suspect cases of child abuse or neglect. All staff members will report the suspected case to the Camp Director, who will provide the proper forms and support for filing the report. The suspected case will then be reported by 4-H Camp Kidwell staff to Children's Protective Services/ Michigan Department of Human Services, within 24 hours of the suspected case being identified.
4. **Any information concerning campers is strictly confidential. This is of the utmost importance when dealing with suspected cases of child abuse. The camper must never be informed of this notification process.** His/her knowledge of this report could endanger him/her when he/she returns home.
5. If an alleged perpetrator is on camp grounds, they will be immediately separated from the campers until the incident is resolved, until the threat is removed, or as long as necessary to protect the safety and welfare of the campers.

CLEANING EXPECTATIONS

Sunday Clean-Up

Each Sunday before the campers arrive, camp will be cleaned and checked thoroughly. All areas of camp are to be checked, cleaned and organized, with an emphasis on these areas:

- ✓ All garbage cans should be checked and emptied as necessary.
- ✓ All sidewalks and porches will be swept
- ✓ All cabins and building will be cleaned and organized.
- ✓ Staff beds should be made and personal areas cleaned.
- ✓ Bathrooms will be cleaned
- ✓ All areas should be set up for camper check-in

Daily Clean-Up Areas

During camp clean-up every day, each cabin group will be assigned to clean a specific area of camp, which will rotate on a daily basis. A Program Staff member will be assigned to each area to assist in clean-up. If no cabin group is assigned to an area, it is the responsibility of the Program Staff assigned to the area to make sure it gets cleaned.

Waterfront - Must have LIFEGUARD present, rake sand, clean up sticks and garbage, empty garbage sweep off docks and steps by buddy board.

Campfire - Rake Campfire area, pick up sticks and garbage around campfire area, find kindling, build fire for night's campfire.

Shelter - Move tables and sweep under shelter, pick up garbage around shelter.

Quad - Sweep basketball court, path from bathhouse to shelter, pick up garbage in quad.

Bathhouse - Take out garbage, clean mirrors, clean/scrub toilets, leave mats hanging on back of chairs, close shower stalls, clean sinks, check toilet paper and paper towels, sweep and mop.

Lodge - Sweep and mop the lodge, anything else the cook asks of you.

Porches - Sweep all 3 porches (kitchen, side, and back), pick up trash around lodge, empty garbage's and sweep paths.

*Brooms are located in the laundry room for shelter, quad, and porches

Cabins

Each day during camp clean-up, cabins are expected to be cleaned and will be judged on their cleanliness to produce a cabin score. Cabins will be scored on:

- ✓ Bed are made head to toe
- ✓ Beds are 30 inches apart
- ✓ Staff beds are placed by doors
- ✓ Staff beds are made and their clothes are packed away
- ✓ Sweeping (inside and both porches)
- ✓ Towels on clothes line outside cabin
- ✓ Suitcases closed nicely and under bed
- ✓ No water bottles left in the cabins
- ✓ Garbage bag taken to dumpster and replaced.
- ✓ Lights, fans, and radio being turned off when no one is present!

Friday Clean Up

On Friday **AFTER THE CAMPERS HAVE LEFT**, the camp will need to be cleaned for weekend use. All areas are to be cleaned (see "Clean Up Areas" above) with an emphasis on:

- ✓ Cabins being thoroughly cleaned: flipping mattresses, sweeping under all beds, garbage bags with extra in the bottom of the can
- ✓ Bathrooms: scrubbed toilets and shower stalls sprayed with bleach spray
- ✓ SMOKE DETECTORS need to be checked in each of the cabins including the drama cabin, arts and crafts/nature cabin, lodge, and game cabin.

HEALTHCARE POLICIES AND PROCEDURES

Policies and procedures

1. The nurses' station is located in the center of camp. The facility is able to provide temporary isolation of campers and staff as needed.
2. There will be a health officer or designee on duty at all times. If a camper is required to be in the nurses' station the health officer or a designee will be present at all times. This health officer will be in residence at camp during camping programs. The health officer will be a licensed physician, registered nurse, licensed pediatric nurse practitioner, licensed practical nurse, licensed emergency medical technician, medical first responder or hold certification that is equivalent to the requirements set forth by the National Outdoor Leadership School manual number 16175, which is adopted by reference in R 400.11103.
3. 4-H Camp Kidwell has an agreement with on-call doctor (Dr. Tim Dickinson), emergency facility, emergency transportation, and treatment unit. If a situation occurs that requires more expertise than the health officer is able to provide, he/she will direct the person to be taken to the hospital and parents or emergency contacts will be contacted.
4. Parents or Guardians of a camper will be contacted if a camper is involved in an emergency medical situation or is withheld from regular camp activities for more than half of a day due to other medical concerns. Such as sickness, injury, etc.
5. Health officer will follow the on-call doctor's standing orders for first aid, check and maintain supplies, dispense all medications, keep a daily log, follow-up on any special needs or dietary needs, and is responsible for proper handling of bodily fluids.
6. All health care provided will be indicated in a health officer's log. The log will include the date, time and name of the person injured or ill., general description of treatment (including treatment administered away from camp), administration of all medications and initials of person evaluating and treating. Staff and campers will have separate logs, and pages will not be removed from this log. At the end of the season, all camper records are boxed and stored. These records are kept for no less than 15 years. Staff records are stored separately. These are kept alphabetically and indefinitely.
7. Staff and camper health history information will not be released to outside parties unless the individual has signed an "Employee Information Release form".
8. Dr. Dickinson reviews and gives yearly approval for all health care policies and standing orders. The health officer(s) provides daily care.
9. Phone Number for Emergencies and consultations
 - a. 911- Emergencies
 - b. 686-5800- Dr. Dickinson
 - c. 673-8424- Allegan General Hospital
 - d. 673-6617- Allegan County Community Mental Health
10. The health office will remain open at all times, unless indicated otherwise. At which time a message will be left on the door to indicate where and how to contact the health officer.
11. The health officer will have a walkie-talkie with them at all times so they can be contacted.
12. All activities are on-site. A First Aid/CPR certified staff member will be present at all remote location activities. 1st Aid Kits will be present at all program areas and at all remote location activities. Any and all medical actions will be reported to the health officer. See "overnight camping" for specific details on medical procedures for overnight camping trips.
13. The health officer or designee will screen campers and their medical information at check in.
14. All campers and staff medications will be checked in with and administered by the camp health officer. All medication must be in their original containers and have any doctors ordered include with the packaging. The health officer is responsible for dispensing daily medications and all minor and moderate first aid needs. Various staff will be 1st Aid/CPR trained and will be available to assist as needed. In addition to storing all camper and staff prescription and over the counter medication, the health office will also have various over the counter medications and medical supplies on hand at all time. Minimally, there will be a thermometer, thermometer covers, bandages (varying sizes and shapes), gauze, ace bandages, adhesive tape, alcohol pads, hydrogen peroxide, antibiotic ointment, hot/cold suppression packs, children's and adult ibuprofen, aspirin, allergy medication, Pepto-Bismol,

antacids, anti-itch crèmes, insect sting relief, bug spray, sunscreen, aloe lotion, and fully stocked first aid kits for all program areas and remote area activities.

15. In case of major medical emergency, call 911.
16. A daily “cabin clean-up” will occur and the health officer will check the clean-up.
17. All staff members are to make a point, throughout the day especially at wake-up and bedtime, to check campers for obvious physical and emotional concerns, such as bug bites, cuts, bruises, sunburn, rashes, coughing, sneezing, headaches, sadness, uneasiness, disagreements etc. During the day they should consider mood, appetite, activity level, etc. Any concerns will be reported to the camp health officer.
18. Staff members will model good personal hygiene such as showering, hand washing, clean clothes, tooth brushing, etc. Showering is required of all staff members and campers on a daily basis.

Health History Requirements for Staff

1. Each staff member will provide and maintain 4-H Camp Kidwell with an up-to-date health history statement. This statement will include any physical limitations, any current prescription drugs or medications and will indicate if the staff person is free from any communicable diseases.
2. These forms and records will be kept by the Health Officer in the health office.

Health History Requirements for Campers

1. Each camper is required to have a statement signed by a parent or legal guardian, which authorizes the camp to offer or secure emergency medical or surgical treatment for the camper as well as routine, non-surgical medical care. If there is a religious objection by the parent or legal guardian to consenting to the receipt of emergency medical or surgical treatment, the parent or legal guardian shall submit a written statement at the camper’s registration to the effect that the camper is in good health and that the parent or legal guardian assumes the health responsibility for the camper.
2. Each camper is required to have a health history statement signed by a parent or legal guardian. This statement includes all of the following information: current prescription and non-prescription drugs and medications, immunization status, physical limitations, allergies, any special health and behavioral considerations, and that the camper is free from any communicable diseases.

Procedures of Screening during Registration

At the time of registration, the legal guardian or parent of each camper and our Health officer, or someone who is working under their direct orders, will thoroughly review and discuss the campers health form, medication requirements, and any other health information. This screening includes the things list below, but is not limited to the list below.

1. Asking about cuts, scrapes, bites and rashes
2. Review of any recent medical problems.
3. Review the use of and check in all prescribed and non-prescribed medicine.
4. Review of Health Form with authorized person and child.
5. Discussion of special needs, health and/or behavior problems.
6. Observation of physical state for potential contagious diseases and possible abuse or neglect.
7. Temperature will be taken.

Camper Release Policy

After campers are registered and the parents leave 4-H Camp Kidwell and all staff members are responsible for their well being. Campers will not be allowed to leave the camp until the time of pick up for the session they are attending or an authorized person makes a written or verbal request to pick the child up for unforeseen reasons. Before a camper can leave the camps care, the authorized person must sign the children out with the health officer or other authorized staff member. The only persons who the camper can be released to are those individuals listed on the campers “Camper Release Form” which will be completed at or before registration.

Storage and administration of prescription drugs and medications

1. All prescription drugs and medications will be kept in the locked medicine cabinet in the Health Officer's Quarters. The Camp Director will have a second key to the cabinet.
2. Any Refrigerated medicines will be kept in a locked box in a refrigerator in the Health office.
3. The administration of all medicine will be by the Health Officer. All meds will be recorded in the daily log. Each log entry must be initialed. In case of an emergency, the Health Officer may authorize another qualified person to perform the health duties.

Medical Emergency Procedures

In the event of a medical emergency, follow these procedures:

1. Stabilize the situation.
 - a. Take into account the safety of all campers and staff.
 - b. Direct everyone to stay calm and remain in a designated area
 - c. Use known first aid techniques: check airway, check breathing, and check circulation.
2. Follow Chain of Command and walkie-talkie procedures for the particular emergency.
3. If the situation is known to be life threatening, call 911 immediately.
4. If not life threatening, call the Health Officer and Director.
5. The Director will determine appropriate action with the help of the Health Officer.
6. Camp Director will assign an appropriate staff member to resume normal camp activities.
7. Camper's authorized persons will be notified after a plan of action has been determined and initiated.
8. If news media arrives on the scene, refer all questions to the Director. It is critical that campers or other staff members are not making comments to the media.
9. If the victim has to be transported by ambulance, a staff member will accompany them with their health forms. If appropriate, the victim and a staff member may be driven by the designated driver.
10. Witnesses, health officer and director will complete the incident or accident report and file it with the appropriate State Department if necessary.

Note: Even though some injuries may seem minor, the injured person must be evaluated and treated by the camp health officer. Injuries have the potential of becoming much more serious with time. It doesn't hurt to have an injury checked immediately. If, at any time, a situation comes up and there is uncertainty as to whether it is a "true" emergency, act as if it is, until the health officer can determine if it is or not. It is always better to seek help if you are unsure and feel uncomfortable with the situation. Do not be afraid to get help from others or ask for the health officer.

Medical Emergency "Chain of Command" Procedures

During a medical emergency, the highest person in the chain of command will...

1. Take control of the situation.
2. Notify the Health Officer if he/she is not present.
3. Initiates first aid protocol for the particular injury.
4. Relinquish "in-charge" status when someone "higher up" on the chain of command arrives.
5. Assists the emergency response personnel, if requested.

Chain Of Command

A. Camp Director

Works with the Health Officer to make decisions regarding healthcare and medical situations

B. Health Officer

Provides supervision and oversight of camp healthcare and emergency situations

C. Assistant Director(s)

In the absence of the Camp Director and Health Officer, assumes Health Officer's role.

D. Program Staff

In the absence of the Camp Director, Health Officer, and Assistant Director(s), assumes role of health officer.

E. Counselors

In the absence of the Health Officer, Camp Director, Assistant Director(s), and Program staff assumes role of health officer.

Medical Incident Follow-up and Paperwork

Investigation

Following an injury, thoroughly investigate the cause of the injury, noting what factors contributed to the injury and which of these factors can be corrected or eliminated. Investigate the cause of the injury and keep any evidence of that cause. If the injury was due to an avoidable condition, try to eliminate the condition and report the nature of the condition to the Camp Director, who will take necessary steps to correct the problem.

Incident/Accident Reports

If an injury occurs, completely fill out an accident/injury report. These forms are available from the Health Officer or the camp office. When writing out this report, keep it simple but thorough: Be complete, precise, accurate, orderly, and - most important - objective in your description. Do not try to be diagnostic; do not engage in prognosis; do not be defensive. Do not blame. Just provide the facts. After completing the accident/incident report return it to the health office, where it will be kept until the Health Officer and Camp Director review it. Accident/injury reports will be reviewed jointly by the Health Officer and the Camp Director within 12 hours of the incident. At least once a week the Camp Director will review these accident/injury reports.

Emergency Transportation and Service

4-H Camp Kidwell has arrangements with Life EMS to provide emergency transportation. Allegan Emergency Medical Services can be reached by calling 911. If hospital emergency services are required, we will take campers or staff to Allegan General Hospital. The hospital's phone number is 269-673-8424. Medical Records for each camper and staff member are retained at camp and will be available to be transported to the hospital in case of an emergency. If a group leaves camp the appropriate records will travel with the group, and be available. At least one staff member will travel with a camper or staff member to the hospital in the case of an emergency.

Authorized person notification

In the event of a medical emergency the Camp Director or Health Officer will contact the camper's authorized person. If that person cannot be reached, the Director or Health Officer will attempt to reach the designated emergency contact. In the event that a camper's health prevents him/her from participating in camp activities for more than half a day, the Director or Health Officer will contact the authorized person and keep them informed of the situation. The authorized person will be contacted if the camper needs medical attention at the hospital or is admitted to the hospital. In the event of a camper being lost or missing for more than 15 minutes, the authorized person will be contacted. If a camper dies, the authorized person will be contacted immediately. An incident form will be completed.

Handling of contaminated articles and preventing disease transmission

The Health Officer is responsible for procedures in safe handling the clean up of vomit, bodily waste, and blood; disposal of soiled supplies and equipment; and for sanitizing equipment, furnishing and facility. Medical waste bags and a needle container will be supplied at camp.

1. Wear disposable latex or vinyl gloves before making contact with body fluids during care, treatment and all clean-up procedures (i.e.; vomit, urine, feces, blood, saliva).
2. Wash hands after handling fluids and contaminated articles if gloves were worn or not.
3. Discard disposable items including gloves, used bandages, and dressings in an approved container provided by the Health Officer.
4. **DO NOT** reuse plastic bags or gloves associated with the handling of contaminated items.

Healthcare Recommendations

There are a variety of good health habits that can help us maintain good health throughout our camp community. The Health Officer recommends the following prevention methods to help prevent the spread of germs from one individual to another:

1. Wash your hands before meals and always following use of the bathroom.
2. Cover your mouth and nose when you cough or sneeze.
3. Eat foods from the main groups on a daily basis with an emphasis on fruits and vegetables.
4. Drink like a fish!!! (you can never get enough water)
5. Obtain an adequate amount of sleep.

6. Develop positive ways of coping with stressful situations.
7. Don't share eating utensils, water bottles, cups, towels, toothbrushes, or other personal hygiene products with anyone else.
8. Develop and maintain healthful personal hygiene habits. By preventing the spread of germs, overall wellness improves and that in turn lowers the risk of contracting communicable diseases of any type.
9. Make sure your campers go to the bathroom regularly; this is often a reason for a camper not feeling well or having a stomach ache.
10. Make sure everyone wears shoes and dry socks at all times.
11. Do not wear swim suits when not at the waterfront. Remove wet suits and clothing in a timely fashion to help prevent swimmers itch and rash.
12. Make sure campers don't eat strange berries, mushrooms, or bugs. If this does occur bring a sample and the camper to the health office immediately.

Camper Hygiene Supplies

The Health Officer will keep needed hygiene supplies for campers on hand at all times. The supplies are for camper use only. The supplies will include: shampoo, conditioner, combs, toothpaste, toothbrushes, bug repellent, sunscreen and deodorant. The supplies are given to campers that did NOT bring hygiene supplies with them. Please inform the campers that they will not be given a new tooth brush or other supplies each day. When they are given one, they are expected to keep that one.

Hand Washing

1. Use soap and warm running water. Soap suspends easily removable, soil and microorganisms, allowing them to be washed off.
2. Rub hands together for at least 15 seconds to work up a lather.
3. Scrub between fingers, knuckles, back of hands, and nails.
4. Rinse hands under warm running water. Running water is necessary to carry away dirt.
5. Use paper towels to thoroughly dry hands.
6. Discard paper towels.

Standing orders for First Aid Treatment

1. Abrasions, scratches, cuts – Clean with soap and water. Apply sterile dressing as needed. If bleeding is severe, apply sterile dressing and pressure to control bleeding and take to physician immediately. Check tetanus. If over ten years since last tetanus immunization, get one.
2. Splinters – Clean skin with soap and water. If the end of the splinter projects from skin, it may be removed and then rewashed with soap and water. Do not dig or open skin to remove a splinter.
3. Infections (scratches, boils, etc.) – apply warm saline solution or soak. Take temperature. Admit to infirmary until advised by physician.
4. Sprains, Strains, and Fractures- Fractures- splint any suspected fracture in an approved manner with the least possible disturbance. Take to physician at once. Make no attempt to set fractures. Sprains and strains – cold applications for 4- 8 hours, and support with ace bandage or substitute and elevate if possible.
5. Head Injuries – if any head injury is accompanied by dizziness, headache, nausea, vomiting, change of pulse rate, bleeding from nose or ears, or other symptoms: put to bed, keep warm and quiet. Elevate head. Contact physician at once. If patient is unconscious, or has severe head, neck or back injury keep calm and call 911. Do not move unless directed by trained medical staff.
6. Bruises and bumps – apply cold compresses. Consider possibility of fracture or deep injury.
7. Foreign body in eye – Wash with water. If not successful, very gently try to remove with moist sterile cotton swab unless foreign body is in the cornea. If the object is not easily removed, apply eye dressing and see physician.
8. Bleeding – apply sterile pressure dressing. Tourniquet only in extreme cases. Nose bleeds can almost always be controlled by compressing the soft portion of the nose with a finger against the nasal septum. The patient should sit erect with head forward.
9. Burns – Cover with sterile dressing. Take to physician for severe burn.
10. Sunburn – prevent if possible. Sun screening preparations are helpful. Exposure should be brief at the beginning of the season. Treat with aloe lotion

11. Sunstroke – Reduce temperature. (Cool sheets to body and damp cloth to forehead.) Record temperature. Consult physician.
12. Heat exhaustion – prevention: Increase intake of salt – no salt tablets, however. Treatment: give fluids containing salt – no salt tablets however – may use Gatorade. Consult physician.
13. Swimming Accident – Get Health officer immediately.
14. Poison Ivy, Oak, and Sumac – prevention: counselors and campers should be able to recognize the plants. After exposure, wash all exposed areas thoroughly. Wash clothes. Treatment: Apply calamine lotion to areas that are weepy or 1% Hydrocortisone cream to dry.
15. Insect bites and stings – Remove stinger, if possible. Ice will reduce discomfort. Apply approved ointment. Be alert to signs of allergy; wheezing, shortness of breath, skin rashes, and hives.
16. Elevated Temperature - If physician is not available and abdominal pain is not present, give Tylenol and clear fluids.
17. Abdominal pain – Give nothing by mouth without physician’s order. If nausea or vomiting, give only clear liquid.
18. Diarrhea- Admit to Infirmary. Review diet, food sanitation, health of food handlers and notify physician. Notify counselors to watch for and report other cases. Administer clear fluids.
19. Earache- Consult physician for all earaches.
20. Sore Throat- Isolate. Take temperature and notify physician. Symptomatic treatment according to physician’s orders may include extra fluids, saline gargle, Tylenol or Ibuprofen and voice rest. Throat lozenges may be used.
21. Communicable Disease- Consider all sick campers and campers with rashes as having a contagious problem until advised to the contrary by physician. Isolate until released by physician.
22. Constipation- Offer extra fruit (prunes, etc...) Consult Physician.
23. Enuresis (bed wetting) – Every case should be reported to the health officer who will work out a plan for management.
24. Toothache- Rinse mouth with warm salt water. Treat with ibuprofen or aspirin
25. Headache- If not otherwise ill, rest in a quiet, dark cabin. If not relieved with ibuprofen, notify physician.
26. Animal bites- wash thoroughly with soap. Try to capture the animal if it can be done safely. Notify physician. Notify animal control at Sheriff’s Department. 269-673-0519
27. Ingestion of poisons- Call nearest Poison Control Center for advice. 1-800-442-4571 or 800-632-2772. Notify physician.
28. Convulsion- Notify physician. If feverish, sponge with cool water. Protect the patient from hurting him or herself.
29. Scabies, Impetigo, Ringworm, and Pediculosis- The policy regarding exclusion of campers with these conditions from camp will be decided by the Camp Director, Health Officer, and Physician.
30. All treatment, minor or serious will be entered in the bound medical log.

CAMP WIDE EMERGENCY POLICY AND PROCEDURES

Walkie-Talkie Communication Procedures

Walkie-Talkies will be provided to all program staff members who are leading a program for communication with the director, health officer, or other staff members. The use of the walkie-talkie's should be limited to report attendance, communicate a program need, or in case of an emergency.

Commands used in emergency situations

Always explain the type and location of the emergency and give additional information as requested.

Waterfront

The person in charge of the waterfront calls **“Big Fish” “Big Fish”** over the walkie-talkies. This will start the emergency action plan and all campers will report to the lodge.

Medical Emergency

The staff member with the medical emergency will call **“Ouch” “Ouch”** and the location of the emergency over the walkie-talkies. This will start the medical emergency procedure and all campers are directed to continue activities with the remaining staff.

Weather Emergency

The staff member will call **“Foggy Out” “Foggy Out”** over the walkie-talkies and this will start the weather emergency procedures. All campers will report to the bathhouse.

Fire Emergency

The staff member will call **“Chicago” “Chicago”** and the location of the fire over the walkie-talkies and this will start the fire emergency procedure.

FIRE

Signal: Continuous ringing of the bell and **“Chicago, Chicago”** called over the walkie-talkie.

1. In case of fire follow the emergency chain of command to execute the emergency action plan for a fire.
2. Camp Director or Program Staff member will begin continuous ringing of bell.
3. All campers and staff exits buildings through the nearest exit and clear the building by at least 30 feet.
4. All staff and campers are to report to the quad and sit in straight lines by cabin group. Head Counselor with written roster will take role to make sure all campers and staff members are present. Director will be notified as soon as all campers and staff are accounted for.
5. If one or more campers are not accounted for the Missing Camper Procedure will be initiated.
6. Camp Director or designee will call 911.
7. Campers and staff will remain in the designated area until an “all clear” has been given by the Camp Director. The “all clear” can only be determined by the camp director.
8. All directions will be given by megaphone
9. Under no circumstances is any staff member to enter a smoke filled or burning structure, including tents, buildings, etc.
10. Fire extinguishers are only to be used by Program Staff.

MISSING PERSON

Throughout each weekly session, campers and staff are counted at wake-up, flag raising/lowering, meals, daily sessions, campfire, and bedtime. If a person is determined to be missing, the air horn goes off, the bell rings continuously, and all campers are gathered in the lodge and recounted. As the recount is taking place the following procedures begin:

- Waterfront - missing swimming procedure takes place
- Staff checks cabins, buildings, and surrounding areas
- Car is sent for initial search of roads

If still missing after 15 minutes, the director will call the parents/legal guardian, police, and other appropriate agencies.

SEVERE WEATHER AND / OR TORNADO WARNING

Signal: Continuous ringing of the bell and **“Foggy Out, Foggy Out”** is called over the walkie-talkie.

1. Camp Director or Program Staff member will begin continuous ringing of bell.
2. All campers and staff will be brought to the cement bathroom facility and placed against the south wall, in a fetal position, with hands over their heads.
3. Campers and staff will remain in the bathroom facility until the Director calls an “all clear.”
4. If immediate cover is necessary, have campers lie in the lowest spot, face down, with their hands over head until “all clear” is sounded.
5. In the event of threatening weather, the Health Officer will monitor by radio, TV or scanner. Directions will be given by megaphone.

EVACUATION PLANS

A fire drill will be completed each session within 48 hours of the campers arriving.

FROM A BUILDING

During staff orientation all staff will become familiar with the location and use of fire extinguishing equipment and also the proper exits from all buildings. A fire drill will be scheduled for each building during each week. A drill will also be scheduled when the entire camp is in the dining hall to be certain that an orderly and efficient exit can be made.

1. At the sound of the fire alarm, campers will evacuate the buildings, using designated exits, to the quad.
2. At the quad, counselors will take a roll call and await further instructions.

FROM ENTIRE SITE

Three independent evacuation routes have been established to get everyone from the site in the event of an emergency that is spreading throughout the campsite.

1. The fire alarm will be used and campers and staff will be directed to the quad.
2. At the quad, staff will take a roll call and await further instructions.
3. Upon instruction as to which evacuation route to take, will exit double file off the site.
4. Upon arrival at the off site safe area, which is sports field and 1st avenue, staff will take a roll call and await further instructions.
5. Bloomingdale Public Schools will bus children from the camp site to Bloomingdale High School as a safe place to gather and have parents and family members pick up their children.
6. Alternate evacuation routes, use of these routes will be based upon the location of the emergency:
 - a. Up the entrance road
 - b. Shoreline nature path to the East
 - c. Shoreline to the West

TRANSPORTATION POLICY

PASSENGER VEHICLE

4-H Camp Kidwell does not provide transportation for any camper or staff member other than for minor medical situations. All medical emergency's will be handled by the emergency unit/organization that responds to our "911" call. The camp will have a passenger vehicle available at all times for emergency use and in the case of a minor medical situation. Prior to transporting a camper every attempt will be made to contact the authorized person to provide the transportation. As a final resort the director, health officer or other designee of the camp will take the camper to the medical facility as needed.

Anyone transporting a camper or staff member will have a valid Michigan license, with no major or access traffic violations. The person operating the vehicle will follow all roadway regulations. The vehicle will be licensed by the state of Michigan and have valid/current insurance. The vehicle will meet all state and federal regulations for safety and the type of transportation taking place. It will also be in good working condition, have working safety belts and should be inspected prior to each use. The inspection should include physically checking tire pressure, lights, etc.

When transporting a camper or minor staff member there will always be at least two staff members present. Every effort will be made to observe gender considerations. All members of the transport are required to wear their safety belts.

In the case of a camp wide emergency and evacuation is required, Bloomingdale Public Schools have agreed to provide transportation to their facilities until all authorized individuals can be contacted.

GOLF CART

The camp director, maintenance personnel, waterfront director, assistant director(s), cook, and health officer are eligible to operate the camp vehicle (golf cart). The above listed people must have the proper valid driver's license before they may operate any vehicle on behalf of camp. The director will have sole authority over who has access to and who may drive the golf cart. Non-passenger vehicles are not to be used by staff to transport anyone, camper or staff

Under no circumstances are people to be transported in the back of camp's golf cart. If transportation occurs, the driver(s) and other participants will be subject to disciplinary action up to and including immediate dismissal. The only exception to this rule is transport of campers and staff from remote areas of camp during severe weather or other emergency by an authorized driver. All seasonal employee's cars must remain parked in the "hill parking lot" unless the Camp Director grants permission otherwise.

- ✓ Speed limit:
 - 10 Mph on unpaved roads
 - 15 Mph on camp grounds
- ✓ Health Officer has first priority for use of the golf cart
- ✓ No passengers in the back - one driver and one passenger maximum
- ✓ Do not tow a trailer or wagon
- ✓ Do not operate in an unsafe manner or in a way that would damage the cart.
- ✓ Keys will remain in the cart
- ✓ The golf cart is reserved for necessary camp business - only where walking is impractical due to time constraints or load to be carried. The cart is not to be used as a substitute for normal means of travel.

FOOD SERVICE POLICY AND PROCEDURES

4-H Camp Kidwell will serve three full meals and a snack per day to all campers and staff. Meal patterns are as follows:

Breakfast	8:00am - 8:30am,
Lunch	12:00pm – 12:30pm,
Dinner	5:00pm - 5:30pm

Snacks will be served daily at predetermined times. Exceptions to the above listed meal patterns will include the first and last day of each session and for specialty camps. During meals, a cabin counselor will sit at the table with his/her cabin group. Program staff will distribute themselves evenly throughout the dining hall sitting at tables with camper groups to promote a camp family environment. The health officer and cook will handle special dietary restrictions. The health officer will review all camper needs and pass along any important concerns or needs to the cook. The Camp Director will be responsible to insure that provisions are being made for individuals with special diets and if possible, that substitutions are available. All menus are kept on file permanently.

Kitchen Rules

Rules everyone must follow when in the kitchen.

1. If you are not a kitchen staff member, you must ask to enter.
2. Closed-toed shoes must be worn at all times. No sandals or open-toed shoes allowed at anytime.
3. A hair net or hat should be worn at all times. Long-hair must be tied back.
4. Horseplay is not allowed.
5. All garbage must be put in the appropriate container and tops must remain on the containers.
6. The kitchen floor must be swept after each meal and swept and mopped at the end of each day. Additional mopping may be needed.
7. Garbage and slop bucket must be taken out after every meal and at the end of each day.
8. The dining area floor must be swept after each meal and swept and mopped during camp clean time each day. Additional mopping may be needed.
9. Laundry must be done at the end of every meal.
- 10.

ROPES COURSE ACTIVITIES
HIGH ADVENTURE ACTIVITY PROGRAM STATEMENT

- 1) Staff Training and Experience Qualifications for Ropes Instructors
 - a) 4-H Camp Kidwell contracts with Experiential Systems, Inc. (ESI) for all staff training.
 - b) All staff members who lead high adventure activities must go through this yearly training and be certified by ESI.
 - c) At least one Instructors at all ropes activities will have current CPR, including blood borne pathogens training and First Aid certification
- 2) Staff-Camper Ratio
 - a) At least the minimum number of facilitators required by ACCT standards will be present at all high adventure activities.
 - b) A ratio of one staff member to eight campers will be kept at all times.
 - c) At least two staff members will be at all activities.
- 3) Classifications and Limitations for Camper Participants
 - a) Ages 8 or older.
 - b) All campers agree to a verbal contract before participating in the adventure activity. This contract includes the following: Stay as a group, follow all safety rules, and give 100% effort.
 - c) Campers are instructed on the characteristics and proper use of all safety equipment.
 - d) Campers are instructed on the safety procedures and rules that must be followed for each and all activities.
 - e) Any camper not following safety rules will be removed from the activity.
- 4) Arrangement, Maintenance, and Inspection of the Activity Area
 - a) 4-H Camp Kidwell staff will complete a pre-use inspection before every use.
 - b) 4-H Camp Kidwell staff will complete monthly inspections
 - c) 4-H Camp Kidwell agrees to have the course inspected by ESI on a yearly basis.
- 5) Appropriate Equipment and Maintenance of Equipment
 - a) 4-H Camp Kidwell staff will use equipment specified by ESI for all elements.
 - b) 4-H Camp Kidwell staff is trained to properly handle, inspect and use all equipment.
 - c) 4-H Camp Kidwell staff will maintain records for equipment maintenance and use, in accordance to ESI recommendations.
- 6) Safety Precautions
 - a) 4-H Camp Kidwell staff is trained on safety precautions as given by ESI.

SHOOTING SPORTS RANGE ACTIVITIES
HIGH ADVENTURE ACTIVITY PROGRAM STATEMENT

- 1) Objectives
 - a) To provide a fun and successful skill experience.
 - b) To develop a respect for the equipment used.
 - c) To develop a respect for the rules necessary for a safe experience.
- 2) Staff Training and Experience Qualifications
 - a) Age 18 or above.
 - b) Knowledge of equipment used at range.
 - c) Instructors must be mature and capable of maintaining safety and discipline among all participants.
 - d) Instructors must demonstrate knowledge of equipment and competency to director during staff training.
- 3) Staff-Camper Ratio
 - a) A 1 to 8 ratio of adults to children will not be exceeded during any shooting activity.
 - b) A minimum of 2 staff will be present with any number of participating campers.
- 4) Classifications and Limitations for Camper Participants
 - a) Ages 8 or older.
 - b) Campers are instructed on the safety procedures and rules that must be followed for each and all activities.
 - c) Any camper not following safety rules will be removed from the activity area.
- 5) Arrangement, Maintenance and Inspection of the Activity Area
 - a) Prior to use the instructor will conduct inspection of bows, arrows, and rifles.
 - b) Any damaged equipment will not be used and will be immediately reported to the Director.
 - c) Complete hands-on inspection of the range site is conducted by facilities manager.
- 6) Safety Precautions
 - a) Have supervised shooting at all times. Have all campers begin to shoot on a signal and retrieve on a signal - on all targets.
 - b) Bows and arrows and rifles can be used as WEAPONS and are dangerous - remember this when you put them into camper's hands.
 - c) Always have your group stand behind the firing line. There is no safe place in front of the line - arrows glance off in all directions.
 - d) No running while carrying equipment.
 - e) Point arrows and rifles only down range.
- 7) Retrieving Arrows and Targets
 - a) From the target:
 - i. Place one hand against the target face.
 - ii. With other hand, twist arrow while removing it.
 - iii. When buried in grass, pull arrow through grass from the point end so as not to damage feathers.
 - iv. Continue search for lost arrows. Do not leave them buried on the range.
 - v. Carry arrows horizontally with two hands to ensure safety and less damage to feathers.
- 8) Technique
 - a) String the bow.
 - b) Stand perpendicular to the firing line, with head facing target, and arm closest to the target extended.
 - c) To load - hold bow perpendicular to body out from waist; bring arrow above bow (always pointing down range); nock arrow from cock feather up.

- d) Grip the string with first joint; one finger above, two fingers below the arrow with slight pressure between first two fingers to hold arrow or hold with three fingers below with the thumb.
- e) Extend bow arm with elbow slightly bent out. With shooting arm draw the string all the way back to the chin, keeping elbow level with shoulder. Aim and release.
- f) Unstring the bow when finished (instructor will do).

9) Emergency Procedures

- a) Blowing of the whistle will signify an unsafe/emergency situation, and all participants are to stop what they are doing when the whistle is blown.
- b) All participants are to step back from the firing line.
- c) The instructor will immediately go the scene of the unsafe/emergency situation.
- d) A second staff member will keep the rest of the campers in a safe situation, and notify the health officer and director.
- e) Emergency procedures are to be followed from this point on.

10) Suggestions

- a) Have each camper shoot four or five arrows each turn.
- b) Make the archery range exciting! Make interesting targets in Arts and Crafts and use them on the range. No animal or human figures are permitted.
- c) Have a contest to determine the “marksperson” in your group. Challenge another cabin.
- d) Use balloons as target bull’s eyes.

SWIMMING AND WATERFRONT ACTIVITIES

TRAINING AND EXPERIENCE FOR WATERFRONT PERSONNEL

- A. Waterfront Director
1. A minimum of Lifeguard Training and CPR for Professional Rescuer and first aid certificates from the American Red Cross or an organization having equivalent standards.
 2. One year guarding and / or teaching experience preferred.
 3. At least 21 years of age.
- B. Lifeguard / Swim Instructor
1. Valid LGT or Basic Water Safety and CPR for the Professional and first aid certificates from the American Red Cross or an organization having equivalent standards.
 2. WSI certificate, guarding experience, and / or teaching experience preferred.
 3. At least eighteen years of age.
- C. Aquatic Observers
- All staff must go through aquatic observer training before being allowed to assist with waterfront activities. This training is led by our waterfront director and lifeguards and includes proper placement for observers while at the waterfront, rescue techniques and additional safety information. The following things will be covered in the aquatic observer training:
1. How to assist lifeguards with observation and swimmer control
 2. Being prepared with appropriate dress and supplies
 3. How to check for hazards
 4. Awareness of waterfront rules and enforcement strategies
 5. Personal safety including self rescue strategies
 6. What to watch for, including, but not limited to, cramps, seizures, exhaustion, and horseplay
 7. Related items specific to the waterfront.

Lifeguards and observers **MUST** stay alert and be attentive to swimmers and surrounding at all times while waterfront is in use. All lifeguards and observers must have an auditory signaling device when on duty. Only certified lifeguards may use rescue tubes.

WATERFRONT STAFF TO CAMPER RATIO DURING WATERFRONT ACTIVITIES

The ratio for all activities at the waterfront is a minimum of 1 aquatic observer trained staff member for every 8 campers and a minimum of one lifeguard per every 20 campers. There is always to be two staff members present. Aquatic observers must be at least 16 years of age.

CLASSIFICATION AND LIMITATIONS FOR WATERFRONT PARTICIPATION

- A. Requirements for Swimming Levels
1. Red swimming area
 - a. Non-swimmers
 - b. Swimmers who cannot successfully complete requirements for other swimming areas.
 2. Blue swimming area
 - a. Swimmers must be able to swim from the dock to the rope, long ways, using the front crawl or a slight modification of the front crawl.
 - b. Swimmers must be able to swim from the rope to the dock, long ways using the elementary backstroke or a slight modification of the backstroke.
 - c. Swimmers must be able to tread water for 1 minute.
 3. Green swimming area
 - a. Swimmers must be able to swim from the dock towards the raft using the front crawl and attempt rhythmic breathing.
 - b. Campers must be able to swim from the raft towards the dock using either the elementary backstroke or the back crawl.
 - c. Swimmers must be able to tread water for 2 minutes

B. Swim Testing

1. Each camper will be tested prior to their first swim session or free swim and placed into a swim level (red / blue / green) and a swim class based on current swimming abilities.
2. Campers will have an opportunity to be re-tested to advance to a new swim level as their swimming skills improve. Testing will be done during swim sessions ONLY.

C. Swim sessions

1. Objectives
 - a. Red swimmers
 - 1) Water adjustments
 - 2) Basic skills
 - 3) Safety and survival skills
 - b. Blue swimmers
 - 1) Improve basic skills and crawl stroke
 - 2) Gain minimal endurance
 - 3) Improve survival skills
 - c. Green swimmers
 - 1) Learn advanced skills
 - 2) Build added endurance
 - 3) Improve previously-learned skills
 - 4) Learn advanced survival skills
2. Specific skills taught
 - a. Red swimmers
 - 1) Holding breath
 - 2) Bobbing--rhythmic breathing
 - 3) Prone float and glide
 - 4) Supine float and glide
 - 5) Kick glide
 - 6) Armstroke
 - 7) Coordination of kick glide and arm stroke--front and back
 - 8) Proper use of a Personal Flotation Device (PFD)
 - b. Blue swimmers
 - 1) Front crawl and start learning rhythmic breathing
 - 2) Back crawl and elementary back stroke
 - 3) Treading water
 - 4) Proper use of a PFD
 - 5) Increase endurance through practicing strokes
 - 6) Intro to swimming under water
 - c. Green swimmers
 - 1) Refinement of front crawl with rhythmic breathing, back crawl, and elementary back stroke
 - 2) Breast stroke
 - 3) Side stroke
 - 4) Treading water
 - 5) Surface dive
 - 6) Standing front dive
 - 7) Swimming under water

D. Staff Swimming

When swimming or boating, all camp staff will follow same rules as campers. All staff must take a swim test and be ranked accordingly. All staff must enter the waterfront through the gate and must use the buddy board. However, the staff section is used on an individual basis rather than a buddy system. During the camp week, swimming by staff will occur between normal waterfront activities and during a staff member's free time and only with a lifeguard present and on duty.

The times prior to camper arrival and following their departure would be additional times for staff swimming or boating. Such activities must fall under the same rules as during a camper swim or canoe activity. Rules and regulations will be covered with staff. A lifeguard must accompany canoes and the buddy board will be used.

ARRANGEMENT OF WATERFRONT AREA

- A) The waterfront has the designated swim or activity areas separated by either ropes, buoys or docks. Campers are oriented at the beginning of the session about the waterfront layout.

MAINTENANCE AND INSPECTION OF SWIMMING AREA

- A. The Waterfront Director and lifeguards will inspect the swimming area and beach for possible hazards prior to camper arrival and before each swim lesson and free swim.
- B. The Waterfront Director or designee will report any maintenance needs immediately to the director.
- C. The Allegan County Health Department inspects the waterfront area annually for safety.
- D. The Waterfront Director has full authority to close any waterfront areas based on known or suspected safety or health hazards.

WATERFRONT EQUIPMENT INSPECTION AND MAINTENANCE

- A. Waterfront Equipment
1. Equipment at the waterfront
 - a. Whistle (for all lifeguards and observers on duty)
 - b. Emergency air horn
 - c. A reach pole
 - d. At least one ring buoy and rescue tube with rope attached
 - e. Backboard with at least 3 straps attached and head restraint
 - f. First aid kit
 - g. Buddy board with designated sections for the red, blue and green swimming areas, trampoline and beach area
 - h. Tag out board with sections for each cabin group
 2. Each lifeguard will have a whistle and a rescue tube at all times while on the waterfront!
 3. Waterfront Director or designee will have access to camp communication system (walkie talkie)
- B. Maintenance of Equipment
1. With the exception of the air horn, the Waterfront Director and/or lifeguards will check all waterfront equipment each morning prior to any waterfront activity. This inspection will be document in the waterfront pre-use inspection sheet and kept in the waterfront log
 2. The Waterfront Director will test the air horns prior to the beginning of each camp session.
 3. The Waterfront Director will remove any faulty equipment and inform the director of any maintenance needed in writing.

SAFETY PRECAUTIONS FOR WATERFRONT ACTIVITIES

- A. Buddy Check Procedures
1. Areas of swimming:
 - a. Red swimmers may swim in red water only
 - b. Blue swimmers may swim in blue or red water but must swim where they have their buddy tag on the buddy board and only in that section at that time.
 - c. Green swimmers may swim in green, blue or red water but must swim where they have their buddy tag on the buddy board and only in that section at that time.
 - d. Campers swimming in areas above their swimming ability must wear life jackets.
 - d. Exceptions to this rule only to be made by the Waterfront Director
 2. Swimmers choose a buddy to swim with but they must stay with that buddy the whole time unless they have permission to change buddies and also change their buddy tag.
 3. Swimmers line up in front of the tag board at the top of the main beach, with buddy, as directed by the waterfront personnel.

4. Waterfront boards
 - a. Buddy board
 - 1) The board is broken into several sections, one for each swimming area, trampoline, boating and beach
 - 2) Tags are placed on the buddy board while swimming, boating or spending time on beach but not swimming.
 - b. Out Tag board
 - 1) Sections for each cabin group
 - 2) Tags stored on tag board while swimmers are not swimming
5. Buddy tags
 - a. All campers are assigned a swimming level prior to their first free swim or swim sessions. Swim level assignments are based on the swim-test campers are required to take.
 - 1) Day campers are given red buddy tags and assumed to be non-swimmers and must wear life-jackets when in any areas other than the beach and/or red area.
 - b. Contain swimmer information:
 - 1) Name
 - 2) Swimming level
 - c. Tags are placed on appropriate sections of the buddy board when entering the waterfront.
 - e. Campers are only allowed to touch his / her own tag. After initial placement, only staff member on duty at buddy board will move camper tags.
6. Buddy checks
 - a. Conducted at least every eight minutes.
 - b. Signaled by a blast of the whistle that sounds loud, soft, then loud and hand motion of index finger circling counterclockwise.
 - c. All activity stops and campers raise their buddy's hand, remain still, and stay quiet.
 - d. Lifeguards count the sets of buddies in the section he / she is guarding.
 - e. Lifeguards report the number of sets to the staff member working at the buddy board.
 - f. If the number of sets matches the number of tags on the board, swimming resumes.
 - g. If the number of swimmers does not equal the number of recorded swimmers, the lifeguards and buddy board staff will recount. If there is still a discrepancy then the Emergency Action Plan for the Waterfront will be activated (procedure to follow).
7. Exiting the water
 - a. To change to a different area (red / blue / green) or to stop swimming:
 - 1) With buddy, the camper informs lifeguard/buddy board staff of desire to change area or stop swimming.
 - 2) Staff member on duty at buddy board will find campers tags and change their placement to appropriate new area.
 - 3) If stopping swimming, staff member on duty at buddy board will remove campers buddy tag from the buddy board and hand it to the exiting camper only when they leave the swim area. Campers place their tag on the out board and staff members will be sure this happens.
 - b. At the end of free swim:
 - 1) Swimmers are asked to exit water by a blow of the whistle and verbal commands. When existing, swimmers may not cross through a different section of water.
 - 2) Swimmers line up at buddy board.
 - 3) Staff member working the buddy board remove tags from buddy board and hand them to campers only when they exit. Camper place their tag on the out board and staff members will be sure this happens.
 - 4) Campers may only exit with permission of staff members.
8. Mobility impaired campers and staff
 - 1) Sand and rough terrain surround the waterfront area and limit the access that mobility impaired individuals have to the water.

- 2) The cement landing area just outside of the waterfront, serves as location for campers with mobility impairments to leave their belongings, wheel chairs, and other devices. Wheel chairs are not allowed on the docks.
- 3) Unless directed by parent or legal guardian campers with mobility impairments would not be allowed into the water.

EMERGENCY PROCEDURE, MISSING PERSON ON WATERFRONT

This procedure is in place to locate a missing camper. This emergency may originate from the waterfront, but may also be implemented if a camper is determined missing at another time. When originating from the waterfront, one buddy check has been complete with incorrect counts. Prior to blowing the air horn:

Repeat buddy check procedure immediately.

If persons in still missing, clear water of swimmers.

1. Lifeguard(s) emergency signal (one long blast of the air horn) and call “Big Fish, Big Fish” over radio. The designee will ring the bell continuously until all campers have arrived at the lodge.
2. If the Director and Health Officer haven’t been contacted they will be informed using the Camp communication system.
3. Campers immediately report to the lodge and designated staff members will take attendance.
4. Staff will immediately report to the waterfront and start the search process under the direction of the Waterfront Director.
5. In the meantime, campers in the lodge will sit at their cabin group’s table and roll call will be taken.
6. Non “main camp” areas will be accounted for using the camp communication system. This includes the Ropes Course, horses, Kidwell Island. Staff members in these areas will report their numbers to the Camp Director.
7. The health officer is to head to the waterfront so they can quickly respond in case of emergency.
8. As they arrive, all staff members will begin searching their assigned areas. (To be determined at the beginning of each camp session.) They will not stop searching until an all clear has been given from the Camp Director or they are physically unable to proceed. The areas of coverage will include:
 - i. Foot-sweep – In a straight line, locking elbows, starting at the southwest shore of red water running perpendicular to the shoreline. They will begin an S-pattern with legs, searching the lake bottom maintaining contact with one another, covering the entire red and blue swimming areas. They will move carefully, searching with their feet, for underwater lost swimmers. Once the entire Blue and Red swimming areas are searched, they will then search areas to the east and west of the swimming areas.
 - ii. Shallow-water Dive – In a straight line no more than one arm’s length apart, starting at the east end of the green section, and working parallel to the shore, surface divers will surface dive to the bottom of the lake searching for lost swimmers. They will swim a pre-established number of strokes (3) along the bottom of the lake, and then resurface. The searchers will back up a pre-established number of strokes (2) and then dive again. All divers will dive in sync as determined by the caller who is pre-determined by the Waterfront Director.
 - iii. Deep-water diving – Next to each other, 2 or 3 trained staff will do a deepwater surface dive going completely under the raft down to the bottom of the lake and resurface on the other side of the raft. The divers will dive together sweeping the bottom of the lake. After resurfacing the divers will take a pre-determined number of breaths and then dive again. All deep-water divers should use masks and fins. This equipment should be assessable to them at all times when on duty.
 - iv. Dock Sweep – Facing one another on opposite sides of the dock, two people will sweep their feet under the dock ensuring that their feet touch. They will work from shallow to deep water until all dock areas are searched and back again until the all clear is given. A third person will join to sweep the larger portion of the dock.
 - v. Water Trampoline - All users of the water trampoline must wear life jackets. If a situation arises in which waterfront staff believes there is a camper missing in the water trampoline area or if after 10 minutes we have not found the missing person, it will be necessary to contact local officials and request that the dive team comes to our site.

9. If the person is not located within ten minutes, the Camp Director or his / her designee will call 911 and request a dive unit and an ambulance.
10. If the person is located under water, CPR will begin according to American Red Cross Lifeguard Training and CPR standards.
11. If the person is found safe and out of the water, the Waterfront Director and Camp Director will be notified immediately via the camp communication system. The Camp Director or his / her designee will announce the “all clear” on the radio. The person in charge of the radio on the waterfront will relay that message to the staff conducting the search.
12. If the Director hasn’t been notified, he / she will be re-notified and informed of the “all clear”.
13. A missing camper drill will be conducted at least once every camp session within the first 48 hours of camp being in session.

RULES FOR THE WATER TRAMPOLINE

1. A lifeguard must be positioned on the trampoline with a rescue tube and be alert and attentive to the swimmers on the trampoline.
2. A maximum of 6 campers are allowed on the trampoline at one time.
3. Trampoline swimmers have a special section on the buddy board and must make sure their buddy tags are in the proper section when they are jumping.
4. Swimmers must be wearing a lifejacket.
5. Swimmers may not jump directly from the trampoline mat into the water. To enter the water you must exit from the inflatable portion of the trampoline.
6. No horseplay allowed on the trampoline. Flips are not allowed on the trampoline mat.
7. When leaving the trampoline you **MUST** enter the water from the inflatable portion of the trampoline. You **CANNOT** climb down the ladder.
8. Swimmers must stand clear of the ladders while others are climbing up.
9. No one is to go underneath the trampoline at any time.
10. All swimmers must ask the staff member to jump and the staff must make sure the water is clear from other swimmers before they allow other swimmers to enter the water.
11. Switches for the trampoline will only take place during buddy checks and swimmers must quickly exit the water and go directly to the buddy board to change their buddy tags.

BOATING RULES AND SAFETY

Instructor’s Qualifications

-A mature adult – 18 years or older who is experienced in canoeing and water safety. Instructor must be Lifeguard, CPR-PR, and FIRST AID certified.

-Will be on duty during all camper and staff boating activities.

Activity Area

The designated boating area is west of the swimming area.

Rules and Safety Precautions

1. All equipment will be checked by the instructor before each use.
2. When canoeing or kayaking, the instructor will be in a row boat, and when using the pontoon, a lifeguard will be a passenger on the boat.
3. No more than 3 people in a canoe and all occupants (both campers and staff) **MUST** wear a proper fitting PFD regardless of swim ability.
4. Only 1 person allowed per kayak, except in the tandem, which allows 2 people.
5. No standing up in canoes or kayaks and no horseplay while in the boats.
6. All equipment must be kept in order and returned to the proper place after each use.
7. Canoes/kayaks must stay clear of the swimming area and must remain in sight of the instructor at all times. Participants must be able to see the lifeguards standing on the dock.
8. Capsized canoes/kayaks must not be abandoned. Campers and staff member should stay with their boat and call for help.
9. No one is allowed near or in the canoes or kayaks without a program staff member present.
10. Canoes and kayaks may not be used after dark.

11. All boaters must use the buddy board system.

Camper Limitation

Participation is open to all campers and staff who have successfully completed their swim test. All participants (campers and staff) **MUST** wear a properly fitting PFD regardless of their swimming ability.

Equipment

All equipment will be kept in safe and usable condition and checked before each session by the instructor to make sure they are in proper working order, and there are not safety concerns such as structural damage. Only individual oriented to the safe operation of a motorized water craft will operate the pontoon boat. This includes but not limited to on the water skills, safely loading and unloading, use of appropriate PFD's and dealing with problems.

-6 aluminum canoes	-1 Pontoon boat	-5 sets of row boats oars
-5 row boats	-12 canoe paddles	-7 kayak paddles
-6 kayaks	-life jackets	

Equipment with Instructor in Row Boat

The instructor must be in a row boat and the row boat must contain:

- First Aid Kit
- Ring Buoy or Rescue Tube
- Extra oar, extra paddle, 2 extra life jackets
- Signal Device: Whistle
- Tow Rope

Staff to Camper Ratio

- Class will be limited to no more than 18 campers for canoeing and 6 for kayaking
- There will be at least two staff members present, one of which will be an adult lifeguard

Emergency Procedures

1. Two whistle blows to get campers attention.
2. Class will go to shore, or if needed, assistance will be provided by instructor.
3. Capsized boats must not be abandoned. STAY WITH YOUR BOAT and call for help. The instructor will come to the boat and assist campers as needed.
4. If there is a missing boater, see Waterfront Emergency Action Plan.

HORSEBACK RIDING

All horseback riding activities are overseen by the Horse Instructor

Instructors Qualifications

The instructor is to be a mature adult 18 years or older, experienced in horseback riding and certified by a nationally recognized horsemanship association.

Activity Area

The designated riding area is the southwest corner of camp, arena, trails (around ball diamond), and field across from the arena.

Staff to camper ratio

Activity limited to 10 riders with a minimum of 1 instructor, 1 assistant/counselor.

Camper Limitations

1. Listen and follow directions
2. Must be able to control the horse
3. No contradictions to CHA/HARHA riding standards
4. Rider may require a leader or 1-2 side walkers

Rules and Safety Precautions

1. All campers must wear close-toed/heeled shoes, and must wear long pants.
2. All campers must wear a helmet when on horseback. (must be SEI approved)
3. All equipment will be checked by a certified instructor before tacking and before mounting.
4. All horses will be checked for physical/disposition ailments prior to each use, and unsound horses will not be used until rechecked and deemed fit.
5. Students are introduced to horses and important information about each one is given at the beginning of the horse session.
6. Horses are chosen carefully for camp and also chosen for a specific rider based on camper skills and the horse's abilities.
7. Horses are tested to be calm and well mannered. Remember horses are fight or flight animals and have specific behavior.
8. Stop, look, and listen. Use caution when working around horses. Horses can react in unexpected ways.
9. Listen and learn. Always listen for commands from the instructor and assistants. Keep alert at all times when around horses.
10. There is to be no yelling or horseplay in horse area. Loud noises and sudden movements scare horses.
11. Never stand directly behind or in front of a horse. It may kick, bite, or run over you.
12. Praise the horses often, correct behavior when necessary.
13. Never hand feed a horse.
14. Student checks for proper fit of equipment and the instructor re-checks before mounting.
15. Treat equipment with care. Always put equipment away properly.
16. Never wrap or tie anything attached to a horse around your body. You may end up dragged by the horse.
17. Keep at least 1 horse length (or a big elephant) between your horse and the horse in front of you. Horse may kick or bite if they are too close together.
18. Dismount to adjust clothing or equipment.
19. Walk horses on a paved surface to help prevent slipping and falling.
20. Every rider should know the emergency turn before going on a trail ride.
21. Halters are left on so a leader can assist a frightened or disabled rider.
22. Riders are taught to tie up horses at the beginning and the end of a lesson. Horses are to be tied where corral panels meet.
23. Horses must be tied by safety knots.

24. Always use a halter and lead rope to tie your horse. NEVER tie with the reins. It may hurt the horse's mouth and/or break reins.
25. Students are to mount and dismount in the center of the arena unless they need a counselor, assistant, or instructor's assistance at mounting block.
26. Horses are to be removed from the arena using the west gate.

Equipment

All equipment and tack will be kept in safe and usable condition. All equipment is to be safety checked by instructor for wear and tear before each use.

- | | |
|--------------------------------|--|
| -Horses | -Halters |
| -Saddles (English and Western) | -Grooming Equipment (curry comb, brushes, sweat scraper) |
| -Bridles | |
| -Lead Ropes | |

Emergency Procedures

1. The instructor "whoas" or "halts" to stop horses and get attention.
2. All activity stops.
3. Riders dismounts
 - a) Secure the area, make sure campers and horses are all stopped and in a safe situation.
 - b) Check involved campers or staff for injuries
 - c) Check for security of equipment and security of horses
 - d) Get proper medical assistance if there are any injuries. (follow medical emergency chain of command) If there are no injuries, check equipment and horse.
 - e) After safety check, and the instructor states that it is okay, campers are able to remount horses.
 - f) Return to arena.
 - g) Any accident will be reported to health officer and horse instructor will follow up and complete proper paper work.

TRAIL RIDING

When on trail ride all rule for basic horseback riding rules will be followed. In addition to those guidelines and rules the follow should be followed.

Camper Limitations

Trail riding is offered on the 4th day of sessions. Participation is open to individuals who have completed the prior 3 days riding sessions or who the instructor has deemed competent.

Rules and Safety Precautions

1. Be attentive to leaders, alert to signals, and unexpected dangers at all times.
2. Emergency turn is to be used if horse goes too fast.
3. Trail riding is always done at a walk. Trot may be used if instructor allows student to catch up.
4. Do not let horses eat along the trail.
5. Always walk on paved/mowed surfaces.
6. Always walk your horse when approaching and leaving riders so you don't startle the horses.
7. When riding up a hill use the standing position. When riding downhill sit in balance with heels down.
8. If you get in trouble tell the leader, middle assistant or the drag. To adjust your clothing, tell an instructor and then dismount.

On Trail Emergency Plan

In the case of an on trail emergency or accidentally dismount. All other riders are to stop and stay in place on the trail. The appointed staff member, who will be walking the trail with the campers, is the **ONLY** person to go assist the fallen camper. The staff member will immediately call the riding instructor, and if warranted, call the camp director or "911!" The riding instructor will make their way to the downed camper and provide assistance as necessary. All other campers will be instructed on what to do next.

Equipment

All equipment and tack will be kept in safe and usable condition. All equipment is to be safety checked by instructor for wear and tear before each use.

- Apple Picker
- Muck Bucket

DAY CAMP RIDING

Day camp riders will follow all rules for basic horseback riding rules. In addition to those guidelines and rules, the following should be followed.

Rules and Safety Precautions

1. Day campers will ride horses one at a time, and will be lead by a staff member.
2. While each camper is riding the other campers will be working with the staff grooming the other horses, and learn general horse care.

OVERNIGHT CAMPING

Supervision

- Members that are supervising an overnight tent camping trip will be a person who has experience in tent camping and is at least 18 years of age.
- At least one staff member will have first aid and CPR training. Staff members will be oriented to specific dangers of the environment where the group will be camping.
- Staff member in charge of the group will be oriented to the health care needs of the group.
- All medical information pertinent to the campers going on an overnight camping trip will be provided to those staff members leading the trip. Staff members leading the trip will be instructed on the procedures to administer any camper medications and other necessary medical procedures that may need to be given or administered, as well as emergency procedures. If traveling outside of the coverage area of 4-H Camp Kidwell's cooperating emergency care provider the emergency medical treatment consent forms, health history forms and the emergency contact information for all camper attending the trip will go with the group.
- On all overnight camping trips there will be a minimum of 2 staff members of each sex, and one of the two staff members will 18 years of age.
- Camper to staff ratio will never exceed 1 staff member to 8 campers.

Staff Orientation to Camping Trip

- Staff will be introduced to camping trails, appropriate places for tents, campfire, and lavatory
- Staff will be taught how to built lavatories
- Staff will discuss the environmental impact of the camping trip
 - affects of presence
 - affects of products
 - how to clean up
 - ways to minimize the affects for being there.
- Staff will practice all of the skills needed to lead a trip
 - putting up tents
 - digging lavatories
 - digging campfires
 - making campfires
- Staff will plan all of the materials that will be needed on the trip

Activity area

- 70 acres on peninsula across the lake, or
- Sporting fields on camp grounds

Participant information

Prior to leaving the following will be collected for the group, and be kept in the directors office.

- Participant roster
- Times of departure and return
- Inclement weather plan
- Emergency plan
- Route to be taken
- Plans to communications with main camp

Rules and safety Precautions

- All waterfront rules will be followed
- Only marked trails and camping sites will be used
- Only biodegradable products will be used on the trip
- A first aid kit, flash light, cell phone, walkie talkie, and appropriate medications will be taken on all trips.

Emergency Procedures

- In case of an emergency, use walkie talkies or cell phone to contact 911 or main camp.
- Stabilize the situation and make sure all uninvolved campers and staff are safe.
- Assess the situation, and get the appropriate help(follow the medical emergency procedures)
- Follow camp wide emergency procedures

Food

All food will be stored in closable cooler to keep animals and insect away. Any utensils used for serving food will be disposable and will only be used once. Only prepared snacks will be served to the campers, examples are:

- Trail mix
- Smores
- Puppy chow
- Chex mix