

# **Appalachian Christian Camp**

## ***Summer Policies & Rules***

*Last Updated May, 2013*

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Unicoi, TN 37601  
(423) 743-3910  
[www.campacc.com](http://www.campacc.com)

## General

- Campers must follow all camp polices found here and all other camp rules.
- All Staff and visitors are expected to conduct themselves in a Christ-like manner. Unacceptable behavior by anyone may result in dismissal.
- No hunting on the camp property at any time.
- Fishing must be authorized by the camp staff.
- Smoking is not permitted anywhere on camp property.
- Use or possession of other tobacco products, alcohol or illegal drugs is prohibited.
- Pets and all other animals are not permitted without prior authorization. If authorization is given, all animals must have current rabies vaccinations and must be restrained at all times on campus.
- Campers and Junior Counselors may only leave campus prior to session dismissal, with explicit permission from both the Executive Director and Program Director.
- Campers and Junior Counselors are not allowed to carry medication of any kind. Parents must turn in all medication for campers to that camp session's 1st Aid Attendant during check-in.
- No one is allowed in the sleeping area of the opposite sex. Anyone caught in the sleeping area of the opposite sex will be dismissed.
- Swimming is permitted only during the scheduled time and never without a certified lifeguard.
- No camper is permitted to use camp vehicles or equipment. Program staff members may only use camp vehicles or equipment with permission.
- Failing to respond to the authority of the Executive Director or other authority may result in dismissal.
- The schedule of the Program Director is the official schedule, and all staff and campers must abide by it.
- Anyone caught stealing and/or pilfering through others' belongings will be dismissed.
- No food or drinks are allowed in the dormitories or lodge. All food and drinks found in these areas will be confiscated immediately.
- Campers & Staff will be charged for any property that is damaged either deliberately or as the result of unauthorized activities.
- Cell phones and electronic devices (laptops, mp3/video players, etc.) of any kind are not permitted. Exceptions for staff are outlined in the staff section.
- Cameras of any kind must never be used inside any lodging facility.
- Permission to use camp phones must be obtained from the Executive Director for all Summer Staff or Program Director for all Program Staff and Campers.
- Campers who leave the camp without permission from the Program Director and the Camp Office will be dismissed upon their return.
- Campers who drive to camp must lock their cars upon arrival, turn in their keys to the office and not return to them without the explicit permission of the Program Director. Any student with unauthorized access to their vehicles will be subject to dismissal.
- Anyone who refuses to follow the Dress Code (attached) will be subject to dismissal. Shoes must be worn at all times.
- Any sickness or injury should immediately be reported to the Camp 1st Aid Attendant.
- No one – camper or staff – are to dress or undress in the bedrooms. The appropriate place for this is the changing areas of the shower stalls.
- Only one person is to lie in a bed at a time. The only exceptions being immediate family – i.e. Mother/Daughter, Father/Son, sisters, etc.
- The following areas are off limits to campers and Program Staff:
  - o The woods, creek, and ropes course except during a supervised Camp activity
  - o The roof and rafters of all buildings
  - o The houses of all Permanent and Summer Staff and grounds.
  - o The highway.
  - o Dorms and/or Lodge if they are not being used for sleeping facilities.
  - o Kitchen, maintenance areas, and Canteen.

## Abuse Allegations

- What a camper shares in confidence should not be discussed with others except in the case where abuse of any kind is mentioned.
- **According to Tennessee State Law** – when any person becomes aware of any allegation of any form of abuse, whether physical or sexual, that allegation must be reported to the Department of Children’s Services. Therefore when any staff member is aware of an abuse allegation:
  - The staff member must report that allegation immediately to the Executive Director, without exception.
  - As soon as an abuse allegation is reported to the Executive Director, the Executive Director will enlist the support of another adult, who is not involved in the allegation in any way, and follow the Guidelines for Suspected Abuse at Camp and document their actions on the Abuse Incident Report.
  - The Guidelines for Suspected Abuse at Camp and Abuse Incident Report may be altered only by the partnership of Executive Director and current Board Chair.
  - Failure to report abuse allegations to the Executive Director will result in immediate dismissal of all staff members aware of the allegation.

## Summer Camp Security

- The following security policies will be in practice for camps with campers from Kindergarten to 6th grades:
  - On registration paperwork, there will be a place for parents to provide names of individuals who are not allowed to pick up the child being registered.
  - During check-in, the parent will be given an ACC card with the child’s name on it and asked to bring this card with them to pick up the child at the end of camp, or give it to someone they designate to pickup the child.
  - On check out days, staff person(s) in the parking lot will meet each car and ask for the cards for all children that are being picked up.
  - Any driver, who cannot produce an ACC card, will be required to show photo ID and their name, driver’s license number, and license tag will be recorded.
  - Any driver whose identity matches that of someone who is on a “Do Not Allow…” list will be asked to remain in their car until the parent/legal guardian can be notified & consulted.
  - The proper authorities will be called for anyone who does not cooperate with this security policy.
- The camp office will maintain an *Emergency Response Plan*, which will provide a plan for threats to camper safety.
- All staff must be completely familiar with this *Emergency Response Plan*

## Visitors

- Visitors are expected to check in at the camp office or, if the visit is after office hours, check-in with the Program Director.
- All visitors are required to check out by “lights out” unless special arrangements are made with the Program Director and Camp Office.
- Parents and visitors may not remove campers from the campus or even remove them from program while on campus without permission from the Program Director and/or the Camp Office.
  - The camp recognizes parents/guardians right to remove their child(ren) at anytime from camp activities, but to do so without explicit permission from the Program Director and/or Camp Office will result in the camper(s) being dismissed from that camp session.
  - All visitors are required to pay for their meals. Prices will be posted in the Kitchen and a cook can direct you to whom the visitor needs to pay.

## Pool Rules and Guidelines

- The Lifeguards are the authority at the pool and all staff members are expected to lead with their example of following their directions.
- No running inside the Pool area.
- Do not throw or push anyone into the Pool.
- Do not hang on any ropes or nets
- No Horseplay.
- No glass of any kind is allowed in the Pool area.
- All food and drinks are to be kept in the pavilion area.
- In the case of an Emergency all adults must help get all of the Campers out of the Pool area while the Lifeguard is handling the Emergency.
- The Camp requires modest bathing suits, and the Lifeguard or any staff member may require a Camper to put on a T-shirt or change bathing suits.

## Camp Staff - General

- All staff must fully understand, follow, and enforce all camp policies and rules.
- “Permanent Staff” shall be defined as year-round paid members of the camp staff.
- “Summer Staff” shall be defined as paid staff members hired for just the summer season.
- “Program Staff” shall be defined as volunteer staff serving under the direction of a volunteer Program Director for one specific camp session.
- All references to simply “staff” without one of the previous designations shall apply to all three groups of staff.
- The Executive Director has ultimate responsibility for implementing the decisions of the Board of Directors and for supervising the management, administration, and operations of Appalachian Christian Camp.
- All staff members are ultimately responsible to and fall under the authority of the Executive Director.
- Program Staff and Summer Staff have equal level of authority with the Program Staff answer directly to the Program Director and the Summer Staff answer directly to the Staff Director, with one vital exception:
  - o In the areas of the pool, ropes course, climbing wall, and on Wilderness camp excursions, the Program Staff must submit to the authority of the Summer Staff as they are trained to and charged with the responsibility of maintaining safety.
- If for some reason, members of the Program Staff and Summer Staff have a disagreement, each party involved is expected to refrain from confrontation and bring it to the attention to the person they answer to directly.
  - o Matters such as this, generally are misunderstandings that can be handled and healed in the a mediated environment with the Executive Director or will quickly denigrate if confrontation is allowed.
  - o Remember you are leaders here. Lead by showing that issues can be resolved appropriately and in love.
- All staff must sign the ACC Leadership Covenant and sign a waiver allowing the camp to perform criminal and sexual offender background checks, and both of these documents must be renewed every three years
- You are charged with the protection of the campers physically, emotionally, sexually, and most of all Spiritually.
- Staff Members must take seriously their responsibility to get a proper amount of rest and sleep.
- ABSOLUTELY NO Staff/Camper romantic relationships are to be formed.
- The Permanent Staff are here to assist you in every way, so do not hesitate to come to them at any time if you need something. But, please respect the privacy of their residences also.
- Everyone riding in a vehicle must be properly seated – no sitting in the backs of trucks, standing on backs or sides of golf carts, and no “over-seating”.
- Permission may be given by Executive Director for Summer Staff or by Program Director for Program Staff for the use of computers and/or electronic devices with the following provisions:
  - o Use of these devices in the presence of campers, including Pathway, is strictly prohibited
  - o Discipline is to be exercised to keep permitted use of these items from distracting you or others from their purpose as a staff member.
- If you see an unapproved Visitor, or an intruder, in order to insure the safety of the Campers, you must notify the Program Director and/or the Executive Director as soon as possible. Please do not confront potentially dangerous people on your own.
- Relationships CANNOT take priority over your responsibilities.
- Pranks of any kind will not be tolerated.
- No jokes should be made about a Camper’s looks, smell, physical ability, weight, background, race, medical problems, etc.
- Conduct in the pool is very important. Please set an example for the Campers in the area of modesty. In a world surrounded by lust, we should be doing all we can to teach our Campers that modesty is preferred for the Christian. Also, there is a great potential for improper touching in the pool setting. This goes for Camper-Camper contact, Counselor-Camper contact, and Counselor-Counselor contact. Please be extremely aware of the dangers in this area, especially during “horseplay” and “wrestling”.
- Guard against any unwholesome talk. Again, in a world where we are bombarded with evil influences, we need to be setting a Christian standard for our Campers, and for each other.
- Pray for your Campers. This will change their life and yours.

# Special Rules for Wilderness Camps

## ***Outpost & Venture Camps***

- Counselors must sleep in separate tents from campers.
- Counselor tents must be placed in close enough proximity to camper tents to provide adequate supervision.
- Under normal conditions, each person should change clothes alone inside a tent or campground bathroom. If conditions do not permit this, every attempt at preserving privacy should be employed – i.e. changing inside sleeping bags.

## ***Base Camp***

- Every attempt at preserving privacy should be employed.

# Program Director

## ***Program Director - General:***

- Each Program Director must be an active member of a Restoration Movement Church.
- The Program Directors are responsible for:
  - o The safety and welfare of the campers
  - o Programming for their assigned camp session
  - o Working under the direction of the Executive Director or designee to effectively reach the overall goals of the camp.
  - o Ensuring proper care of the camp's facilities by the campers and their Program staff
  - o Ensuring that they personally and every member of their staff understand and follow all camp policies and rules
- The Program Director will meet with the Executive Director and Staff Director for a pre-Camp discussion of schedule, and special events. This meeting will be arranged with the Executive Director at the convenience of the Program Directors.
- The program schedule of events and activities should be given to the Executive Director at least two weeks before the beginning of their session of Camp.
- The Program Directors should have meetings with their Program staff prior to their Camp session for planning curriculum, recreation, worship, special events, and responsibilities.
- Activity funds and receipts are the responsibility of the Program Directors. Reimbursement requests with documentation must be turned in to the camp office.
- The appropriate keys will be given to the Program Director at the beginning of their session. They are responsible for collecting and returning those keys at checkout time.
- It is the responsibility of the Program Director to keep the grounds free of litter during the week. On the last day of the Camp Session the Program Staff will be responsible for a complete cleaning of the grounds and all buildings used during their session according to the "Checkout List" for each area provided by the Camp Office.
- Please try to avoid last minute scheduling changes that involve the Summer Staff's responsibilities. Meal times, canteen times, campfires, etc. are scheduled each week by the Staff Director to fit the Program Directors schedule as well as regular duties of the Summer Staff. Please help us keep as close to schedule as possible.

## ***Program Director - Facility Use***

- The Lobby of the Cross Center and the gym stage should not be used for classes. These are very busy areas due to traffic and cleaning responsibilities. This creates a very disruptive atmosphere that is not conducive to teaching. We also want to keep all classes outside if possible. Large weeks or those needing A/V can ask for permission to hold indoor classes.
- The Lodge will be used as housing only if both Dorms are full or at the request of the Program Director may be used as a staff sleeping area.
- No games will be played in the lodge. During the Summer Program, it will be treated as any other sleeping facility.
- If no campers are sleeping in the lodge, it may still be used as a program area if needed, but is not to become a hangout for Campers, Program staff, or Summer Staff.
- The Lodge Porch is available for Counselor Meetings or Classes, if it is conducive to those settings.
- A maximum of 30 sleeping spaces will be allowed for Program staff and their children.
- The Cross Center will be locked at 11:00 PM, unless there is a scheduled activity after that time. No Campers or Program staff (except for medical purposes) will be allowed in the Cross Center after that time.
- To insure proper security doors to lodging facilities are not to be propped open by anyone after this lights out.

### **Program Director - Regarding Baptisms:**

- No camper is to be baptized without parental permission, and parents must be allowed to decide if the camper will be baptized at camp and who will perform the baptism.
- All Parents must be given ample opportunity to discuss baptism with their child.
- Invite the Parents to the Baptism and allow them to invite anyone special to attend.
- Program staff must make their best effort to notify the camper's minister of the baptism and invite them to attend.
- Follow up with the Camper's home church. This is very important!
- Baptismal Certificates are available in the Camp Office. Please provide anyone Baptized with a Certificate.
- At the end of your Camp Session, give a list of all decisions and Baptisms to the Camp Secretary.
- Creek baptisms must be passed by the Executive Director and must be supervised by the Camp Lifeguard and as many other supervisors as necessary to ensure the safety of all involved.

### **Program Director - Regarding Program Staff:**

- A sufficient number of Program staff must be assigned to any planned activity for supervision purposes.
- A sufficient number of counselors will be in the camp lodging facilities at all times campers are allowed in said buildings – i.e. getting ready for meals, changing for activities, etc. to ensure that all bedroom doors remain propped open and to monitor camper behavior.
- Activities during free-time must be limited to supervised areas.
- The Program Director must ensure that Program Staff members are present in all areas where campers are permitted during free time
  - o Even areas such as the ropes course require Program Staff supervision. The Summer Staff need to focus on safety only and not be distracted by misbehavior. Program Staff are a huge help here.
- The Board of Directors must approve any Missionaries not affiliated with the Christian Church or Churches of Christ.
- In order to insure the safety of campers in the pool, the Program Director will provide 1 counselor for every 25 campers in the pool. These numbers will be doubled for Kid's Night, Day Camp, Pee Wee Camps. These Program staff must not be in the water and must be paying attention to the behavior of the Campers in and around the pool.
- You are encouraged to designate a "Dean of Men" and "Dean of Women" who will be responsible for locking all exterior doors of their respective Dormitories and Lodge one hour after "lights out."
- There must be at least one adult Program staff member assigned to sleep in each room with the campers.
- Program staff must adequately supervise all camper sleeping quarters during all times when campers are present.
- All bedroom doors are to be propped open at the designated "wake up time" and are to remain propped open until lights-out.
- After lights-out the doors can only be closed when at least two counselors are present, one of whom must be at least 18 years old.
- After lights-out, if a counselor needs to leave the room, the door must be propped open until his/her return.
- All Program staff members must be at least 3 years older than the oldest camper at all sessions with campers 9th grade and below, and 2 years older than the oldest campers for all sessions 10th grade and up.
- A "Junior Counselor" is defined as any members of the Program Director's staff who is still young enough to attend a session of camp.
- For a student to be eligible to serve as a Junior Counselor, they must attend a session of camp as a camper during the same summer in which they are serving as a Junior Counselor. If the session at which they are a Junior Counselor is before the session they plan to attend as a camper, they must be registered and paid the deposit for their camp session and must attend or they will not be able to serve the following summer.
- All Junior Counselor candidates must complete the *Junior Counselor Application* and turn it in to the camp office.
- Exceptions to the Junior Counselor Policy (policy 2.4.11) will be at the sole discretion of the Executive Director of the camp. The student can request an exception to the Executive Director or the Program Director can make this request on their behalf, but the Program Director does not have the authority to approve the exception.
- All Junior Counselors will receive a discount on the tuition of the session they attend. This may be given in the form of the rebate depending on the timing of session they are working versus the timing of the session they attend.
- It is the sole responsibility of the Program Director to ensure that all Junior Counselors follow guidelines that allow them to qualify to serve as a Junior Counselor.
- The total number of Junior Counselors cannot exceed 25% of all Program Staff.

***Program Director - Off-campus trips:***

- All vehicles used to transport campers off campus must be adequately insured, and proof of such insurance must be provided to the camp office and must meet all state safety requirements.
- All drivers transporting campers must provide a copy of their driver's license to the camp office and submit to a motor vehicle report check.
- You must turn in a written description including - time, place, activities to be done, mode of transportation, and safety procedures to be employed - to the Camp Office at least two weeks prior to the start of camp for all off-campus trips planned.
- This description will be available to all Parents, Guardians, and Campers during check-in.
- The Program Director will arrange all transportation.
- If a church vehicle is used for transportation, all drivers must be approved in writing by the Church who owns the vehicle.
- The Program Director may provide an alternate activity on the Campground for any Camper not choosing to go on an off-campus trip. An adult Counselor must supervise this activity.

***Program Director - Regarding Non-Camper Children***

- Children who are attending the same camp session, at which their parent(s) are part of the Program staff, shall attend for free and are required to abide by camp policies set forth for campers. They will be required to pay full tuition for all other weeks of camp
- Children of Program Staff are to be supervised at all times.
- The Program Director is responsible for assigning this supervision.
- Any "babysitters" spending the nights will be considered part of the 30-person maximum for Program Staff.

## Program Staff

- Program staff members should never take a shower with a camper or undress them in any way.
- Program staff members should not touch campers in any way that would be inappropriate.
- Program staff members are not allowed to search through campers' personal belongings.
- Program staff members must never strike a camper in any way.
- Staff members must keep all medication locked away from all campers. Staff members may, in agreement with their session's 1st Aid Attendant, keep their medications in the camp clinic.
- The kitchen and maintenance areas are off limits to campers and Program Staff at all times, except when specific permission is given by Permanent or Summer Staff Members.
- Campers should talk to a Counselor before going to see the Camp 1st Aid Attendant. Anyone needing to go to the Hospital must first go to the Camp 1st Aid Attendant to acquire the proper insurance papers and permission slips.
- Program staff should not allow Campers to visit the 1st Aid Attendant if they are just homesick, trying to skip an activity, or get extra attention.
- Disciplinary problems and major homesickness should be discussed with the Program Director and the Executive Director.
- While a Program Director or staff member may recommend the dismissal of a camper, a camper shall only be dismissed from camp with the agreement of the Executive Director.
- Program staff must have permission from the Program Director to leave the campground.
- One hour after lights out for Campers is lights out for all Program staff.
- All Program Staff are expected to pay cash for their purchases or use their Prepaid Canteen Credit.
- If there is a problem with the facilities, report it to the Maintenance Director.
- Rules Regarding Counseling Sessions
  - o What the Campers tell you in confidence should not be discussed with other Campers, Program staff, or Parents. If it is a serious case, such as a child abuse situation of any kind, then it must be reported to the Program Director and the Executive Director simultaneously in a confidential meeting. – See *Abuse Allegations* section.
  - o One-on-one counseling is very productive, but also potentially dangerous.
  - o Do this in the plain view of other Program staff.
  - o Have another Counselor participate, if possible.
  - o Do not allow yourself to be in a secluded place for any period alone with a Camper.



# Summer Staff

## **Summer Staff - General**

- Our main mission is service. Our Staff Mission is from Colossians 3:23-24, "Whatever you do, do it heartily, as to the Lord and not to men, knowing that it is from the Lord that you will receive your reward; for we serve the Lord Jesus Christ." As a Staff Member, you are expected to adopt this Scripture into your philosophy of work at the Camp.
- The Program Directors, Campers, and Program staff are our priority. Their classes, services, and activities are NOT to be disrupted. As much as possible, we should do our work so it will best accommodate them and their activities.
- Staff Members are required to attend all Staff Meetings.
- There will be no use of tobacco products, alcohol, or illegal drugs at any time by a Staff Member while employed by the Camp.
- Staff Members will agree to do their assigned duties to the best of their abilities and to willingly follow the instructions of the person or persons in charge of their areas.
- Staff Members must notify the Executive Director, Staff Director or Office Manager when leaving the Camp for any reason and when they return.
- On end-of-camp cleanup days, many days the kitchen crew will finish earlier and be allowed to leave before other staff, because they begin much earlier. But, there may be days that the full summer staff, including kitchen staff, is asked to work together until the entire camp is clean and ready for the next session. All Staff Members will work until areas are complete and checked by the Executive Director.
- Be responsible with your keys. If you do not have a key to an area, DO NOT BREAK IN. If you think you need access to somewhere just ask.
- Be responsible for your work area, but not possessive.
- Respect the workspaces of others. The Clinic and staff offices are not to be used as hangouts.
- If you wish to trade assigned duties with another staff member, all staff members involved must present this request to the Staff Director, and abide by their decision.
- No PATHWay camper may leave the camp at any time without the Program Director's permission.
- Staff may have Visitors, as long as the visit does not interfere with the Camp Program or the Staff Member's responsibilities. All staff visitors are required to abide by visitor policies.
- Staff will fill out all required forms and applications during their week of training at the beginning of the Camp Season.
- The Maintenance Director is in charge of all physical operations and cleanliness of the Camp. All Staff Members are responsible directly to him in these areas.
- After lights out, the Staff is not allowed in the Campers' sleeping area, unless they are on Security or Lock-up Duty.
- This is a ministry to the Campers, the Program Directors, the Counselor, to you, and to each other. Please take this on as a ministry, not a job.
- Staff Members must notify the office during the day or "On-call" staff member at night when leaving the Camp for any reason and must report back in when they return.
- The Staff is not allowed in the Campers' sleeping area, unless cleaning.
- Check with the Program Director re: things that are scheduled. DON'T ASSUME THAT THEY ARE STILL ON SCHEDULE!
- No parking beyond the back of the Cross Center.

## **Summer Staff - Salary**

- Summer staff members are expected to raise a portion of their weekly salary under the following rules:
  - o All donations will be made to the camp under the restriction "Summer Staff Salaries".
  - o The camp will match 100% of the amount raised with an upper limit specified annually by the Finance and Audit Committee.
  - o In the case where a Summer staff member raises more money than can be matched without exceeding this limit, the Executive Director will decide how that money is distributed to staff members.

## **Summer Staff - Lodging**

- No member of the opposite sex is allowed in your houses at any time, during the week or on the weekend.
- No Campers or Program staff are allowed in the Summer Staff Houses.
- Don't leave air conditioners and lights on all day - be conservative.
- Keep your bedrooms and the Staff living areas clean at all times.
- Respect the Pathway Schedule when entering and exiting the Pathway Cabin. Pathway activities take priority regarding the use of the cabin.

## **Summer Staff - Laundry**

- Keep the laundry room clean as you do your laundry. This is everyone's responsibility.
- Clean out the lint trap of the dryer after every load.
- The Kitchen Laundry Room is for Kitchen use only.

### **Summer Staff - Campfire**

- Light the fire plenty of time before scheduled time. Lighting the fire too late, will not be tolerated
- Provide excess wood for them beside the Campfire.
- Make sure the fire is out after campfire.
- Check with the Program Director to make sure they are on schedule.
- If any Campfire supplies are low, inform the Maintenance Director.

### **Summer Staff - Kitchen**

- The cooks are in charge in the kitchen. When helping in the kitchen, all Staff must receive permission from and will be directly responsible to the cooks.
- Always wash your hands and wear serving gloves when serving food.
- Where clean clothes when working in the kitchen.
- After eating, take your dishes to the bussing area and clean your table.
- The workday begins each day according to the kitchen schedule for kitchen workers and the cleaning schedule for all others.
- Don't put anything down in the kitchen. The kitchen is not a place to leave your stuff lying around.
- Only Kitchen staff members are allowed behind the serving line during meal times. If you need to visit kitchen office, enter & exit through the back door and go into their office during your visit. Do not stand in the doorway causing a distraction or being in the way of the kitchen staff.
- You are allowed to eat in the kitchen at night under the following rules. Only get leftovers out of the staff refrigerator and clean up completely after you are finished. When you finish no one should be able to tell that you had been there.
- There is a designated area for leftover food for the Staff. DO NOT EAT FOOD unless it is from this area or you have specific permission from the cooks.
- After 11 PM, Staff must use the BACK KITCHEN DOOR to ENTER AND EXIT the Cross Center. Counselor and Campers are not allowed in the Cross Center after it is locked up.
- All Staff Members will have a general understanding of Health Regulations so that they can abide by these regulations in the kitchen.
- Your Visitors do not have run of the kitchen. They must always be accompanied by you, and abide by all the rules. You are responsible for them.

### **Summer Staff - Canteen**

- Be responsible with the money and account sheets.
- Return the money bag and key IMMEDIATELY to the Office after Canteen
- Be kind and professional, but keep the line moving.
- Restock the cokes and candy after you finish canteen.
- Empty all trash and clean the canteen as needed when you have canteen duty.
- Enjoy your time at Canteen with the Campers, but be professional and COURTEOUS.
- The staff person operating the cash register is in charge
- Everything on the Instruction sheet must be done at every canteen. It is the staff person on the register's responsibility to see that everything is done.
- Clean the canteen at the end of each canteen.

### **Summer Staff – Appearance**

- Your appearance must always be clean, neat and odor-free around the campers, counselors, and parents
- You must wear a clean staff shirt from the current summer and tan/khaki shorts or pants on Check-in and Check-out days
- On all other camp days, you must wear any year staff shirt or any non-program shirts from the gift shop
- When on lifeguard duty you must wear your red guard shirt and black shorts
- When you have no evening duties, you don't need to wear a camp shirt after supper that evening
- You may not cut the sleeves off of current year shirts or wear sleeveless shirts while working

**Summer Staff - Clinic**

- All information is confidential, and none of your business.
- DO NOT give out medicine to the Campers, including Pathway. You are not qualified. This can only be done by the 1st Aid Attendant due to liability.
- Medicine is not to be removed from the clinic.

**Summer Staff - Phone System**

- The clinic and office phones are NOT to be used for personal calls. You may use the Cross Center lobby phone anytime, the kitchen phone at times when the kitchen is closed, or the lodge when it's not in use.
- You will need to use a Calling Card for personal long distance calls. Dial 9, 9, 0 or your 800 Calling Card number.
- Please refrain from personal calls during your work hours whenever possible.

**Summer Staff - Swimming Pool**

- You may use the Pool during your off time.
- You may NOT swim with the Campers unless the Program Director and the Executive Director approve each instance.
- You may NOT be inside the Pool Area while they are having Classes, Services in the Tabernacle, Quiet Time, or Campfire.
- Do not swim alone.
- Be responsible and ALWAYS lock the gate when you leave. Do not leave the Pool unattended and unlocked even for a minute.

# EMERGENCY RESPONSE PLAN

## Summer Staff

As soon as Aaron or Brett are notified, they will announce “Tippy Toe” for missing a camper OR “Thunder Dome” for severe weather or other threats, to the summer staff, & call kitchen

### Step 1 - Sound Alert (Missing Camper & Other Threats) – 3-5 minutes

- If kids are all contained in the gym
  - **Missing Camper:** Move immediately to step 2.
  - **Other Threats:** Go to the kitchen and await further instructions
- If kids are not in gym
  - **Red Team** go to dorms and ring bell longer than usual
  - **Blue Team** go to courtyard and ring bell longer than usual, as soon as you hear the other bell
  - **Black Team** go outside and sound siren on megaphone as soon as bells end  
*This will alert the Program Directors & Counselors to move everyone to the gym*
  - **Missing Camper:** Red Team find out what room the missing camper is in and immediately go to that room and check every bed. If not there move to all other beds in that building.
- Brett or Aaron – Make sure the Program Director has a radio on channel 1 and:
  - **Missing Camper:** goes to the clinic
  - **Other Threats:** meets the staff in the kitchen

### Step 2 (Missing Camper) – All Camp Staff Search – 15 minutes

- **Report:**
  - To your assigned search area if:
    - You heard which kind of alert it was AND
    - You have a radio and can report in that you are going to your assigned search area
- Otherwise report to the porch of the Cross Center to hear which alert it was & pickup a radio
- **Search rules: PULL BACK ALL BEDDING, LOOK UNDER BEDS, IN CLOSETS, UP TREES, TOILET STALLS, RAFTERS, LOCKED ROOMS, PRETTY MUCH EVERYWHERE**
- **Each pair must have a radio**
- **Red Team** – Brookside
- **Blue Team** – Laurel Ridge & Red Oak Lodge, Shelters 6, 7, & 8 (check rafters)
- **Yellow Team** – Trails, creek, wilderness tents, cabin, & ropes course
- **Purple Team** – Girls House to dorms, include cook’s cabin
- **Gold Team** – Parking lot to Bryant house, Shelters 1, & 2 (check rafters), Playground
- **Orange Team** – Tabernacle, Shelters 3, 4, & 5 (check rafters), Pathway Cabin, Pool, Storage Building, Swimming Hole, Campfire
- **Black Team** – make sure kitchen staff is aware, then golf carts everywhere – hwy first, keep eye on front porch for reports.
- **Free Agents** – report to Cross Center front porch to fill in where needed.
- If you find a camper
  - Find out their name first and one team member escort them to the gym
  - Call the Program Director on the radio and tell them [Camper Name] is on the way to the gym
  - If they tell you this was not the camper, keep searching
  - If this is the camper, Aaron or Brett will announce “all clear” on the radio.
- **If the camper is not found, Aaron & Brett call the neighbors & sheriff**

Everyone report back to the front porch of the Cross Center after exhaustively searching his or her areas.

**Everyone Pray Continuously. Don’t forget to praise when missing camper is found or threat is over.**

# EMERGENCY RESPONSE PLAN

## Counselors

### Step 1 - Alert is Sounded – Move Campers

- The alert will be both bells sounded simultaneously, longer than usual, followed by a siren on the megaphone.
- **REMAIN CALM, YOU ARE THE INDICATION TO THE CAMPERS THAT ALL IS UNDER CONTROL**
- If kids are not in gym, move all campers in a calm and orderly fashion to the gym and reassure them that everything is fine
- If kids are all contained in the gym, move on to step 2.

### Step 2 – Ensure All Campers Are Present and Keep Them Busy & Happy

- Divide into families/teams count to make sure everyone is there. If the situation is a missing camper, and one of the other campers on that team notices that they are not there, tell them that “They had to go to the clinic.”
- Keep in mind the Camp Staff & Program Director are in control of the situation
- Keep the campers from finding out what is going on – **NO EXCEPTIONS**
- Counselors need to be posted at every gym door, only allow bathroom trips. Keep up with who is leaving and coming
- **Program Director:**
  - **Missing Camper:** stay in clinic where you can hear the radio and speak freely
  - **Other Threats:** go to the kitchen to meet with staff
- **Assistant Program Director** let the kids and all other counselors know that “there has been a weather alert, but there is nothing to worry about we just need to stay in the gym for a little while”.
- **Assistant Program Director** lead the kids in activities
- **Counselors** – DO NOT TALK ABOUT THE THREAT! Focus on the campers. They are very perceptive; you are the only thing keeping them from panicking.
- You will be notified when all is clear.

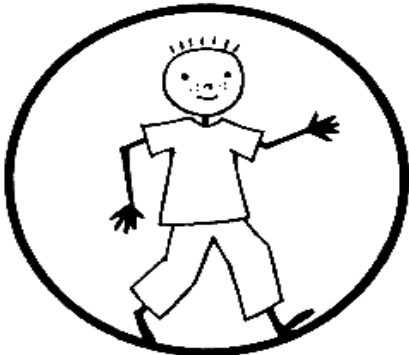
**Everyone Pray Continuously. Don't forget to praise when missing camper is found or threat is over.**

# Camp ACC Dress Code

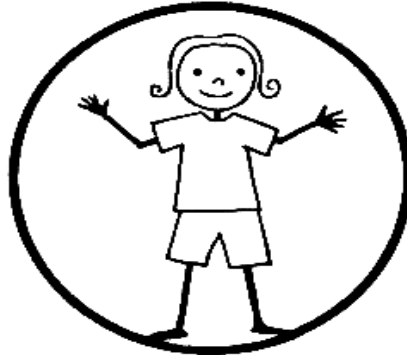
Campers must follow the Camp ACC dress code, which is casual and modest. Shoes must be worn on the campgrounds at all times. Remember to bring clothes that can get very messy.

**Girls** – Swimsuits are to be one-piece. No halter tops, tube type tops, see-through tops, tops that are too tight or low cut, bare midriffs, bikinis, short shorts or mini-skirts. Tank tops should be modest (no spaghetti straps please).

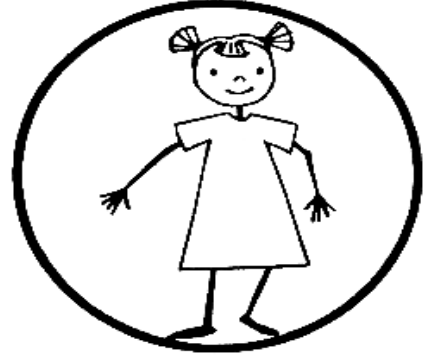
**Boys** - Boxer-style swimsuits only please. No low slung shorts or pants, tight shirts or short shorts.



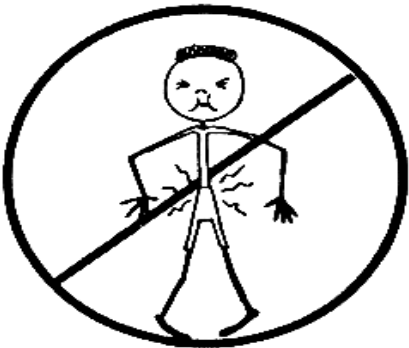
Dress Casual – Jeans and T-shirts are great, especially in the evening.



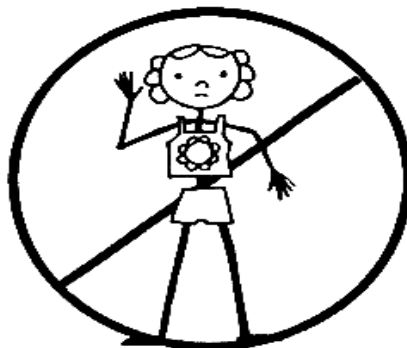
Shorts are great too.



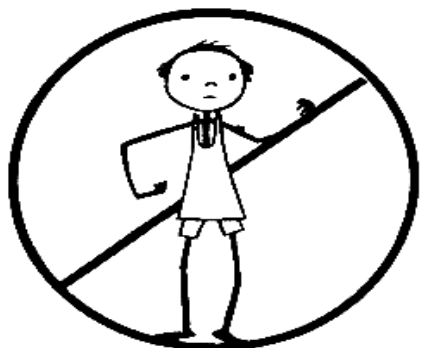
Girls can wear dresses or skirts if they want. (boys cannot)



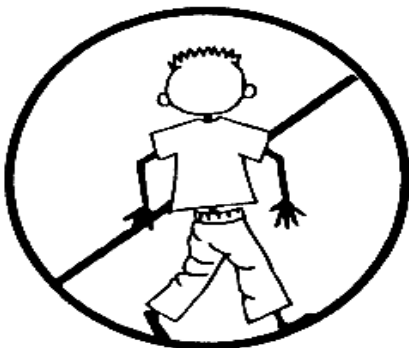
No tight shirts, sweaters, pants, or shorts please.



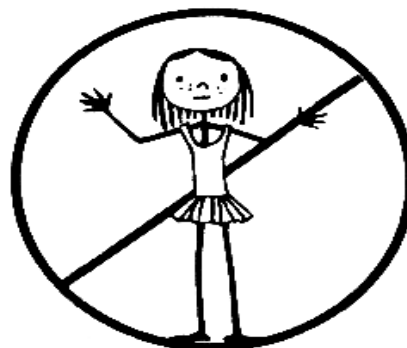
Yikes! No spaghetti straps, bare midriffs or short shorts.



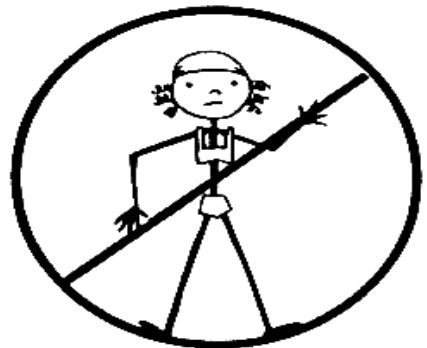
Please guys, no tank tops or short shorts.



Rear-view / no thanks!  
Keep your pants pulled up.



Hey girls! No short skirts or low cut tops.



Yeppers!  
No bikinis or two piece swim suits.

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