

Policy and Procedure Manual



Effective Summer 2010

ATTENDING A WEEK OF CAMP.....	1
BACKGROUND CHECK.....	1
BOARD OF DIRECTORS / TRUSTEES	1
BUS AND DRIVER PROCEDURES	2
CALLING HOME	2
CANTEEN.....	2
CHAPEL SOUND SYSTEM	2
DEAN RESPONSIBILITIES AND DUTIES	2
DIRECTOR JOB DESCRIPTION AND DUTIES.....	3
DISASTER PLAN	3
DISCIPLINE.....	4
DRESS CODE	4
FINANCES / PURCHASES.....	5
INTERN RESPONSIBILITIES AND JOB DESCRIPTION.....	5
ITEMS NOT ALLOWED ON CAMPGROUNDS	6
KITCHEN / KITCHEN STAFF	6
LOST CAMPER.....	8
MEDICAL STAFF	8
MEMBER CHURCHES.....	8
MISSIONS.....	8
PETS	9
RECREATION / WATERSLIDE.....	9
RENTAL OF CAMPGROUNDS AND BUILDINGS.....	9
SEXUAL HARASSMENT.....	9
VEHICLES	10
VISITORS DURING CAMP SESSION	10

ATTENDING A WEEK OF CAMP

In order for a camper to attend camp they must:

- Fill out a camp application.
- Fill out a camper health form.
- Pay appropriate fees for the week of camp attended. A discount will be applied if fee paid before June 1. Late registration will be accepted.
- Fill out a separate form for each week of camp and pay the appropriate fees.
- Check-in at the chapel before entering the dorms. Campers are not to arrive on campus early. Most camps begin with registration at 4:00 p.m. and dismiss after 10:00 a.m. See “Camp Weeks” insert for specifics.
- Go through registration. All fees must be paid in full at registration.
- Wear an identification bracelet while on and off campus.
- Abide by the camp schedule unless excused by the dean.

Camp weeks may have a capacity limit. Those who have registered last may be asked to attend a different week of camp if capacity has been reached.

Leaving Camp

Campers or faculty are not to leave the camp grounds before the end of camp without informing and obtaining permission from the Dean.

BACKGROUND CHECK

All staff 18 years of age and older will be subject to a background check by an independent agency. The background check will be performed by the Camp Director and will cover driving infractions, sexual misconduct, and any infractions of the law. The signed form for permission to perform the back ground check must be to the Camp Director no later than one week prior to the camp week the staffer is to serve.

If the background check does not come back clean, the results will be discussed with the dean for the particular week of camp that the staffer was to serve. A decision will be made depending upon the infraction whether the staffer will be able to serve at camp.

If the staffer is listed on the sexual predator list or has had a conviction of abuse, they will not be able to serve in any capacity during the camp season.

Any junior staffers (those under 18 years of age) must fill out a Voluntary Disclosure Statement. This must also be turned into the Camp Director one week prior to the camp week they will be serving.

BOARD OF DIRECTORS / TRUSTEES

The camp shall be governed by an Executive Board of Directors and a Board of Trustees. All members shall be part of the member churches of the camp and be immersed believers.

The Executive Board of Directors shall be derived from members of the Trustee Board and will make the day-to-day decisions of the camp as well as maintenance issues of the camp. Any decision that exceeds a dollar amount over \$5,000.00 shall have approval of the Board of Trustees.

For further information regarding the Executive Board and the Board of Trustees, please refer to the By Laws.

BUS AND DRIVER PROCEDURES

The camp bus may be used for off campus activities such as going to the pool or a mission project. The bus must be requested by the dean prior to the camp week being served with the bus request form filled out. The Camp Director is in charge of securing a bus driver once informed of the need.

Only authorized bus drivers may be used. Authorized bus drivers will consist of those who have a passenger endorsement license with air brakes.

The bus shall not exceed the official bus capacity. Other forms of transportation shall be used along with the bus to prevent overcrowding.

CALLING HOME

NEICSC discourages having a camper call home except for emergency purposes. If illness or an injury is reported, the camp nurse will assess the situation before calling the parent(s). No camper cell phones are allowed on campus and will be turned over to the dean during registration time or when the phone is discovered. Disciplinary action may be warranted if a cell phone is found after registration.

CANTEEN

Canteen will be offered up to two times daily for campers and will consist of various snacks and drinks. Campers will pay for canteen with their own monies. All money will be exchanged at registration for a canteen card in denominations chosen by the camper.

At the end of the camp week if the camper has a balance on the canteen card, the remaining monies will be donated to the mission of the week.

The 2nd / 3rd grade overnight camp will receive two free canteens as part of their camp experience. Each camper and their parent / guardian will be able to receive one free item per canteen time.

CHAPEL SOUND SYSTEM

The chapel sound system can be used for events in the chapel. The directions for usage are posted at the sound system. The system should be shut off after use. Any problems with the system should be directed to the Camp Director.

DEAN RESPONSIBILITIES AND DUTIES

A potential dean must be approved by the Executive Board and meet the following criteria:

- Be an immersed believer in Christ.
- Be passionately in love with Jesus.
- Be an active member of a Church of Christ / Christian Church.
- Be a good role model for campers and staff in word and actions.

1. Programming

- ❖ Must submit to the acting Camp Director or Camp Executive committee a description of his/her week of camp.

- ❖ Must select materials or approve the material to be used by teachers for the classes.
- ❖ Must plan and inform the acting Camp Director or Camp Executive Board of all off campus trips as well as their purpose. A request form for the use of the bus must be submitted to the camp director prior to the start of their particular camp week.

2. Personnel

- ❖ Must select the following personnel:
 - Worship leaders
 - Teachers
 - Recreational director
 - Dorm attendants (at least one adult shall be in each dorm each night)
 - Chapel speaker if used
 - Counselors/Staffers – consisting of senior and junior staffers. (Junior staffers must be 2 years older than the campers being served and no more than 20% of the staff of the week of camp may consist of junior staffers) At no time may any staff members be alone with a camper.
 - Must select Mission of the week

3. Oversee campers

- ❖ Responsible for discipline in camp.
- ❖ Final authority in camp discipline.
- ❖ Call parents concerning discipline matters.
- ❖ Make sure parents are called when a spiritual decision is made.
- ❖ Call parents in case of accidents.

4. Miscellaneous

- ❖ Fill out necessary forms before the start of their camp week including the *Dean Checklist* and the *Dean Expense Form*. (available on-line)
- ❖ Write a report at the end of the week which should include the following:
 - Number of campers
 - Number of decisions and what decisions were made
 - Offering total
 - Mission supported
 - Improvements that you think may need to be made.
- ❖ Make sure camp is cleaned for the next group coming in including the dean's quarters.

DIRECTOR JOB DESCRIPTION AND DUTIES

Policy is currently being revised. (4-2010)

DISASTER PLAN

In the event of a disaster such as a fire, flood, or tornado on campus the following procedures shall be followed:

- **Fire**
 - ❖ All buildings shall have a working, up to date, inspected fire extinguisher. The inspections shall be monitored by the Camp Director.
 - ❖ If a fire occurs in one of the buildings the following protocol shall be used:
 - Remove all persons from the area
 - Activate the EMS system – call 911

- Confine the fire to that building by shutting door
- Extinguish if possible with the fire extinguisher. This shall be done by the most qualified person on the scene – a faculty member.
- **Flood**
 - ❖ In the event that the creek is flooding all precautions should be taken to avoid the area around the creek.
 - ❖ Precaution tape or rope shall be placed around a safety perimeter of the creek by the Camp Caretaker. Campers shall not travel past this line at any time.
 - ❖ The swinging bridge will be completely off limits during this period.
- **Tornado or Severe Weather**
 - ❖ In the event of a tornado warning or severe weather warning, the dean shall have all campers and staff report to the various storm cellars on the camp grounds.
 - ❖ The girl's storm shelter is located under the cook's cabin and the boy's storm shelter is located under the boy's overflow building.
 - ❖ If damage has occurred to buildings or personal camp or camper property the authorities must be notified.
 - ❖ Call 911 for any medical emergencies during this time.
 - ❖ Precautions must be taken around power lines or other hazards that may have occurred.
 - ❖ All parents or guardians shall be notified as soon as possible that their children are safe and the status of the camp week.
- There shall be working weather radios in the chapel, dean's cabin, and kitchen. The weather radios shall not be turned off for any reason while camp is in session.

DISCIPLINE

Discipline shall be administered when an infraction of the camp rules occurs or a camper causes excessive disruption to the camp week. Inappropriate contact between campers may also result in disciplinary action. Absolutely no physical contact between campers and staff will be permitted.

- A four-step approach shall be used in discipline:
 1. Announce and make sure campers understand the camp rules / traditions.
 2. Call the violator by name.
 3. If the violator continues, remind them of what has been previously asked of them.
 4. If behavior continues, isolate the camper. A period of "time out" may be administered by the staff or the dean. If behavior persists the parents or guardians may be called. If the behavior continues beyond notification of the parents, the camper may be asked to leave the camp week. A Discipline Form must be filled out by the dean or co-dean and a copy sent to the director and a copy retained by the dean of the week.
- The discipline should be as soon as possible after the infraction.
- Expect obedience.
- Absolutely no physical punishment.
- A dean or staff member shall always keep their temper. If this is a problem another staff member should step in to take over the situation.
- Immediate dismissal from the camp week shall result from possessing any alcohol, drugs, firearms, or weapons.

DRESS CODE

The dean has the right at any time to ask someone to change their clothing due to inappropriate dress. The following rules shall be followed regarding dress:

- No bare midriffs
- Males shall wear shirts at all times except for waterslide or swimming activities
- No writing on the backsides of pants or shorts
- No inappropriate wording on shirts
- No short shorts – shorts should be about fingertip length
- No bikini swimsuits – if one is worn a t-shirt must be worn over top

FINANCES / PURCHASES

- Any major purchases for the camp shall be voted on by the Board of Directors. If the dollar amount exceeds \$5,000.00, the trustees must also approve the purchase.
- For the general expenses of the camp weeks, the dean has a budgeted allowance and must ask permission if going over the allotted budget.
- All receipts and requests for payment must be submitted to the camp treasurer:
Diane Renning
314 Greene St.
Clarksville, IA 50619
- At the end of a week of camp the dean must turn all receipts he wishes to be paid for into the treasurer to be reimbursed.
- All receipts and requests for payment will be turned in within one month of the week of camp or the dean may not be reimbursed.
- A dean may turn in receipts before the week of camp he is to serve and request payment.
- Any monies sent by member churches must be deposited into the general fund.
- The treasurer will keep track of the giving of each church. The records shall be kept from the inception of the camp.

INTERN RESPONSIBILITIES AND JOB DESCRIPTION

Weekly Maintenance Manager

Job Overview:

Keep the camp running smoothly and looking aesthetically pleasing by performing daily duties that free up the weekly camp faculty to be with the campers.

Duties:

- Make sure all restrooms / showers are cleaned and stocked each morning.
- Sweep or blow leaves, dirt, etc. off all sidewalks in the morning hours.
- Wash and dry all dishes according to state specifications. Put away all dishes after each meal when dry or have them prepared for the next meal.
- Sweep the dining hall after each meal.
- Mop the Dining Hall and Kitchen after evening meal.
- Vacuum and reset chairs, etc. in Chapel as needed or directed by the dean or Camp Director.
- Find out when deans want campfire each night and have it ready at that time.
- Find out if there are special set-up needs for the week from the dean and either assist or perform the set-up.
- Help with recreation as needed.
- Oversee final clean-up of campground and buildings at the end of each camp week.
- Work with Camp Caretaker to make sure anything that needs immediate attention (broken toilets, tree limbs down, etc.) is taken care of quickly.

- Launder / dry dishtowels after the evening meal.
- Work on improvements to the camp throughout the summer. Typically there will be one major project to be completed by the end of the summer. This could include scraping and painting all the buildings, updating a current building, constructing a low ropes course, or any number of other possibilities.
- Complete other tasks as time allows. Ask Camp Director or Caretaker for direction.

Characteristics Desired:

Hard worker, enjoys church camp, honest, mechanically inclined, detail oriented, conscientious

Expectations:

- Immersed believer who adheres to the New Testament doctrine as it is followed by those who are in the Restoration Movement.
- Attendance at a church service of his/her choice each weekend.
- Fulfill daily duties and time schedules of the weekly deans.
- Responsible to the Camp Director and Executive Board.
- Follow all camp rules.

His/her job duties will begin one week before the first session of camp is to begin and end one week after the last camp session. This may be modified with permission from the Camp Director. Compensation will be decided upon by the Executive Board and payment and benefits are up to their discretion.

ITEMS NOT ALLOWED ON CAMPGROUNDS

- TV, Radios, DVD players, Ipods, Cell phones
- Any non-Christian music or books or DVD's for entertainment purposes.
- Fireworks, bombs, weapons of any kind (this would be grounds for dismissal from the week of camp)
- Alcohol, drugs, tobacco products of any kind

KITCHEN / KITCHEN STAFF

The kitchen standards are monitored by the State of Iowa. We will comply with all state guidelines in the daily operations of the kitchen on the campus regarding food preparation and clean up processes. There shall be signs posted regarding the regulations and specifications for the state guidelines and designating the hand-washing sink. All kitchen staff shall comply with state guidelines as outlined in the kitchen rules below:

NEICSC Kitchen Rules 6/10/09; 2005 Food Security Code

- No wooden spoons.
- No wood handled knives.
- No bare wood anywhere in kitchen.
- Less cleaning supplies in the kitchen.
- Only the containers that are presently being used should be located in the kitchen. Extras should be stored outside of food areas.
- Need MSDA sheets for all cleaning supplies.
- Do not store foodstuff in the same area where cleaners are.
- No cloth covers over pans, mixers, or clutter-ware during the camp season.
- Spray bottles should be labeled.

- Three compartment SS sink
 - Wash
 - Rinse
 - Sanitize with 100 ppm chlorine (must test with strips).
- Do not use cloth towels to dry hands or dishes- air dry only!
- Do not use cloth towels to dry plates, bowls, silverware, etc. Air-dry only. No wet nesting!
- Clean spike on can opener daily.
- Keep bins of food-stuffs labeled, even clear ones. Masking tape works well.
- Keep foodstuff bins clean and lids closed. Do not cross contaminate.
- If a package is open, do not keep in wood cabinets unless in plastic or SS containers with tight lids.
- Keep ketchup and mustard pumps in more sanitary location or just away from other things.
- Make sure when refrigerated/ frozen foods come in they are the proper temperature.
- Temperature may not exceed 41 degrees in a refrigerator or cooler. 0 degrees or lower in freezers.
- No cardboard boxes may sit on the floor of the cooler.
- Date mark and label any prepared foods (containers) and pitch after 7 days, excluding frozen.
- Use a thermometer to check the inside temperature of meats when cooked.
- Calibrate thermometers at the beginning of each week.
- Use alcohol wipes on thermometers after each use.
- 135 degree hold on hot food during serving.
- If food drops below prep temp, must be used within 4 hours.
- When chilling food it must drop below 70 degrees in 4 hours and 41 degrees within 6 hours.
- No bare hands touching food; use gloves or tongs.
- Silverware stored handles up to avoid touching the eating area.
- Sneeze guard over all serving food. Guard should be fitted to the size of the campers.
- Commodity scoops; separate for flour, sugar, brown sugar, etc with hand part of scoop never touching the material. Stick the scoop in the material with the handle in the air to store the scoop. Do not cross contaminate between materials.
- Reject any #5 cans (the large ones) that are significantly dented or weak-seamed that might compromise the contents.
- No bait for rodents or insects in the Kitchen or Dining Hall. Mechanical traps only.
- Only kitchen staff will be allowed in the kitchen during preparation and serving times.
- Any food allergies of campers shall be posted in a highly visible area in the kitchen during the entire week of camp and the camp nurse shall communicate such allergies to the kitchen staff.
- Kitchen staff shall be hired by the Camp Director.
- Kitchen staff shall make up their own menus with direction from the dean for that particular week of camp. If special requests are needed, the dean shall notify the kitchen personnel prior to their week of camp.
- All necessary items shall be purchased by the kitchen staff with bills submitted to the Camp Treasurer. Some items may be available for direct billing to the camp by local vendors.

Head Cook Job Description:

- To cook/prepare all meals for a week of camp.
- To provide meals that the dean may take with them when the camp is away during a meal time.
- To provide the dean with other food requests for the program at camp. (such as popcorn for a movie night).
- To oversee all kitchen use during a week of camp

Assistant Cook Job Description:

- To help the head cook with all responsibilities asked of them.

LOST CAMPER

- Confirm missing camper first by finding a counselor and friends and confirming where and when last seen.
- Notify the Camp Director
- Do a preliminary search of the campgrounds; staff can perform search within a half mile radius of the camp.
- Call '911'
- Notify parents or guardian
- Take any medical measures needed when lost person(s) are found *(see medical emergency)

MEDICAL STAFF

Each week of summer camp shall have a camp nurse on staff who will be a Registered Nurse or Licensed Practical Nurse. He/she shall be present during registration and review all health forms of each camper and collect medications for the week. All medications shall be in the original container with name of drug, dosage, and frequency of administration clearly noted.

The camp nurse is responsible for administering prescription medications, over the counter medications as needed, and attending to basic triage needs of the campers and staff. In the event of an emergency, he/she shall call 911 and seek the most appropriate care. He/she shall immediately notify parents or guardians of medical emergencies that take place. If a more minor injury occurs that needs medical attention, he/she shall discuss the situation with the parent / guardian first before proceeding with any treatment.

The Camp nurse is also responsible for notifying the Camp Director of any problems that have occurred.

The camp nurse is responsible for notifying the cooks of any food allergies present during the week. Allergies shall be communicated in a designated area in the kitchen.

MEMBER CHURCHES

A member church shall consist of any Church of Christ / Christian Church who desires to be a part of the camp. The church shall contribute \$500.00 per fiscal year to the camp general fund. For more specifics on the member church please refer to the By Laws.

MISSIONS

A mission shall be chosen for each week of camp. The dean will decide which mission to promote and sponsor. Leftover monies from canteen cards will be given to the chosen

mission for the week. Extra monies may be applied to the canteen cards specifically designated as “Mission Money” during registration.

At the end of the camp week the mission money shall be calculated and the amount reported to the campers before dismissal. The camp treasurer shall be responsible for sending the sponsored mission the money donated. The dean must provide the name and address of the mission to the camp treasurer.

PETS

- Campers are not allowed to bring pets.
- No pets are allowed in the entire dining hall including kitchen area.
- If pets are on campus the owner must clean up after their animal.

RECREATION / WATERSLIDE

- Messy games are great, but gross games are discouraged. (8-6-07)
- Deans may utilize any area of the campground for recreational activities.

Waterslide Safety Rules:

- The camp shall employ a staffer with a Certified Pool Operator certificate. This person will be in charge of the daily operations and maintenance of the pool and slide.
- One person down the slide at a time.
- There shall be one staff member at the top of the slide and a Certified Pool Operator in the pool area of the slide while the slide is in operation.
- There shall be a fence around the receiving pool with a gate and a lock on it.
- A Certified Pool Operator shall comply with all state regulations regarding testing and monitoring of chlorine levels of the water and pool.

Putt Putt Golf:

- Equipment shall be stored in the shed by the putt putt course. All equipment should be returned to the shed when campers are done playing.
- Campers shall refrain from making divots in the greens with their clubs.

Recreation Shed:

- Campers may retrieve balls and other recreational items from the recreation shed with approval from the dean or recreation director to be utilized during free time.
- The Camp Caretaker or Camp Maintenance intern shall be in charge of maintaining supplies and keeping equipment in proper working order.
- If supplies are needed, the Camp Director shall be contacted.

RENTAL OF CAMPGROUNDS AND BUILDINGS

The campgrounds may be rented out by member churches during the off season of the camp schedule. Member churches are allowed one free rental per year. Outside churches or groups may request to rent the campgrounds with permission from the Board of Directors. A fee shall be charged based upon the usage of buildings and grounds.

SEXUAL HARASSMENT

Any action or comment of a sexual nature that makes another person feel uncomfortable is to be considered inappropriate. This includes, but is not limited to the following:

- Comments about a person’s physical appearance.

- Unnecessary physical contact of the opposite or same sex.

Any inappropriate action or comment may result in disciplinary action. This includes staff and campers alike. No staff member shall be alone with a camper. Any counseling shall be done with a staffer of the same sex. If any counseling is to be done with members of the opposite sex, it shall only take place in a public area with others around.

VEHICLES

- Loading and unloading of equipment may be done wherever necessary
- Under no circumstances will any vehicle other than the golf cart be driven past the boy's dorm because of sensitive underground tubing covering hundreds of feet.
- Cars may be parked on either side of the driveway, but not past the carpet-ball shelter.
- Cars may not block the driveway
- Cars may not be parked around the snack shack or by the kitchen
- Cars of staff members or occupants may be parked in front of the dean's and nurse's cabins.
- Campers are not allowed in their vehicles during the camp week / session.

VISITORS DURING CAMP SESSION

- All visitors need to check in with the dean or camp director. Campers that are delivered mid-week are the deans decision.
- The suggested donation for visitor meals will be \$4.00.
- Visitors should leave the campus after chapel services or as arranged with the dean.
- Friends of students who are age 18 or above will not be allowed on campus to spend time with their friend unless they have filled out the CIA background check and are approved as staff.
- Adult friends or relatives may visit campers only during highly supervised activities such as chapel and are not allowed to just 'hang out' throughout the day.
- Parents are welcome to visit camp but must follow the stated visitor rules.

If any staff sees someone they do not recognize as a staff member or camper at the camp:

- Notify the Camp Director, Dean, or next staff in authority.
- The Camp Director, Dean, or staff in charge must notify the stranger of Camp policy, which does not allow any visitors in Camp unless they check in with the dean when they arrive and follow other visitor policies
- Notify the authorities if a visitor is violent, disruptive, or refuses to leave.