

# Parent Manual 2021

Lutheran Valley Retreat  
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Check in time

**3:45 – 5pm** on day of arrival for all camps

Check out time

**10am Closing program, 11am check out, 12pm hamburger/hotdog lunch** (Young Adventure and Kinder Kamp please see schedule)

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# Lutheran Valley Retreat

## Sharing God's grace and glory through His Creation

### Core Values

Focusing on Christ we value:

- Inerrant Word of God
- Loving all people as God created them
- Fun, safe experiences for all
- Relevant ministries that challenge, enrich, and encourage
- Transformed Christ like servant leaders who love the people in there community.

### Faith Statement:

Lutheran Valley Retreat believes in God the father and Jesus is His Son. Jesus came to this earth, taught, died, and rose for us – for our forgiveness. After Jesus ascended he sent us the Holy Spirit to be the guide to our walk in faith. LVR teaches the Bible as the infallible Word of God. Being infallible this gives guidance to loving all people as God created them. LVR is a Recognized Service Organization of the Lutheran Church Missouri Synod (LCMS) and follows the LCMS churches stance on current issues.

### Forest Statements:

LVR is a license permitted Outfitter of the USDA forest Service. These permits are required for any commercial use on these lands. LVR operates in the Pike National Forest using Eagle Rock, Cedar Mountain, Stone Cabin, and the Platte River in its programming. We report annually to the South Platte and the South Park Ranger Districts.

An outfitter guide permit grants rights or privileges of occupancy and use to the holder. Examples include reserving a public site for a wedding party, or holding a bicycle race on public lands. These permits contain specific terms and conditions that the holder must follow.

Before Special Use Permits are issued, the Forest Service must determine that the proposed use complies with all management plans and laws, that there is a demonstrated need for the activity, and that the use is appropriate on national forest system lands. Special Use Permits are a temporary authority.

Lutheran Valley Retreat and its employees are an equal opportunity provider and will not discriminate against any person on the basis of race, color, sex, national origin, age, or disability.

### Childcare Statement:

LVR is a licensed child care facility (#47771) and our counselors are college-aged adults who each receive a background check and go through extensive training to ensure the highest level of safety.

### Country Store

While at Lutheran Valley Retreat you and our camper will have the opportunity to use the Camp Store. At the Camp Store you will be able to purchase snacks and drinks at \$1each. There are also Shirts, Sweatshirts, Hats, Bandanas, Water Bottles, and much, much more. Items are priced from \$3 up to \$40.

### **Weather Statement**

While at LVR your child will have the opportunity to do some very awesome things. It is good to know that while we do our best to allow all campers to experience the fullness of LVR, weather can be a limiting factor to being able to take part in an activity.

## Summer Bible Study Themes

Each Summer LVR has a summer Bible study process that each camper gets to go through. The intent of the Bible Study time is to honor Matthew 28:19-20 to make disciples. During the week of camp your camper will hear who Jesus is, understand that faith is meant for action, and end the week with a commitment to serve locally. Our hope is each camper brings this commitment home as a family goal.

The process we use is based off of Passion to Action written by Jay and Beth Loecken out of Denver Colorado. You can hear their story and see what God is doing through them at [www.passiontoaction.org](http://www.passiontoaction.org). These are big topics for children, but they get it, they understand better than we do.

Daily Themes:

### Day 1

#### **God's Crazy Love for Us! Who is Jesus?**

We explore Jesus. The concept is for the counselor of your camper to get to know them better. The counselor, through the question of who is Jesus?, will be able to gauge where to go next and how to customize the Bible Studies for the rest of the week.

### Day 2

#### **Faith is meant for Action**

Now we have define God's crazy love for us and recognize it is Christ who saves, how are we as Christians to respond to this grace in our lives? This faith is meant to show through us to others.

### Day 3

#### **Everybody Matters**

God died and rose once for all – not for some but for all. If each person matters that much to our Savior how do we treat others?

### Day 4

#### **God gives us all unique passions and skills**

What are you passionate about? What is God putting on your heart to do either here at camp or when you get home?

### Day 5

#### **Get committed**

What are you going to do differently when you get home? What is a family project you and your family can take on to serve your community?

## **Weekly Schedule** (SUBJECT TO CHANGE)

### **Sunday**

2:00: Staff Meeting (STAFF MUST REPORT AT THIS TIME)  
3:00: Cleaning/ Get Cabins Ready  
3:45: Registration Begins  
5:00: Orientation @ Outdoor Chapel  
5:30: Dinner  
6:15: Horse orientation and picture @ the stables  
7:00: Games, Five C's, Group Expectations, Intro Made Alive  
8:00: Country Store  
8:30: Campfire  
9:00: Cabin Devo

### **Monday & Wednesday**

7:45: Morning Word (optional)  
8:00: Breakfast (Breakout sign up)  
8:30: Clean Cabin  
9:00: Opening  
9:15: Cabin Time 1  
10:30: Cabin Time 2 (w/Bible Time 1)  
12:00: Lunch  
12:30: BOB Time  
1:15: Free Time (20/20/20)  
2:15: Country Store  
2:45: Cabin Time 3 (w/Bible Time 2)  
4:00: Cabin Time 4 (**Wed-cookout set up, not C.T. 4**)  
5:00: Bible Time 3 (**Wed-done at cookout**)  
5:30: Dinner (**Wed- Cookout**)  
6:15: Breakout (Rocket building)  
7:15: All Camp Game  
8:00: Country Store/Scheduling  
8:30: Campfire (**Wed-Electric Campfire**)  
9:00: Cabin Devo (13+ Options: Night Hike, Star Gazing, etc.)

### **Tuesday & Thursday**

7:45: Morning Word (optional)

8:00: Breakfast (Breakout sign up)  
8:30: Clean Cabin  
9:00: Opening  
9:15: Cabin Time 1  
10:30: Cabin Time 2 (w/Bible Time 1, Shinetime Prep)  
12:00: Lunch  
12:30: BOB Time  
1:15: Free Time (20/20/20)  
2:15: Country Store  
2:45: Cabin Time 3 (w/Bible Time 2, Shinetime Prep)  
4:00: Cabin Time 4 (Shinetime Prep)  
5:00: Bible Time 3  
5:30: Dinner  
6:00: Breakout (Rocket building)  
7:00: All Camp Game  
7:45: Country Store/Scheduling  
8:00: Shinetime  
8:45: Campfire  
9:00: Cabin Devo (13+Options: Night Hike, Star Gazing, etc.)

### **Friday**

7:45: Morning Word (optional)  
8:00: Breakfast (Breakout sign up)  
8:30: Clean Cabin/Pack  
9:00: Opening (Lights)  
10:00: Closing program  
11:00: Check out  
12:00: picnic lunch

### **Optional Late check out \$30 addition**

1:15: Activity time  
2:45: Country Store  
3:15: Activity time  
4:00: Check out

**Alternate Schedule for:  
School Of Rock**

**Sunday**

Same as other schedule

**Monday & Wednesday**

7:45: Morning Word (optional)

8:00: Breakfast (Breakout sign up)

8:30: Pack Lunches

9:00: Opening

9:30: Rock Out

This Time Includes:

Bible Times

Lunch

Rock Instruction and Play

4:00 **(Wed only)**-Set Up For Cookout

5:30: Dinner

6:15: Breakout (Rocket building)

7:15: All Camp Game

8:00: Country Store/Scheduling

8:30: Campfire **(Wed- Electric Campfire)**

9:00: Cabin Devo (13+Options: Night Hike, Star Gazing, etc.)

**Tuesday & Thursday**

7:45: Morning Word (optional)

8:00: Breakfast (Breakout sign up)

8:30: Pack Lunches

9:00: Opening

9:30: Rock Out

This Time Includes:

Bible Times

Lunch

**Shinetime prep**

Rock Instruction and Play

5:30: Dinner

6:00: Breakout (Rocket building)

7:00: All Camp Game

7:45: Country Store/Scheduling

8:00: Shinetime

8:45: Campfire

9:00: Cabin Devo (13+Options: Night Hike, Star Gazing, etc.)

**Friday**

**Friday**

7:45: Morning Word (optional)

8:00: Breakfast (Breakout sign up)

8:30: Clean Cabin/Pack

9:00: Opening (Lights)

10:00: Closing program

11:00: Check out

12:00: picnic lunch

**Optional Late check out \$30 addition**

1:15: Activity time

2:45: Country Store

3:15: Activity time

4:00: Check out

## **Alternate Schedule For: Mountain Riders**

### **Sunday**

Same as other schedule (hand out bikes when campers arrive)

### **Monday**

7:45: Morning Word (optional)  
8:00: Breakfast (Breakout sign up)  
8:30: Clean Cabin  
9:00: Opening  
9:15: Ride Intro (Get Baseline/Teach)  
10:30: Ride (w/Bible Time 1)  
12:00: Lunch  
12:30: Bob Time  
1:15: Free Time (20/20/20)  
2:15: Country Store  
2:45: Ride (w/Bible Time 2)  
4:00: Cabin Time 4  
5:00: Bible Time 3  
5:30: Dinner  
6:15: Breakout (Rocket building)  
7:15: All Camp Game  
8:00: Country Store/Scheduling  
8:30: Campfire  
9:00: Cabin Devo (13+ Options: Night Hike, Star Gazing, etc.)

### **Tuesday**

7:45: Morning Word (optional)  
8:00: Breakfast (Breakout sign up)  
8:30: Clean Cabin  
9:00: Opening  
9:15: Ride (w/Bible Time 1)  
12:00: Lunch  
12:30: BOB Time

### **Thursday 8-10 Riders Repeat Tuesday Schedule**

#### **11-13 & 13-17 Overnights**

Wake up & Ride

Bible Time 1 -2 -3

Lunch

#### **Shinetime prep**

Return to camp before dinner

5:30: Dinner (Breakout sign up)  
6:00: Breakout (Rocket building)  
7:00: All Camp Game  
7:45: Country Store/Scheduling  
8:00: Shinetime  
8:45: Campfire

1:15: Free Time 20/20/20  
2:15: Country Store  
2:45: Cabin Time 3 (Ride?, w/Bible Time 2, Shinetime Prep)  
4:00: Cabin Time 4 (Ride?, Shinetime Prep)  
5:00: Bible Time 3  
5:30: Dinner  
6:00: Breakout (Rocket building)  
7:00: All Camp Game  
7:45: Country Store/Scheduling  
8:00: Shinetime  
8:45: Campfire  
9:00: Cabin Devo (13+ Options: Night Ride?, Star Gazing, etc.)

### **Wednesday**

7:45: Morning Word (optional)  
8:00: Breakfast (8-10 Riders, Breakout sign up)  
8:30: Clean Cabin  
9:00: Opening  
9:15: 11-17 Riders, Cabin Activity 1 (8-10 Riders, ride)  
10:30: 11-17 Riders, Cabin Activity 2/Pack (8-10 Riders, ride)  
12:00: Lunch  
12:30: 8-10 Riders, BOB Time  
12:45: 11-17 Riders, Pack Food (Dinner-Breakfast-Lunch)  
1:00: 11-17 Riders, BOB Time  
1:15: 11-17 Riders, Depart For Overnight Trip (11-13 & 13-17)  
Bible Times 2 & 3  
1:15: 8-10 Riders- See regular camp Wednesday schedule  
9:00: Cabin Devo (13+ Options: Night Ride?, Star Gazing, etc.)

### **Friday**

7:45: Morning Word (optional)  
8:00: Breakfast (Breakout sign up)  
8:30: Clean Cabin/Pack  
9:00: Opening (Lights)  
10:00: Closing program  
11:00: Check out  
12:00: picnic lunch

### **Optional Late check out \$30 addition**

1:15: Activity time  
2:45: Country Store  
3:15: Activity time  
4:00: Check out

## **Alternate Schedule For: Horse Care Camp**

### **Sunday**

Same as other schedule (pg. 3)

### **Monday & Wednesday**

7:00: Clean Cabin (as needed)  
7:45: Morning Word (optional)  
8:00: Breakfast (Breakout sign up)  
8:30: Clean Cabin  
9:00: Opening  
9:15: **A:** Horse  
**B:** Cabin Time 1 (w/ Bible Time 1)  
10:30: **B:** Cabin Time 2 (w/ Bible Time 2)  
11:45: **A:** Bible Time 1  
12:00: Lunch  
12:30: BOB Time  
1:15: Free Time (20/20/20)  
2:15: Country Store  
2:30: **B:** Horses  
2:45: **A:** Cabin Time 3 (w/ Bible Time 2)  
4:00: **A:** Cabin Time 4 (**Wed- cookout Set Up**)  
5:00: Bible Time 3 (**Wed- done at cookout**)  
5:30: Dinner (**Wed- Cookout**)  
6:15: Breakout (Rocket building)  
7:15: All Camp Game  
8:00: Country Store/Scheduling  
8:30: Campfire (**Wed- Electric campfire**)  
9:00: Cabin Devotions (13+ Night Options, Star Gazing, etc.)

### **Tuesday & Thursday**

7:00: Clean Cabin  
7:45: Morning Word  
8:00: Breakfast (Breakout sign up)  
8:30: Clean Cabin  
9:00: Opening  
9:15: **B:** Horses  
**A:** Cabin Time 1 (w/ Bible Time 1, Shinetime Prep)

10:30: **A:** Cabin Time 2 (w/ Bible Time 2, Shinetime Prep)  
11:45: **B:** Bible Time 1  
12:00: Lunch  
12:30: BOB Time  
1:15: Free Time (20/20/20)  
2:15: Country Store  
2:30: **A:** Horses  
2:45: **B:** Cabin Time 3 (w/ Bible Time 2, Shinetime Prep)  
4:00: **B:** Cabin Time 4 (Shinetime Prep)  
5:00: Bible Time 3  
5:30: Dinner  
6:00: Breakout (Rocket building)  
7:45: Country Store/Scheduling  
8:00: Shinetime  
8:45: Campfire  
9:00: Cabin Devo (13+Options: Night Hike Star Gazing, etc.)

### **Friday**

#### **Friday**

7:45: Morning Word (optional)  
8:00: Breakfast (Breakout sign up)  
8:30: Clean Cabin/Pack  
9:00: Opening (Lights)  
10:00: Closing program  
11:00: Check out  
12:00: picnic lunch

### **Optional Late check out \$30 addition**

1:15: Activity time  
2:45: Country Store  
3:15: Activity time  
4:00: Check out



## **Kinder Kamp/Young Adventurer's**

### **Friday**

4:00: Registration Begins  
5:00: Orientation  
5:30: Dinner  
6:00: Sing-a-long/Prepare for adventure hike  
6:30: Adventure Hike  
7:15: Country Store  
8:00: Campfire  
8:30: Ready for Bed  
8:45: Devotions and Bed

2:00: Cabin Activity  
3:15: Roundy-Rounds (Horses)  
Pedal Go-Karts  
4:30: Hay Ride  
5:00: Cookout  
7:15: Country Store  
8:00: Campfire  
8:30: Ready for Bed  
8:45: Devotions and Bed

### **Saturday**

7:45: Morning Word  
8:00: Breakfast  
8:30: Clean Cabin  
9:00: Opening  
9:15: Cabin Activity 1  
10:30: Bible Time 1  
10:45: Cabin Activity 2  
12:00: Lunch  
12:30: BOB Time  
1:15: Country Store

### **Sunday**

7:45: Morning Word  
8:00: Breakfast  
8:30: Clean Cabin  
9:00: Opening  
9:15: Final activity  
10:00: Closing and Worship (parents invited)  
11:00: Check out

### **What to bring list for all camps:**

- Bible & Pencil or Pen
- Towel & Washcloth
- Sleeping Bag or Bedding (At least 30 degree)
- Soap & Shampoo
- Pillow in a pillow case
- Toothbrush & Toothpaste
- Clothing for Sleeping
- Comb or Brush
- Pants (2 pair)
- Sandals (to walk to the shower)
- Shorts (at least 1 per day)
- Chapstick & Sun Screen
- Tissues or Handkerchief
- Camera
- Sturdy Shoes (at least 1 pair will get dirty)
- Shirts (at least 1 per day)
- Flashlight with NEW Batteries
- Underwear & Socks (at least 1 pair a day)
- Canteen or Water Bottle
- Jacket or sweatshirt
- Rain Jacket or waterproof outer shell
- Day Pack (with two shoulder straps and a waist strap)
- Hat or Cap

### **What **not** to bring:**

- Cell Phones (they do not work at LVR anyway)
- Knives, guns, fireworks
- Tablets, gaming devices, iPods
- Blow dryers, curling irons

We understand cell phones, tablets, and iPods can be cameras, alarms, and clocks. However, because of the gaming nature of most cell phones, tablets, and iPods we ask that these are not a part of the packing list.

### **Wilderness Adventure additional Items:**

- Bandana
- Two or three additional water bottles
- Quick-dry (polyester) clothing
- Wool blend socks

### **\*Provided by LVR or participant:**

- Multi night backpack
- Sleeping pad
- Food and cooking supplies
- Gallon sized zip lock bags

### **Horse Care Additional Items:**

- Work boots or cowboy boots
- 1 pair of pants per day

### **School of Rock Optional items:**

- Climbing Shoes
- Extra water bottles
- 2 or 3 night backpack
- Harness (proof of year purchased required)

### **Mountain Riders Provided by LVR or participant:**

- Bike (must have proof of tune up 10 days prior to camp starting)
- Own Helmet (we will have one you can use if you don't have one.)

**\*If the specialty camp is provided with additional items then there are no additional items required.**

## **LVR POLICIES**

### **DISCIPLINE POLICY**

When a camper demonstrates unacceptable behavior patterns, persists in fighting, continues to use abusive language, or refuses to follow staff directions, disciplinary measures are in order:

1) All discipline of campers at LVR shall be positive, constructive, and educational in nature, resulting in an attitude change to bring about desired and/or acceptable behavior. These measures may take the form of diversion, separation, talking, and praise for appropriate behavior. In all action taken it must be made clear that the camper is loved, and only the behavior is not acceptable.

Other staff are available to support and/or assist in working with challenging campers.

2) Campers shall not be subjected to physical harm, fear, or humiliation under any circumstances.

3) NO corporal punishment shall be used in any form (spanking, shaking, rough handling, pinching, or striking in any manner).

4) If separation is deemed necessary, such procedure shall be brief, and appropriate to the child's age and the circumstances of the problem. The child shall be under constant staff supervision. At no time shall a camper be placed in a closet, cage, or other confinement.

5) At no time shall physical restraint be used that incorporates the use of ropes, chains, locks, or bars.

6) No camper shall be punished for toileting accidents.

7) Verbal abuse, "put-downs", or derogatory remarks about the camper, the camper's family, race, religion, sexual orientation, or cultural background are not permitted at any time, whether in a disciplinary situation or not.

8) Denial of meals shall not be used as a disciplinary measure.

9) At no time will one camper be used to discipline another camper. Under normal conditions, the camper's cabin counselor will be responsible for judging inappropriate behavior, and determining and carrying out any discipline necessary. Support staff members, Adult or Junior Staff, Junior Counselors, and Counselors in Training shall not be responsible for camper discipline.

10) If a camper will not respond to approved methods of discipline, the Executive Director shall remove the camper from the camp environment by contacting the parents and returning said camper to his/her home.

11) Separation is brief & appropriate for age & circumstances (7.711.42B3)

## EVACUATION PROCEDURE

At the sounding of the fire alarm, every Staff and Camper in the Base Camp shall assemble at the fire ring in the cabin area. All staff and Campers at the Outpost Camp shall assemble at the flagpole located near the Frontier village. Counselors will immediately verify the attendance of all campers, and the Program Director(s) shall verify the attendance of all program and support staff.

If any campers or staff are missing, the Program Director(s) and Executive Director shall determine the best course of action for location based on the nature of the emergency and the time frame imposed.

If evacuation of the entire camp is needed, the Program Director(s) and Executive Director shall determine the most effective means of transportation:

- 1) Camp motor vehicles plus private cars.
- 2) Hay racks pulled by tractor(s).
- 3) Drivers from Faith Lutheran Church, Woodland Park
- 4) Buses from Woodland Park will be dispatched to come and get campers
- 5) Hiking (This is only if time is not an issue. Otherwise, go directly to option 5)
- 6) Mountain Communities Fire Department (can call in any needed resources: trucks, helicopters, planes, etc.)

The routes of evacuation shall be, in order of preference:

- 1) Ellison Road south through Wildhorn Ranch
- 2) Ellison Road south to Bear Lake, then west to Cedar Mountain Road
- 3) Bluebird Lane south to Cedar Mountain Road via cutoff
- 4) Jeep Trail north past LVR stable, to Cedar Mountain Road
- 5) Jeep Trail northeast from Little Turkey Creek to Turkey Rock
- 6) Cross country ("bushwhack") with map and compass

**Campers will be taken to Faith Lutheran Church in Woodland Park and parents will be notified from there.**

Emergency gear shall accompany the evacuation party:

(Each staff member shall carry a standard emergency pack)

- 1) First Aid kit
- 2) Map and compass
- 3) Rain gear
- 4) Drinking water in canteens and/or jugs
- 5) Tarps & ropes

If time and conditions permit, each evacuee shall have:

- 1) Long trousers (NO SHORTS)
- 2) Long sleeved shirt
- 3) Jacket and/or sweatshirt
- 4) Sturdy hiking boots
- 5) Water in personal canteen
- 6) Rain gear

## LOST, MISSING OR RUNAWAY CAMPER PROCEDURES

1) If a camper is missing the Cabin Counselor shall establish the last known location of camper and an accurate description. The Counselor shall then notify Program Coordinator or Executive Director.

1a) During Camper Orientation all campers shall be instructed to stop and stay where they are if lost.

2) The Executive Director (or Program Coordinator) will initiate a search plan using available support staff. This plan could include the following type of searches:

Search by foot

Search on Mountain Bike (Wearing Helmet)

Search by Motorized Vehicle

3) Areas of search will be designated as:

Base Camp Area

South of Base Camp toward Outpost/Family Campground Area

North from Base Camp Toward Cedar Mountain

North from Base Camp Toward Inspiration Point

North from Base Camp Up Jeep Trail Toward Heavenly Ridge Trail

West from Base Camp Toward (Cedar Mountain Rd.) the Platte River

East from Base Camp Toward Eagle's Nest & North to Stone Cabin

East from Base Camp Toward Eagle's Nest & East to Turkey Rock

4) From description of location and camper, the Executive Director (or Program Director) shall send out available staff to search for camper. Available staff might be:

Head Maintenance

CIT Program Coordinator

Program Director

Kitchen Staff

Executive Director

Associate Director

The Camp Administrator (Or other designated staff if not available) shall stay in the office as Communication Director to make sure all search plans have been carried out and to communicate through CB (Citizen's Band) Radio to update progress. Search areas and Progress shall be recorded on a Map of the camp area.

5) Search plan shall be recorded on an area map and kept in office. If after one hour the camper is not found the Communications Director shall notify the Sheriff of Teller County, The Fire Chief of Mountain Communities Volunteer Fire Department and any other recommended sources (including neighbors), to assist in a search over a broader geographical area.

6) Parents or Guardians of camper shall be notified.

7) A written report on lost campers for which Search & Rescue has been used through the Teller County Sheriff's Dept. must be filed with the Colorado department of Human services within 10 days of the incident.

## ACCIDENTS, SICKNESS & ADMINISTRATION OF MEDICATION AND/OR FIRST AID

In the case of a sick *CAMPER*, the designated camp *Medic/Health Care Provider* should:

1. Follow/administer written Standing Orders at all times and camper's doctors written information (At no time should anything outside of physicians orders OR unmarked medication be administered).
2. Take care of all patients, administer necessary aid and stay with patient or obtain other staff supervision until camper is returned to counselor.
3. Notify Executive Director, Program Director, Health Care Administrator or other designated year-round staff immediately of any emergency.
4. Make a written report to the Executive Director Program Director, or Health Care Administrator including the patient's name, date and time of incident, where and how it occurred, description of injury, treatment given and name of witness. Forms on file.
5. Camp Medics/ Health care Providers should clear all phone calls to parents through the Executive Director or Program Director except in the case of an emergency when the Executive Director or Program Director is not available.
6. Calls for Homesick campers are ***not considered emergencies*** and should be ***handled through the main office***. As a general policy, homesick campers only get more homesick when they talk directly to their parents. It is our job to help these campers have a complete and enjoyable stay at Summer Camp.

Designated camps Medic/Health Care Provider works under the authority of the Health Care Administrator. The Health Care Administrator is a 1<sup>st</sup> Responder (ARC Emergency Response Certified), Nurse or MD and may also serve as the Health care Provider.

## EMERGENCY ACTION PLAN FOR ALL PERSONNEL

Definition: A personal injury emergency is any injury that threatens life or an injury that requires emergency transportation.

- 1) The priority in all emergency situations is the continued safety of the entire community of Lutheran Valley Retreat.
- 2) If the scene is safe, victim must not be moved as this may cause the victim further injury.
- 3) Proper first aid procedures should immediately be administered.
- 4) Immediate determination by the Executive Director, Site manager or Program Director must be made of the necessity of calling Flight for Life (1-800-422-2254) and/or 911. If these people are not available, the Staff person on the scene must make that decision. Flight for Life and/or 911 should be called or contacted to be on stand by in all life threatening situations and in cases where transportation of the individual may cause further injury.
- 5) The staff member on the scene sends another staff member to relay the information or call Flight For Life and/or 911. The following information should be shared with the operator:
  - location of camp
  - nature of injury
  - name of caller
- 6) The caller does not hang up until the operator asks the individual to hang up.
- 7) The caller now insures that the staff member providing first aid has been made aware that help is on the way and then proceeds to wait for help to arrive to give proper directions to the location of the injured on the camp property.
- 8) The Executive Director, Site Manager, or Program Director should contact parents. Inform parent:
  - general nature of accident
  - transportation to medical center
- 9) The victim's and the accompanying staff member's health form must go with them to the hospital.
- 10) An accident report form must be filled out while at the hospital or immediately upon returning. The designated Camp Medic is responsible to make sure this happens. The staff person involved will be required by the Medic to fill out the form with all the necessary details with the Medic's assistance. The Medic is responsible to deliver this report for review to the Executive Director or the Camp Administrator in his/her absence.

## LOCK DOWN POLICY

- Due to the remoteness of Lutheran Valley Retreat the Shelter in Place and Lock Down Policy will be the same.
- Determine threatening situation, direct call to 911/County Sheriff Emergency phone number.
- Inform key staff of situation.
- Stop all incoming and outgoing traffic.
- Quickly determine where campers need to report i.e. can stay in camps or need to report to Moose Manor or Dining Hall.
- Ensure key people have 2-way radios
- Gather original camp registration forms and copies of camp rosters
- Implement camper/staff accountability system to quickly confirm everyone is present and safe
- Secure doors
- Designated staff will ensure help for disabled and others needing additional mobility assistance
- Determine advisability of an evacuation to off site location or parents removing campers, coordinate efforts for dismissal of campers
- Turn off utilities as necessary
- Prepare for influx of parents and/or media
- Announce all clear and debrief as soon as possible
- Contact parents of campers; inform and assure of camper safety.

## POLICY TO ASSIST THOSE WITH DISABILITIES OR HAVE ACCESS AND FUNCTIONAL NEEDS

In the case of emergency those with disabilities and access needs will take priority for their safety – the Executive Director will designate staff to ensure this.



## FOOD SERVICE POLICY

1. Prior to each meal and snack times, campers must be guided in washing of hands at the bathhouse.
2. The meal schedule is: Breakfast 8:00 AM    Lunch 12:00 PM (Noon)    Supper 5:30 PM
3. Variations in this schedule may occur due to weather or program demands. Such variations shall be noted to the staff members involved.
4. Meals in the Dining Hall may be served either cafeteria or family style. Meals at Outpost Camp will be prepared and served either cafeteria style or family style.
5. All staff members shall assume specific responsibilities during the serving of each meal:
6. **Counselors:** Go through the serving line and eat with the campers for which they are responsible. LVR has a NO WASTE POLICY regarding food and waste products (paper, plastic).
7. **Camp Medic:** Meet campers on way out of the serving line, noting medication needs and dietary restrictions of campers.
8. **Food Service Staff (Serving Staff, Junior Staff, C.I.T.'s and Adult Volunteers):** Food Service Staff shall eat 15 minutes prior to the serving of the campers, while the Kitchen Staff completes final preparation. The servers shall set up the cleanup process after all campers have been served.
9. All personnel in the food preparation area shall wear Head covering (hair restraint) at all times. No shorts shall be worn in the food preparation area at any time (in the case of hot spills).
10. DAILY CHECKS: Kitchen staff may be assigned the task of checking, recording refrigeration temperatures and dishwasher temperatures at a specific time each day. These charts must be initialed legibly. It is essential that this be accurately monitored for the health and safety of staff and campers. The Head Cook has the chart/paperwork for this.
11. Campers with special dietary restrictions, as noted at the time of registration, shall be accommodated by menu and/or preparation adjustments as needed. The designated camp medic shall be responsible for noting such needs. Such dietary adjustments shall be made in such a way as to not embarrass or intimidate the camper(s) involved.
12. Menu selection and food ordering shall be the responsibility of the Head Cook in cooperation with the Executive Director and the Associate Director. All foods shall be stored and prepared according to the printed instructions provided to the Food Service Staff. Drinking water shall be provided to campers in sufficient quantities to prevent dehydration.
13. Changes in menus for Outpost Camps or Wilderness Adventures shall be in writing in the Camp Office prior to the start of the experience.

## **STAFF HIRING PROCEDURES:**

1. LVR is an equal opportunity employer and does not discriminate
2. All staff must complete an application to indicate their intent to want to work at camp.
3. Either the Executive Director or the program director must interview all summer staff wishing to work at LVR.
4. Each staff must have a clear background check completed by [www.campbackgroundcheck.com](http://www.campbackgroundcheck.com). Colorado resident staff must have their fingerprints on file with CBI and do the required background check prior to the start of summer camp.
5. All staff must have three complete references in their file by people who are mentors – not family or close friends.
6. The staff prior to arrival will have returned their signed contract and read through the staff manual.
7. The staff must complete the training period in full before assuming their roles.
8. Staff must also agree with LVR's statement of faith, mission statement, and core values.
9. All staff must go through a physical to be deemed fit enough to work at LVR, and complete the health form prior to arrival to camp

### **Other Legal Statements**

The Fire department, Health Department, State Water Board, Child Care License officials, and the USDA Forest Service inspect LVR annually. All state and local inspection reports are available for viewing upon request

All water used in our buildings at LVR is tested and chlorinated and suitable for drinking according to Colorado State Standards.

## **Grievance Procedures:**

Here at LVR we work hard to provide the best care possible for your child and our camper. However, we understand things happen that may be a childcare issue. If you feel that your child was not cared for, or something happened that raises a red flag, please let us know so we can deal with this situation. If you are not confident in our abilities to deal with these situations you may report a claim to the:

Division of Child Care @ 303-866-5944.  
1575 Sherman St.  
Denver, CO 80203

LVR's childcare license # is 47771.