

LUTHERAN VALLEY RETREAT MANUALS

Mission	3
STATEMENT OF PURPOSE AND OBJECTIVES	3
STAFF GUIDELINES AND INFORMATION	4
LOCATION AND SETTING	4
WHAT TO BRING	4
WHAT ELSE TO BRING	4
PERSONAL POSSESSIONS	4
ALTITUDE ADJUSTMENT	5
HEALTH EXAMINATION	5
BACKGROUND CHECKS, CBI/FBI CHECK, AND STANDARD PRECAUTIONS	
TRAINING	5
ALCOHOL, TOBACCO, & OTHER DRUGS	5
MAIL	5
DRESS CODE	6
LAUNDRY AND LINENS	6
CAMP AND CAMPER SANITATION	6
CAMPER SUPERVISION	6
SUMMER STAFF CONDUCT	7
ACCIDENTS, SICKNESS & ADMINISTRATION OF MEDICATION AND/OR	
FIRST AID	11
POLICY FOR STORING & ADMINISTERING CAMPER MEDS, INHALERS &	12
EPI_PENS	
EMERGENCY COMMUNICATIONS (ACA OM-17)	12
LOCK DOWN POLICY	12
EMERGENCY ACTION PLAN FOR ALL PERSONNEL	13
Child Protection Reporting Policy	13
Policy Regarding Felony Child Abuse and Violent Crimes	14
POLICY TO ASSIST THOSE W/ DISABILITIES OR HAVE ACCESS AND	
FUNCTIONAL NEEDS	
POSITIVE GUIDANCE AND BEHAVIOR SUPPORT POLICY	15
EVACUATION PROCEDURE	16
FOOD SERVICE POLICY	17
STAFF USE OF KITCHEN	18
MENU'S AND MENU PLANNING	18
Practices & How LVR Accommodates Special Diets / Allergies	18
LOST, MISSING OR RUNAWAY CAMPER PROCEDURES	20
CAMP SECURITY PROCEDURE	21
CAMPERS IN PUBLIC AREAS	21
GATE POLICIES/CHECK IN PROCEDURES	22

LUTHERAN VALLEY RETREAT MANUALS

TRANSPORTATION POLICIES	23
SLEEPING QUARTERS POLICIES	26
CHECK-IN PROCEDURES	26
CHECK-OUT PROCEDURES	27
FIRE DRILL RECORD	27
ITEMIZED FEE SCHEDULE	27
ACTIVITIES & AGE APPROPRIATENESS	28
SPECIALIZED ACTIVITIES AND STAFF	30
GRIEVANCE PROCEDURES	32

Mission

MISSION STATEMENT

Sharing God's grace and glory through His creation

Core Values

- All Scripture is God-Breathed
- Think like a camper
- Look at camp through the eyes of a parent
- Practice radical hospitality
- Care for each other
- Good stewards of our resources
- Promote and practice living out our faith in Jesus

STATEMENT OF PURPOSE AND OBJECTIVES

Lutheran Valley Retreat is established for the purpose of providing facilities for religious growth, educational experience, and charitable work, including the provision of a retreat for Pastoral, lay, youth organizations and Christian missionaries on leave or termination from field assignments.

Lutheran Valley Retreat shall be permitted to carry on operations, have offices, **and enter** into contracts in any part of the world, **but** always subject to local and federal law and to exercise all powers and **rights granted to corporations** not for profit under the laws of the state of Colorado.

The goal of the ministry at Lutheran Valley Retreat is to fulfill human needs and to help each person reach their greatest potential as a redeemed child of God. This is accomplished by providing group and individual learning experiences using educational and recreational activities in a Christian outdoor environment, within the Confessional guidelines of the Lutheran Church, Missouri Synod.

This ministry is to provide each participant with a well-rounded program that is permeated with Christian principles, not only taught in theory, but carried out in everyday living.

This ministry shall contribute to the development of responsibility, individuality, leadership, self-confidence, positive self-image, and cooperation with others through group living and activities.

Each participant shall have the opportunity for wholesome fun and adventure in a safe and supervised outdoor program, **leading** to the enjoyment of the out-of-doors by imparting an understanding of, and appreciation for, the world of nature.

This ministry shall provide opportunities to develop a concept of safe and healthful living by stressing wholesome daily health and safety habits, and by offering a chance to increase physical strength, vitality, and endurance.

All programs and activities shall help the participant(s):

- ...celebrate their new life in Jesus Christ through the unique opportunities for worship, study, fellowship, and recreation afforded at LVR.
- ...develop a deeper commitment to God as He has revealed Himself and His gracious will for us in Jesus Christ.
- ...develop a Christian sense of personal identity and worth as a redeemed child of God.
- ...practice their calling as a Christian in all interpersonal relationships both at LVR and at home.
- ...relate the Christian growth in camp to church, family, and friends at home.
- ...relate in a Christian manner to the world of nature and grow in awareness and appreciation of God's work in creation.
- ...make effective use of leisure time at camp and help equip them to do the same with leisure time at home.

Adopted by the LVR Board of Directors 2020

LUTHERAN VALLEY RETREAT MANUALS

STAFF GUIDELINES AND INFORMATION

So whether you eat or drink or whatever you do, do it all for the glory of God. Do not cause anyone to stumble, whether Jews, Greeks or the church of God—even as I try to please everybody in every way. For I am not seeking my own good but the good of many, so that they may be saved. Follow my example, as I follow the example of Christ. 1 Corinthians 10:31-11:1

LOCATION AND SETTING

Lutheran Valley Retreat (LVR) is located at 8500', 23 miles northwest of Woodland Park, totally surrounded by the 12,000 square mile Pike National Forest. It is an isolated rustic youth camp by design and intent. Staff members must be prepared to be isolated from the normal life and activities of town and "civilization", with occasional contact with the "outside" world. The natural environment is shared with bears, deer, elk, beaver, coyotes, rabbits, and a variety of birds and rodents (squirrels, field mice, chipmunks, etc.).

WHAT TO BRING

Please remember as you pack for camp that you are limited to space. Consider two suitcases as a maximum load. There is a small amount of additional space in a staff area with a few shelves. While Support Staff (Kitchen, Maintenance, etc.) will have the same living quarters all summer, counselors switch from cabin to cabin each week. So consider how you pack in order to be able to be on the move.

- | | |
|-------------------------------------|--|
| ‘ Bible | ‘ Chapstick & Sun block |
| ‘ Devotional and game books | ‘ Sun Glasses |
| ‘ Paper & Pens/Pencils | ‘ Day pack OR Fanny pack (That Bible can fit in) |
| ‘ Envelopes & Stamps | ‘ Bandanas or tissues |
| ‘ Sleeping Bag (good to 30 degrees) | ‘ Flashlight & batteries |
| ‘ Pillow & bedding | ‘ At least two water bottles |
| ‘ Warm clothes for sleeping in | ‘ Laundry soap |
| ‘ Pants & shorts | ‘ Work gloves |
| ‘ Underwear & socks | ‘ Rain gear |
| ‘ Shoes (include hiking shoes) | ‘ Bandanas |
| ‘ Warm & cool shirts | ‘ Passport or Birth Certificate |
| ‘ Coat, sweatshirt, or sweater | ‘ Bank information (routing & account numbers) |
| ‘ Hat (to keep sun off) | ‘ License or social security card |
| ‘ Towels, washcloths, toiletries | Optional: |
| ‘ Watch | Christian music (See page 4) & player |
| | Instrument that can be played around campfire |
| | (guitar, bongos, egg shakers, tambourine) |

WHAT ELSE TO BRING

Camp includes skits, indoor games, outdoor games, rainy day activities, crafts, hiking, horseback riding, devotions, Christian Growth Times, singing, nature, stories, camping, and skits. If you have any items that may be useful to any of the above activities, and you can squeeze them into your small space, bring them along.

PERSONAL POSSESSIONS

LVR has a locked safe for small valuables such as airplane tickets, personal money, etc. Items may be placed in or retrieved from the safe through the Program Director. Although other staff and campers are not known for taking items, you should know that your possessions are your responsibility. Any items that may cause harm to a camper (i.e., archery equipment, pocketknife, climbing gear, etc.) should be stored in a staff only area or locked in the camp office. At no time should guns, slingshots or other weapons be brought on to camp. Summer staff are not allowed to have pets on site. (ACA OM-12)

LUTHERAN VALLEY RETREAT MANUALS

ALTITUDE ADJUSTMENT

It is normal for people coming to LVR's 8500' altitude to experience discomfort due to the reduced oxygen level. Slight dizziness, minor headaches, shortness of breath, and reduced stamina are normal and disappear quickly. The dry climate makes dehydration a greater possibility, so it is necessary to increase your intake of water. Remember, it's not the altitude, it's the attitude.

HEALTH EXAMINATION

Each staff member must complete an annual health history. The health history must be maintained in the camp office.

BACKGROUND CHECKS, CBI/FBI CHECK, AND STANDARD PRECAUTIONS TRAINING

All staff members must complete a department-approved Standard Precautions training prior to working with children. This training must be renewed annually and may count towards ongoing training requirements.

Any staff 18 years of age or older must submit to CBI/FBI a complete set of fingerprints to obtain the CBI and FBI check within 5 days of beginning employment. Each staff member also must complete the Trails Background check form.

Any adult volunteer working as a staff member to meet the required staff child ratio or staff qualifications who works with children over 72 hours must submit CBI/FBI and trails background check. Any volunteers or staff member who does not have qualified background checks on file must always be with a staff member or volunteer who does when supervising children.

ALCOHOL, TOBACCO, & OTHER DRUGS

The possession or consumption of alcohol is not allowed on LVR unless approved by the Board of Directors. Abusive use of alcohol while off LVR is reason for dismissal. Any use of illegal drugs while employed by LVR is reason for dismissal. Marijuana is not permitted at any time on LVR, because of the impairment of functions that could lead to safety issues. Due to the values we hope to instill in the campers, staff members are not permitted to use any tobacco products on the premises.

MAIL

Personal mail should be mailed to the camp address: PO Box 9042, Woodland Park, CO 80866-9042. Mail pickup will average twice a week (It is a two hour round trip to the mailbox). Do not have any mail forwarded via a change of address card! Anything larger than a letter should be sent UPS or Fed-Ex (the US Post Office does not allow our P.O. Box to get overfull). To use UPS OR Fed-Ex, address packages this way:

Your name, Lutheran Valley Retreat, 793 Ellison Road, Florissant, CO 80816.

Staff mail may be picked up at the LVR office or staff mailbox's when you are not in supervision of campers. Camper mail will be handed to staff for discernment to the correct campers during appropriate times, usually during "BOB time". You may only pick up your personal mail and your campers mail due to Federal laws and possibility of lost mail

Your Name, LUTHERAN VALLEY RETREAT, PO Box 9042, Woodland Park, CO 80866-9042

LUTHERAN VALLEY RETREAT MANUALS

DRESS CODE

LVR will provide summer staff a staff shirt (uniform) to be worn at designated times (Generally Sundays). It is your responsibility to have this shirt on designated days (If you lose or destroy this “uniform” you are responsible for replacing it with the appropriate cost being deducted from your paycheck).

Dress shall be:

- appropriate for the weather and activity
- Sturdy, closed shoes when away from base camp (Challenge course, hike, etc.)

Inappropriate dress at LVR includes revealing clothes i.e.:

- showing midriff
- low cut shirts
- taking shirts off
- short shorts or shorts pulled up higher than intended.
- crop tops
- underwear showing
- spaghetti straps
- clothing with liquor or tobacco advertisements
- two-piece swimsuits (only one-piece swimsuits are allowed)
- Sports bras and tube tops are not shirts

Staff members ***may bring*** wild & crazy clothes for those wild & crazy moments and activities.

Counselors, Adventure Staff or any other staff in charge of campers must make sure that campers are equipped with protective clothing against natural elements such as rain, hail, cold, and sun (7.711.39 C 6).

LAUNDRY AND LINENS

LVR cannot furnish bed linens. Each staff is responsible for their own personal laundry as well as keeping the laundry area clean. Staff should:

- Only utilize the LVR laundry facilities during their designated time off (unless other arrangements have been made).
- At no time should clean dry clothes be left in the Laundry Area due to storage limitations.
- If there is another persons laundry sitting in a washer you can move it to the dryer and if is sitting in the dryer you can put it on top of the dryer with not expectation of folding.
 - If you have special drying needed, that is not other staff issue and you should change your laundry on time.

Once per week the entire laundry area must be cleaned of all leftover clothes for reasons of health and hygiene.

CAMP AND CAMPER SANITATION

Each staff and camper must have the opportunity to shower and/or clean daily. Counselors must assure that their assigned campers use appropriate hygiene. Camper and staff living areas, program and cookout sites, dining hall and kitchen, and waste and disposal areas must all be clean for healthy living of staff and campers. (ACA HW-3) Think clean.

CAMPER SUPERVISION

For the safety of all campers and staff, there should never be a time when one camper and one staff are alone. Staff should be diligent in using the “Rule of Three,” and remember that CIT’s or junior counselors, are not staff members and should be included in this rule. **All campers must be within yelling distance of a staff member at all times.** This includes night bathroom trips so staff must wait on cabin porches until the camper returns. All campers will be informed to use the closest bathroom available. Staff members staying in ‘Sherpa’ cabin should stand halfway between the cabin and the bathroom so they can hear all campers.

Staff should never change clothes in front of campers and will have separate shower times than campers. Staff will be scheduled to always have a second staff member in the shower house during camper shower times. Staff should be diligent to be there at their required shower times for both safety of campers, and staff as well as smoothness of camp activities.

LUTHERAN VALLEY RETREAT MANUALS

SUMMER STAFF CONDUCT

All staff should conduct themselves in a **Christ-like manner**.

Triangulation, gossip, foul language, cliques, etc. must not be present. Christian (unconditional type) love is to guide

Now we ask you, brothers, to respect those who work hard among you, who are over you in the Lord and who admonish you. Hold them in the highest regard in love because of their work. Live in peace with each other. And we urge you, brothers, warn those who are idle, encourage the timid, help the weak, be patient with everyone. Make sure that nobody pays back wrong for wrong, but always try to be kind to each other and to everyone else. 1 Thessalonians 5:12-15

each action and word (Direct/private confrontations, caring talk, inclusion, etc.). Groups of friends will happen, but when the group is not open and does not reach out to one who does not have a group, it then becomes a clique. We want to create a culture of care in and amongst our staff and campers. Neither campers nor staff should ever be belittled.

Some of the finest Christian homes have resulted from **friendships** between staff members at a Christian Camp. We therefore accept the development of these friendships; however, open displays of affection and/or discussion about staff courtships in the presence of campers are not appropriate.

- Campers should only know the couple is in a relationship if the individual in the relationship decides to tell them.
- Even if the campers do know, the relationship should never be a topic of conversation or a focus for the campers, especially teen campers.
- A relationship with another staff member should never inhibit your ability to care and provide a safe environment for our campers.

Things to be aware of:

- Camp goggles – Many have a tendency to show the best parts of, or be the best part of themselves at camp.
- Commitment – Is this a fling or someone you could see yourself with at the end of the summer?

Bottom line: No Drama. If there are any troubles in love land none of us should know about it and it should not affect your job performance or camp community. Campers should never know about this drama and it should never take priority over the camp needs. If this happens discussions with the Executive Director will happen.

Staff/camper relationships will not be tolerated **under any circumstances**. By definition, volunteer staff under the C.I.T. Programs, (includes Assistant Wranglers), though part of the support staff, are legally campers.

YEAR ROUND STAFF AND SUMMER STAFF RELATIONS:

There is a difference between year-round and summer staff. While all summer staff are encouraged to learn from/seek out advice from all year-round staff, there are not to be any "relationships" beyond this. Year-round staff must seek executive director approval before having summer staff over to their private dwelling. Such instances can cause cliques to form and majorly disrupt the summer staff dynamic

All Staff Relationships:

Encourage one another: "Therefore encourage one another and build one another up, just as you are doing." 1 Thessalonians 5:11

Look out for one another: "Do nothing from selfishness or conceit but in humility count on others better than yourself. Let each of you look not only to his own interests but also to the interests of others." Philip. 2:3-4

Love one another: "Jesus commanded this, This is my commandment that you love one another, as I have loved you." John 15:12

Support one another: "Every kingdom divided against itself is laid waste and no city divided will stand." Matt. 12:25 When conflict arises, we need to stand together - **Gossip divides** - God's answer is to directly confront the person and issue. Read Matt. 18:15-17

LUTHERAN VALLEY RETREAT MANUALS

Important Aspects of a Summer Ministry Team

1. Focus:
 - Matthew 16:24 - Deny yourself and follow Christ.
 - Not here for you - for children (forget yourself as Jesus did)
 - People see Jesus in us here.
 - Never betray the trust put in you.
2. Initiative:
 - Never think, "I'll let someone else do it."
 - Do the little things like picking up litter, sitting next to a lone camper, etc.
 - Constant movement do not become lull.
3. Communication:
 - When working together, share expectations.
 - They may not be the type of personality you would hang with but must work together.
 - Need to ask and share with each other if not going well -- most problems can be solved when discussed.
 - If you have trouble communicating here, you will have trouble all along in life.
4. Teamwork:
 - No "Lone Rangers" on staff
 - Need to encourage and allow others to encourage you also
 - A chain is only as strong as the weakest link (sleep and eat right)
 - You have your own place as everyone does.
5. Attitude:
 - Be joy filled! You are here to serve God.
 - Only positive, bad attitudes are like tar dragging people down.
 - Your role here is to serve -- no excuses!

A **servant like attitude** should be reflected in a willingness to serve and work as needed. When unsure of what needs to be done, you should check in with the Program Coordinator in the LVR Office for additional assignments.

Please understand that you will be giving up the following opportunities while at camp: television, local radio, some personal CD/music selections (other than Christian music), movies/videos (other than special showings of Christian material, which you are welcome to bring if it fits in your small space).

STAFF MEETINGS

During the Summer Camp season, **daily staff meetings** will be held. You need to *come with your Bible* ready to be engaged in God's Word. This is for your spiritual growth. It is your responsibility to ask questions and study to remain built up spiritually. Meetings will be for in-service training, evaluations, Staff Worship and Bible Study and other staff growth. Each meeting will be for general clearance of routine matters and scheduling.

During staff meetings everyone is expected to sit in new seats each day with different staff so the staff body/team can grow as a whole. No "seat saves" are allowed ever at camp except for when a person already has food on a table in the cafeteria. During meetings, all staff physical touch should be appropriate meaning sitting next to each other (not cuddling). Due to the nature of Colorado State Laws and safety expectations, **not all staff will always be able to meet together all the time**. There will be a rotation of these staff members so that they are able to meet part of the week. Staff supervising during this time are still encouraged to study scripture and seek out other staff for conversation needed to repair, lift up or clarify relations.

LUTHERAN VALLEY RETREAT MANUALS

WORK HOURS

Due to the nature of the job, staff members are "**on duty**" the entire duration of their contracts. However, each individual will have a few hours available to take care of personal needs, rest and enjoy some solitude and recreation. Each staff member will have an average of approximately one-day off per week. The goal of the time off is for staff to return to work rested and ready for the next week or the rest of the week

TIME OFF

There are different types of time off. There is the time off when going into town is not possible – and the time off – like a full 24 hours trips to town or other off time activities are encouraged. Either one, the goal is to get the rest you need to be at your full when it is time to get back to work. Keeping in mind – whether you are an introvert or extrovert. Use your off time to fill up your body mentally, physically and spiritually so that you are at your best for campers and your purpose while employed.

- When taking trips into town or “off camp” everyone carpooling needs to participate in paying for gas.
- Speed limits from base camp through the ‘Ranch Gate’ is 20 MPH. Failure to adhere to the speed limit can result in your car being banned from the ranch property and can lead to your termination.
- When “off” that is the time to take care of personal issues, (laundry, phone calls, etc.).
- When off it is requested to stay out of sight of campers and staff who are “on,” to promote focus on the campers. At no time should a staff who is off distract a staff who is on from doing their job.

It is never appropriate to talk about day off plans in front of campers for any reason or celebrate when your cabin is all checked out.

STAFF HEALTH

Diet, sleep, and exercise is an important part of the health equation and should be considered during off time activities and the rest of the week. Because of the physical demand of this job and altitude, staff are responsible for their hydration, sleep and bodily fuel to do their job to the best of their ability. Personal allergies and intolerances should be told to the head chef and followed whenever possible to stay healthy. Multi-vitamins and daily exercise is encouraged. When your body is healthy, your mind is healthy and vice versa.

REQUESTED TIME OFF

If any staff member needs days off for special reasons, such should be worked out with the Executive Director ***prior to arrival to camp***. The last chance to request time off is the last day of staff training. If an emergency arises during the summer, the staff member should inform the Executive Director and seek his approval for special requests for time off. If additional time is requested beyond the day off average/week the daily rate of pay may be subtracted from the final paycheck.

USE OF LVR PROGRAM FACILITIES AND EQUIPMENT during time off

- a. Program facilities and equipment are available to the summer staff when there is designated time off. Use of these facilities and equipment is permissible only when proper safety constraints are engaged. Staff should arrange to check out equipment through the Executive Director, Program Director or other designated year-round staff.
- b. Climbing, Rappelling & Challenge Course equipment and facilities may only be used under the specific instruction of the Executive Director, Program Director or other designated year-round staff.
- c. The staff use of equipment or facilities should never interfere with but only enhance the activity of guests and/or their specific programming needs.
- d. Proper care and safety procedures should be observed whether "on duty" or "off duty."
 - i. Damaged equipment will be reported to the main office upon its return to the Base Camp.

USE OF CAMP VEHICLES

Camp owned vehicles may only be used by the year round LVR staff OR, in the case of an emergency, a person designated by the Executive Director or in his absence the Program Director or other designated year-round staff. All vehicles must be signed out and gone through an inspection by the designated driver BEFORE use. All operators must have a valid license to operate the type of vehicle to be used. All operators agree to abide by the LVR Transportation policies. After use the vehicle must be signed in and mileage recorded.

LUTHERAN VALLEY RETREAT MANUALS

RESIGNATION/DISMISSAL

A staff member desiring to resign before the completion of the agreement shall discuss the matter with the Executive Director at least two weeks prior to the date he/she desires to leave. If the Executive Director needs to dismiss an employee, he may do so immediately. If the employee believes he/she has been treated unjustly, an appeal process is available through the Board of Directors.

PAY DAY

All salaries will be paid on the 15th of each month starting June 15. All applicable taxes will be deducted from the contracted salary accordingly. Cash advances will not be allowed to employees unless there is a dire emergency. You need to complete a W-4 form so come prepared to fill one out. You must also bring two out of these three: a driver's license, social security card, or birth certificate (OR a Passport/Visa). These are necessary for the Director to complete an Employment Eligibility Form on you. If you do not have 2 of these 3 documents, contact the Executive Director before your arrival.

If you need funds for any reason before the pay day, all requests need to go through the Executive Director. This only will be for essential items such as rent, car payments, school payments and items like this. The pre-paycheck funds may not be available for non-essential items, such as snacks, going out to eat, or shopping excursions and will be taken at a case-by-case situation by the Executive Director. Failure to spend pre-paycheck funds on essential items may result in loss of this privilege in the future

ROOM AND BOARD

Meals and lodging are provided at the camp to all personnel for the entire camp period. Staff members are ***required to keep their personal living quarters clean and presentable*** (All quarters may at some time be part of a camp tour for visitors seeking to use LVR in the future and be part of an inspection).

INSURANCE

All staff members are covered by a Workman's Compensation Plan while employed at LVR (These cover work related conditions).

VISITORS

Visitors should be kept to a minimum. Staff members should never leave campers to spend time with visitors. Staff members should only invite visitors to LVR ***after receiving approval by the Program Director***. It is preferred that this approval happens before the beginning of the summer camp session. Housing and meals should be arranged ahead of time at regular camp rates. Visitors must register at the LVR Office. If visitors are unknown to camp personnel at least one piece of identification must be inspected.

COMPUTER AND CELL PHONE USE

Wireless access to the internet is a privilege. Summer staff are allowed to access the internet only on days off. If there is an emergency situation that requires you to be online when not on a day off your request must be cleared with the Executive Director. Overuse of the internet can cripple office operations. The Executive Director does have the ability to turn summer staff Wi-Fi off if necessary. Summer staff are not allowed to give the password to the camp network, only the summer program director, program director, office manager, and executive director should be giving out passwords.

All summer staff are encouraged to put their cell phone on airplane mode when not off. Streaming, automatic updates, calling over Wi-Fi, and video phone calls cripple the internet for the office. Because of this all these activities need to happen on your time off in town. All music being used needs to be downloaded on your device, and streaming turned off.

MUSIC

All staff members listen to Christian oriented music to be played in public areas (cabins, outside, office, kitchen, etc.). We are purposefully seeking alternative ways of sharing Jesus Christ with all campers in all ways. For communication reasons, headphones, ear buds, or air pods should **not** be used around campers, including at night.

LUTHERAN VALLEY RETREAT MANUALS

USE OF LVR RADIOS

- Use minimally
- Use for camp pertinent information only
- Never use camper names over radios
- Never share camper personal information regarding health or emergencies
- Make sure button is clearly pressed and words are clearly said
- Make sure information is precise and thought through before using

EVALUATIONS

For the purpose of effective and efficient programming, evaluations of staff members will be conducted. These evaluations will take place in the following forms:

- A. In staff meetings - An analysis of needs to support camp programs in progress
 The spiritual growth of individual campers
 Actions by staff members effecting campers
- B. Individual, Informal - Discussions between staff members and Executive and Program Director
 Conducted throughout camp season
 Assessing staff member's contribution to LVR program and/or campers

Discussions with written forms (both self-evaluation and supervisors evaluation) & signatures are conducted at least once during the season of employment. These are placed in staff files. The evaluations may be used as a reference once the staff person has asked permission.

ACCEPTANCE OF GRATUITIES

Staff members may in no way solicit or accept monetary gifts from campers. With the exception of small remembrances, staff members will not accept gratuities from campers, i.e., any amount of cash or expensive gifts. Gratuities given by adults should pass through the LVR Office and will be shared with the entire **summer** staff connected with that camp or retreat.

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 (ACA HW-16) until patient 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 an incident report form 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 Certified Nurse Assistant (CNA) (with appropriate attestation signed by a Dr or RN), Nurse or MD and may also serve as the Health care Provider.

Other **LVR Staff** should:

1. Administer emergency First Aid, if necessary, and send second LVR staff to notify medic and get help. In case of no other staff being available, two campers familiar with the location should be sent.
2. If no emergency, escort patient to medic.
3. Once the injured/sick camper has been delivered to the designated Camp Medic, the staff member's responsibility is to the remaining campers. Return your FULL attention to them.
4. As soon as feasible, provide medic with information necessary for accident report.
5. Counselors in remote areas of camp should check out a first aid kit from the LVR Office and any medication necessary for the campers in their care.

LUTHERAN VALLEY RETREAT MANUALS

POLICY FOR STORING & ADMINISTERING CAMPER MEDICATIONS, INHALERS & EPI-PENS

All camper medications will be stored in a locked room, either the medic cabin or camp office, when not being distributed. Medications are always to be attended by a trained medical administration staff when not locked up. All medications must be turned in at check in with its original packaging, with distribution instructions and view of the expiration date. Expired medications will not be distributed to campers. Distribution instructions will be followed unless there is verbal confirmation from the Doctor or parent that different instructions are to be followed.

Inhalers, Epi-Pens and other emergency medications will be on the person of the staff member in charge of the camper at all times. If the camper has filled out self-carrying paperwork signed by the camper, camper's guardian and camp-nurse upon arrival, the camper is permitted to carry their own medication but must tell the camp staff in charge, where the medication is located in case of emergency.

EMERGENCY COMMUNICATIONS (ACA OM-17)

In the case of an accident or incident, the Executive Director may only communicate any information regarding the event or circumstance. If parents, media, board members – ANYONE - approach any summer staff person for information they must refer them to the Executive Director. At no time should this information be shared with campers. All legal and medical matters should not be a source of gossip or discussion between staff. **If you know don't share and if you do not know, understand you are not allow to and work to support those involved.**

When an **LVR STAFF** is sick:

- All staff needs to be in their assigned areas serving 100%.
- If unable to perform those duties at any time the staff person should report this immediately to the main office or if it is necessary, go directly to the medic; the medic should immediately contact the main office.
- At no time should a staff member not show up for their duties or leave campers with another staff person without arranging this shift in duties with the Executive Director, or in his absence, the Camp Administrator or Program Director.
- Campers should NEVER be left unattended for any reason.
- If staff members are up past 10 PM they must report for duty the next day whether sick or not.
- This policy is to increase the staff's awareness of the need for sleep at this elevation and applies to all staff. 10:00 PM is quite time on LVR with rare exceptions (This means camper coming to and from showers should do so very quietly).
- Sleep habits should not negatively affect your ability as a staff.

At no time should any staff keep a counseling staff from performing their duties with their campers. All support staff should work to enable counseling staff to be able to get their campers to bed appropriately. This could mean helping with cabin devotions, getting campers to and from showers, etc. but never ever talking with them outside of their cabin while their campers are unattended.

SHELTER IN PLACE & 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 roosters
 - 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.

LUTHERAN VALLEY RETREAT MANUALS

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 standby 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 ensures 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. Parents should be contacted by the Executive Director, Site Manager, or Program Director. Inform parent:
 - general nature of accident
 - transportation to medical center

(Do not give a diagnosis of the extent of injuries, let the doctors do this.)
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 their absence.

CHILD PROTECTION REPORTING POLICY

Counselors or any staff members suspecting child abuse must report it to the Executive Director who will then report it to the Teller County Sheriff's Department (or the Teller County Department of Human services if one exists). Teller County Sheriff's department can be reached at (719) 687-9652,

Purpose: To establish proper preventative measures to protect individuals against sexual misconduct as well as to specify courses of action in the case of allegations or an actual incident regarding sexual misconduct Standard of Conduct: All workers, volunteer, paid, full-time and part-time, of Lutheran Valley Retreat are expected to comply with the established policy on Sexual Misconduct. Any actions contrary to this policy will be dealt with swiftly and may include disciplinary measures up to and including termination, as well as legal ramifications when applicable.

Definitions Child Sexual Abuse – any sexual activity with a child—whether in the home by a caretaker, in a day care situation, a foster/residential setting, or any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim” (National Resource Center on Child Sexual Abuse, 1992).

Sexual activity – may be violent or non-violent, touching or non-touching, and is an exploitation of a child's vulnerability and powerlessness. It involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.

Sexual Misconduct – inappropriate behavior relating to or involving a sexual nature.

LUTHERAN VALLEY RETREAT MANUALS

Reporting Procedures

1. All allegations must be taken seriously.
2. All parties involved will fill out an incident report as soon as possible.
3. All allegations should be reported to the Colorado Division of Human Service agent where the reporting party will receive further direction **and** County Sheriff within 24 hours.
4. The Colorado Division of Human Service agent and/or the County Human Services department with cooperation from the Executive Director will notify the parents or legal guardian.
5. All situations will be handled forthrightly with due respect for people's privacy and confidentiality.
6. Full cooperation will be given to civil authorities when applicable.
7. No accused will be addressed by anyone other than the Executive Director, Colorado Division of Human Service Agent, County Human Services, and/or Teller County Sheriff until the safety of the child or victim is secured.
8. No victim involved in an allegation or anyone responsible for reporting an allegation will be retaliated against.
9. The Executive Director will notify the LCMS Rocky Mountain District Executive, and Insurance Company of allegations.

Investigation of an Allegation

1. All allegations will be investigated expeditiously by County Human Services, Colorado Division of Child Care, Teller County Sheriff, and or the Executive Director.
2. Any accused worker will be relieved temporarily of his or her duties until the investigation is completed.
3. All details, interviews, and information will remain confidential to those legitimately involved in the investigation. Any individual or group responsible for a breach in this confidentiality is subject to disciplinary action up to and including termination.
4. No individual involved in an allegation or anyone responsible for investigating an allegation will be retaliated against.

POLICY REGARDING FELONY CHILD ABUSE AND VIOLENT CRIMES

We pray for transformation in the life of someone who has committed sexual abuse against children or who has been convicted of a violent felony, and we pray that they are indeed able to refrain from engaging in such behavior again. That said, it is our firm belief that we would not be good stewards of the children and guests entrusted to our care, or to our witness, to create a risk by exposing children, guests, or staff to those who have a dangerous history. Therefore, no person known to have a conviction for a violent felony, or a conviction for any form of sexual abuse, may serve in ministry with children or youth at Lutheran Valley Retreat or be allowed onto Lutheran Valley Retreat property.

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.

LVR uses “Medic” cabin for campers with ADA requirements or functional limitations. While the nature or outdoor ministry is not the most inclusive to those with physical disabilities, LVR tries its best to keep walkways smooth, activities inclusive and make necessary modifications when they aren't. Dual riders have been used to allow all campers safe horse riders as well as dual slip in slid and chair harnesses can be used on the zip line.

LUTHERAN VALLEY RETREAT MANUALS

POSITIVE GUIDANCE AND BEHAVIOR SUPPORT POLICY

LVR is committed to using positive guidance strategies to help campers grow in responsibility, self-control, and respect for others. Discipline is never punitive, humiliating, or physically harmful.

Staff Members are trained to use the following strategies:

- **Prevention:** Establish clear expectations and routines at the start of the week; proactively engage camper in positive activities
- **Redirection:** Guide a camper toward a positive alternative when inappropriate behavior occurs
- **Positive Reinforcement:** Recognize and praise positive behavior
- **De-escalation:** Use calm voices give space when needed, and provide opportunities for self-regulation
- **Natural Consequences:** Allow campers to experience outcomes of their choices when safe and appropriate.

Staff Members are also trained to:

- Never subjected campers or other staff to physical harm, fear, or humiliation under any circumstances.
- Never use corporal punishment shall be used in any form (spanking, shaking, rough handling, pinching, striking in any manner, or forced labor because of behavior).
- 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. A general rule is separation is no longer than age of the camper in minutes. Separation is brief & appropriate for age & circumstances
- At no time shall a camper be placed in a closet, cage, or other confinement.
- At no time shall physical restraint be used that incorporates the use of ropes, chains, locks, or bars.
- No camper shall be punished for toileting accidents.
- Verbal abuse, "put-downs", or derogatory remarks about the camper, the camper's family, race, religion, or cultural background are not permitted at any time, whether in a disciplinary situation or not.
- Denial of meals shall not be used as a disciplinary measure.
- 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.

Process for addressing serious behavior concerns

At times, a camper may display behaviors that are unsafe, disruptive, or harmful to themselves or others. LVR follows a clear process before asking a parent/guardian to remove a camper from camp:

- **Observation & Documentation:** Staff observe the behavior and document incidents factually and promptly
- **Immediate Support:** Staff use de-escalation and positive guidance strategies to address the situation.
- **Executive Director/Program Director Consultation:** Staff review the incident and meets with camper to set clear expectations for improvement
- **Parent/Guardian Contact:** if behavior continues or is severe, the Executive Director contacts the camper's parent/guardian to discuss concerns, share strategies, and seek partnership in supporting the camper
- **Behavior Support Plan:** When appropriate, the Executive Director and parent/guardian may agree on a short-term plan with specific goals and supports to help the camper succeed
- **Final Step - removal from camp:** If the camper's behavior poses and ongoing safety risk or significantly disrupts the camp community despite support efforts, the Executive Director may request the parents/guardians pick up the camper. This decision is made with great care, in consultation with the camp leadership, and always taking all parties safety and well-being in consideration.

LUTHERAN VALLEY RETREAT MANUALS

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 Outpost Kitchen. 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

LUTHERAN VALLEY RETREAT MANUALS

FOOD SERVICE POLICY

Prior to each meal and snack times, campers must be guided in washing of hands at the bath house. (ACA HW-3)

The meal schedule is: Breakfast 8:00 AM Lunch 12:00 PM (Noon) Supper 5:30 PM

Variations in this schedule may occur due to weather or program demands. Such variations shall be noted to the staff members involved. (7.711.44A)

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. (7.711.44A)

All staff members shall assume specific responsibilities during the serving of each meal:

Counselors:

- Go through the serving line and eat with the campers for which they are responsible.
- Be aware of their campers and personal eating needs.
 - Making sure they are eating (enough)
 - 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. (7.711.44A)
- Request enough personal food so only one trip is needed
- LVR has a NO WASTE POLICY regarding food and waste products (paper, plastic).
 - After prayer time talk to campers about what is on the menu
 - If campers or staff won't eat the food do not put it on their plate
 - Take what you want, eat what you take

Camp Medic: Meet campers at meal times, noting medication needs and dietary restrictions of campers.

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 clean-up process after all campers have been served meaning:
 - The servers are in charge of being sure the tubs for pre-scrub are filled full and placed at the window before the first meal group is being served. (7.711.44A)

All personnel in the food preparation area shall wear Head covering (hair restraint) at all times.

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. (ACA SF-23, SF-29)

- Menu selection and food ordering shall be the responsibility of the Head Cook in cooperation with the Site Manager. (7.711.44A)
- All foods shall be stored and prepared according to the printed instructions provided to the Food Service Staff. (7.711.44B)
- Drinking water shall be provided to campers in sufficient quantities to prevent dehydration. (7.711.44F)
- Changes in menus for Outpost Camps or Wilderness Adventures shall be in writing in the Camp Office prior to the start of the experience. (7.711.44E)

LUTHERAN VALLEY RETREAT MANUALS

Counseling Staff shall facilitate table & around table cleanup according to directions given.

1. All items should be scrubbed, go through the window, and be placed in the appropriate wash tubs.
2. Each cabin/table wipes off their own table and after dinner places chairs on top of the table.
3. Floor should be picked up and swept if necessary and table should be cleaned off with appropriate cleaning supplies.
4. Groups should make final departure out of the pre-rinse room door.

DISHROOM (ACA SF-30): If you are assigned to help in the dish room at any time please remember that all dishes and utensils must:

- Be air dried
- Be protected from dust and contamination between use.

Good attitudes and staff relationships depend on everyone doing their part to do the best job possible no matter how one may be feeling at the time.

STAFF USE OF KITCHEN

- Due to health regulations of the State of Colorado, **no one**, except kitchen staff, is allowed in the kitchen.
- No one is allowed in the kitchen in the evenings or on weekends, without specific permission from the Executive Director, Program Director and Head Cook.
- No food will be removed from the refrigerator, freezer or storerooms without permission from the Executive Director, Program Director and Head Cook.
- Request materials for cookouts and campfires through authorized kitchen personnel only. ***At no time should a staff member leave campers*** to assist the kitchen in serving or any other kitchen duties.
- Head Chef should be made aware of allergies and intolerances of staff for best staff performance but are not required to provide special meals aside from what is being served.
- Any “special” meal provided by head chef to a single or small group of staff outside of allergies may be seen as favoritism/exclusivity and should be cautious when doing so.

Menus and menu planning

Menu's for the week are posted on the website to view. Each menu is subject to change.

Practices & How LVR Accommodates Special Diets / Allergies

Lutheran Valley Retreat is governed by rules that ensure health and safety.

- LVR must collect a health history for each camper **at least ten (10) calendar days prior to admission**, which includes known allergies and special diets.
- Upon arrival (or within 24 hours), camp staff trained in health care must meet with campers who have known allergic reactions or special diet restrictions.
- There is a requirement for a documented physical examination (within a specific recent interval) that notes any special health care needs, including dietary.

LUTHERAN VALLEY RETREAT MANUALS

Step	What Happens	What Camper / Parent Should Do
Pre-camp registration	When registering, parents fill out health forms / medical history forms. In those, indicate any food allergies, special diets (gluten-free, dairy-free, nut allergies, vegetarian / vegan, etc.).	Be specific: list exact foods (e.g. peanuts vs tree nuts vs all nuts, etc.), severity (mild / strong / anaphylactic), previous reactions, medications (e.g. epinephrine auto-injector). Send forms in early (3 weeks ahead preferred).
Review by Camp Health Staff	A camp health care worker (nurse / health supervisor) reviews the medical forms before camp begins, identifies which campers need alternate meals or special attention. They may contact the parent if more detail is needed. Also, staff are informed of which meals / times/ activities could pose risk.	Be ready to provide physician's written instructions if needed (for example, "child has severe allergy, must not be exposed to X," emergency treatment steps). If child needs a special diet beyond "standard alternate," discuss ahead of time.
Meal Planning / Food Service Preparation	The food service (kitchen) will plan for alternate meals, substitutes, or modifications. The kitchen should label foods with allergens, avoid cross contact (separate utensils, surfaces, etc.). Staff training on allergen management. Special diets (vegetarian, vegan, gluten-free, dairy-free, etc.) accommodated as possible.	If you have brand preferences or find certain pre-packaged foods safe, you could drop them off upon arrival / send them ahead. Understand that not all allergens may be possible to avoid in every ingredient depending on supply, but kitchen will try.
During Camp	At meals, those with special diets get their alternate / safe meal. Staff reminding campers of safe eating practices (e.g. not sharing food, washing hands). In case of severe allergy, epinephrine auto-injectors or medication must be available and staff trained to use them.	Remind child of their restrictions; ensure they know what foods to avoid; encourage self-advocacy if appropriate. Parents might bring some safe snacks depending on severity.
Emergency / Reaction Handling	A written emergency plan should be in place; staff know where medical supplies are; if a reaction occurs, they follow protocol (administer medication, notify parents; seek further medical care if needed).	Make sure parents provide the medication (in date), emergency contact info, and help the child understand their plan if old enough.

LUTHERAN VALLEY RETREAT MANUALS

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 the Program Coordinator or Executive Director.
 - a. During Camper Orientation all campers shall be instructed to stop and stay where they are if lost (hug a tree)
- 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.
- 5) The summer office person (Or other designated staff) shall stay in the office as Communication Director to make sure all search plans have been carried out and to communicate through camp radios to update progress. Search areas and progress shall be recorded on a map of the camp area.
- 6) 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. **At this time the parents of the camper will also be notified by the Executive Director.**
- 7) Parents or Guardians of camper shall be notified.
- 8) 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.
- 9) The camp must submit as soon as possible but not longer than **24 hours** to the State Department a written report about **any camper who has been separated from the group outside of the supervision of their assigned staff member or for whom a report has been made to the local Sheriff's department for search and rescue.** Such report must indicate the name, age, and address of the camper; the name of parents/guardians and their address if different; the date when the child was lost; the location, time, and circumstances when the camper was last seen; and circumstances of locating the camper (7.711.15)

LUTHERAN VALLEY RETREAT MANUALS

CAMP SECURITY PROCEDURE

Prior to each camp season: Notify Teller County Sheriff, Mountain Communities Volunteer Fire Department, Teller County Department of Health, Langstaff-Brown Emergency Medical Center, and Flight For Life Air Ambulance, of the Camp Schedule, ages of campers, exact location, and emergency capabilities on site. (7.711.43B)

- 1) All campers will be in their cabin/counselor group during the initial camp orientation. This system shall be used to verify that all campers are present in the event of an emergency. This group may or may not be the same as program/interest groupings.
- 2) Campers will be instructed to notify their counselor if a cabin mate is missing. (7.711.43A1)
- 3) Counselors shall carry with them camp radios. (Located in First Aid Kits) Both are for use in attracting attention and/or assigned radios. (7.11.43A2)
- 4) Staff and Campers will be instructed to report all strangers, trespassers and unidentified persons in the camp area IMMEDIATELY to the Program Director, Camp Administrator or Executive Director. All guest and visitors shall check into the office. When office is empty there will be a sign in sheet available at the front desk.
- 5) Each Staff shall be familiar with the use of Camp Radios and their locations in the case of emergencies. (7.711.43A6)
- 6) When the campers are discharged at the end of each session, the Counselor in charge of each camper shall verify that the camper is leaving with the person designated by the parent on the Camper Health & Information Form. The camp office shall prepare "signature sheets" during the week for each counselor to use at this time. If there are any discrepancies, it shall be brought to the Camp Administrator's attention and telephone verification shall be made prior to the camper's departure from the camp area (7.711.43C)

CAMPERS IN PUBLIC AREAS

Any time you are off-site with campers you must practice extra precautions to assure their safety. This happens when you:

- lead or assist on an overnight backpacking trip onto the US forest Service land that surrounds LVR
- lead or assist with a mountain biking overnight
- lead or assist with campers who travel to and climb a 14,000 foot mountain
- You are the counselor for a group that goes rafting on the Arkansas River with guides from Noah's Ark rafting company.

You must instruct campers that they must stay as a group the entire time with legally assigned adult supervision. If campers must go to the bathroom they should check back in when they return. If a stranger approach them they are not to share any information and alert camp staff immediately. Do not allow or invite others to join the group without permission of LVR staff in charge. Instruct campers where they should go in the case they get lost or separated from the group. Help them to understand expected behavior outside of camp just as it is expected in camp (i.e., not damaging facilities or nature, politeness, etc.).

OTHER SAFETY CONSIDERATIONS

Power Tools (ACA SF-11): When working with camper/servant groups who are doing service projects tools should:

1. be equipped with necessary safety devices
2. be in good repair
3. be operated only by persons trained and experienced in their use.

Flammable/Hazardous Materials (ACA SF-2): These materials may be cleaners, paints/stains or fuels.

1. Gasoline: Only Year-round staff, Summer Maintenance Staff or other staff designated by the Executive Director may handle gasoline or other hazardous fuel materials. When handling flammable or hazardous materials safety glasses should be checked out and worn
2. Cleaners: summer staff will be trained in using cleaners. Maintain safety and usage as outlined on the original container and in the LVR cleaning list. Keep cleaners out of reach of campers unless at least 15 years old.
3. Paints/Stains: Only appointed staff should use and facilitate the usage of paints/stains. All campers and staff must wear eye protection and gloves for protection. Use paints/stains only as directed on original container.

LUTHERAN VALLEY RETREAT MANUALS

GATE POLICIES/CHECK IN PROCEDURES

When retreat groups, outdoor education, servant events, and summer camp campers are on camp (Note; all ranch members are referred to as guests):

General Policies regarding roads and access around Lutheran Valley Retreat:

1. All guests and visitors are welcome at Lutheran Valley Retreat but must enter the property through the gate on Ellison Rd before accessing other areas of the retreat property.
2. All gates not staffed or equipped with video surveillance will be locked at all times during the summer child care season May 24 through August 15
3. All guests not checking in will cause camp to go into lock down policy until staff approaches guest.
4. All guests checking in that have a known Felony child abuse, neglect, or violent crime will not be allowed on property. The Executive Director and/or site manager shall be notified to approach and address these guests.
5. All guests not going to their agreed location will activate the camp's lock down policy.
6. All cars, ATV's, utv's, side by sides, and motorcycles must stay on roads and park in designated areas. All retreat trails are horse, hike, and mountain bike only and require permission for guests not registered with camp, or a retreat group to use.
7. Guests wishing to access forest service trails must also obey all check-in and out procedures.
8. No pictures or videos of camp activities or of children at camp are to be taken without permission.
9. A "Drive around and see" response for being on retreat property must be escorted by an LVR staff, if no staff is available the guest will be told to come back at a designated time or wait until staff is available – could be a couple of hours.
10. All guests must provide a reason for coming on property

When Ellison Rd Gate or any other gate is monitored by video:

1. The purpose of using video surveillance is to lesson the burden on employees to monitor the main gate of LVRetreat.
2. Video's monitoring gate access will record access of guests and visitors and be stored for ?... after this time the footage will be deleted.
3. All still photos of guest access will be kept on the office backup drive.
4. The following staff in preferred order; summer office staff, program staff, and executive staff will monitor video surveillance.
5. Executive Direct will approve all requests to see the video footage or still pictures taken as a result of the surveillance.
6. Gate shall be closed at all times.
7. Gate will be locked outside of business hours or when staff is not available to monitor video.
8. The use of covert cameras is permissible by order of the Executive Director.
9. Executive and/or Program staff will be notified of guest on property.
10. If guest is not immediately accessing the Forest trails or fails to check into the office the camp will go into lock down procedures until the Executive or program staff gives the all-clear.

When Ellison Rd Gate or any other gate is staffed:

1. All Guests will be greeted in a friendly manner.
2. Each guest arriving at the gate when staffed must sign in and out; sign out can be done by gate attendant observing when guest party departs property.
3. Drive through traffic is not allowed.
4. Once guest is checked in appropriate staff will be notified of guest, car details (type and color), and their destination (horse stables, corner for hiking, cedar mountain hike, etc.)

When retreat groups, outdoor education, servant events, and summer camp campers are not on camp:

5. Gate shall remain open
6. All guests must check into the office
7. Check in to the office may be done through other staff via radio as guest is seen.

LUTHERAN VALLEY RETREAT MANUALS

TRANSPORTATION POLICIES

- 1) **Driver Requirements:** In compliance with liability insurance and Colorado State Law, only drivers designated by the Executive Director will be permitted to operate camp-owned vehicles, including tractors (7.711.45I). All drivers must:
 - Be at least 21 years of age and hold valid vehicle operator's license for the size and type of camp vehicle
 - Have no moving violations for previous 18 months
 - If the driver of the vehicle transporting staff or campers, be responsible for enforcing all the conditions of these policies.
 - Follow that if you are driving a vehicle that you normally do not drive, the camp director will evaluate and determine when additional behind-the-wheel training is required before transporting persons or equipment (ACA TR-18, TR-19).
 - Includes training in vans, camp trucks, buses, and vehicles pulling trailers.)
 - Follow that any trip exceeding one and one-half hours (90 minutes) in length shall have a second adult staff qualified to act as a relief driver. Drivers shall switch every 90 minutes or less.
- 2) **Training: Drivers must complete a minimum of four (4) hours of driver training** that includes at a minimum:
 - Behind the wheel training
 - Participant transport attendance procedures including:
 - taking attendance at the destination
 - managing behavioral issues
 - loading and unloading procedures
 - daily vehicle inspection procedure
 - proper tire inflation
 - emergency equipment and how to use it
 - accident procedures
 - passenger illness procedures
 - procedures for backing up
 - if buses are used, evacuation procedures
- 3) **Speed:**
 - The speed of any vehicle operated within the confines of LVR shall not exceed 20 MPH.
 - Vehicles should be operated at a speed of 30 MPH or less while driving on Cedar Mountain Road or Wildhorn Road unless otherwise posted
 - Many portions of the roads are posted at 20 MPH
- 4) **Position:**
 - At no time will campers be transported in or on camp vehicles in a standing position
 - all should always be in a seated position
 - The number of people transported in a camp vehicle shall not exceed the number of seats.
 - No camper shall be allowed to stick head or limbs out of a vehicle at any time (7.711.45D).
 - Drivers should make certain that each door is closed tightly and locked.
- 5) **Passenger Limits:**
 - No more than three people shall sit in the front of any vehicle
 - Seat belts are mandatory for all front seat passengers and used when available by all other passengers (7.711.45E, ACA TR-10).
 - Campers in wheelchairs should be seated the same and wheelchair safely stowed (ACA TR-10).
 - Each vehicle will be rated for passenger capacity.
 - At no time may these limits be exceeded, unless specifically authorized by the Executive Director.
 - Any time 9 or more campers are transported anywhere on or off camp there shall be at least one adult supervisor in addition to the driver (7.711.45C).
 - No child shall be left unattended in any vehicle at any time for any reason. (7.711.45C)
 - Luggage, packs or equipment may not be carried if they interfere with the safety of the campers.
 - Drivers shall never pick up hitchhikers

LUTHERAN VALLEY RETREAT MANUALS

6) Loading and Unloading Passengers:

- Load and unload in areas that are free from vehicular traffic unless an emergency.
- The vehicle should be in park with the emergency brake on and the motor turned off.
- Loading and unloading will take place in an orderly fashion following directions from staff member.
- Campers should be directed where to assemble after unloading and kept under supervision of an adult.

7) Passenger Orientation: (TR-11) Campers should be instructed in the following safety procedures prior to transporting:

- Passengers should remain seated at all times with hands and arms inside vehicle.
- Seatbelts should be fastened – one person per seatbelt.
- Noise level should be such as to not distract the driver. There should be no throwing of objects or other disruptive behavior.
- Passengers should enter and leave the vehicle under the direction of a staff member and/or driver. If the vehicle makes an emergency stop, passengers should follow directions of staff member and/or driver and use buddy system if leaving the vehicle.
- In larger vehicles, behavior problems should always be the responsibility of adults or staff members other than the driver. If the driver is the only staff member available to handle disruptive behavior and verbal corrections are not successful, he/she should pull off the road in a safe area. Follow established camp discipline procedures (see staff manual).

8) Emergency Equipment/Forms: (ACA TR-12) Every vehicle used to transport campers and staff should be equipped with:

- first aid kit and emergency accessories such as:
 - Fire extinguisher,
 - flares (7.711.45K)
 - Reflectors
 - Maps
 - Motion sickness bag
 - Change for a pay phone
 - Flashlight
 - Blanket
 - container of fresh drinking water.
- For trips over 10 miles from camp, the staff member accompanying the group must carry health forms for all passengers and have plans for emergency communication.
- A rental agreement or vehicle registration, vehicle mileage sheet, insurance information, vehicle safety maintenance checklist, and this sheet should be in the vehicle at all times.
- At least one staff member, 18 or older, in each vehicle transporting campers shall hold a current certification in First Aid or equivalent. (7.711.45J)

9) Maintenance: The Maintenance Team, in cooperation with the Executive Director/Program Director, shall be responsible for maintaining all vehicles in a safe operating condition. Before each use and at least once a month, each vehicle should be checked for the following items and recorded in the vehicle log book (ACA TR-16):

- | | |
|---|--------------------------------|
| • Headlights | • Tires (air pressure & tread) |
| • Running lights | • Steering mechanism |
| • Brake lights | • Oil & Gasoline level |
| • Directional lights | • Transmission fluid |
| • Brakes working and brake fluid at specified level | • Battery |
| • Horn | • Radiator |
| • Windshield wipers; Wind shield clean; fluid | • Fire extinguisher |
| • Mirrors | • reflectors |

10) Responsibility: The driver of any vehicle is responsible for making certain the above procedures have been followed. Before setting out in the vehicle, the driver should be certain that the vehicle registration is in the glove compartment and his/her own driver's license is in his/her possession. Each driver, after being assigned or receiving permission to use a vehicle, should log in the vehicle including starting mileage and any new repairs they see need repair on that vehicle.

LUTHERAN VALLEY RETREAT MANUALS

11) Danger Hazards: The following should not be carried in any vehicle carrying campers:

- Reserve supply of gasoline
- Explosives
- Acids
- Flammable liquids
- Any other articles that would endanger the safety of campers shall be carried in any vehicle transporting campers.

12) Backing Up : Because you cannot see everything behind your vehicle, backing up is always dangerous. Avoid backing up whenever you can. When you park, try to park so you will be able to pull forward when you leave. When you have to back, here are a few simple safety rules:

1. Look at your path.
2. Back slowly using your mirrors.
3. Back and turn toward the driver's side whenever possible.
4. Use a helper whenever possible.

13) Pulling over: If during any trip, any part of a vehicle becomes so defective that continuing the trip might endanger the safety of the passengers or further damage the vehicle:

1. Move off the road as far as possible. It's better to drive on a flat tire than park in an unsafe place.
2. Place the transmission in low, reverse or park. Turn off ignition and remove key.
3. Set the emergency brake.
4. Set four way turn (emergency) blinkers.
5. If vehicle must stop in non-designated parking area (ie., the side of the road), carry reflective triangles between yourself and the oncoming traffic when placing reflectors in the following places:
 - a. On the traffic side of the vehicle, within ten feet of the front or rear corners.
 - b. About 100 ft. behind and ahead of the vehicle, upon the shoulder of the lane you are stopped in.
 - c. Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet.
 - d. If stopped on or by a one-way or divided highway, place warning devices 20 feet, 100 feet, and 200 feet toward the approaching traffic.
6. If safe to do so, unload passengers and move them well off the roadway away from the vehicle. Make sure campers are supervised at all times by an adult. If evacuation from a bus is necessary, follow established procedures and directions of the staff member.
7. Contact camp with information about nature of the breakdown and your exact location. Additional help may be requested if needed. One staff member must stay with the vehicle and campers.

14) Lawful Driving:

- Drivers are expected to observe laws in effect in areas in which they are driving.
- Violations of laws shall be the **responsibility of the driver**.
- He/she will be expected to pay any fines involved in such a violation.
 - This implies that drivers shall not be permitted to take vehicles on trips when condition of the vehicle violates that law. All such defects must be remedied before the trip is started.

15) Accident Procedures (ACA TR-8) (See also page 7)

- Attend to any ill or injured passengers. If medical care is needed, see that they are taken to nearest medical facility.
- Place reflectors or emergency flashers as appropriate. If vehicle has to be moved, mark the location (from back of tire) with chalk.
- Instruct passengers to exit the vehicle, when appropriate, using the buddy system. Group uninjured passengers together in an area safe from oncoming traffic to await instructions and/or new pick-up. An adult must supervise campers at all times.
- Contact Camp Director or designated emergency contacts.
- Obtain names, addresses, and telephone numbers of any witnesses and location where any police reports will be filed.

LUTHERAN VALLEY RETREAT MANUALS

SLEEPING QUARTERS POLICIES

1. Counselors of campers will make sure that all beds are clean and disinfected before and after a camper uses that bunk.
2. Counselors shall maintain one cleanable mattress on each bunk in the cabin.
3. Counselors and Retreat Hosts make sure there is a minimum of 30 inches between beds (ACA SF-14). Campers must be able to move in and out from their bunk without obstruction from luggage or other items.
4. In the two large cabins where the bunks are built in the counselor shall require campers to have heads at opposite ends of the two sets of bunk beds. This means the two camper's feet will be close together. A Retreat Host will make all groups aware of this policy before they move into their cabins.
5. Counselors shall have all campers who sleep in the upper bunks place their heads on the end of the bunk that the side protectors are on. This means their feet would be near the opening in the side protectors.
6. Cabins shall be swept and picked up daily after breakfast before opening this prevents a lot of lost and found
7. Camper suitcases should be kept under the bottom bunk.

Only one camper per bunk or bed, campers are not allowed to share bunks or beds at any time.

CHECK-IN PROCEDURES

1. If available, one staff will be assigned the entrance gate to Lutheran Valley Ranch & Retreat greeting families in vehicles as they arrive. The staff member will then hand the parents an information and/or evaluation sheet and explain that they should follow the signs to "Retreat".
2. One staff member will be at the Intersections directing cars to the knoll parking area.
3. One staff will be "directing" cars to park on the Knoll with a smile and maybe a cookie.
4. One staff or CIT should greet the camper and family. The camper and family should be assisted with luggage and taken to the porch of Moose unless raining then should be taken inside
5. The check in table lay out is:
 - Initial Check-in
 - Final Payment/Snack Money
 - Forms Review
 - Medic & Medications
 - Cabin Assignments
6. A Greeter should be ready at the doors of Moose Manor. Ask the camper OR family which cabin/counselor (In case of Outpost camp to the proper vehicle/counselor) they are assigned to and take them directly there (talk with them as you go).
7. Counselor should greet camper and family at the cabin (or vehicle for Outpost Camp/Adventure camp) and assist the camper in picking out the bunk they would like. Somewhere in the cabin OR on the outpost vehicle the camper and family should see the camper's name posted with a "WELCOME".
8. Counselors should now use this time to get to know the campers. Ask questions like:
 - What is your name? Do you have a nickname? (write in on note paper)
 - What do you expect to do at camp?
 - What are your three favorite activities?
 - Counselors need to help the campers understand that they should now stay with them since you will be a "Group."
9. "Absentees" are campers who are not present when the camp expects to assume responsibility for those individuals. Each counselor receives a list of campers they will be responsible for. In the case of an absent camper, at the time of camper orientation, the counselor should alert the program staff, share the name and alert them as to where they will be so that if the camper is late checking in they may be brought to the group (ACA OM-19).

LUTHERAN VALLEY RETREAT MANUALS

CHECK-OUT PROCEDURES

- Support staff will be directing traffic
- All campers are a counselor's responsibility until the legal parent/guardian signs them out.
- The Office person shall provide a "Sign-out" list for that camp session. It will be given to the counselor on the last day of that session.
- The counselor will also be given the left-over country store and any additional swag for each camper.
- The camper's belongings shall be neatly placed on their bunk for easy pick up.
- The camper and parents will be instructed to check the lost and found table before departure.
- All parents will be instructed to see the camp medic to return any unused medication.
- Take this time to talk with parents and let them know the positives of the week specifically of their child/ren.
- Once the counselor has all campers checked out by the right person, take the list to the office and head to the program staff for cleaning directions.
- No camper should leave the cabin area or be taken by anyone else other than the one on the list.
- Report anyone else to the Executive Director, Site Manager or Program director. Only after verification should the child be allowed to leave or be with any other adult.

FIRE DRILL RECORD

Within 24 hours of the beginning of each Summer Camp Session, LVR is required to hold at least one fire drill. See fire information at EXIT in the building you occupy. The Executive Director or Camp Administer are solely responsible for the execution and recording of all fire drills at the Lutheran Valley Retreat Base Camp (7.711.66F)

Adverse Weather Procedure at Lutheran Valley Retreat:

In the event of lightning, all campers and staff immediately move indoors for safety. During rain without lightning, activities continue outdoors, ensuring that everyone is dressed appropriately with proper rain gear.

Itemized Fee Schedule

Summer Camp - \$460-\$600 depending on historical popularity of week

Horse Camp Premium - \$70-\$165 depending on historical popularity of week and hands on horse time for aged program

Frontier Village - \$460 - \$540

- \$460 for camp
- \$20 Extra Leather Materials
- \$60 Specialty small scale meals and support staff or required activities

Backpacking Camp - \$580

- \$460 for camp
- \$60 for additional materials needed
- \$60 for specialty trained staff

More Add on information can be found at <https://lvr.org/summer-adventures/>

Rocket add on - \$35

Rock Climbing add on - \$40

Mountain Biking add on - \$40

Overnight Pack trip - \$40

Late Check Out - \$40

LUTHERAN VALLEY RETREAT MANUALS

Activities and Age Appropriateness

LVR accepts all ages on site. However, some activities are only appropriate for select ages.

*Plan for Wednesday COOKOUTS *Plan ahead for CAMP OUTS	6-8 yr. Old	8-10 yr. Old	11-13 yr. Old	13-17 yr. Old
Archery	X	X	X	X
Archery Tag (High school groups only)				X
Tomahawks		X	X	X
Crafts	X	X	X	X
Bouldering	X	X	X	X
Basketball	X	X	X	X
Ball Games: Volleyball, Nuke'em, Spike Ball, Soccer, Etc.	X	X	X	X
Team Initiative Program - Ground Games Name Toss, Line Ups, Marshmallows, All Aboard, Little John, Shoe Pass, Fly Paper,		X	X	X
Team Initiative Program - Low Initiatives Tic Toc, Track Walk, Zig Zag, Blind Polygon, Infinite Circle, Trolleys, Spool, Spiders Web. Rebirth Tire, Sherpa Walk, Jump Rope, Rope walk, A-frame, Islands 7 ft., Tribble,			X	X
Team Initiative Program - Low Initiatives Mohawk walk, Islands 8ft, Poison Ivy Pole, Save my Baby, Figure 8 tire,				X
Team Initiative Program – Lifts and falls Three Person Ground Fall, Willow In The Wind, Fireman's Lift/ Toss, Cross walk 13-17 Only Platform Fall or Fly, Mouse Traps, Person pole Lift, person lift and travel			X	X
High Elements Big Zip, Giant Swing	X	X	X	X
High Elements Viney Zip, ToothPick, Dangle Duo, Viney Kit Kat,			X	X
Climbing & Rappelling: Eaglet, picnic basket, Cedar south		X	X	X
Climbing & Rappelling: Eagle's Nest			X	X
Campsite Set Up		X	X	X

LUTHERAN VALLEY RETREAT MANUALS

*Plan for Wednesday COOKOUTS *Plan ahead for CAMP OUTS	6-8 yr. Old	8-10 yr. Old	11-13 yr. Old	13-17 yr. Old
Camp outs: Circle Horse, Adventure, Frontier Village(if no one is there), knoll	X	X	X	
Camp outs: Inspiration Point, Stone Cabin, Scout Camp, other			X	X
Environmental Care Project: Clear wood, stack at sites; line trails, talk to program director “Used for growth not punishment”		X	X	X
Pedal Go-Karts (6-8 partners)	X	X	X	X
Fishing	X	X	X	X
Frisbee Golf (Team Frisbee for Younger Children)		X	X	X
Gold Panning	X	X		
Hiking: Circle horse, Eagles, Handy Trail, The Rock, Stone Cabin Partial Hike	X	X	X	X
Hiking: Inspiration Point, Halo, Grinder, bushwhack		X	X	X
Hiking: Cedar Mountain, Stone Cabin			X	X
Night Hike		X	X	X
Orienteering			X	X
Parachute Games	X	X		
Adventure Option: Platte River/Myplace			X	X
Sing-a-longs	X	X	X	X
Water Balloon Volleyball	X	X	X	X
Slip N Slide		X	X	X

Adverse Weather Procedure at Lutheran Valley Retreat:

In the event of lightning, all campers and staff immediately move indoors for safety. During rain without lightning, activities continue outdoors, ensuring that everyone is dressed appropriately with proper rain gear.

LUTHERAN VALLEY RETREAT MANUALS

Activity Policies/Safe Set ups check off list

SPECIALIZED ACTIVITIES AND STAFF

Many activities done at LVR require specialized training to lead (7.711.22 E & 7.711.3). These include: Climbing/rappelling, Belaying, Team Initiative Program (TIP), TIP Facilitation, Archery, Compound Bows at Archery, Mountain Biking, Swimming in the Platte River or any other Swimming. Several LVR staff will be trained in these different specialty areas. Each LVR Staff desiring training in any of these areas should make the Executive director aware. Some training can go on during the summer while others would require a 2nd year on staff.

Archery 7.711.34

- a. Archery supervisor is experienced archer
- b. Archery range is free of hazards and well-marked
- c. Equipment shall be safe, inspected before each use
- d. Equipment shall be locked when not in use
- e. All archers use the same firing line. Arrows issued at firing line
- f. Arrows knocked only on firing line after "Range open" command is given
- g. Shooters shall only fire at their target, well defined
- h. Movement shall be controlled by staff all/ meaning all persons behind firing line until "range closed" command is given. This command is given only when all arrows have been fired at the target from all participants.

Horse back riding 7.711.36

- a. Supervisor has either an organization or school certificate or written verification of experience in riding instruction
- b. Supervisor trains sufficient staff for ratios
- c. Supervisor trains in emergency procedures
- d. Trial excursions accompanied by 2 staff one who holds appropriate medical training certificate, 1 additional staff for each additional ten of fewer riders.
- e. First aid supplies on trail excursion and on site
- f. Supervisor determines camper's skill for horse assignment and riding activity and gives basic safety instruction
- g. Appropriate dress required, meaning long pants, sturdy shoes/boots, and helmet on all participants.
- h. Head gear/helmets mandatory
- i. Notification of parents re protective gear
- j. Equipment in good condition, properly sized
- k. Shelters, rings, and trails in good repair and free of obstructions
- l. Horses cared for adequately
- m. Horses not permitted in other activity areas.

Rock Climbing and Ropes Courses 7.711.40

Basic/single pitch and advances multi pitch

- a. Supervisor at least 20 yrs old
- b. Instructor at least 18 yrs old
- c. At least 2 instructors at site
- d. On staff present with first aid
- e. 1st aid supplies at site
- f. No child forced to participate
- g. Supervisor responsible for maintenance of equipment & checked immediately prior to use
- h. All equipment meets industry standards and replaced in a timely basis
- i. Climbers wear helmets at all times.

LUTHERAN VALLEY RETREAT MANUALS

Basic/single pitch and rappelling

- a. Supervisor and instructors have verified knowledge of technical climbing, course or school, or 10 hours of instruction
- b. Instructor or supervisor present
- c. Supervisor has knowledge of site and gives approval of day of climb
- d. Waiting climbers visually supervised by counselor
- e. Each Camper visually supervised
- f. Climbers belayed in top rope manner by staff, belay must be used for rappelling

Ropes courses high and/or low

- a. Supervisor has training and experience on course and 1st aid
- b. Instructor has training and experience on course by supervisor and 1st aid
- c. Course inspected annually by outside company
- d. Bolts are tight, cables in good condition
- e. Course inspected regularly by on site staff
- f. Tree integrity inspected regularly
- g. Ropes, cables, bolts maintained, inspected and replaced in timely manner according to industry standards
- h. Helmets worn by campers on high ropes
- i. Supervisor or instructor on ropes with campers at all times
- j. Course off limits when supervisor or instructor not present
- k. Access to course controlled
- l. Written safety procedures and staff trained.

Hiking 7.711.41

- a. Supervisor has 1st aid, knowledge of outdoor experience and symptoms and treatment for hypothermia and dehydration, verifiable experience in backpacking at elevation
- b. Counselors trained by supervisor have knowledge of symptoms of hypothermia and dehydration, shall continually observe campers for early diagnosis
- c. When away from camp, at least 1 counselor w/group has appropriate medical training
- d. Supervisor considers hiker's age, physical condition and experience, the season, weather trends, evacuation and communication, water quality and quantity in area selections
- e. Before participation, campers instructed on: safety, lost hiker procedures, health including drinking water and food, sanitation, rules governing land to be hiked, potential high-risk areas, fire, flood, lightening, wild animals
- f. Hiker/backpacker has protective clothing
- g. First aid supplies assembled by knowledgeable staff, content adequate for # of campers, terrain and length of hike
- h. Itinerary and list of all people kept at base camp
- i. Written safety procedures including evacuation protocol, staff trained.

Biking 7.711.42

- a. Supervisor familiar with bicycling laws, knowledgeable of terrain for trip, bicycling in mountains, and simple repairs, 1st aid
- b. Supervisor and counselor accompanies each trip, staff ratio met
- c. One staff at beginning and end of each group
- d. Head protection worn, brakes and bicycles in good condition inspected prior to trip, sized to camper
- e. Repair kit and 1st aid equipment taken on trip
- f. Campers instructed in emergency procedures safe riding practices, road and trail etiquette
- g. Supervisor evaluates each camper for physical capability to participate
- h. Water or fluids taken on trip
- i. Itinerary and list of people kept at camp
- j. Written safety procedures, participants trained

LUTHERAN VALLEY RETREAT MANUALS

Tomahawks 7.711.31

- a. Tomahawk supervisor is experienced Tomahawker
- b. Tomahawk range is free of hazards and well-marked
- c. Equipment shall be safe, inspected before each use
- d. Equipment shall be locked when not in use
- e. All archers use the same firing line. Arrows issued at firing line
- f. Arrows knocked only on firing line after "Range open" command is given
- g. Shooters shall only fire at their target, well defined
- h. Movement shall be controlled by staff all/ meaning all persons behind firing line until "range closed" command is given. This command is given only when all arrows have been fired at the target from all participants.

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:

Teller County Abuse and Neglect @ 719-686-5550
P.O. Box 959
112 North A Street
Cripple Creek, CO 80813

Child Care Licensing @303-866-5958
710 S Ash St.
Denver, CO 80222

LVR's childcare license # is 47771.