



# Staff Manual

## Table of Contents

---

Mission Statement/Guiding Principles	2
Goals and Outcomes	3
Personnel Records	4
Staff Policies and Procedures	7
Staff Guidelines, Rules, and Responsibilities	9
Camper Interaction and Relations	11
Camper Supervision	12
Camper Behavior Management	14
Cleaning Expectations	16
Health Care Policies and Procedures	17
Camp Wide Emergency Policies	23
Transportation Policy	25
Food Service Policy and Procedures	25
Operation, Maintenance, and Repair Procedures	33
Waterfront Procedures	33
Horseback Riding Procedures	39
Teambuilding Procedures	42
Archery Procedures	43
Overnight Camping	44

### Why Camp Kidwell?

Please remember, not only did we select you for the talents and experiences you have to offer our campers, but **YOU** selected Camp Kidwell as a place to share your time, energy, and great ideas. The attitude and expectations you bring with you will play a major role in the benefits and rewards you gain while you are here.

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

### Camp Kidwell MISSION STATEMENT

To provide an extraordinary camping experience to youth and to be a valued resource to youth, families, 4-H, schools, groups, and organizations throughout the region.

### SUMMER CAMP MOTTO AND VALUES

To teach young people skills for Life in a fun, safe, and loving place.

**Community** - Campers will learn how to work together with honesty, kindness, and teamwork to create a **community** that will last forever.

**Growth** - Campers will experience **growth** within themselves and among their peer groups.

**Leadership** - Campers will learn how to be better **leaders** through communication, teamwork and the sense of understanding

**Experience** - Campers will have many opportunities to gain **life experiences** through programs like archery, horseback riding, friendship and a sense of belonging, as well as human interactions, and individual opportunities.

### GUIDING PRINCIPLES

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

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

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

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

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

**Sensitivity:** To campers and fellow staff members needs and feelings, as well as your own.

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

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

**Creativity and Enthusiasm:** Strive to offer exciting activities that are fresh, unique and create a special experience for our campers.

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

**GOALS (G) and OUTCOMES (O)**

- G- **Provide a unique, exciting, fun-filled, and growing experience to all campers.**  
O- Campers learn personal strengths and weaknesses, and how to use them.
  
- G- **Convey to each camper the feeling that he or she is a unique and worthwhile human being.**  
O- Campers become more confident, outgoing, and able to express themselves more clearly.
  
- G- **Each camper is a winner if he or she does the best they can with the abilities they have.**  
O- Campers develop willingness to try new things.
  
- G- **Provide experiences that allow for cooperation with others, to create close relationships with campers and staff.**  
O- Campers develop a healthy respect and interaction level with adults.
  
- G- **Provide a caring community in which campers and staff work together, enjoying each new day and experience.**  
O- Campers show concern for others and willingness to help each other solve problems.
  
- G- **Expose campers to activities with which they may not be familiar with.**  
O- Campers develop interest in new activities.
  
- G- **Offer individual, small group, and large group activities that are skillfully taught and thoroughly organized.**  
O- Campers demonstrate ability to be productive members of any size group.
  
- G- **Challenge children to treat each other with respect and promote positive communication skills.**  
O- Campers think before acting and work through issues in positive and appropriate means.
  
- G- **Provide challenging co-educational experiences, promoting a positive feeling between boys and girls.**  
O- Campers demonstrate positive, meaningful relationships with members of the opposite sex.
  
- G- **Maintain and build meaningful Camp Kidwell traditions through songs, activities, and camping.**  
O- Campers want to become members of staff and continue to share the positive experience that camp provides.
  
- G- **Provide a quality overall program in which campers and families are excited about and want to return.**  
O- Campers will want to return year after year.

**Don't forget, our motto**

**To teach our Young People skills for life  
in a SAFE, FUN and LOVING environment!**

## **PERSONNEL RECORDS, PROCEDURES AND REQUIREMENTS**

### **HIRING PROCESS**

All new summer staff and year round (full or part time) must go through the following interview process at the time of hire:

1. Filing of application
2. Interview(s)
3. At least three employment or personal reference checks
4. Completed Voluntary Disclosure Statement
5. Criminal background checks through Michigan State Police (18 years or older)
6. National Sex Offenders Registry Check
7. Central Registry Check (21 years or older)
8. Verification of all stated skills or certifications.

Applications are available through our website. Applications will be accepted starting at the beginning of the current year, and positions will be filled when an acceptable applicant is found. Interviews will be done with the Camp Director and/or a member of the Allegan County 4-H Clubs, Inc board and/or assistant director.

Seasonal Returning staff will complete an application (including a voluntary disclosure statement), have a Michigan State Police (iChat) criminal background check (18 years of older), a Central Registry Check (21 year or older), and a check of the National Sex Offenders Registry(18 years or older) prior to being rehired.

Year-round staff will have annual reviews and will complete a background check every 3 years. This background check must be completed through the local sheriff's office and requires finger printing.

Job descriptions are available on our website, as well from our office on request. They will also be provided to all interviewees.

### **PERSONNEL RECORDS**

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

- Name
- Verification of education or certification when requirements are needed for position
- Application for employment
- Three references
- Health history
- Documentation of criminal background check and a record of convictions other than minor traffic violations (18 or older)
- Documentation of National Sex Offenders Registry check (18 or older)
- Performance evaluations, if completed
- Record of disciplinary action, if any has been taken
- Completed W-4, MI W-4, I-9, and Michigan New Hire Form
- Central Registry Background Clearance Check (21 and older)
- Employment Information Release
- Work Permit (14-17 years old)
- Other appropriate documents

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

### **SOCIAL SECURITY (FICA)**

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

### **FEDERAL AND STATE INCOME TAX WITHHOLDING**

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

### **IMMIGRATION AND NATURALIZATION SERVICE I-9 FORM**

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

## **WORKERS COMPENSATION**

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

## **SEASONAL EMPLOYMENT**

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

## **BENEFITS**

Summer employment at Camp Kidwell is a temporary/seasonal position; therefore, benefits are not provided.

## **BACKGROUND CHECK**

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

All staff members who are 18 years of age or older will have the following background checks:

- Michigan State Police iChat
- Michigan Sex Offender Registry
- National Sex Offender Registry
- System for Award Management (SAM)
- Office of Inspector General (OIG)

All Staff members who are 21 years of age will have the above background checks as well as:

- Michigan DHS Central Registry

The camp director and assistant director who would fill in for them in the case of absence or emergency will be fingerprinted through the Michigan State Police

Any late hire employees will have all appropriate background checks performed prior to starting work and supervision of children. If the background checks cannot be performed prior to them starting work, they are able to start work. They will not be allowed to hold individual supervision responsibility and will be partnered with another staff member who has had the background checks performed.

## **RELEASE OF EMPLOYMENT INFORMATION**

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

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

## **NONDISCRIMINATION/EQUAL OPPORTUNITY PROGRAM AND EMPLOYMENT POLICY**

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

## **SEXUAL HARASSMENT**

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

For definition purposes, sexual harassment would include the following:

1. Making unwelcome sexual advances or requests for sexual favors.
2. Verbal or physical conduct of a sexual nature used as a basis for continued employment or promotion, or

3. Creating a hostile, intimidating, or offensive work environment due to such conduct.

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

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

**ZERO TOLERANCE**

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

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

**TERMINATION OF EMPLOYMENT**

**Voluntary Termination of Employment**

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

**Involuntary Termination of Employment**

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

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

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

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

**GRIEVANCES**

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

Don Berens - Board President - 616-446-1951 or dberens3@gmail.com

**EVALUATIONS**

**Seasonal Staff**

All staff members will be evaluated throughout the summer on an ongoing basis informally with formal evaluations during the start, middle, and end of the summer. These evaluations will be done by the Leadership team. Meetings to review and discuss evaluations can be arranged. Please talk to the person who did your review to schedule a time.

#### Year-round Staff

All year-round staff will be evaluated by the Board of Directors of Allegan County 4-H Clubs, Inc and/or the Camp Director on a yearly basis. These evaluations will take place at least yearly, or as many times as it is determined to be necessary. They will include a criminal background check, National Sex Offenders Registry Check, and a Central Registry Check.

#### Evaluator Expectation and Training

Any member of the camp's staff who will be evaluating other staff members will be given clear expectations of what their role in the evaluation process is. The evaluation process is to be used as a way for staff members to learn from their experiences and improve their skills and abilities. With this in mind, the evaluators will provide constant and ongoing evaluations. They will reinforce positive and quality behaviors and actions while also providing constructive feedback in areas needing improvement.

#### **PAY DATES**

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

### **STAFF POLICIES AND PROCEDURES**

#### **CAMP REPRESENTATION**

Camp Kidwell is a family friendly organization and expects its employees to represent themselves in such a manner. While working or volunteering at camp, employee behavior and appearance should follow all rules, guidelines, and procedures. Outside of Camp, employee behavior and appearance are equally important, and consideration for such should be kept in mind!

This includes, but is not limited to, everyday interactions, social media, outward appearance, etc. If you choose to wear camp apparel, list camp as an employer on your social media sites, or represent camp in any other way, we ask you to consider how your actions will be perceived by others.

Staff members are encouraged to record memories and help promote camp through pictures, projects, and other means. However, staff members are NOT allowed to distribute or use images of campers in any public setting. Staff members may use pictures from the camp's Facebook page if they would like to have pictures from camp with campers.

#### **SENSITIVE ISSUES**

Smoking, drugs, tattoos, body piercing, sexuality, dating/relationships, cults, religion, ghost / horror stories, divorce, the personal lives of staff members, or any other personal beliefs will not be discussed at camp at any time. This includes discussion between campers, campers and staff, and staff members. These topics shouldn't not be discussed and if a staff member becomes aware of a situation where these topics are being discussed, they are to redirect the campers or staff members to discuss things that are appropriate to the camp setting. If the person(s) continues to discuss such topics, report the incident to leadership team.

It should be noted that Camp respects your choices and beliefs and knows that everyone comes from differing backgrounds and experiences. This is what makes each group of campers and staff so unique and amazing. We hope you let your individual personality and beliefs shine through your actions as well as encourage the campers to do the same. However, as a staff member you accept to honor the values and beliefs of 4-H Camp while you are on duty and are expected to represent yourself as such. Camp traditions are important and should be upheld, but it is the choice of everyone to participate in such traditions. I.e. saying grace, singing songs, or other traditions. If an individual chooses not to participate, that is perfectly acceptable, we only ask they respectful to whatever is taking place and wait quietly until it is finished to rejoin the group.

#### **PHONE, INTERNET, AND COMMUNICATION**

Staff members may contact and communicate with friends and family during their time at camp. However, this contact should be limited in length, taking place during appropriate times (e.g. off times), and in a way that is out of the perception of campers.

#### **Staff Mailbox**

Each staff member is assigned a mailbox to be used for inter-camp communication and for storage of personal belongings. Examples: keys, cell phones, wallets, attendance lists, etc. Mailboxes should be kept tidy and should not be over filled.

#### **Sending mail**

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

#### **Internet Service**

Staff members will have access to the Camp's internet services (Wi-Fi connection), but this service will be limited. Internet use will only take place when permission is granted by the Camp Director, assistant director (s), or secretary. Permission will be granted when details of use are deemed appropriate. Examples: Research or development of camp activities, summer college courses,

limited personal email checks, etc.

#### Phones use

The use of personal cell phones are limited to appropriate times and locations. Cell phone use should not be excessive (limited amount of time). **When cell phones are not in use, they MUST be shut off and in your personal mailbox. Cell phones cannot be in your cabin at any time, be charging or left out, and are not allowed at staff meetings!** Use of cell phones with Wi-Fi access should be limited to the internet service policy discussed above. Use of personal cell phones is a privilege! If you are unable to follow the guidelines presented, the privilege can and will be taken away!

The camp landline is available for staff use, if necessary. The Camp Director, assistant director (s), or secretary will grant permission for use, if deemed appropriate. Please ask to use the phone and keep the use limited to a short amount of time. This phone is the emergency line and **cannot** be tied up for prolonged periods of time!

#### VISITORS, GUESTS and INTRUDERS

All visitors and guests must sign in with the camp office upon arrival at camp. After they have signed in, they will be given a visitor pass indicating that they have checked in and are an approved visitor. Any time you see an unknown visitor, you should approach -them and be sure they identify themselves, share why they are here at camp, and take them to the camp office to sign in. Visitors should not be wandering around camp without a visitor pass.

#### Staff Visitors

Any staff member wishing to have someone visit must submit a request in writing to the Camp Director or assistant director(s) at least 12 hours prior to the planned visitation. The notification should state who and how many people will be visiting, the purpose of their visit, the date/time they will arrive/leave. The only exceptions to this will be Camp Kidwell board members or other individuals who have made previous arrangements with the Camp Director or assistant director(s). As part of our COVID 19 protocols, we will be limiting guests.

#### Parents of Campers

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

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

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

#### General Public

If any other individual would like to visit the camp property or observe the camp program, he/she must contact and receive clearance from the Camp Director and assistant director(s). All visitors must sign in and out in the camp office.

#### Unknown and/or Unwelcome Guest

If a visitor is on camp property that is unknown to you or seems suspicious you should attempt to greet them. At this time, they should be able to identify themselves and explain the reason for their visit. If their reasoning is appropriate, please be sure they sign in at the camp office. If the guest is confrontational or uncooperative, you should notify the Camp Director and assistant director(s) immediately using the camp communication system. Do not leave the visitor unattended for any reason (in the case of exhibiting harm towards you, you should protect yourself in any way possible). In the case of an intruder with known or exhibited violent intentions, you must lookout for the wellbeing of yourself, all campers, and fellow staff members. This means getting everyone away from the intruder and into the safest possible location. You will want to minimize the amount of exposure of yourself and campers to the intruder.

#### Emergency situation arising from an intruder

In the case of an intruder emergency taking place at camp, each staff member will need to make split second decisions on how to handle the situation appropriately. In any intruder emergency, staff members are expected to use their best judgment as to what the best and safest way is to handle the situation. Staff members are expected to do everything in their power to keep the campers, fellow staff members, and themselves as safe as possible. This means getting your group as far away from the source of the emergency and securing everyone's safety in the best way possible. Doing so will involve using common sense and getting everyone near/around them out of harm's way in the best possible way. When an emergency is identified, staff members should do what they can to ensure the safety of everyone around them first, then call 911. Again, common sense should be used to make



this happen. If you are unable to safely get to a phone you should not risk yourself or anyone else's safety to try to do so. If possible, please use the camp wide emergency communication system to notify other staff members of this emergency.

### **DAILY STAFF MEETINGS**

Daily meetings will be held to discuss issues pertinent to the operation of camp. Staff members will discuss camper related issues as well as scheduling and upcoming activities. These meetings are very important, so please be sure to be prepared and ready to share.

### **STAFF IN-SERVICES AND LATE HIRES**

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

Staff members who are not able to attend staff orientation/training or are hired late will be included in a job shadowing program. These employees are given the basic expectations and requirements for their position; then, they are partnered with an experienced staff member until they can demonstrate competency in all areas.

### **TIME OFF**

Each staff member will have scheduled time off each day. The schedule will be determined on a weekly basis and laid out to offer the best possible experience for our campers. The schedule may change without notice, in this case staff members will be given the opportunity to make up as much lost time as possible. Staff members' flexibility and cooperation with this policy is VITALLY important to camp running smoothly and successfully.

Anyone needing unscheduled time off must make a written request to the Camp Director at least one week prior to the needed time off. A staff member's salary may be deducted when their time off takes them away from their duties for more than their normally scheduled off time. Salary deductions may also be made for sick leave or any non-work related injuries resulting in lost work time.

### **STAFF LAUNDRY FACILITIES**

**You must have permission from the Camp Director, Assistant Director (s) or Health Officer prior to using the laundry facilities.**

There is a washing machine and dryer in the laundry room for staff members to use if needed. The laundry room is to be used for kitchen laundry, camper laundry, and other camper specific needs first and foremost. If you are in need of having clothes or other garments washed, please ask the health officer and they will let you know if and when the wash can be done. Please make sure to remove excess dirt from your clothing prior to using the equipment. Use of the laundry room is a privilege. Staff members are responsible for the cleanliness of this facility. Failure to keep the laundry room clean and orderly may necessitate its closure.

## **STAFF GUIDELINES, RULES AND RESPONSIBILITIES**

### **GENERAL GUIDELINES**

WE ARE CHILD CENTERED, THIS MEANS ALL STAFF MEMBERS WILL BE GUIDED BY CONCERN FOR THE CAMPER AND THEIR NEEDS. Each person's job is to help give the camper an effective and enjoyable experience. No staff member shall expect special considerations based on staff position involved.

### **ROLES WITHIN CAMP PROGRAM**

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

### **STAFF DUTIES AND EXPECTATIONS**

Staff members should:

1. **BE CONCERNED FOR THE HEALTH, SAFETY, AND WELL-BEING OF CAMPERS**
2. Function in a professional manner always
3. Be a good role model and example always. Be a leader in developing a wholesome camp atmosphere.
4. Get to know the members of your cabin group. Help them get acquainted with one another.
5. Learn all campers names as soon as possible
6. Use names often and with intention
7. Be enthusiastically involved in camp;
8. Be on time and assist campers to be on time to scheduled activities;

9. Participate in all camp programs unless otherwise directed;
10. Encourage everyone to participate in all activities and to take care of equipment, property, etc.;
11. Encourage COOPERATION among cabin groups;
12. Encourage every camper to be considerate of his/her fellow campers as well as staff;
13. Give up some of your personal interests so that the needs and interests of others can be met;
14. Encourage campers to enjoy camp to the fullest and help them avoid any type of intimate relationships so they can focus on the activities and programs at camp.
15. Set this example by being sure intimate relationships with fellow staff members do not happen.
16. Help the group determine the interests that the majority favors to undertake at a given time;
17. Observe campers for bruises, cuts, bites, etc., as well as illness, lice, or sadness. Check on illnesses or injuries and, if necessary, report them to the Health Officer;
18. Promote order and cleanliness in the cabin;
19. Staff beds should be located at each entrance to the cabin on the bottom bunk;
20. Each camper has special personalities that make them unique and special. Observe these characteristics and use them to give each of your campers as well as all of our camper's intentional praise. Also, use these observations to recognize campers with our Signs Of Super(SOS) board and awards;
21. Maintain necessary discipline and ensure campers understand the limits of living in a group situation;
22. Ask for help and when staff encounter a particularly difficult child staff will seek the assistance of those above themselves in the chain of command;
23. See that no one is left out. Give special concern to the "shy" camper without labeling;
24. Watch for signs of homesickness and unhappiness—especially the first day and night;
25. Staff members are expected to promote and enforce a quiet environment after campfire;
26. Watch for fatigue in campers and yourself;
27. Make sure you learn the art of leisure and relaxation. The campers will catch the spirit;
28. Do not hesitate to ask other staff members for advice in unfamiliar situations. Assist all staff members by supporting them and helping them gain satisfaction in their roles;
29. Be willing to assist those in charge of activities in any way that you can;
30. Help to evaluate the camp, its program, and the effect it has on campers and other guests. Be prepared to share ideas for games, skits, evening programs, songs, campfires, etc.
31. Be awake and ready to supervise campers at ALL times including at wake up, lights out, and rest time.

## CAMPER RULES

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

17. Animals, firearms, and other hunting equipment are prohibited. Personal sports equipment will be approved by the camp director / designated staff member; and
18. If an emergency arises while you are at camp, you should follow the directions of the staff members around you. This may include a fire, weather, medical, or intruder emergency. Staff members have been trained on how to handle each of these situations and will give directions on how to proceed. If for some reason you are not near a staff member and an emergency arises, you should seek staff members and other campers if this can be done in a way that keeps you safe.

## **CAMPER INTERACTIONS AND RELATIONS**

### **CAMPER INTERACTIONS**

Working with children at camp is a privilege that not many people get to enjoy. By accepting this opportunity, you have also taken on a great responsibility. It is your responsibility to do everything in your power to help our campers have a safe and fun experience while they are at camp. They need to be safe physically, mentally, and emotionally. To achieve this, we have created guidelines to follow when interacting with campers. These guidelines apply to your time here working at camp as well as your time outside of camp.

Below you will find several guidelines listed and there will be a discussion of examples and expectations during our training. It is vital that all staff members follow the guidelines to ensure the campers safety and limit our liability.

### **DURING CAMP**

One of the biggest premises of summer camp is staff and camper interaction. It is also important that this interaction be positive in nature and something that is beneficial to everyone involved. To achieve this, we need to be aware of how our interactions can be perceived, what the effects of the interactions may be, and what the boundaries of these interactions are. Please review the guidelines listed below carefully to be sure you understand them. Also, know that during our staff training there will be additional topics, examples and prevention techniques discussed.

1. Staff members understand and accept that they are a care-taker of children;
2. Staff members understand that there is a clear power difference between themselves and campers;
3. Staff member may not be abusive to or use derogatory language with campers in any way;
4. In all dealings with campers, staff members should strive to **RESPOND** as opposed to react to children;
5. Any activity to be done with campers should be able to be done in broad daylight, with company!;
6. There will be no "hazing or initiation" of campers by campers or staff members;
7. Teasing, horseplay or other similar activities with a camper can be over-stimulating and are not allowed;
8. Staff members will, under no circumstances, share a bed or sleeping bag with a camper;
9. On overnight camping trips there will be a minimum of two adult leaders. There will also be at least one staff member to represent whichever genders are present;
10. Staff relationships are not allowed!!!!!!
11. Staff members sleeping together is grounds for dismissal;
12. Adult staff members shouldn't be alone with minor staff members
13. Staff members are not allowed in cabins of the opposite sex after lights out unless for camp business;
14. Staff members will set limits with children who "cling" or hang on them;
15. Staff members should never touch a camper against their will (unless in the case of clear and present danger to the child) and should only touch campers on the hand, shoulder, or upper back;
16. Staff members should never touch a camper in any way that causes them discomfort, whether expressed verbally or non-verbally;
17. Younger children should be encouraged to change their own clothes as much as possible;
18. Staff members working with adolescents need to be aware of the tendency for this group to develop hidden or secret romantic fantasies; and
19. The romantic lives of staff members can, under no circumstance, be shared with campers or other staff members. This means any display of affection is NOT allowed!

### **OUT OF SEASON**

During your time here at camp, you are going to form strong relationships with staff members as well as campers. This is a natural occurrence and is important to camp being positive and successful. When camp is over you will want to stay in touch with the staff members and campers. And even if you don't want to stay in touch with the campers, they will want to stay in touch with you. In their eyes you are HUGE part of a great experience and they feel a strong connection to you. With this in mind, it is important that these interactions continue to be positive and beneficial to everyone involved just as they were when you were at camp working.

It is Camp Kidwell's policy that you will never contact a camper outside of camp on behalf of Camp Kidwell. Any interaction you have with a camper will be on behalf of yourself. This may include chance run-ins out in public (i.e. the grocery store, mall, sporting events, etc.), letter to letter communication, social media, phone calls, etc. It is important if you choose to interact with campers outside of the camp setting that you understand that this is a personal choice, and Camp Kidwell is not liable for your decisions or actions.

The only exception to this policy is if you are helping with an out of camp season program, which requires interaction with campers. During this time, you will be expected to follow all rules, guidelines, and expectations outlined and followed during the summer camp season.

**CHILD PROTECTION LAWS AND CHILD ABUSE NOTIFICATION**

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

**Definitions**

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

**Staff Procedures**

1. All campers are examined by the Health Officer within the first 24 hours of arrival at camp. The Health Officer and other camp staff will document any bruises or cuts on the camper's medical record;
2. All staff members shall listen and watch for signs of child abuse/neglect as trained during staff orientation;
3. All camp staff members have a legal obligation to report any suspected cases of child abuse or neglect;
4. All staff members will report the suspected case to the Camp Director who will review the situation. If it is deemed necessary, the Camp Director will report the case to Child Protective Services/ Michigan Department of Human Services within 24 hours of the suspected case being identified. The Case is reported through the Centralized Intake for Abuse and neglect hotline at 855-444-3911;
5. **Any information concerning campers is strictly confidential. This is of the utmost importance when dealing with suspected cases of child abuse. The camper must never be informed of this notification process.** His/her knowledge of this report could endanger him/her when he/she returns home; and
6. If an alleged perpetrator is on camp grounds, they will be immediately separated from the campers until the incident is resolved, until the threat is removed, or as long as necessary to protect the safety and welfare of the campers.

**CAMPER SUPERVISION**

**CAMPER TO STAFF RATIOS**

All activities will use the following supervision ratios.

Camper Age	Number Staff	Overnight Campers	Day-only Campers
4-7years	1	-	5
8-16 years	1	7	7

**SUPERVISION PROCEDURES**

1. The safety and well-being of campers will always be observed ;
2. Staff members are never to be alone with a camper. They always should try to have another staff member with them when with a camper, but if this is not possible, should at least be within eyesight of another staff member; \*
3. All staff members responsible for supervision will be at least 16 years of age;
4. All staff members responsible for supervision will be at least 2 years older than all campers;
5. At least one 18 year old staff member will be on duty at all activities;
6. At least 2 staff members will be present at all activities; \*
7. Staff members will be present, attentive, and focused on the campers when assigned to an area or activity;
8. When instructing, staff members will be prepared with lesson plans and materials; and
9. When assisting, staff members will provide support to the leader of the activity.
10. Any staff members under the age of 16 will not be left unattended and will not be asked to supervise children by themselves in any situation. If there are times when a 16 YO isn't available, at least two 14+ year olds will be

used.

\*Some situations require that only one staff member be present. Examples of such situations are....a sick camper in the health office, morning and nighttime bathhouse time, overnight restroom visit, etc. During this time, it is known that only one staff member may be with campers, and staff members are to be sure to put themselves in good situations by ensuring there is at least 2 campers present or exiting the situation until there are at least 2 campers present. The Camp Health Officer may not be able to do this at all times, but it is known that this is an acceptable procedure.

#### SUPERVISION OF GENERAL CAMP ACTIVITIES AND UNSTRUCTURED TIME

There are many times throughout each day that campers and staff are not part of a structured program or activity. Examples of such times may be free time, attendance time under the shelter, waiting for a member of a group to arrive before starting an activity, large group activities, etc. During these times, it is the responsibility of the staff members to provide supervision and guidance to the campers, so they stay safe and engaged in the overall camp experience. Staff members should stay actively involved with the campers at all times—especially during unstructured times when it is easy to be distracted. Examples of being actively involved are having conversations with campers; implementing simple, quick, and fun games; engaging the campers in camp appropriate ways; and any activity that keeps them focused on camp.

#### NIGHTTIME CAMPER SUPERVISION

Staff members will be responsible for helping the campers get ready for bed and be sure they are in bed sleeping throughout the night. Staff lights out is 11pm, and all staff members are expected to be in bed by this time. From 10:30pm to 11pm, staff members will have time to shower and get ready for bed. At least 2 staff members will sleep in each cabin. Camper supervision needs to be ensured during this time, this means taking turns going to the bathhouse, and ensuring there is coverage at all times. This means that staff need to prepare for bed in an efficient manner so that each staff member has the opportunity to do so prior to 11pm.

#### CAMP RENTAL SUPERVISION

Rental groups are responsible for the supervision of their own programs and activities. However, if a rental group hires a staff member to instruct/lead in a certain area, said staff member will supervise that area for the allotted time. The staff member is also asked to look for general care of the grounds by the rental group.

#### BULLYING

##### What to look for if a child is being bullied?

1. Unexplainable injuries;
2. Lost or destroyed clothing, books, electronics, or jewelry;
3. Frequent headaches or stomach aches, feeling sick or faking illness;
4. Changes in eating habits, like suddenly skipping meals or binge eating;
5. Difficulty sleeping or frequent nightmares;
6. Loss of interest in camp activities, or not wanting to participate;
7. Sudden loss of friends or avoidance of social situations;
8. Feelings of helplessness or decreased self-esteem; and
9. Self-destructive behaviors such as running away from home, harming themselves, or talking about suicide.

##### What to look for if a child is bullying others?

1. Get into physical or verbal fights;
2. Have friends who bully others;
3. Are increasingly aggressive;
4. Have unexplained extra money or new belongings;
5. Blame others for their problems;
6. Don't accept responsibility for their actions; and
7. Are competitive and worry about their reputation or popularity.

##### How to STOP bullying?

When adults respond quickly and consistently to bullying behavior, they send the message that it is not acceptable. This has been proven effective in stopping bullying behavior over time. There are simple steps adults can take to stop bullying on the spot and keep kids safe. Things to do:

1. Don't ignore it. Don't think kids can work it out without help;
2. Model respectful behavior. **WE DON'T BULLY, EVEN "JOKING" AROUND**
3. Intervene and stop the behavior immediately.
4. Stay calm and be meaningful without being harsh.

##### When investigating reported bullying:

1. Sort out the facts only after the campers have been cared for and any immediate situations have been addressed;
2. Discuss situation with participants and witnesses in private;

### **CAMPER BEHAVIOR MANAGEMENT POLICY AND PROCEDURE**

Camp Kidwell staff members will use the behavior management styles below. Our behavior management procedures emphasize positive reinforcement and redirection of undesirable behaviors. Most, if not all, behavior issues can be prevented if the following steps are utilized on a consistent basis.

#### Preventative Methods

To prevent and limit inappropriate behavior all staff members are to set a good example and help campers make positive choices. These preventative methods begin with the basics:

1. **Reinforce good/appropriate behavior via intentional praise** – acknowledge individual actions with specific statements. Instead of “good job buddy” be specific “Sally thank you for helping me pick up”.
2. **Include the camper’s name in words of affirmation**, e.g. “Bob, I like how you are patiently waiting your turn”
3. **Use enforceable statements**, e.g. “I listen to people who don’t yell at me” or “We will begin our activity as soon as everyone is quiet and paying attention” NOT “Be quiet!”
4. Set a good example;
5. Discuss camp rules with all campers;
6. Discuss consequences of breaking camp rules;
7. Be consistent when enforcing rules;
8. Help campers and staff to choose appropriate behaviors over unacceptable ones;
9. Inform staff of all necessary discipline measures;
10. Meet the camper’s basic needs.

These preventative methods are based on the following reasons:

1. It preserves and enhances the relationship with the camper while maintaining a disciplined environment;
2. Staff is able to spend more time teaching and having fun and less time disciplining;
3. Campers feel cared about;
4. Campers know that if they cause a problem, they will be asked to solve it and they learn that they are capable of doing so;
5. It sets the stage for campers to grow into responsible and caring adults;
6. It creates less stress and work for staff members; and
7. We become consistent, reliable, and caring with high expectations and campers who can meet those expectations.

#### Behavior Management Tools

1. **Neutralize Arguing**
  - A. *Go Brain Dead* – does not help to argue with a camper who wants to argue
  - B. *One-Liner* - Choose one liner and become a broken record (I respect you too much to argue, I know, Probably so, I’m sure it seems that way to you, etc.)
  - C. *Set an argument time* – “I argue at 11am and 4pm, what would work best for you?”
2. **Proper Consequences**
  - A. Assign consequences which fit the behavior, not the individual
3. **Empathy**
  - A. Keep it short, sweet, simple, and repetitive
  - B. Choose an empathetic statement you like and be genuine (NO sarcasm) – “That must make you feel so sad”, “This must be tough”, “Ohhh”, “That’s a bummer”, etc.
  - C. Sad Not Mad
  - D. Be aware of your non-verbal communication—kids can tell if you are sincere or not.
  - E. Deliver consequence with empathy
4. **Develop Positive Relationships**
  - A. Focus on the camper’s strengths and interests.
  - B. Try the “I noticed technique”
  - C. Never embarrass the camper.
  - D. Find staff who can help you “tag team” a camper.
  - E. Smile!
  - F. Listen and try not to give advice unless asked.
  - G. Never lecture or threaten.
  - H. Don’t try to talk with a camper when they are upset.
5. **Reset**
  - A. Give campers the time and space they need to get back to a place they can interact appropriately.

- This is NOT a time out or punishment

B. Resetting is used to provide time for the camper to emotionally recover

**6. Positive Reinforcement**

Give more time and acknowledgement to those that are being good and not causing issues. Most negative behavior is the camper seeking attention but if they do not get attention for the negative behavior and see those that are being a good example their behavior will soon change. Simply, focus on the good and try to see past the bad. Ex: "Lilly, thank you for helping clean the office. I could tell that it wasn't something that you wanted to do, but you pitched in at the end, and helped your office mates!"

**7. Video Taping**

When you watch a movie, you as the observer place blame and enjoyment on the actors or scene. This is quite similar to a videotaping statement with cold hard facts with no blame, judgment, or attitude attached to the statement. They are simple and straightforward statements about the here and now about the actions that are occurring. Ex: "Riley, I see that you decided to not come prepared for your swim session."

**8. Asking Questions**

How often do you do something without thinking about it? Sometimes campers need a helpful reminder to make them think about the choices they are making. By an outsider asking them a question, it helps them think about their choice before they make it. The emphasis is on the individual and does not place blame or judgment on the individual. Focus on your non-verbal cues and tone of voice when you ask these questions the three most universal questions are:

- A. (Name) What are **you** doing? i.e. KJ, what are you doing?
- B. (Name) What should **you** be doing?
- C. (Name) What should we do, if **you're** not doing what **you're** supposed to be doing?

**9. Set Limits with Enforceable Statements**

**10. Use Choices to Prevent Power Struggles**

- A. Never give a choice on an issue that might cause a problem for you or anyone else.
- B. For each choice, give only two options, each of which will be okay with you.
- C. If the camper doesn't decide in a reasonable amount of time, decide for them.
- D. Only give choices they are able to perform.

**11. Quick and Easy Interventions**

- A. Since the problem occurred in the cabin, session, etc. with a staff member then those involved should have a chance to correct the issue.
- B. Quick and Easy interventions should be used whenever possible before sending to an administrative team member or using consequences.

**12. Guide Campers to Own and Solve Their Problems**

- A. Empathy – how sad or I bet that hurts.
- B. Send the power message – what do you think you're going to do?
- C. Offer Choices – Would you like to hear what other kids have tried?
- D. Have the camper state the consequences of the choice – and how would that work?
- E. Give permission for campers to either solve the problem or not – "Good luck," "I hope that works out," etc.

**BEHAVIOR MANAGEMENT TECHNIQUE**

1. Give space to calm down
2. Let camper let you know when they are ready to talk
3. **What's up** – Talk with the camper(s) about what happened
4. **Owning up** – Help camper(s) take ownership of what happened
5. **What's next?** – Help the camper(s) make a plan for moving forward

Acceptable Consequences for inappropriate behavior – from non-admin staff

If the methods listed above do not get results, all counselors are to get the assistance of a program staff member, leadership team, or the camp director. The following consequences are acceptable, only under the supervision of a program staff member. Most importantly, at no point is a staff member authorized to physically control a camper's behavior. At no time will camper discipline include depriving a camper of food or sleep, placing a camper alone without supervision, subjecting a camper to ridicule, threat, corporal punishment, excessive physical exercise, or physical abuse. Only the Camp Director / Assistant Director(s) can authorize phone calls to a camper's parents. Only the Camp Director has the authority to dismiss campers. At no time should a staff member respond to a discipline issue with a harsh attitude or inappropriate language.

1. Quiet time e.g. Chill out time
2. Change in environment

### Acceptable Consequences for inappropriate behavior – from administrative staff

At times further action is needed to help campers, the following consequences are to be used only by administrative staff in extreme circumstances.

1. Restriction from activity
2. Added clean-up duties or activities
3. Conference with Director
4. Conference with parent/guardian and director
5. Dismissal from camp

### Unacceptable discipline

At no time are the following forms of discipline acceptable

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

### Sending a Camper Home

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

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

## **CLEANING EXPECTATIONS**

### Sunday Clean-Up

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

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

### Daily Clean-Up Areas

The areas will be cleaned daily by designated staff members.

**Waterfront** - Rake the beach, clean-up sticks and garbage, empty garbage sweep off docks and steps by buddy board.

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

**Shelter** - Move tables and sweep under shelter, pick up garbage around shelter, water flowers

**Bathhouse** - Take out garbage, clean mirrors, clean/scrub toilets, clean shower mats and under, clean sinks, stock toilet paper and paper towels, sweep, and mop.

**Lodge** - Sweep and mop the lodge

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

### Cabins

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

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

### Friday Clean Up

On Friday camp will be cleaned for weekend use. All areas are to be cleaned (see "Clean Up Areas" above) with an emphasis on:

- ✓ Cabins being thoroughly cleaned: flipping mattresses, sweeping under all beds, garbage bags emptied and restocked



- with extra in the bottom of the can;
- ✓ Bathrooms: scrubbed toilets and shower stalls sprayed with bleach spray; and
- ✓ SMOKE DETECTORS need to be checked in each of the cabins including the lodge and game cabin.

## **HEALTHCARE POLICIES AND PROCEDURES**

### Policies and procedures

1. Phone Number for Emergencies and consultations
  - a. 911- Emergencies
  - b. 686-5800- Dr. Lou Praamsma
  - c. 673-8424- Allegan General Hospital
  - d. 673-6617- Allegan County Community Mental Health
2. The nurse's station is located in the center of camp. The facility can provide temporary isolation of campers and staff as needed. If a camper is required to be in the nurses' station, the health officer or a designee will always be present.
3. The health officer will always be in residence at camp and on-duty during all camping programs. The health officer will be a licensed physician, registered nurse, licensed pediatric nurse practitioner, licensed practical nurse, licensed emergency medical technician, medical first responder or hold certification that is equivalent to the requirements set forth by the National Outdoor Leadership School manual number 16175, which is adopted by reference in R 400.11103.
4. Camp Kidwell has an agreement with an on-call doctor (Dr. Lou Praamsma), emergency facility (Allegan General Hospital), emergency transportation (Life EMS – Allegan), and treatment unit. Dr. Praamsma reviews, updates and provides yearly approval for all healthcare policies and procedures. Our health officer(s) is responsible for daily medical care based on our standing orders from Dr. Praamsma as well as standard first aid practices. Dr. Praamsma will be contacted if a situation occurs that requires more expertise than the health officer is able to provide yet is not an emergency. If an emergency occurs that is clearly life threatening or severe enough to require hospital care, 911 will be called and the campers/staff member to be taken directly to the hospital and parents or emergency contacts will be contacted. After any emergency has been addressed, Dr. Praamsma will be notified of the situation for further review.
5. If an emergency arises, 911 will be called and Dr. Praamsma will be notified.
6. Parents or Guardians of a camper will be contacted if a camper is involved in an emergency situation or is withheld from regular camp activities for more than half of a day due to other medical concerns. Such as sickness, injury, etc.
7. Our treatment procedures are based on standing orders and other recommendations from our Camp Doctor, Dr. Lou Praamsma. We hire a health officer each year who is responsible for the oversight and implementation of our health care program. Our Health officer becomes familiar with our health care procedures prior to the camp season and helps us to train other staff members on their roles and responsibilities. The Health Officer will use the doctor reviewed and approved standing orders to provide needed first aid, check and maintain supplies, dispense all medications, keep a log of all medical services provided, follow-up on any special or dietary needs, and is responsible for proper handling of bodily fluids. All other staff members are to have First Aid and CPR training and are expected to provide care for campers and fellow staff members when needed/appropriate, but not to exceed basic first aid expectations or their personal level of training. Staff members are expected to provide this care when needed, and if the situation calls for it, request the health officer's assistance. They can do this through our communication system or by asking another staff member to get them.
8. All health care provided will be indicated in the health officer's log. The log will include the date, time and name of the person injured or ill., general description of injury or illness, location of injury or issue (Examples: R.Leg, L foot, R index finger, etc.), general description of treatment (including treatment administered away from health office), administration of all medications and initials of person evaluating and treating. Any contact with parents for irregular pick up and drop off as well as notifying parents of illness or injury will also be included in the health officer's log. This log will be kept electronically and will be printed at the end of each session. At the end of the season, all records will be stored. These records are kept for no less than 20 years.
9. Staff and camper health history information will not be released to outside parties unless the individual has signed a Release form.
10. The health office will remain open at all times, unless indicated otherwise. At which time a message will be left on the door to indicate where and how to contact the health officer.
11. The health officer will have a walkie-talkie with them at all times so they can be contacted.
12. All activities are on-site. A First Aid/CPR certified staff member will be present at all remote location activities. 1<sup>st</sup> Aid Kits will be present at all program areas and at all remote location activities. Any and all medical actions will be reported to the health officer. See "overnight camping" for specific details on medical procedures for overnight camping trips.
13. Staff members will be expected to observe and evaluate campers and fellow staff members to be sure they are physically and emotionally well throughout each day. Staff members are expected to provide medical assistance and support to all campers and fellow staff members within the limits of their trained abilities. If a situation arises that is outside of their trained abilities, they are expected to contact the camp health officer immediately. Any medical assistance provided by staff members should be reported to the health officer for follow up as well as for inclusion in the medical logs.

14. All staff members are to make a point, throughout the day especially at wake-up and bedtime, to check campers for obvious physical and emotional concerns, such as bug bites, cuts, bruises, sunburn, rashes, coughing, sneezing, headaches, sadness, uneasiness, disagreements, etc. During the day they should consider mood, appetite, activity level, etc. Any concerns will be reported to the camp health officer.
15. A daily “cabin clean-up” will occur and the health officer will check the clean-up.

#### Health History Requirements for Staff

1. Each staff member will provide and maintain Camp Kidwell with an up-to-date health history statement. This statement will minimally include any special health, behavioral or dietary needs, physical limitations or medications that may affect the staff members’ ability to perform any duties of their job, parent guardian/emergency contact information, and will indicate if the staff person is free from any communicable diseases.
2. These forms and records will be kept by the Health Officer in their file or electronic record.

#### Health History Requirements for Campers

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

#### Camper Health Screening Procedures

At the time of registration, the legal guardian or parent of each camper and our Health officer, or someone who is working under their direct orders, will conduct a thorough health screening review and check-in. This screening includes, but is not limited to, those things listed below:

1. Temperature taken;
2. Review of camper’s health form;
3. Review of any recent medical concerns or conditions;
4. Review of any pre-existing physical ailments, i.e., cuts, scrapes, bites and rashes – parents and campers are given a chance to share any concerns they may have. **Focus and allow the camper an opportunity to share any concerns and questions;**
5. Review and discussion about, physical or program/activity limitations, special needs, health and/or behavior problems;
6. Check in and review of directions for administering all prescribed and non-prescribed medicine;
7. After finishing this review, parents will consent to going through the review and check in process as well as give permission to administer over the counter meds as needed; and
8. During the swim test (all resident campers complete a swim test within the first 24 hours at camp prior to taking part in any swimming activities), all campers will be observed by the health officer or assigned designee for potential contagious diseases and signs of possible abuse or neglect. This will be a visual check when the campers are in their bathing suits getting ready to enter the water. If any suspicious conditions are noted, the information will be passed along to the camp director and the health officer and director will make a decision on how to proceed. The camper should not be made aware of any concerns before the director is contacted and the situation is discussed.

#### Staff Health Screening Procedures

Prior to working for the first time each summer each staff member and the legal guardian or parent of any underage staff members and our Health officer, or someone who is working under their direct orders, will conduct a thorough health screening review and check-in. This screening includes, but is not limited to, these things listed below:

1. Review of Staff health history form;
2. Review of any recent medical concerns or conditions;
3. Review of any pre-existing physical ailments, i.e., cuts, scrapes, bites and rashes;
4. Review and discussion about, physical or program/activity limitations, special needs, health and/or behavior problems;
5. Check in and review of directions for administering all prescribed and non-prescribed medicine. Special note: discuss any medicine that may affect how the staff member is able to perform their duties;
6. Ensure contact information for all custodial parents (name, address, and preferred phone numbers, including work numbers) for underage staff members and emergency contact for all staff members; and
7. After finishing this review, staff members and/or parents will sign a sheet indicating the review and giving permission to

administer over the counter meds as needed.

### Camper Release Policy

After campers are registered and the parents leave Camp Kidwell, staff members are responsible for their well-being. Campers will not be allowed to leave the camp until the time of pick up for the session they are attending, or an authorized person makes a written or verbal request to pick the child up for unforeseen reasons. Before a camper can leave the camp's care, the authorized person must sign the children out with the health officer or other authorized staff member. These authorized individuals must provide photo ID. The only persons who the camper can be released to are the parent/guardian listed on the camper's registration form or individuals listed "Alternate Pick-up" individuals which will be completed at or before registration. Any individual, signing out a camper, who the staff member does not know will be required to provide photo identification.

### Storage and administration of prescription drugs and medications

The health officer is responsible for dispensing daily medications and all minor and moderate first aid needs. As many staff members as possible will be 1<sup>st</sup> Aid/CPR trained and will be available to assist as needed. All prescription drugs and medications will be kept in the locked medicine cabinet in the Health Officer's Quarters. The Camp Director will have a second key to the cabinet. Any Refrigerated medicines will be kept in a refrigerator in the Health office. The administration of all camper medicine will be by the Health Officer. All meds will be recorded in the daily log. Each log entry must have initials. In case of an emergency, the Health Officer may authorize another qualified person to perform the health duties. All medication information will be kept in the strictest confidence and will only be shared with those who need to know the information for safety reasons.

### Camper Medication

All camper's medication will be checked in with and administered by the camp health officer. All medication must be in their original containers and have any doctor's orders included with the packaging. When administering medications, prescription or over the counter, the health officer will follow all doctor's orders for prescription meds and label instructions and/or written direction from parent/guardian for over the counter medication.

### Staff Medication

All staff member medication will be kept in the locked med cabinet. Staff members will have the option to administer their own medications or ask the health officer to administer medication. Minimally, staff members need to disclose any medications they are taking which may affect their ability to perform the responsibilities of their job. If a staff member is taking any such medications, they will disclose this information to the health officer and discuss how the meds will affect them and what accommodations can be made to allow the staff member to work.

### Health Office Supplies

In addition to storing all camper and staff prescriptions and over the counter medication, the health office will always also have various over the counter medications and medical supplies on hand . Minimally, there will be a thermometer, thermometer covers, bandages (varying sizes and shapes), gauze, ace bandages, adhesive tape, alcohol pads, hydrogen peroxide, antibiotic ointment, hot/cold suppression packs, children's and adult ibuprofen, aspirin, allergy medication, Pepto-Bismol, antacids, anti-itch crèmes, insect sting relief, bug spray, sunscreen, aloe lotion, and fully stocked first aid kits for all program areas and remote area activities. As supplies need to be replaced or reordered the health officer will notify the camp director / designated staff member. The camp director or their designee are responsible for ensuring that these supplies are obtained.

### Medical Emergency Procedures

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

1. Stabilize the situation.
  - a. Take into account the safety of all campers and staff.
  - b. Direct everyone to stay calm and remain in a designated area
  - c. Use known first aid techniques: check airway, check breathing, and check circulation.
2. Follow Chain of Command and walkie-talkie procedures for the particular emergency.
3. If life threatening or Severe Injury,
  - a. Main Camp/Horseback Riding Area - If the situation is known to be life threatening or severe, call 911 immediately. The staff member calling will provide 911 with the camp's address and instructions that a staff member will meet them at the road/driveway to give them further directions.
  - b. Kidwell Island - If the situation is known to be life threatening or severe, call 911 immediately. The staff member calling will provide 911 with an address, 70 38<sup>th</sup> St. Gobles, MI 49055 and instructions that a staff member will meet them at the road to give them further directions.
4. If not life threatening, call the Health Officer and Director.

5. The Director will determine appropriate action with the help of the Health Officer.
6. The Camp Director will assign an appropriate staff member to resume normal camp activities.
7. Camper's authorized persons will be notified after a plan of action has been determined and initiated.
8. If news media arrive on the scene, refer all questions to the Director. It is critical that campers or other staff members are not making comments to the media.
9. If the victim has to be transported by ambulance, a staff member will accompany them with their health forms. If appropriate, the victim and a staff member may be driven by the designated driver.
10. Witnesses, the health officer, and director will complete the incident or accident report and file it with the appropriate State Department if necessary.

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

#### Medical Emergency "Chain of Command" Procedures

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

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

#### Chain Of Command

- A. Camp Director
- B. Assistant Director(s)
- C. Health Officer
- D. Program Staff
- E. Counselors

#### Medical Incident/Accident/Near Miss Follow-up

##### Investigation

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

##### Incident/Accident/Near Miss Reports

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

##### Incident/Accident/Near Miss Analysis/Follow up/Review

All incident/accident/near miss reports are kept on file and reviewed on a weekly basis with camp staff and the camp director. These reviews should include analysis of each incident individually and collectively to address any immediate changes that are needed. At the end of each season a review of the entire group of reports is conducted. This review is done by the summer camp administration and in consultation with the Camp Board of Directors. The overall review process will determine if any procedural or pragmatic changes are necessary.

#### Emergency Transportation and Service

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

records will travel with the group, and be available. At least one staff member will travel with a camper or staff member to the hospital in the case of an emergency.

#### Authorized person notification

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

#### Handling of contaminated articles, preventing disease transmission and handling of hazardous materials

The Health Officer is responsible for safe handling and clean-up of all bodily fluids and contaminated articles. This may include wet or soiled bedding, vomit, bodily waste, saliva, semen, mucous or blood; disposal of soiled supplies and equipment; and for sanitizing equipment, furnishings and facilities. Medical waste bags and a sharps disposal container will be available in the health office. Staff members are allowed to help in this process if they have been properly trained to do so and follow the guidelines for safe and proper disposal of bodily fluids outlined in such training. This would include, but not be limited to, wearing PPE's (personal protective equipment), proper disposal techniques, and limiting exposure to contaminated materials. Situations where staff members other than the health officer may be exposed to or asked to clean up or deal with contaminated materials are morning bed checks, bloody noses, minor cuts or scrapes, and other minor incidents where bodily fluids may become exposed.

Important things to remember when working with contaminated materials:

1. Always wear disposable latex or vinyl gloves before contact with bodily fluids during care, treatment and all clean-up procedures (i.e.; vomit, urine, feces, blood, saliva). When removing and disposing of such gloves be sure to use the proper removal techniques.
2. Wash hands after handling fluids and contaminated articles, even when gloves were worn
3. Discard disposable items including gloves, used bandages, and dressings in an approved container provided by the Health Officer. Red medical waste bags and sharps containers are the most common.
4. **DO NOT** reuse plastic bags or gloves associated with the handling of contaminated items.

#### Hazardous Materials

When using cleaning supplies or other hazardous materials, you must follow all directions and procedures indicated on the packaging. Only staff members over 18 years of age should use such materials. If a spill happens, follow clean up procedures indicated on the packaging and/or notify the health officer, assistant directors, camp director.

#### Healthcare/Hygiene Recommendations

There are a variety of good health habits that can help us maintain good health throughout our camp community. Staff members will model good personal hygiene such as showering, hand washing, clean clothes, brushing teeth, etc. Camp Kidwell recommends the following prevention methods to help prevent the spread of germs from one individual to another:

1. Wash your hands before meals and always following use of the bathroom;
2. Cover your mouth and nose when you cough or sneeze;
3. Eat foods from the main groups on a daily basis with an emphasis on fruits and vegetables;
4. Drink like a fish!!! (you can never get enough water);
5. Obtain an adequate amount of sleep;
6. Develop positive ways of coping with stressful situations;
7. Don't share eating utensils, water bottles, cups, towels, toothbrushes, or other personal hygiene products with anyone else;
8. Develop and maintain healthy personal hygiene habits. By preventing the spread of germs, overall wellness improves and that in turn lowers the risk of contracting communicable diseases of any type;
9. Make sure your campers go to the bathroom regularly; this is often a reason for a camper not feeling well or having a stomachache;
10. Make sure everyone always wears shoes and dry socks ;
11. Do not wear swimsuits when not at the waterfront. Remove wet suits and clothing in a timely fashion to help prevent swimmers itch and rash;
12. Showering is required of all staff members and campers daily; and
13. Make sure campers don't eat strange berries, mushrooms, or bugs. If this does occur, bring a sample and the camper to the health office immediately.

### Camper Hygiene Supplies

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

### Hand Washing

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

### Standing orders for First Aid Treatment

1. Abrasions, scratches, cuts – Clean with soap and water. Apply sterile dressing as needed. If bleeding is severe, apply sterile dressing and pressure to control bleeding and take it to the physician immediately. Check tetanus. If it is over ten years since last tetanus immunization, get one.
2. Splinters – Clean skin with soap and water. If the end of the splinter projects from skin, it may be removed and then rewashed with soap and water. Do not dig or open skin to remove a splinter.
3. Infections (scratches, boils, etc.) – apply warm saline solution or soak. Take temperature. Admit to the health officer until advised by the physician.
4. Sprains, Strains, and Fractures- Fractures- hold with the least possible disturbance. Take it to physician at once. Make no attempt to set fractures. Sprains and strains – cold applications for 4- 8 hours, and support with ace bandage or substitute and elevate if possible.
5. Head Injuries – if any head injury is accompanied by dizziness, headache, nausea, vomiting, change of pulse rate, bleeding from nose or ears, or other symptoms: allow them to lay down, check on them every 30 minutes for two hours, keep warm, and quiet. Elevate head. Contact the physician at once. If a patient is unconscious, or has severe head, neck or back injury, keep calm and call 911. Do not move unless directed by trained medical staff.
6. Bruises and bumps – apply cold compresses. Consider the possibility of fracture or deep injury.
7. Foreign body in eye – Wash with water. If not successful, very gently try to remove with moist sterile cotton swabs unless foreign body is in the cornea. If the object is not easily removed, apply eye dressing and see a physician.
8. Bleeding – apply sterile dressing. Tourniquet only in extreme cases. Nose bleeds can almost always be controlled by compressing the soft portion of the nose against the nasal septum. The patient should sit erect with head forward.
9. Burns – Cover with sterile dressing. Take them to the physician for a severe burn.
10. Sunburn – prevent it if possible. Sun screening preparations are helpful. Exposure should be brief at the beginning of the season. Treat with aloe lotion.
11. Sunstroke – Reduce temperature. (Cool sheets to body and damp cloth to forehead.) Record temperature. Consult a physician.
12. Heat exhaustion – prevention: Increase intake of salt – no salt tablets, however. Treatment: give fluids containing salt – no salt tablets however – may use Gatorade. Consult a physician.
13. Swimming Accident – Get Health officer immediately.
14. Poison Ivy, Oak, and Sumac – prevention: counselors and campers should be able to recognize the plants. After exposure, wash all exposed areas thoroughly. Wash clothes. Treatment: Apply calamine lotion to areas that are weepy or 1% Hydrocortisone cream to dry.
15. Insect bites and stings – Remove stinger, if possible. Ice will reduce discomfort. Apply approved ointment. Be alert to signs of allergy; wheezing, shortness of breath, skin rashes, and hives.
16. Elevated Temperature - If physician is not available and abdominal pain is not present, give Tylenol and clear fluids.
17. Abdominal pain – Give nothing by mouth without a physician's order. If nausea or vomiting, give only clear liquid.
18. Diarrhea- Admitted to the health office. Review diet, food sanitation, health of food handlers, and notify physicians. Notify counselors to watch for and report other cases. Administer clear fluids.
19. Earache- Consult physician for all earaches.
20. Sore Throat- Isolate. Take temperature and notify the physician. Symptomatic treatment according to physician's orders may include extra fluids, saline gargle, Tylenol or Ibuprofen, and voice rest. Throat lozenges may be used.
21. Communicable Disease- Consider all sick campers and campers with rashes as having a contagious problem until advised to the contrary by physician. Isolate until released by the physician.

22. Constipation- Offer extra fruit (prunes, etc.) Consult a Physician.
23. Enuresis (bed wetting) – Every case should be reported to the health officer who will work out a plan for management.
24. Toothache- Rinse mouth with warm salt water. Treat with ibuprofen or aspirin
25. Headache- If not otherwise ill, rest in a quiet, dark cabin. If not relieved with ibuprofen, notify the physician.
26. Animal bites- wash thoroughly with soap. Try to capture the animal if it can be done safely. Notify the physician. Notify animal control at the Sheriff's Department. 269-673-0519.
27. Ingestion of poisons- Call the nearest Poison Control Center for advice. 1-800-442-4571 or 800-632-2772. Notify the physician.
28. Convulsion- Notify physician. If feverish, sponge with cool water. Protect the patient from hurting him or herself.
29. Scabies, Impetigo, Ringworm, and Pediculosis- The policy regarding exclusion of campers with these conditions from camp will be decided by the Camp Director, Health Officer, and Physician.
30. All treatment, minor or serious will be entered in the bound medical log

### **CAMP WIDE EMERGENCY POLICY AND PROCEDURES**

#### **Walkie-Talkie Communication Procedures**

Walkie-Talkies will be provided to program staff members who are leading a program or activity for communication with the director, health officer, or other staff members. The use of the walkie-talkie should be limited to report attendance, communicate a program need, or in case of an emergency. Things that require strict confidence should NOT be shared over the walkie-talkies.

#### **Commands used in emergency situations**

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

#### **Missing Person Emergency**

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

#### **Medical Emergency**

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

#### **Weather Emergency**

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

#### **Fire Emergency**

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

#### **Intruder Emergency**

The staff member will call **"Alien" "Alien"** and the location of the situation over the walkie-talkie and will indicate that there is an intruder emergency procedure.

#### **FIRE**

Signal: **"Chicago, Chicago"** called over the walkie-talkie.

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

#### **MISSING PERSON**

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

- Waterfront - missing swimming procedure takes place

- Staff checks cabins, buildings, and surrounding areas
- Car is sent for initial search of roads

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

### **SEVERE WEATHER AND / OR TORNADO WARNING**

Signal: **“Foggy Out, Foggy Out”** is called over the walkie-talkie.

1. If threatening weather is imminent or in progress, the Health Officer/director will monitor by radio, TV or scanner.
2. Camp Director or designated staff member will relay directions over the walkie-talkies or megaphone.
3. Staff members are to get all campers and staff members into the safest location/facility near you and wait for directions. This may be a building, a low lying area/ditch or other structure that will provide the best possible safety possible. Once in this location, please have the campers lie in the lowest spot, face down, with their hands over head/neck until “all clear” is sounded. Please do not leave the safety of this area until given further direction. This includes staying in your cabin at night until you are given further directions.
4. If conditions permit, all campers and staff will be brought to the cement bathroom facility. Everyone is to assemble on the south wall, in a fetal position, with hands over their head and neck area.
5. Campers and staff will remain in the bathroom facility until the Director calls an “all clear.”

### **EVACUATION PLANS - A fire drill will be completed each session within 48 hours of the campers arriving.**

#### **FROM A BUILDING**

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

1. At the sound of the fire alarm, campers will evacuate the buildings, using designated exits, to the quad.
2. At the quad, counselors will take a roll call and have all campers sit if their entire cabin is present and accounted for
3. Await further instructions.

#### **FROM ENTIRE SITE**

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

1. The fire alarm will be used and campers and staff will be directed to the quad.
2. At the quad, staff will take a roll call and await further instructions.
3. Upon instruction as to which evacuation route to take, everyone will exit, double file, off the site.
4. Upon arrival at the off-site safe area, which is the sports field and 1<sup>st</sup> avenue, staff will take a roll call and await further instructions.
5. Bloomingdale Public Schools will bus children from the campsite to Bloomingdale High School as a safe place to gather and have parents and family members pick up their children.
  - a. Bloomingdale Public Schools Transportation
    - i. Bus Garage – Victor Gonzales - 521-3945
    - ii. Director of Operations – Tod Odell – 521-3906
    - iii. Central Office – Superintendent – 521-3900
6. Alternate evacuation routes, use of these routes will be based upon the location of the emergency:
  - a. Up the entrance road
  - b. Shoreline nature path to the East
  - c. Shoreline to the West

### **EMERGENCY SITUATION ARISING FROM AN INTRUDER**

In the case of an intruder, violent individual or shooter at camp, “Alien, Alien” will be communicated across the camp’s communication system. Each staff member will need to make split second decisions on how to handle the situation appropriately. Staff members are expected to do as much as possible to keep campers, fellow staff members and themselves as safe as possible. This means getting your group as far away from the individual as possible and securing everyone’s safety in the best way possible. The best way to do this is to listen for the location of the intruder from the walkie-talkies and go the other direction in the most inconspicuous way possible. It is essential to do this movement as quietly as possible and by drawing as little attention to yourself or group as possible. When an emergency is identified, staff members should do what they can to ensure the safety of everyone around them first, and then call 911. If you are unable to safely get to a phone you should not risk yourself or anyone else’s safety to try to do so. If possible, please use the camp wide emergency communication system to notify other staff members of this emergency.



## **TRANSPORTATION POLICY**

### PASSENGER VEHICLE

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

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

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

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

- a. Bloomingdale Public Schools Transportation
  - i. Bus Garage – Victor Gonzales - 521-3945
  - ii. Director of Operations – Tod Odell – 521-3906
  - iii. Central Office – Superintendent – 521-3900

### GOLF CART

Only staff members indicated by the Camp Director / Assistant Director(s) are allowed to operate the camp golf cart. These individuals must have the proper valid driver's license before they may operate any vehicle on behalf of camp. The director will have sole authority over who has access to and who may drive the golf cart. Non-passenger vehicles are not to be used by staff to transport anyone, camper, or staff.

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

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

## **FOOD SERVICE POLICY AND PROCEDURES**

The Camp Kidwell Kitchen is a licensed facility which is overseen by the Allegan County Health Department. As part of the license agreement Camp Kidwell has created, uses and enforces standard operating procedures to ensure that the kitchen is operated in a safe and efficient manner. With this in mind, all staff members who work in the kitchen are expected to review these operating procedures and will complete a statement of compliance stating they have received training, are familiar with and will follow all procedures prior to beginning work.

### General Kitchen information

Three full meals and a snack will be served per day to all campers and staff. Meal patterns are:

Breakfast                      8:15am

Lunch	12:30pm
Dinner	5:00pm

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

#### Kitchen Rules

Rules everyone must follow when in the kitchen.

1. If you are not a kitchen staff member, you must ask to enter.
2. Closed-toed shoes must be worn at all times. No sandals or open-toed shoes allowed at any time.
3. A hair net or hat should be worn at all times. Long-hair must be tied back.
4. Horseplay is not allowed.
5. All garbage must be put in the appropriate container and tops must remain on the containers.
6. The kitchen floor must be swept after each meal and swept and mopped at the end of each day. Additional mopping may be needed.

#### Kitchen Procedures

Procedures to be followed before, during, and after every meal:

1. During food prep, only clean and sanitized utensils and equipment may be used.
2. All surfaces must be clean and sanitized prior to food contacting them and must be cleaned and sanitized after each use.
3. All food must be returned to the refrigerator or freezer so they are not exposed to the danger temperatures (more than 40 degrees or less than 140 degrees) for prolonged periods.
4. Rental groups should check the temperature in all refrigerators and freezers daily to be sure they are maintaining the appropriate temperatures. All refrigerators and freezers are equipped with thermometers. If there is a concern with a temperature, please notify camp staff.
5. All foods being stored in the refrigerator or freezer after being exposed to the danger temperatures must be labeled with date of original served on date.
6. All dishes must be washed following the procedures listed below after each use
  - Washed in soapy water at a minimum of 100 degrees
  - Rinsed in 100-degree water
  - Final rinse in water with bleach
    - All dishes must be air dried
    - All dishes must be returned to appropriate storage area when dry
7. The kitchen floor must be swept after each meal and swept and mopped at the end of each day. Additional mopping may be needed
8. The dining area floor must be swept after each meal and swept and mopped during camp clean up and after dinner. Additional mopping may be needed.
9. Garbage and slop buckets must be taken out after every meal and at the end of each day.
10. Laundry must be done at the end of each day.

#### Kitchen Standard Operating Procedures

These procedures are to be used to ensure that Camp Kidwell Kitchen operates in an efficient and safe manner.

#### Kitchen Manager Requirements

Camp Kidwell will have a Certified Kitchen Manager who oversees the kitchen operations, menu planning, staff supervision, and other things associated with the food service provided by Camp Kidwell. This Kitchen Manager will be currently certified in a food service management program and/or food safety service program that is recognized by the Allegan County Health Department.

#### Staff Training Requirements

All staff members will receive the Kitchen Standard Operating Procedures, and go through a training program that will involve reviewing the written procedures, hands on training as necessary, and continual review of compliance. All staff members will complete a statement of compliance stating they have reviewed, are familiar with, and will follow all procedures prior to beginning work. These compliance statements will be kept in their personal files indefinitely.

## Hand Washing Procedures

Hand washing steps are as follows:

- Use water as hot as you can stand.
- Soap hands and lower forearms.
- Scrub for 10 to 15 seconds.
- Rinse.
- Dry with paper towels or approved hand dryer
- Be careful not to re-contaminate hands on faucets, paper towel dispenser, or door handle

All employees MUST wash hands:

- At labeled hand sinks, **DO NOT** wash at dishwashing, food prep or mop sinks.
- At the beginning of any food preparation
- After using the toilet.
- After coughing, sneezing, using tissue or handkerchief, eating, drinking or using tobacco.
- Between touching raw food and ready-to-eat food.
- Between glove changes.
- After handling dirty dishes.
- After touching hair or any body part except clean hands and arms.
- During food preparation as often as necessary to prevent cross-contamination.
- After doing other activities that contaminate the hands, such as handling trash or chemicals.

How will you know employees are properly washing their hands?

- All employees will be properly trained in our hand washing procedures.
- The Kitchen Manager will model these procedures.
- The Kitchen Manager will verify this procedure is being followed.
- The Kitchen Manager will ensure corrections are made if this procedure is not followed correctly.

## Illness Procedures

If employees exhibit any of the following symptoms or have been diagnosed with any of the following illnesses, immediate action must be taken. To ensure that all staff members are aware of these guidelines and will comply, each staff member will be asked to review the guidelines and then complete "Staff Illness Reporting Agreement Form 1-B" which will be kept in their file indefinitely.

Symptoms:

- 1) Vomiting
- 2) Diarrhea
- 3) Jaundice
- 4) Sore throat with fever
- 5) A lesion containing pus such as a boil or infected wound that is open or draining  
(Associated hands and wrists must be free of cuts or sores that are red or oozing, unless an impermeable cover is used over the sore and a single-use glove is worn over the impermeable cover. Cuts or sores on exposed portions of the arms and other body parts must be covered with an impermeable cover or tight-fitting bandage.)

Illnesses (Also known as the "Big Five")

- 1) Norovirus
- 2) Hepatitis A virus
- 3) Shigella spp.
- 4) SHIGA TOXIN-PRODUCING ESCHERICHIA COLI (E.Coli)
- 5) Salmonella Typhi

## Exclusion procedures

"Exclude" means to prevent a person from working as an employee in a food establishment or entering a food establishment as an employee.

A food employee must be excluded from the food service facility if they are:

- 1) Showing symptoms of vomiting, diarrhea, or jaundice.
- 2) Diagnosed with an infection from Norovirus, Shigella spp., ENTEROHEMORRHAGIC or SHIGA TOXIN-PRODUCING E. COLI., or Hepatitis A virus.

An employee who has been excluded due to vomiting and diarrhea can return to work in the food service facility 24 hours after symptoms have ceased. An employee who has been excluded due to the symptom of jaundice can return to work in the food service facility when the Kitchen Manager obtains approval from the employee's doctor. An employee who has been excluded due to the diagnosis of Norovirus, Shigella spp., ENTEROHEMORRHAGIC or SHIGA TOXIN-PRODUCING E. COLI., or Hepatitis A virus can return to work in the food service facility when the Kitchen Manager obtains approval from the employee's doctor.

### Restriction Procedures

"Restrict" means to limit the activities of a food employee so that there is no risk of transmitting a disease that is transmissible through food and the food employee does not work with exposed food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles.

A food employee must be restricted in a food service facility when:

- 1) The employee has a sore throat with fever
- 2) The employee has an infected wound or pustular boil

An employee who has been restricted due to a sore throat with fever can return to work if they meet one of the following requirements:

- Has received antibiotic therapy for Streptococcus pyogenic infection for more than 24 hours;
- Has at least one negative throat specimen culture for Streptococcus pyogenic infection; or
- Is otherwise determined by a HEALTH PRACTITIONER to be free of a Streptococcus pyogenic infection.

If the employee has been restricted due to an infected wound or pustular boil the employee must meet one of the following requirements:

- An impermeable cover such as a finger cot or stall and a single-use glove over the impermeable cover if the infected wound or pustular boil is on the hand, finger, or wrist;
- An impermeable cover on the arm if the infected wound or pustular boil is on the arm; or a dry, durable, tight-fitting bandage if the infected wound or pustular boil is on another part of the body

### Personal Hygiene Procedures

All employees will:

- Wear a hair net or hat at all times.
- Wear closed-toed shoes at all times.
- Keep their fingernails trimmed, filed, and maintained so the edges and surfaces are cleanable and not rough.
- Not wear fingernail polish or artificial fingernails when working with exposed food. (Unless wearing intact gloves in good repair)
- Not wear jewelry on their arms and hands. This section does not apply to a plain ring such as a wedding band.
- Wear clean outer clothing to prevent contamination of food, equipment, utensils, linens, and single-service and single-use articles.
- Eat, drink, or use any form of tobacco only in designated areas to prevent the contamination of exposed food; clean equipment, utensils, and linens; unwrapped single-service and single-use articles; or other items needing protection cannot result. I.E. only eat outside of the kitchen prep area.
- Not work with exposed food; clean equipment, utensils, and linens; unwrapped single-service and single-use articles if they are experiencing persistent sneezing, coughing, or a runny nose that causes discharges from the eyes, nose, or mouth
- Not care for or handle animals that may be present such as patrol dogs, service animals, or pets that are allowed. However, food employees with service animals may handle or care for their service animals followed by proper hand washing
- Drink from a closed beverage container if the container is handled to prevent contamination of the employee's hands, the container, and Exposed food; clean equipment, utensils, and linen and unwrapped single-service items and single-use articles.
- Have any lesion containing pus such as a boil or infected wound that is open or draining contained in the following manner:
  - On the hands or wrists - an impermeable cover such as a finger cot or stall that protects the lesion and a single-use glove is worn over the impermeable cover
  - On exposed portions of the arms - protected by an impermeable cover
  - On other parts of the body- unless the lesion is covered by a dry, durable, tight-fitting bandage

### Food Purchasing Procedures

Food purchased for consumption must be obtained from the following:

- An approved food supplier, such as Sysco Food Service, Gordon Food Service, etc.
- An approved USDA or FDA Food Processing plant (meat; poultry; eggs) Such as Reneyolls Egg Farm, Guekes Meat Market, Bob's Processing
- Local grocery stores such as Wal-Mart, Sam's Club, Village Market, etc.
- Copies of receipts and invoices will be kept for all purchases for a minimum period of 6 months.

#### Consumer Advisory Procedures

All menus will be labeled with the following statement:

"Ask your server about menu items that are cooked to order or served raw. Consuming raw or undercooked meats or eggs may increase your risk of food borne illness."

#### Surface Cleaning and Sanitizing Procedures

Food-Contact Surfaces and Utensils shall be cleaned with one of the following methods:

- Rinse and wipe with a bleach water solution
- Through our manual washing procedure

Food-Contact Surfaces and Utensils shall be clean to sight and touch:

- Each time there is a change from working with raw foods to working with ready-to-eat foods
- Between uses with raw fruits and vegetables and with potentially hazardous food (time/temperature control for safety food)
- Before using or storing a food temperature measuring device
- At any time during the operation when contamination may have occurred

Food-Contact Surfaces and Utensils at room temperature in contact with Potentially Hazardous food shall be cleaned and sanitized throughout the day at least every 4 hours.

Food-Contact Surfaces and Utensils in contact with Potentially Hazardous food under temperature control shall be cleaned and sanitized every 24 hours.

Leave in place equipment (stove/oven, mixer, etc.) in contact with Potentially Hazardous food will be cleaned periodically and regularly when in use. This will include dismantling and cleaning parts (that are able) following our dishwashing procedures. The parts that cannot be dismantled will be cleaned using soap and bleach solution.

#### Dishwashing procedures

All dishes will be washed manually through these procedures and a chart will be kept recording verification of these requirements:

- Pre-flush or pre-scrape
- Compartment 1 - Wash - Wash dishes in soapy warm (100° F) water
- Compartment 2 -Rinse - Rinse in clean hot (100° F) water
- Sanitize- Sanitize using (Verify using sanitizer test strips at beginning and end of each shift)  
50 ppm - Chlorine solution
- Air dry the dishes and utensils before being stored.

#### Ready to Eat (RTE) Food Handling Procedures

- Ready to eat food is defined as food that is ready to consume without further cooking. Examples are meats, fresh vegetables and fruits, etc.
- To eliminate bare hand contact with Ready to Eat (RTE) foods during storage, preparation and service staff members will use one or more of the following items: utensils such as spoons, tongs, and spatulas
- Items will be served with deli tissue aluminum foil or other service container.
- Staff members will wear single use vinyl gloves. Gloves will be changed when beginning a new task, they become soiled or torn, when finished handling raw meat, and before handling RTE food.
- Use separate utensils for raw and RTE food
- Wash hands thoroughly before putting on gloves, and when gloves are changed

#### Cross-Contamination Prevention Procedures

Packaged and unpackaged food-Separation, Packaging, and Segregation:

- All raw animal foods will remain separate from: Raw ready-to-eat food and Cooked ready-to-eat food

- All types of raw animal foods will remain separate from each other such as beef, fish, lamb, pork, and poultry during storage, preparation, holding, and display or as otherwise required.
- All Food equipment, utensils, damaged/spoiled goods, containers will remain separate from each other and away from RTE foods and shall not contribute to cross contamination.
- All Food Storage Containers will be identified with the Common Name of Food. Except for containers holding food that can be readily and unmistakably recognized such as dry pasta, working containers holding food or food ingredients that are removed from their original packages for use in the food establishment, such as cooking oils, flour, herbs, potato flakes, salt, spices, and sugar shall be identified with the common name of the food.

#### Protection from unapproved additives.

- Food shall be protected from contamination that may result from the addition of unsafe or unapproved and unapproved levels of food or color additives;

#### Washing fruits and vegetables

- Raw fruits and vegetables shall be thoroughly washed to remove soil and other contaminants before being prepared or served.

#### In-use utensils and between-use storage.

- During pauses in food preparation or dispensing, utensils shall be stored:
  - In the food with their handles above the top of the food and the container;
  - In food that is not potentially hazardous with their handles above the top of the food within containers or equipment that can be closed, such as bins of sugar, flour, or cinnamon;
  - On a clean portion of the food preparation table or cooking equipment;
  - In running water, such as dipper well;
  - In a clean, protected location if the utensils, such as ice scoops, are used only with a food that is not potentially hazardous
  - In a container of clean water maintained at a temperature of at least 135 F.

#### Wiping cloths, use limitations.

- That are in use for wiping food spills on tableware shall be maintained dry and used for no other purpose.
- Cloths in-use for wiping counters and equipment shall be held between uses in a chemical sanitizer solution, and laundered daily.
- Cloths in-use for wiping surfaces in contact with raw animal foods shall be kept separate from cloths used for other purposes.
- Dry wiping cloths and the chemical sanitizing solutions shall be free of food debris or visible soil.
- Containers of chemical sanitizing solutions shall be stored off the floor and used in a manner that prevents contamination of FOOD, EQUIPMENT, UTENSILS, LINENS, SINGLE-SERVICE, or SINGLE-USE ARTICLES.
- Single-use disposable sanitizer wipes shall be used in accordance with label instructions.

#### Second portions and refills:

- Food employees may not use tableware, including single-service articles, soiled by the consumer, to provide second portions or refills.
- Consumers may not be allowed to use soiled tableware, including single-service articles, to obtain additional food from the display, and serving equipment.
- Drinking cups and containers may be reused by self-service consumers if refilling is a contamination-free process.

#### **Food storage**

##### Raw meats and ready to eat food shall be protected from contamination by storing the food:

- In a temperature-controlled environment;
- It will be enclosed in storage equipment to protect it from splash, dust or other contamination;
- At least 15 cm (6 inches) above the floor, unless otherwise approved;
- All uncooked meats will be stored on the bottom shelves while in storage.

##### Dry food shall be protected from contamination by storing the food:

- In a clean, dry location;
- Where it is not exposed to splash, dust, or other contamination;
- At least 15 cm (6 inches) above the floor, unless otherwise approved.

##### Storage of Potentially Hazardous food

- All potentially hazardous food will be stored in a refrigerated storage area and will be maintained at 40 degrees or less at

all time;

- The kitchen manager is responsible for checking and recording the temperature of all storage areas daily. Charts for each area will be kept. The date of the check, temperature reading and initials of the person taking the check will be recorded on the chart; and
- If there is a problem with the storage area please contact the camp director, assistant directors, or maintenance supervisor immediately.

#### Food storage prohibited areas.

- In toilet rooms;
- In dressing rooms;
- In garbage rooms;
- In mechanical rooms;
- Under sewer lines that are not shielded to intercept potential drips;
- Under leaking water lines, including leaking automatic fire sprinkler heads, or underlines on which water has condensed;
- Under open stairwells; or
- Under other sources of contamination.

#### Food Preparation

- During preparation, unpackaged food shall be protected from environmental sources of contamination.

#### Food Display

- Except for nuts in the shell and whole, raw fruits, and vegetables that are intended for hulling, peeling, or washing by the consumer before consumption, food on display shall be protected from contamination by the use of packaging; counter, service line, or salad bar food guards; display cases; or other effective means.

#### Consumer Self-Service

- Consumer self-service operations for ready-to-eat foods shall be provided with suitable utensils or effective dispensing methods that protect the food from contamination.
- Consumer self-service operations such as buffets and salad bars shall be monitored by food employees trained in safe operating procedures.

#### **Thawing Procedures**

- Frozen meats (burger, ham, etc.) will be thawed in the walk-in cooler/refrigerator in their packaging or on a tray the night before the meat is to be cooked. Ensure meat never exceeds 41 °F during the thawing process.
- Frozen Food Items (soups, chicken nuggets, bacon, chicken patties, etc) will be thawed during the cooking process. These items will go directly from the freezer into the cooking process.
- The microwave will be used to thaw any items that may need to be thawed prior to preparation.
- Food should never be thawed on counter tops or on tables at room temperature. All foods that are not properly thawed will be discarded.

#### **Preparing Fresh or Frozen Food Procedures**

- Cooking ground meats (beef, pork or lamb)
  - All ground meats will be cooked to an internal temperature of at least 160 °F, checked with thermometer- if not continue cooking until internal temperature of 160 °F is reached.
- Cooking all burgers (beef or lamb)
  - All burger's will be cooked to an internal temperature of at least 160 °F, checked with thermometer- if not continue cooking until internal temperature of 160 °F is reached.
- Cooking all Poultry items (whole chicken or turkey, patties, nuggets, etc )
  - All poultry items will be cooked until they reach the internal temperature of 165 °F as checked with thermometer - if not continue cooking until temperature of 165 °F is reached.
- Cooking scrambled Eggs (camp season)
  - All eggs will be cooked until entire mixture is firm and there is no visible liquid egg present
- Cooking eggs to order (fundraising breakfasts)
  - All eggs will be cooked to order, and customers will be advised of the risk of consuming eggs that are not cooked completely.
- Cooking vegetables
  - All Vegetables will be steamed or boiled to taste

All cooling and holding procedures will be recorded on the Daily Self-Inspection Sheet. The person in charge of the kitchen will complete the inspection sheet at the beginning, during and after a shift is completed.

### **Hot Foods Cooling Procedures**

- Chilis or soups from the stove top after cooking is complete.
- Portion chili or soup into 2 inch shallow pans. Place uncovered pans into a walk-in cooler in a single layer across the shelf.
- At the 1.5 hour mark measure temperatures using a thermometer. Verify that the temperature is approaching 70°F. If the temperature will reach  $\leq 70^{\circ}\text{F}$  within 2 hours it will have an additional 4 hours to reach 41°F or below. After an additional 4 hours, measure temperature again using a dial thermometer and make sure the internal temperature is below 41F. If chicken noodle soup is not cooled properly, it will be discarded.
- If it appears the temperature of the soup will not drop from 135 °F to  $\leq 70^{\circ}\text{F}$  within 2 hours, it will be reheated immediately to 165°F and the cooling process will begin again.

### **Date Marking Procedures**

- All ready to eat food that is going to be reused will be placed into refrigeration safe containers, covered/sealed with zip-lock bags or plastic wrap.
- On this container it will be marked with the date that it was prepared and consumed, the date the food should be discarded if not consumed.
- When foods are combined, the oldest used food will be used as the discard date. (Ex. Salads from Monday and Tuesday combined and stored. These salads will have to be used or discarded by 5 days from Monday)
- All foods will be discarded within 5 days of preparation.
- Products found past the 5 day discard time frame will be discarded immediately.

### **Reheating procedures**

- All previously prepared food items will be removed from refrigeration and placed in a proper cooking pot, pan, etc.
- They will then be cooked to ensure internal temperature reaches 165 °F within two hours.
- When the product reaches 165 °F, it will be immediately served or held at a temperature of at least 150 °F.
- If items are not reheated within two hours to 165 °F it will be discarded.

### **Hot Holding Procedures**

- All foods (soups, chili, ground meat etc.) that need to be hot will be kept in a steam table, roaster, or crock pot.
- Food item temperatures will be taken when the product is placed into a steam table and at two hour intervals.
- All food items will be kept at 155°F, must not fall below 135°F.
- Any food items found below 135°F will be discarded.

### **Cold Holding Procedures**

- All foods (frozen/raw meats, fresh fruits/veggies, ready to eat food) that need to be to be stored in a cold environment will be kept in storage equipment that is monitored to be at the appropriated temperature ( $<40^{\circ}\text{F}$  for refrigerator and  $<32^{\circ}\text{F}$  for frozen foods)
- Temperatures for each storage device will be monitored on a daily basis with temperature charts being kept to record these checks. Charts will include date and time of check, temperature, person recording, and action taken if needed.
- Any food items found above 41°F will be discarded (if out of temperature for more than 4 hours).
  - If unit is found not operating properly
    - Call a repair person if the refrigerator cooler cannot keep foods at 41°F or colder have served regularly
    - Throw away PHF that has been warmer than 41°F for 4 hours.
    - Throw away RTE food that has been contaminated by raw food.
    - Transfer PHF that has not been warmer than 41°F for 4 hours to a cooler unit.
- Refrigerators and freezers will be cleaned regularly

### **Out of Camp Food Handling Procedures**

- Any meals or snacks to be served away from the camp dining facility will be handled with all our procedures in mind to be sure that all food is safe for consumption
- Most food will be non-perishable
- Any food that is perishable will be kept cold through a cold cooler with ice and temperatures will be maintained in the safe zone. Any food is found to be outside of the safe temperature zone it will be immediately disposed of.
- All drinking water will be provided from the main, tested drinking well.



- All other food procedures will be handled within/under the kitchen standard operating procedures.

### **Operations, Maintenance and Repair - Operational Procedures**

#### **Hazardous Materials – use and storage**

- All hazardous materials should only be used as instructed on packaging and by the designated staff who have been trained and/or have experience in the use of such materials.
- All hazardous materials must be disposed of in the proper way.
- When using hazardous materials, all safety procedures should be followed, and protective gear should be worn at all times.
- All hazardous materials should be stored in the maintenance shed. The shed should always be locked when not being used by the maintenance staff. Hazardous materials should be stored in appropriate containers that are clearly labeled. One exception to this rule is animal medications which can be stored in the horse barn. They are to be locked up and kept out of the reach of all persons not trained and/or experienced in their use.
- All hazardous materials should be stored away from food.

#### **Power Tools – Use and Storage**

- All power tools and equipment must have all safety equipment, guards, and devices in place always.
- All power tools and equipment must be in good working conditions. If something is in unsuitable condition, please report it to the camp director or designated staff member.
- Only persons with training and/or experience can use power equipment
- When using power tools or equipment, staff members must wear all appropriate safety equipment and gear.

#### **Fire Equipment**

Camp Kidwell is inspected by a State fire inspector on a bi-yearly basis.

- All fire detection equipment will be inspected, reviewed, and verified.
- Fire Extinguishers will be inspected, recharged, and/or replaced on an annual basis by a certified provider.
- Smoke detectors, CO detectors, and other fire detection devices will be inspected twice a year. Batteries will be replaced yearly and labeled with the date of replacement. Staff members will test these devices on a weekly basis during the summer camping season.
- The wood stove in the main dining lodge will be inspected and cleaned by a certified provider every two months during the season of use. Usually from October to March.
- The hood in the kitchen will be clean and inspected twice a year by camp staff

## **WATERFRONT PROCEDURES**

### **WATERFRONT PERSONNEL QUALIFICATIONS**

#### **A. Waterfront Director/Head Lifeguard**

1. A minimum of Lifeguard Training and CPR for Professional Rescuer and first aid certificates from the American Red Cross or an organization having equivalent standards.
2. One year guarding and / or teaching experience is preferred.

#### **B. Lifeguard / Swim & Canoe Instructor**

1. Valid LGT and CPR for the Professional and first aid certificates from the American Red Cross or an organization having equivalent standards.
2. WSI certificate, guarding experience, and / or teaching experience preferred.
3. At least eighteen years of age.

#### **C. Aquatic Observers**

All staff must complete aquatic observer training before being allowed to assist with waterfront activities. This training is led by our waterfront director/Head Lifeguard and lifeguards and includes proper placement for observers while at the waterfront, rescue techniques and additional safety information. The following things will be covered in the aquatic observer training:

1. How to assist lifeguards with observation and swimmer control;
2. Being prepared with appropriate dress and supplies;
3. How to check for hazards;
4. Awareness of waterfront rules and enforcement strategies;
5. Personal safety including self-rescue strategies;
6. What to watch for, including, but not limited to, cramps, seizures, exhaustion, and horseplay;
7. How to operate the buddy board
8. Related items specific to the waterfront.

D. Once on duty all waterfront staff and aquatic observers must always stay alert and be attentive to swimmers and surroundings while the waterfront and boating area is in use. All lifeguards must have an auditory signaling device when on duty. Only

certified lifeguards may use rescue tubes.

#### CLASSIFICATION AND LIMITATIONS FOR WATERFRONT PARTICIPATION

Swimming and waterfront activities are open to all participants and staff. There may be age, height, or physical limitation and the instructor has the right to limit participation based on any of these limits as well as other concerns they may have. In the case of any special needs or necessary accommodations the instructor will work with the camp director and assistant director(s) to be sure that all participants can be involved safely.

##### A. Requirements for Swimming Levels

1. Non-swimmer area
  - a. Non-swimmers
  - b. Swimmers who cannot successfully complete requirements for other swimming areas.
2. Yellow swimming area
  - a. Swimmers must be able to swim the length of the swim area (east to west), using the front crawl, or a slight modification of the front crawl.
  - b. Swimmers must be able to swim the length of the swim area (east to west), using the elementary backstroke or a slight modification of the backstroke.
  - c. Swimmers must be able to tread water for 1 minute.
3. Green swimming area
  - a. Swimmers must be able to swim the length of the swim area (east to west), the front crawl and attempt rhythmic breathing.
  - b. Campers must be able to swim the length of the swim area (east to west), using either the elementary backstroke or the back crawl.
  - c. Swimmers must be able to tread water for 2 minutes

##### B. Swim Testing

1. Each camper will be tested prior to their first swim session or free swim and placed into a swim level (non-swimmer / yellow / green) and a swim classification will be based on current swimming abilities.
2. Campers will have an opportunity to be re-tested to advance to a new swim level as their swimming skills improve.

##### C. Swim sessions

- Objectives
  - Have fun in the water
  - Learn life skills to be able to enjoy/use the water safely
  - Experience new and exciting activities based in the water
  - Swimmer level specific objectives
    - Non-swimmers
      - o Water adjustments
      - o Basic skills / awareness
      - o Safety and survival skills
    - Yellow swimmers
      - o Improve basic skills
      - o Gain minimal endurance
      - o Improve survival skills
    - Green swimmers
      - o Learn advanced skills
      - o Build added endurance
      - o Improve previously-learned skills
      - o Learn advanced survival skills

##### D. Staff Swimming

When swimming or boating, all camp staff will follow the same rules as campers. All staff must take a swim test and be classified accordingly. All staff must enter the waterfront through the gate and must use the buddy board. However, the staff section is used on an individual basis rather than a buddy system. During the camp week, swimming by staff will occur between normal waterfront activities and during a staff member's free time and only with a lifeguard present and on duty. Staff swimming will not interfere with camper waterfront activities, and they will only take place with a lifeguard's permission and presence.

The times prior to camper arrival and following their departure would be additional times for staff swimming or boating. Such activities must fall under the same rules as during a camper swim or boating activity. Rules and regulations will be

covered with staff. A lifeguard must accompany boats and the buddy board will be used.

#### WATERFRONT AREA

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

#### MAINTENANCE AND INSPECTION OF WATERFRONT

- A. The Waterfront Director/head lifeguard and lifeguards will inspect the Swimming area, boating area and beach for possible hazards prior to camper arrival and before each swim session and free swim. This pre-use inspection should include the areas around the waterfront as well as inspecting the dock, raft, trampoline, boats, and other equipment for any damage or hazardous conditions.
- B. To document the above noted pre-use inspection, waterfront staff will complete a pre-use inspection report. These reports will be signed and dated by the person completing them and kept in the waterfront procedure manual.
- C. The Waterfront Director/Head Lifeguard or designee will report any maintenance needs or equipment retirements to the camp director immediately. These needs or retirements will also be noted in the pre-use inspection reports.
- D. The Allegan County Health Department inspects the waterfront area annually for safety.
- E. The Waterfront Director/Head Lifeguard has full authority to close any waterfront areas based on known or suspected safety or health hazards.

#### WATERFRONT EQUIPMENT INSPECTION AND MAINTENANCE

- A. Waterfront Equipment
  1. Equipment at the waterfront
    - a. Whistle (for all lifeguards on duty)
    - b. Emergency air horn
    - c. A reach pole (i.e. shepherds hook)
    - d. At least one ring buoy and rescue tube with rope attached
    - e. Backboard with at least 3 straps attached and head restraint
    - f. First aid kit
    - g. Buddy board with designated sections for the beach, yellow and green swimming areas, trampoline, and boating area
    - h. Buddy tag out board with sections for each cabin group and staff members
  2. Each lifeguard will always have a whistle and a rescue tube while on the waterfront
  3. Waterfront Director/Head Lifeguard or designee will always have access to camp communication system
- B. Maintenance of Equipment
  1. Except for the air horn, the Waterfront Director/Head Lifeguard and/or lifeguards will check all waterfront equipment each morning prior to any waterfront activity. To document this pre-use inspection, the waterfront staff will complete a pre-use inspection report. These reports will be signed and dated by the person completing them and kept in the waterfront procedure manual.
  2. The Waterfront Director/Head Lifeguard or designee will report any maintenance needs or equipment retirements to the camp director immediately. These needs or retirements will also be noted in the pre-use inspection reports.
  3. The Waterfront Director/Head Lifeguard will test the air horns prior to the beginning of each camp session.
  4. All equipment will be inspected and put away at the end of each session or at the end of each day.

#### SAFETY PRECAUTIONS FOR WATERFRONT ACTIVITIES

- A. Waterfront Rules
  1. No horseplay
  2. No running, especially on docks, rafts, or water trampoline.
  3. No diving from the dock or other restricted areas
  4. No one is allowed on the waterfront without a lifeguard on duty.
  5. Proper swim attire should always be worn.
  6. When entering the water from the dock, raft, or trampoline, participants should be sure that the area they are entering is all clear.
  7. Swimming under rafts, docks, and trampoline is prohibited
  8. Life Jackets are always available
  9. No swimming after dusk.
- B. Waterfront procedures
  1. There will always be at least one lifeguard on duty for every 16 participants.
  2. There will always be at least 2 staff members present at all waterfront activities.
  3. All staff members must complete aquatic observer training to be on duty for any waterfront activities.

4. All participants will be given safety procedures and expectations prior to entering the waterfront.
- C. Buddy Check Procedures
1. Areas of swimming:
    - a. Non-swimmers may only participate on the beach
    - b. Yellow swimmers may swim in yellow swimming area
    - c. Green swimmers may swim in green and yellow swimming areas
    - d. Campers swimming in areas above their swimming ability must wear life jackets.
    - e. Exceptions to this rule only to be made by the Waterfront Director / Head Lifeguard
  2. Swimmers choose a buddy to swim with and they must stay with that buddy the whole time unless they have permission to change buddies and also change their buddy tag.
  3. At the beginning of a swim/waterfront activity session, campers line up at the entrance to the waterfront and are only permitted into the waterfront when they have a buddy and both buddies' tags are placed on the buddy board in the appropriate area by the staff member manning the buddy board.
  4. Waterfront boards
    - a. Buddy board
      - 1) The board is separated into several sections, one for each swimming area, trampoline, boating, beach, and staff areas.
      - 2) Tags are placed on the buddy board by a staff member while swimming, boating, or spending time on the beach but not swimming.
    - b. Out Tag board
      - 1) Sections for each cabin group and staff
      - 2) Tags stored on tag board while swimmers are not in the waterfront
  5. Buddy tags
    - a. All campers are assigned a swimming level prior to their first free swim or swim sessions. Swim level assignments are based on the swim-test campers are required to take.
      - 1) Day campers are assumed to be non-swimmers and must wear life-jackets when in any areas other than the beach and/or red area.
    - b. Buddy tags include the following swimmer information:
      - 1) Name
      - 2) Swimming level
    - c. Tags are placed on appropriate sections of the buddy board when entering the waterfront. Swimmers must remain in the area designated on the buddy board. If they choose to change areas, they must exit the designated area with their buddy, and ask the buddy board staff member on duty to change their areas.
    - d. Campers are only allowed to touch his / her own tag. After initial placement, only staff members on duty at buddy board will move camper tags.
  6. Buddy checks
    - a. Conducted at least every eight minutes.
    - b. Signaled by a blast of the whistle that sounds loud, soft, then loud and the hand motion of index finger circling counterclockwise.
    - c. All activity stops and campers raise their buddy's hand, remain still, and stay quiet.
    - d. Lifeguards count the sets of buddies in the section they are guarding.
    - e. Lifeguards report the number of sets to the staff member working at the buddy board.
    - f. If the number of sets matches the number of tags on the board, swimming resumes.
    - g. If the number of swimmers does not equal the number of recorded swimmers, the lifeguards and buddy board staff will recount. If there is still a discrepancy then the Emergency Action Plan for the Waterfront will be activated (procedure to follow).
  7. Exiting the water
    - a. To change to a different area (Beach / Yellow / Green) or to stop swimming:
      - 1) With buddy, the camper informs lifeguard/buddy board staff of desire to change area or stop swimming;
      - 2) Staff member on duty at buddy board will find campers tags and change their placement to appropriate new area;
      - 3) If stopping swimming, staff members on duty at buddy board will remove campers buddy tag from the buddy board and hand it to the exiting camper only when they leave the swim area. Campers place their tag on the out board and staff members will be sure this happens.
    - b. At the end of free swim:
      - 1) Swimmers are asked to exit water by a blow of the whistle and verbal commands. When exiting, swimmers may not cross through a different section of water;

- 2) Swimmers line up at buddy board
  - 3) Staff members working the buddy board remove tags from the buddy board and hand them to campers only when they exit. Campers place their tag on the out board and staff members will be sure this happens.
    - Campers may only exit with permission of staff members.
8. Mobility impaired campers and staff
- 1) Sand and rough terrain surrounds the waterfront area and limits the access that mobility impaired individuals have to the water.
  - 2) The cement landing area just outside of the waterfront serves as a location for campers with mobility impairments to leave their belongings, wheelchairs, and other devices—wheelchairs are not allowed on the docks.
  - 3) Unless directed by parent or legal guardian campers with mobility impairments will not be allowed into the water.

#### EMERGENCY PROCEDURE, MISSING PERSON ON WATERFRONT

This procedure is in place to locate a missing camper. This emergency may originate from the waterfront but may also be implemented if a camper is determined missing at another place. When originating from the waterfront, one buddy check has been completed with incorrect counts. Prior to blowing the air horn, the buddy check procedure should be repeated immediately. If persons are still missing, clear water of swimmers and initiate the Missing Swimmer Procedures.

1. Staff at the waterfront will call out for the missing camper over the walkie talkies. If the camper is not located:
2. Lifeguard(s) call “Big Fish, Big Fish” over the radio and emergency signal (one long blast of the air horn).
3. If the Director and Health Officer haven’t been contacted, they will be informed using the Camp communication system.
4. Campers immediately report to the lodge and designated staff members will take attendance.
5. Staff will immediately report to their assigned area: waterfront, trails, cabins, program areas, bathhouse to start the search process under the direction of the Waterfront Director / Head LifeGuard.
6. In the meantime, campers in the lodge will sit at their cabin group’s table and roll call will be taken.
7. Non “main camp” areas will be accounted for using the camp communication system. This includes the ropes course, horses, and Kidwell Island. Staff members in these areas will report their numbers to the Camp Director or designated staff member.
8. The health officer is to head to the waterfront so they can quickly respond in case of emergency.
9. As they arrive at their assigned areas, all staff members will begin searching their assigned areas. (To be determined at the beginning of each camp session.) They will not stop searching until an all clear has been given from the Camp Director / designated staff member or they are physically unable to proceed. The areas of coverage will include:
  - i. Foot-sweep – In a straight line, locking elbows, starting at the southwest shore of red water running perpendicular to the shoreline. They will begin an S-pattern with legs, searching the lake bottom maintaining contact with one another covering the entire red and yellow swimming areas. They will move carefully, searching with their feet for underwater lost swimmers. Once the entire yellow and Red swimming areas are searched, they will then search areas to the east and west of the swimming areas.
  - ii. Shallow-water Diving – In a straight line no more than one arm’s length apart, starting at the east end of the green section, and working parallel to the shore, surface divers will surface dive to the bottom of the lake searching for lost swimmers. They will swim a pre-established number of strokes (3) along the bottom of the lake, and then resurface. The searchers will back up to the shallow diver farthest back, then dive again. All divers will dive in sync as determined by the caller who is pre-determined by the Waterfront Director.
  - iii. Deep-water diving – Next to each other, 2 or 3 trained staff will do a deep water surface dive going completely under the raft down to the bottom of the lake and resurface on the other side of the raft. The divers will dive together sweeping the bottom of the lake. After resurfacing the divers will take a predetermined number of breaths and then dive again. All deep-water divers should use masks and fins. This equipment should be accessible to them at all times while on duty.
  - iv. Dock Sweep – Facing one another on opposite sides of the dock, two people will sweep their feet under the dock ensuring that their feet touch. They will work from shallow to deep water until all dock areas are searched and back again until the all clear is given. A third person will join to sweep the larger portion of the dock.
  - v. Water Trampoline - All users of the water trampoline must wear life jackets. If a situation arises in which waterfront staff believes there is a camper missing in the water trampoline area or if after 10 minutes we have not found the missing person, it will be necessary to contact local officials and request that the dive team come to our site.
10. If the person is not located within ten minutes, the Camp Director or the designated staff member will call 911 and request a dive unit and an ambulance.
11. If the person is located under water, CPR will begin according to American Red Cross Lifeguard Training and CPR standards.
12. If the person is found safe and out of the water, an “all clear” will be communicated to all staff members via the camp

communication system.

13. If the Director hasn't been notified, they will be re-notified and informed of the "all clear".

14. A missing camper drill will be conducted at least once every camp session within the first 24 hours of camp being in session.

#### RULES FOR THE WATER TRAMPOLINE

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

#### BOATING

##### Instructor's Qualifications

1. A mature adult – 18 years or older who is experienced in canoeing and water safety.
2. Certified Lifeguard
3. Certified in CPR-PR, and FIRST AID
4. Must complete canoe skills verification.
  - a. Instructors skillset:
    - i. Paddling techniques;
    - ii. Entering skills;
    - iii. Emergency Procedures; and
    - iv. Ability to train and supervise other staff on skills above so they are able to assist instructors.

#### ACTIVITY AREA

The designated boating area is east of the swimming area. It includes a loading and unloading area, a canoe and kayak storage area as well \*as a life jacket rack.

#### BOATING EQUIPMENT

All equipment will be kept in safe and usable condition and checked before each session (according to pre-use inspection) by the instructor to make sure they are in proper working order, and there are no safety concerns such as structural damage. Only individuals oriented to the safe operation of a motorized watercraft will operate the pontoon boat. This includes but not limited to on the water skills, safely loading and unloading, use of appropriate PFD's and dealing with problems.

-6 aluminum canoes	-1 Pontoon boat	-5 sets of rowboat oars
-5 row boats	-12 canoe paddles	-7 kayak paddle
-6 kayaks	-life jackets (PFD's)	

#### EQUIPMENT WITH INSTRUCTOR IN ROWBOAT

The instructor must be in a rowboat and the rowboat must contain:

- First Aid Kit
- Ring Buoy or Rescue Tube
- Extra oar, extra paddle, 2 extra life jackets
- Signal Device: Whistle
- Tow Rope
- Waterproof bag with camp communication device (walkie talkie)

#### CANOEING AND KAYAKING RULES AND SAFETY PRECAUTIONS

1. All equipment will be checked by the instructor using the canoe pre-use inspection form. These reports will be signed

- and dated by the instructor and kept in the waterfront procedure manual;
2. The instructor will report any maintenance needs or equipment retirements to the camp director immediately. These needs or retirements will also be noted in the pre-use inspection reports;
  3. All equipment must be kept in order and returned to the proper place after each use;
  4. A lifeguard will be on duty for all boating activities;
  5. No one is allowed near or in the canoes or kayaks without a program staff member present;
  6. When canoeing or kayaking, the instructor will be in a rowboat, and when using the pontoon, a lifeguard will be a passenger on the boat;
  7. All boaters must use the buddy board system. Instructor will have a head count of all boaters and will make a buddy check at least every 8 minutes to ensure all campers and staff members are accounted for. The same buddy check procedures should take place while boating and/or if campers get out of the boats while away from the main camp swimming area (i.e. swimming at Kidwell Island);
  8. Canoes/kayaks must stay clear of the swimming area and must remain in sight of the instructor always. Participants must be able to see the lifeguards standing on the dock;
  9. Boating class will be limited to no more than 18 campers for canoeing and 7 for kayaking;
  10. There will be at least two staff members present—one of which will be an adult lifeguard. All staff on duty will have completed aquatic observer training;
  11. Participation is open to all campers and staff, starting at age 7, who have successfully completed their swim test. There may be age, height, or physical limitations; and the instructor has the right to limit participation based on any of these limits as well as other concerns they may have. In the case of any special needs or necessary accommodations, the canoe instructor will work with the leadership team to ensure that all participants can be involved safely;
  12. When boating all participants (campers and staff) **MUST** wear a properly fitting life jacket.
  13. All participants will be given basic introduction and safety orientation prior to participating in their first boating activity. These basics will include:
    - a. How to properly fit and put on a PDF,
    - b. Paddling techniques,
    - c. Boat maneuvering,
    - d. Entering and exiting procedures,
    - e. Overview of emergency procedures,
    - f. Tipping procedures;
  14. Swimming away from main camp - If campers exit their watercrafts outside of the camp waterfront (swimming at Kidwell Island) the buddy check system should be used to be sure that all campers are accounted for. All camp waterfront/swimming rules will be followed.
  15. No more than 3 people in a canoe;
  16. Only 1 person allowed per kayak, except in the tandem, which allows 2 people;
  17. No standing up in canoes or kayaks and no horseplay while in the boats;
  18. Canoes and kayaks may not be used after dark.

#### EMERGENCY PROCEDURES

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

### **HORSEBACK RIDING PROCEDURES**

#### **ARENA RIDING**

##### INSTRUCTORS QUALIFICATIONS

The instructor will be:

1. A mature adult 18 years or older
2. Be experienced in horseback riding and instruction and/or be certified by a nationally recognized horsemanship association.
  - a. Instructor Skill Set
    - i. Understanding and knowledge of horses and their care;
    - ii. Ability to evaluate horses on their usefulness and appropriateness for our program;
    - iii. Ability to assemble, prepare, and use all horseback riding equipment appropriately;
    - iv. Ability to demonstrate effective use of all horseback riding equipment;
    - v. Knowledge and understanding of horseback riding areas and hazards that may be present (i.e. trails, arena, sports fields);

- vi. Ability to clearly instruct horseback riding techniques and activities;
- vii. Ability to perform skills they will be instructing (i.e. saddling, leading, riding, etc.);
- viii. Ability to enforce safety protocol in riding areas—including proper attire;
- ix. Ability to respond appropriately in emergency situations; and
- x. Ability to manage/train other staff members in proper horseback riding techniques and their required responsibilities.

#### ACTIVITY AREA

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

#### EQUIPMENT

- |                                 |   |
|---------------------------------|---|
| - Horses (Tested prior to use)  | - Halters   |
| - Saddles (English and Western) | - Grooming Equipment (curry comb, brushes, sweat scraper) |
| - Bridles                       | - Props (barrels, poles, flags, buckets, etc.)            |
| - Lead Ropes                    |   |

#### RULES AND SAFETY PRECAUTIONS

1. All equipment will be checked by trained staff using the horseback riding pre-use inspection form. These reports will be signed and dated by the instructor and kept in the horseback riding procedure manual;
2. The Instructor will report any maintenance needs or equipment retirements to the camp director immediately. These needs or retirements will also be noted in the pre-use inspection reports;
3. All equipment must be kept in order and returned to the proper place after each use;
4. The horseback riding instructor will be on duty for all horseback riding activities;
5. All horses will be checked for physical/disposition ailments prior to each use, and unsound horses will not be used until rechecked and deemed fit;
6. Electric fence must be unplugged any time horses are in the tying corral;
7. Horses are chosen carefully for camp and chosen for a specific rider based on camper skills and the horse's abilities;
8. Horseback riding class will be limited to 16 riders with a minimum of 1 instructor, 1 assistant, 1 additional 16+ staff member;
9. There will always be at least 3 staff members on duty;
10. All participants will be given safety orientation prior to participating in their first horseback riding activity;
11. Horseback riding is open to all participants and staff. The horseback riding instructor will gather information about the participants' experience level and competency. After gathering this information, the instructor will assign the participant a horse. The participant's level of involvement and freedom will be determined by their competency. Commonly now riding standards such as CHA/HARHA will be followed and side walkers and assistants may be necessary. There may be age, height, or physical limitation; and the instructor has the right to limit participation based on any of these limits as well as other concerns they may have. In the case of any special needs or necessary accommodations the team building instructor will work with the leadership team to be sure that all participants can be involved safely;
12. All bareback riders should be accompanied with a side walker;
13. Students are introduced to horses and important information about each one is given at the beginning of the horse session;
14. All campers must wear close-toed, heeled shoes and long pants;
15. All riders must wear a SEI approved helmet when on horseback;
16. Horses are tested to be calm and well mannered. Remember horses are fight or flight animals and can exhibit unpredictable behavior;
17. Stop, look, and listen. Use caution when working around horses. Horses can react in unexpected ways;
18. Listen and learn. Always listen for commands from the instructor and assistants. always Keep alert when around horses;
19. There is to be no yelling or horseplay in the horse area. Loud noises and sudden movements scare horses;
20. Never stand directly behind or in front of a horse. It may kick, bite, or run you over;
21. Praise the horses often, but correct behavior when necessary;
22. Never hand feed a horse;
23. Camper checks for proper fit of equipment and the instructor re-checks before mounting;
24. Treat equipment with care. Always put equipment away properly;
25. Never wrap or tie anything attached to a horse around your body. You may end up being dragged by the horse;
26. Keep a minimum of 1 horse length (or a big elephant) between your horse and the horse in front of you. Horses may kick or bite if they are too close together;
27. Dismount to adjust equipment;
28. Walk horses on a paved surface when possible to help prevent slipping and falling;
29. Every rider must know the emergency turn before going on a trail ride;
30. Halters must remain on horses, so a leader can assist a frightened or disabled rider—unless horse is wearing a tie down in



which a lead rope can be connected to;

31. Riders are taught to tie up horses at the beginning and the end of a session. Horses are to be tied where corral panels meet, and headstalls must be removed;
32. Horses must be tied by slip knots;
33. Always use a halter and lead rope to tie your horse. NEVER tie with the reins. It may hurt the horse's mouth / break reins;
34. Any campers entering the pasture must be accompanied by a staff member;
35. Campers are to mount and dismount in the center of the arena unless they need a counselor, assistant, or instructor's assistance at mounting block; and
36. All arena gates must remain closed while riders are mounted in or outside of the arena.

#### EMERGENCY PROCEDURES

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

#### **TRAIL RIDING**

When on trail rides, all rules for basic horseback riding rules will be followed. In addition to those guidelines and rules, the following should be followed.

#### EQUIPMENT

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

- |              |                      |
|--------------|----------------------|
| - Saddle Bag | - Walkie Talkie      |
| - Lead Rope  | - Mini First Aid Kit |

#### RULES AND SAFETY PRECAUTIONS

1. Campers will be given instruction and monitored until competency has been obtained. If the instructor feels the camper is able, they are given the opportunity to go on a trail ride;
2. All participants should always be attentive to leaders, alert to signals, and unexpected dangers;
3. All participants should know what the emergency turn is, and be able to use it if a horse goes too fast or gets out of control;
4. Trail riding is always done at a walk. Trot may be used if instructor allows student to catch up;
5. Horses should not eat along the trail;
6. Horses/riders should always walk on level/paved/mowed surfaces;
7. Participants should always walk when approaching and leaving riders, so you don't startle the horses;
8. Use the two-point (standing) position when riding up a hill. When riding downhill sit balanced with heels down;
9. Get the attention of riding staff members if you are in any trouble. To adjust your clothing, tell an instructor; and
10. Staff should be mounted on head and heel horses whenever possible if 2 additional 16+ staff remain on the ground alongside the riders.

#### ON TRAIL EMERGENCY PLAN

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

#### DAY CAMP RIDING

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

**RULES AND SAFETY PRECAUTIONS**

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

**TEAMBUILDING AND ROPES PROCEDURES**

**INSTRUCTORS QUALIFICATIONS**

1. A mature adult 18 years or older;
2. A lead facilitator, trained and certified by ESI (Experiential Systems Incorporated) in the proper set up and use of all equipment and facilities at Camp Kidwell;
3. Be certified in CPR and First Aid;
4. Be experienced in teambuilding and ropes programs as well as instruction and supervision;
  - a. Instructor skill set:
    - i. Demonstrate a high level of proficiency in low/high course initiatives,
    - ii. Ability to inspect, assemble, and prepare equipment and initiatives appropriately,
    - iii. Ability to demonstrate effective use all course equipment,
    - iv. Ability to implement and carry out all emergency procedures taught at facilitator training,
    - v. Demonstrate knowledge of course initiatives such as climbing wall, high ropes, ground initiatives, etc.,
    - vi. Ability to perform life saving skills (i.e. rescues, high ropes takedowns); and
    - vii. Ability to clearly instruct and perform team building techniques and activities they will be instructing:
      - a) Train others in spotting techniques learned from EIS,
      - b) Train others in belaying techniques learned from EIS,
      - c) Train others in proper equipment care and preparation,
      - d) Train other in proper facilitation techniques,

**ACTIVITY AREAS**

Team Building activities will take place in the wooded area to the south and east of main camp.

**FACILITIES**

Wild Woosey	Whale Watch	Giant’s Ladder
Nitro Crossing	Spider Web	High “Y”
All Aboard	Climbing Tower	Power Pole
Group Wall	Zip Line	High Ropes course

**EQUIPMENT**

All equipment is kept in the hill storage barn in the northeast corner of the sports field.

Ropes Harnesses	Carabineers Lanyards	Helmets
Emergency equipment	Storage equipment	

**RULES AND SAFETY PRECAUTIONS**

1. All equipment will be inspected by trained staff members using the ropes pre-use inspection form. These reports will be signed and dated by the instructor and kept in the Teambuilding procedure manual;
2. All equipment and facilities will be inspected on a monthly basis by Camp Kidwell staff, and on a yearly basis by an outside (ACCT approved) vendor—currently this is Experiential Systems Incorporated. Records of these inspections will be kept;
3. All equipment should be treated with care and kept off the ground;
4. The Instructor will report any maintenance needs or equipment retirements to the camp director immediately. These needs or retirements will also be noted in the pre-use inspection reports;
5. All equipment must be kept in order and returned to the proper place after each use;
6. Camp-specific-ESI trained facilitator will be on duty for all team building activities;
7. Teambuilding class will be limited to 16 participants with a minimum of 1 instructor and 1 assistant;
8. All team building activities will always have, the minimum number of facilitators required by ACCT standards present;
9. There will always be at least 2 staff members on duty;
10. Participants must adhere to all activity specific operating and safety procedures and emergency procedures as presented and taught by ESI at Facilitator Training;
11. All participants will be given safety orientation prior to participating in their first teambuilding activity;
12. All participant parents or guardians will complete a health history and waiver and release of liability prior to the participant starting camp. The Teambuilding instructor will review the “challenge by choice” philosophy with each

- camper and review all health concerns prior to starting team building activities;
13. Team Building is open to all participants and staff starting at age 7. There may be age, height, or physical limitation to each activity. The instructor has the right to limit participation based on any of these limits as well as other concerns they may have. In the case of any special needs or necessary accommodations, the Teambuilding instructor will work with the leadership team to be sure that all participants can be involved safely;
  14. All campers must wear close-toed shoes;
  15. All campers must wear the appropriate safety gear for any activity they are participating in. For all activities involving participants leaving the ground (other than the ground initiatives) all participants must wear a helmet;
  16. There is to be no horseplay in or around the teambuilding activities. It is very important that participants and staff always stay focused and alert;
  17. Participants will put on and check for proper fit of equipment and the instructor will re-check before the participant is released to start an activity.

## **ARCHERY PROCEDURES**

### **INSTRUCTOR QUALIFICATIONS**

1. A mature adult 18 years or older;
2. A certified archery instructor from a known organization or verified experience in and knowledge of archery techniques used at Camp Kidwell;
3. Be certified in CPR and First Aid; and
4. Be experienced in archery instruction and supervision,
  - a. Instructor skill set:
    - i. High level of proficiency in archery range activities/management,
    - ii. Ability to set up and prepare for use of all archery equipment and range appropriately,
    - iii. Ability to demonstrate effective use all archery range equipment,
    - iv. Ability to clearly instruct archery techniques and activities,
    - v. Ability to perform skills they will be instructing (i.e. setting up equipment and range, shooting techniques and safety procedures),
    - vi. Ability to respond appropriately in emergency situations,
    - vii. Ability to manage/train other staff members in proper archery techniques,
    - viii. Ability to plan and deliver instructional program,
    - ix. Knowledge of, ability recognized and adapted program to fit varying skill levels.

### **ACTIVITY AREA**

Archery range activities will take place in the range area just east of the bath house.

### **EQUIPMENT AND FACILITIES**

Facilities:

Shelter Storage Shed

Shooting Range

Equipment:

Bows

Arm guards

Targets

Quivers

Arrows

Target Tripods

### **RULES AND SAFETY PRECAUTIONS**

1. All equipment will be inspected by trained staff members using the archery pre-use inspection form. These reports will be signed and dated by the instructor and kept in the Archery procedure manual;
2. All equipment and facilities will be inspected on a monthly basis by Camp Kidwell staff. Records of these inspections will be kept;
3. All equipment should be treated with care and kept off the ground;
4. The instructor will report any maintenance needs or equipment retirements to the camp director immediately. These needs or retirements will also be noted in the pre-use inspection reports;
5. All equipment must be kept in order and returned to the proper place after each use;
6. The Archery instructor will be on duty for all archery activities and will always have a auditory device (whistle);
7. Archery class will be limited to 16 participants with a minimum of 1 instructor and 1 assistant;
8. There will always be at least 2 staff members on duty ;
9. All participants will be given safety orientation prior to participating in their first archery activity;

10. Archery is open to all participants and staff, starting at age 7. There may be age, height, or physical limitation and the instructor has the right to limit participation based on any of these limits as well as other concerns they may have. In the case of any special needs or necessary accommodations, the archery instructor will work with the leadership team to ensure that all participants can be involved safely;
11. All campers must wear close-toed shoes;
12. All campers must use the appropriate safety gear during archery. All participants must wear arm guards;
13. Participants will follow all archery range procedures;
14. Running is not allowed in the archery range;
15. There is to be no horseplay in or around the archery range. It is very important that participants and staff always stay focused and alert;
16. Participants are to follow all range and whistle commands;
17. Arrows should remain in quiver until participant is given command to shoot and when out of the quiver they should always be pointed at the ground;
18. After knocking arrow, always keep it pointed at the ground or target;
19. Participants should not cross the shooting line for any reason when shooting is taking place;
20. Participants should wait in orderly lines while others are shooting;
21. Participants should only use arrows provided by the instructor;
22. If an arrow is dropped, participants leave it on the ground until given the command to pick it up;
23. Never dry fire a bow;
24. Please do not shoot wildlife in or around the archery range; and
25. Any targets created for archery class should not represent real humans or animals.

### RANGE PROCEDURES

#### Whistle Commands

1. One blast – Archers can approach shooting line- “grab-bow;”
2. Two blasts – Begin shooting- “shoot;”
3. Three blasts – Walk forward and get arrows from range “Grab-your-arrows;” and
4. Four or more blasts – Stop shooting immediately and put arrows in quivers

#### Technique

1. Stand perpendicular to the firing line, with head facing target, and arm closest to the target extended;
2. To load - hold bow perpendicular to body out from waist; bring arrow above bow (always pointing down range); nock arrow from odd fletching up;
3. Grip the string with first joint; one finger above, two fingers below the arrow with slight pressure between first two fingers to hold arrow or hold with three fingers below with the thumb;
4. Extend bow arm with elbow slightly bent out. With shooting arm draw the string all the way back to anchor point, keeping elbow level with shoulder; and
5. Aim and release.

#### Range Procedures

1. Stand behind the waiting line until 2 whistle blasts are given or “archers to the shooting line” command;
2. Pick up bow and straddle the shooting line;
3. Keep arrows in quiver until 1 whistle blast is given or “begin shooting” command is given;
4. After shooting all arrows, step back from the shooting line, set your bow down and wait behind the waiting line;
5. When 3 whistle blasts or the “walk forward to your arrows command is given” participants will retrieve their arrows;
6. Stand at the side of the target and be sure there is no one behind you. Remove arrows from target one at a time, using two hands: one on the target and one pulling the arrow out. Lay arrows removed from the target on the ground until all arrows have been retrieved. Then, pick up arrows one hand below feathers and the other slightly above the tip, carry them parallel to the ground back to the shooting line, and place them in your quiver.
7. Change draw weight as needed.

### EMERGENCY PROCEDURES

1. Multiple blows (4 or more) of the whistle will signify an emergency/unsafe situation, and all participants are to stop immediately and put arrows in quiver;
2. All participants are to step back from the shooting line;
3. The instructor will immediately go the scene of the emergency/unsafe situation;
4. A second staff member will keep the rest of the campers in a safe situation, and notify the health officer / director; then,
5. Camp wide emergency procedures are to be followed from this point on.

### **OVERNIGHT CAMPING PROCEDURES**

## SUPERVISOR QUALIFICATIONS

1. A mature adult 18 years or older;
2. Experience in and/or knowledge of tent camping, outdoor living, and survival techniques; and
3. Be certified in CPR and First Aid

## ACTIVITY AREA

Overnight camping will take place on Kidwell Island (70ish acres), which is the property across eagle lake and adjacent to the main camp property to the north. Occasionally we may camp in the sports field or quad area in the case of weather concerns. Campers and staff members are transported to the camping area by canoe or pontoon boat. A lifeguard must be on duty whenever boats are used.

## EQUIPMENT

Tents	Cell phone	Shovel
Backpack	Camp Walkie	Garbage bag(s)
First Aid Kit	Fire building material	Baby wipes
Water jug (water brought from camp)	Marshmallow sticks	Bedding for participants
Cups	Camper medications (as required)	Staff Flashlights
Storage for snacks	Camper info	Extra batteries
	Toilet Paper	

## RULES AND SAFETY PRECAUTIONS

1. All equipment will be inspected by the staff member leading the activity;
2. All equipment should be treated with care;
3. The staff member leading activity will report any maintenance needs or equipment retirements to the camp director immediately;
4. All equipment must be kept in order and returned to the proper place after each use;
5. All participants will be given safety orientation prior to participating in the overnight camping experience;
6. The overnight camping trip is open to all participants and staff, starting at age 7. The staff members leading the activity have the right to limit participation based on any concerns they may have about individual participants. In the case of any special needs or necessary accommodations, the staff member leading the activity will work with the leadership team to be sure that all participants can be involved safely;
7. There will be a minimum of two adults (one male and one female) staff members present for all overnight camping trips. Camper to staff ratio will never exceed 1 staff member to 8 campers;
8. The staff members in charge of the group will be oriented to the health care needs of everyone in the group prior to leaving for the trip;
9. All medical information pertinent to the campers going on an overnight camping trip will be provided to those staff members leading the trip. Staff members leading the trip will be instructed on the procedures to administer any camper medications and other necessary medical procedures that may need to be given or administered, as well as emergency procedures;
10. At least one cellphone will be present on all overnight camping trips. In case of emergency, call 911. Assess the situation and get the appropriate help by following the camp wide emergency procedures. Have 911 responders meet a staff member at 70 38<sup>th</sup> St, Gobles, MI 49055 and EMS and the staff member will ride through the hay field to the campsite. Ambulance may not be able to drive to the site so walking on foot from the landing may be required;
11. Walkie-talkies will also be with the group;
12. At least one staff member will have first aid and CPR training. Staff members will be oriented to specific dangers of the environment where the group will be camping:
  - a. Staff will be introduced to camping trails, appropriate places for tents, campfire, and latrine
  - b. Staff will be taught how to build latrine
  - c. Staff will plan all of the materials that will be needed on the trip
  - d. Ways to minimize the effects of being there (i.e. digging latrine)
  - e. Staff will discuss the environmental impact of the camping trip
    - i. Effects of presence
    - ii. Effects of products
    - iii. How to clean up
  - f. Staff will practice all of the skills needed to lead a trip (i.e. putting up tents, navigating trails, and building campfires)
13. Prior to departing for the overnight trip, the following information will be collected for the group, a copy will go with the group and one will be kept in the director's office:
  - a. Participant roster
  - b. Times of departure and return

- c. Inclement weather plan
- d. Emergency plan
- e. Route to be taken
- f. Plans to communications with main camp;

- 14. All waterfront rules will be followed during the overnight camping trip. This includes any boating or swimming that may take place;
- 15. Only marked trails and camping sites will be used; and
- 16. Only biodegradable products will be used on the trip.
- 17. At least one staff member who has campfire building experience and/or been trained on the safe use of a campfire will be on the trip to ensure the safe use of the fire.

#### FOOD

Food taken on our overnight camping trips will be non-perishable. Water will be supplied from the main camp supply and stored in a water cooler or bottled water. All food will be stored in clean, closable coolers to keep animals and insects away. Any utensils used for serving food will be disposable and will only be used once. Only prepared snacks will be served to the campers, examples are:

- 1. Trail mix
- 2. S'mores
- 3. Puppy chow
- 4. Chex mix
- 5. Banana Boats