

HEARTLAND CHURCH NETWORK'S

KID'S KAMP



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WELCOME TO KID'S KAMP!

Kid's Kamp is a camp by and for the churches within the Heartland Church Network. It is our desire that your week at camp will be filled with the joy of Christ as you point the kids to Him! We are calling men and women of Christ to come model Jesus to kids who desperately need it.

Mission Statement

We are here to share the gospel with kids through God's word, God's Son, and God's people by working in unity as brothers and sisters in Christ.

Philosophy of Ministry

Our aim is to present a Christ-centered program of wholesome camp activities in which all aspects – physical, intellectual, social, and spiritual – are consistent and biblical.

At camp, we are not multiple churches coming to put on a time-killer summer camp. We work as ONE church body, of one mind, of one Spirit – that of Christ – to disciple the next generation!

Goals of Kid's Kamp

- Provide a camp experience that will encourage campers to accept Jesus Christ as their personal Lord and Savior.
- Create a setting in which mature Christians model biblical discipleship by integrating learned values into real life scenarios, developing maturity of character, teaching biblical world views, and growing attitudes of servitude.
- Initiate an understanding of God and His word through applying scripture to daily activities.
- Establishing daily Christian habits such as prayer, bible reading/study, and taking care of God's creation.
- Introducing/developing recreational skills through physically challenging programs.
- HAVE FUN!

Follow Through

The practical applications of our philosophies and goals is carried out in two ways:

- A Christ-centered program in which we recognize ALL activities as potential ministry opportunities (bible study, devotions, quiet time, rotations, chapel, AND walks to the games, walks to the cabins, free time play, meal times, bedtime prayers, etc).
- Dedicated Christian leaders who live the example. A genuine staff is essential to the success of this program! Leaders are chosen for their consistent Christian testimony and lifestyles.

KAMP POSITIONS & JOB DESCRIPTIONS

Kamp Director

The Kamp Director (KD) oversees all of the year-round preparations. He/She answers directly to the Heartland Church Network and is ultimately responsible for all decisions regarding the operation of Kamp.

Assistant Kamp Director *(when applicable)*

The Assistant Kamp Director (AKD) assists the KD in their role of overseeing the year-round preparations. This person fills any responsibility assigned by the KD. This could include overseeing summer kamp operations, staff training, staff functions, supervision of staff, and overall ministry while at kamp. The AKD answers directly to the KD.

NOTE: This person is in training to become the Kid's Kamp Director.

Kamp Pastor

The Kamp Pastor (KP) is primarily responsible for the assisting in the spiritual development of the staff leadership. This would include the program director(s), adult leaders, junior leaders, rotation leaders, and any other camp servants. He assists the KD with any staff needs that arise and may be asked to help with special needs of campers. He also plans, leads, and teaches the evening chapel times during camp.

Program Director

The Program Director (PD) oversees all of the camp program activities. Their responsibility before camp is to work with the KD, AKD, and KP to plan and prepare the activities for the campers at Kid's Kamp. This includes, but is not limited to: rotations, recreation times, team challenges, and any point systems used during the week of camp. They will recruit and work with a team to facilitate those planned activities and will need to secure the items necessary to do so – sports equipment, safety equipment, etc.

Assistant Program Director *(when applicable)*

The Assistant Program Director (APD) works with the Program Director. They assist and assume responsibilities assigned to them by the PD. They will help to plan and prepare activities and should be able to step in and act as the PD whenever needed during the week of kamp.

NOTE: This person is training to become the Program Director.

Junior Leader Director

This person will oversee the Junior Leaders during the week of camp. They will disciple the teenaged servants of camp by holding them accountable to their tasks and schedules, counseling and helping with relational issues and problem solving, and facilitating an age-appropriate devotion each evening that relates to the camper's lessons for that week. He/She will supervise the late-night JR Leader meeting and then will help walk the grounds to make sure everyone is secure for the night. They answer directly to the KD, but may refer to the AKD and KP for needs and assistance as well.

Head Counselors

The Head Counselors will be the first go-to's for the Bunk Leaders. A female head counselor and a male head counselor will be available during the week of camp to assist with: conflict resolution, camper behavior, special counseling needs of a bunk leader or camper, spiritual needs or prayer, etc. If an issue needs to be taken up further, the head counselor may refer to the AKD, KP, or KD. The head counselors answer directly to the KD.

Head Nurse

The Head Nurse will be responsible for the health and medical well-being of everyone onsite during kamp. She/He will plan, prepare, and set up a Nurse's Station at kamp. The Head Nurse will work with the KD, AKD, and PD throughout the year to plan camp and to offer safety expertise during said planning. The Head Nurse answers directly to the KD and is in charge of any other medical personnel that may be working during kamp that week.

Duties include, but are not limited to: receiving, maintaining, and administering ALL medications needed during the week, offering first aid for medical needs, supervising pool times, walking the grounds to help maintain safety guidelines regarding hydration, sun/heat, etc.

Head Cook

The head cook is responsible for planning the kamp menu. Working with the KD and AKD, he/she will create the menu, assist in food ordering and inventory, and will head a team of kitchen staff to prepare and execute meals and snacks for campers and staff during the week of kamp. While in the kitchen, they will setup a sanitation station/plan, arrange food and beverage stations, and assign tasks to their kitchen team. They will also plan and provide beverages for the morning staff meetings and leave out snack and beverage options for the nightly JR Leader meetings.

Assistant Cook

This person answers directly to the Head Cook. He/She will work closely with the cook to define their duties for the summer/week of camp. In general, the Assistant Cook will be responsible for preparing side dishes and desserts, snacks, and other "side jobs" needed done by the head cook. They will work with the rest of the kitchen staff to execute the plans and work off the Head Cook. They will help with food service and clean up after every meal.

NOTE: This person may be training to be the Head Cook.

Rotation Leaders

These staff members will be the leaders in charge of creating fun connections that drive the Gospel points home for the campers. The staff members must:

- Watch online training videos and read camp manuals.
- Attend TopGun training at the appropriate level.
- Be born again believers living a biblical lifestyle.
- Have a heart to and are willing to share the gospel with kids.
- Create a fun, encouraging learning environment.
- Plan and prepare activities/lessons that tie to the theme of camp, the Bible lessons, and the key Bible verse(s) being used that summer. *(They will collaborate with the KD and PD)*
- Work with Bunk Leaders and JR Leaders to execute planned lessons. Communication and delegation is key here!
- Get to know the campers that come through their rotation and find ways to share the gospel and/or pray with them throughout the week.
- Discuss issues and solve conflicts as modeled in Matthew 18. Unresolvable issues go to the KD, AKD, or KP.

Worship Leader

The worship leader will plan and prepare the morning and evening worship times. Morning worship will consist of prayer and a worship song, evening worship will include 2-3 worship songs and an opening prayer at the beginning of chapel. The worship leader will work with the KD, KP, and PD to prepare throughout the year so that the "theme" of worship is consistent with that year's kamp theme. This person answers to the KD & AKD and may be anyone from the staff or any of the bunk leaders that volunteered to fill the position that year.

Bunk Leaders

BL's are children's ministry servants or parents of the churches/campers involved in camp. They are the backbone of kamp. They are committing to being with an assigned group of same-gendered campers for the entirety of kamp. They are responsible for the whereabouts and well being of the campers, and are the main disciple makers at kamp!

Applicants must:

- Watch online training videos and read camp manuals.
- Attend TopGun training at the appropriate level.
- Be born again believers living a biblical lifestyle.
- Have a heart to and are willing to share the gospel with kids.
- Create a safe, encouraging environment for their campers.
- Attend morning staff meetings each day.
- Encourage, train, and disciple the JR Leaders in your bunk group.
- Guide campers through quiet times, devotions, and team rotations.
- Shepherd bunk groups through the daily schedule.
- Attend to the personal needs of the campers in your group, referring them to the nurse when necessary.
- Set camper goals for your bunk group. Get to know your campers and set a goal for the week that may include salvation, character growth, bible knowledge growth, etc.

Junior Leaders

JL's are a HUGE part of our Kid's Kamp Staff! Close in age to the campers, they form important bonds with the campers and links between the campers and adult leadership. In general, campers respond better to the JL's, as they feel more relatable to them. The JL's will be assisting the adults in their groups with any appropriate task they are given, whether the JL is on the kitchen team, rec team, rotation assistant, or in a bunk group with campers.

Applicants must:

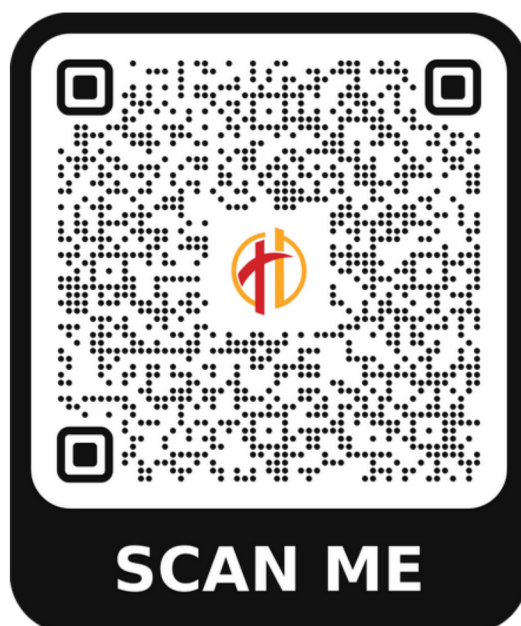
- Watch online training videos and read camp manuals.
- Attend TopGun training at the appropriate level.
- Be born again believers living a biblical lifestyle.
- Have a heart to and are willing to share the gospel with kids.
- Be ready to serve! Kamp is for the Kamper.
- Respect and obey the adult staff – especially the Junior Leader Director.
- Live, walk, talk, and operate in a way that sets a godly example for the campers.

ATTENTION!

ALL adults working at kamp, during kamp, will have to fill out a background check with the Heartland Church Network. If a kamp staff member or bunk leader already has filled out a background check for their church or for the HCN in the last 2 years, they will need to provide information showing as such.

ALL adults working at kamp, during kamp, will need to be referred by or signed off by a pastor or senior staff member of their church. This verifies that we have safe, Christian adults working with our campers that week.

Scan the QR code below to go directly to the Heartland Church Network's background check request form. Please include somewhere on the form which church you are a member of. Once completed, it must be sent to the HCN Office, 2100 S 51st St. in Omaha, or emailed to the Office Manager, matt@heartlandchurchnetwork.org.



GENERAL STAFF POLICIES

Motivation and Conduct

It is expected that all who serve at Kid's Kamp do so because of a desire to see Jesus Christ at work in their lives and in the lives of children. Consistent with this belief is the expectation that each staff member's and leader's conduct will be such that Christ will be honored and Kamp will be proud of its leadership.

It is expected that all staff members and leadership will participate actively and cheerfully in their assigned activities, including the attendance at staff meetings. All staff members and leadership should be willing to be governed by all camp policies and procedures made for the welfare of the whole – our Kid's Kamp church body.

Leaving Kamp

All kamp personnel are to stay on the camp grounds at all times. The Kamp Director can authorize staff members or leaders to leave if the situation deems it necessary.

THIS IS IMPORTANT! If a staff member or leader leaves, this puts the safety of the camp in jeopardy. We staff kamp and assign groups based on safe ratios of adults supervising children. If an adult leaves camp, the Kamp Director will have to accommodate for their absence accordingly.

Acceptable reasons to leave kamp include, but are not limited to:

- Medical emergency
- Death in the family
- Work emergency
- Pre-Planned scenario approved and covered by KD prior to kamp.

Plan to stay for the entire week of camp. Training is the Sunday before kamp. Kamp runs from Monday-Friday and is overnight. Plan accordingly.

Health Records

Each staff member and leader at Kid's Kamp must complete a medical form for the current year. Medical forms are provided in the registration forms and must be completed and signed prior to camp. This will allow for the proper care in case of an emergency and for planning purposes with meals and activities.

Restricted Facilities

The only personnel permitted in the kitchen are those authorized by the camp site staff, the Head Cook, and the KD. Only those permitted by Head Nurse or the KD is allowed in the nurses station. If seeking medical aid, seek the nurse and she/he will allow you into the nurses station.

No camp site vehicles are to be used by the Kid's Kamp Staff. Those are for the facility staff employed by the campsite we are using.

Training

In order to be effective at Kid's Kamp, kamp staff and leaders need to be prepared for the week. Training videos will be posted on the HCN website. Kamp staff and leaders will be asked to watch them and take notes. Staff and leaders must read through this manual. In addition, practical, hands-on, onsite training will occur before kamp starts. Kamp staff and leaders must participate at the appropriate level needed for their position. This training is provided by the KD, AKD, KP, PD, and Head Nurse. This will be further explained later in the manual.

Personal Equipment

Any personal sports equipment, vehicles, appliances, musical instruments, etc are to be properly stored when not in use. Questions, concerns, or special requests in this area will be taken to the KD.

Video Games/Laptops

No electronic games of any kind should be brought to kamp.

Laptops in general should not be brought to kamp. Staff members and leaders who need a laptop to fulfill their role at kamp need to clear it with the KD so he/she is aware of the presence of the equipment. Ideally, this would be the worship team, audio/video team, the KD, AKD, PD, or KP. Laptops should not be necessary for any other role.

Music

The purpose of music at kamp is to enrich the learning environments, lead us in worship and praise of our Lord and Savior, and bring peace and fun to free times. This music should be God honoring music and should be approved by the KD, AKD, or KP. Any music played should be played at a reasonable volume. Loud, disruptive, or overwhelming music will be turned off.

Cell Phone/Devices

Our focus should be on growing in Christ, building each other up, and discipling the kampers. To minimize distractions, staff members and leaders should limit the time they spend on cell phones and other devices.

Acceptable uses for phones/devices would include:

- Checking the time
- Taking approved photos
- Checking bible references on a bible app
- Emergency calls
- Communicating with/finding fellow staff members or leaders

Unacceptable use for phones/devices would include:

- Social media
- Social texts/calls
- Time killing scrolling of apps, shopping sites, etc
- Game apps
- During instruction times or times with kampers
- Online shopping of any kind

Staff members should not be on their phones or devices when they are with or are supervising kampers. Use during your free time is permitted! Check your emails, texts, etc in those time periods. Phone should be kept on silent or vibrate during kamp.

JR Leaders should not be on their phones except for the above reasons, approved by the adult leadership over them.

Staff and Leaders should not be on their phones at night, until all kampers are asleep. The light and the curiosity keeps kampers interested and awake.

Any uses or needs not covered here can be taken to the AKD or KD.

Other Electronics/Devices

(radios, music players, bluetooth speakers, etc.)

Other devices are to be kept locked in your vehicle. They may be used to listen to approved Christian music during free times or devotions times, if it helps cultivate the learning environment and doesn't disturb others' peace. Uses of these devices should be cleared by the PD, AKD, or KD. Exceptions to the policies listed for devices should be cleared by the KD.

Social Media

Social media can be a powerful tool. It can be a wonderful way to promote camp, express yourself, and even check in at home while away. However, discernment is needed. Keep in mind that social media is **1)** a reflection of who we are and therefore our representation of Christ and **2)** a way to keep people informed of what is happening in our world. Staff members and leaders should keep that in mind if and when posting about kamp on social media.

For safety reasons, staff and leaders SHOULD NOT POST ANY pictures of kampers to social media UNTIL AFTER returning home. And then, staff and leaders should only do so with permission from each kampers' parents/guardians.

Staff members and leaders may take pictures and videos of time at kamp to share with church, friends, and family at home. We encourage churches to share Kid's Kamp experiences! However, DO NOT POST TO SOCIAL MEDIA until after returning home from kamp.

Personal Appearance

Staff members and leaders are expected to be well groomed and modest while at kamp. This sets the model for the kampers and helps maintain relational, hygienic, and health standards.

Swim Wear

In order to provide an equally modest standard, we ask that every person in the pool wears a colored (preferably dark colored) T-shirt over their swim attire. Though this can be cumbersome in the water, it provides both modesty and extra protection from the sun.

- **Females** – swim suits should be modest and cover the midriff. If wearing a 2-piece rash guard shirt and shorts set, make sure it covers the midriff.
- **Males** – swim shorts/trunks are permitted. NO SPEEDO type bottoms.
- **All** – Colored T-shirt to cover the top half of the body.

Dress Code

The staff and leadership of the kamp sets the example for the kampers. Please use proper judgement regarding dress. Kamp staff and leaders should wear comfortable clothing that is not distracting to other staff or campers. If a staff member is unsure if a clothing item is inappropriate, chances are it is. Questions and concerns can be taken to the KD.

Shoes

Athletic shoes with socks is the ideal for most camp activities. Sandals with a back strap may be worn, but you will need closed-toed athletic shoes for recreational times. Flip flops, slides, and other open shoes are not recommended, as it increases the chances of foot, toe, and/or ankle injuries.

Tattoos/Piercings

Any visible tattoos and piercings should be modest and appropriate for a Christian, Gospel-focused children's camp.

Males

Male staff members and leaders should wear modest swim shorts and a t-shirt during pool time. NO speedos. They should wear shirts that cover their chests and midriff. No open button ups that show skin. No cut out muscle tank tops that show chest and stomach.

Females

Female staff members and leaders should wear modest clothing that is not tight and accentuating and that covers chest and midriff. Tops should not be low cut. Sleeveless shirts should not reveal chest, midriff, or bra section of the armpit area. Swim suits should be modest one pieces under a t-shirt or a two-piece rash guard set that covers the midriff. Shorts should be long enough that bottoms are covered in all sitting and standing positions.

Jewelry

Staff members and leaders should keep in mind the jewelry they wear. If it is of great value, it might be wise not to wear it to kamp. Any jewelry that presents a safety hazard while engaging with kids in a pool, playing yard games, or participating in recreation times should be removed before participating in said events.

Co-Ed Staff

In order to honor God with our relationships with one another, staff members and leaders should:

- Not enter the bunk and bathroom areas of the opposite gender.
- Not hug, but offer high fives, fist bumps, and other forms of greetings.
- Not be alone, one-on-one with anyone of the opposite gender.
- Not text or call someone of the opposite gender after hours while at kamp.
- Enjoy each others company appropriately.
- Greet each other cheerfully.
- Have open conversations that lead to building friendships and helping disciple the kampers.
- Play yard games together and have fun.

Understanding that friendships and relationships may exist outside of Kid's Kamp, Staff members and leaders should understand that they are modeling appropriate relationships and physical contact to the kampers. Working together with the opposite gender in ways that are above reproach honors the Lord and sets the right examples to the kampers.

Recreation/Activity Building

There should always be at least 2 leaders in the recreation building while in use. Keep it clean and put things away when finished using the facility. There should be no rough housing or rough play. Please be considerate of the equipment and space.

Termination of Agreement

The stay of a staff member or leader may be biblically and orderly terminated if the need is found warranted. If the staff member or leader is going against the policies of camp and cannot be restored according to the model found in Matthew 18, in the best interest of the camp, they will be asked to leave.

SUMMER CAMP PROTECTION POLICY

The Gospel of Mark records that when people brought children to Jesus, he took them in his arms, put his hands on them, and blessed them. It is our desire to bring children to Jesus, too! We recognize that at kamp, we are reflecting God's love on to those in our care. We take that responsibility seriously!

These guidelines are set forth to provide a safe and nurturing environment in which we can bring our children to the Savior.

We partner with the churches and parents of the Heartland Church Network, seeking to provide quality care and instruction at Kid's Kamp. All guidelines are designed to protect and promote growth for each person at kamp. Everyone who serves on the Kid's Kamp Staff or leadership must follow these policies and procedures. Any exceptions made will be at the discretion of the Kamp Director.

Safety Measures

- All staff and kampers must complete the required registration packets, with attached medical forms. Kamper registrations need to have ALL of the needed parent/guardian signatures.
- All kampers and staff must follow the arrival and departure policies.
- The Head Nurse will instruct staff and kampers on how to turn in, daily receive, and then pick back up their medications. ALL medications MUST be given to the nurse for the week of kamp. NO exceptions. NO medications allowed anywhere else on the campsite.
- All staff and kampers should stay in the authorized parts of the campsite.
- No staff members or kampers should be alone and/or out of sight of other staff or kampers.
- If safety measures are not followed and the kamper or staff member is not easily corrected in the Matthew 18 way laid out in scripture, then that kamper or staff member will be asked to leave kamp.

Staffing Guidelines

- Staff members and kamp leaders are required to complete all screening processes.
 - Registration Packet/Application
 - Pastoral Reference (part of the packet/application, but a MUST)
 - Interview with Kamp Director or Kamp Pastor
 - Background Check
- Two-Deep Leadership Policy: Counselors should serve in teams so that 2 leaders are always present. Exceptions may be approved by the KD, AKD, or KP.
 - If a kamper needs to have a one-on-one conversation or prayer time with a leader, tell another leader or the director so that other staff know and then stay somewhere in the open, visible to others. Leaders should encourage the kamper to allow another leader or kamper to be with them, for safety and accountability.
- Supervising Visits: The KD, AKD, JLD, and KP will make regular visits to the bunks, rotations areas, recreation field, dining hall, and any other areas where the kamp program is running in order to insure proper supervision is occurring.
- Open Door Policy: At no time should any leader and kamper have one-on-one meetings behind closed doors. Have doors open, have other leaders and kampers near by and visible. Again, this is for safety and accountability.

Proper Displays of Affection

Touch is a love language. Touch is essential in nurturing young children. However, physical contact with the kampers should always be age and developmentally appropriate.

Be aware of:

- The opposite gender/differences in sexual development
- Cultural differences
- Family backgrounds/home life
- Individual personalities
- Special needs/sensitivities

Approved, appropriate physical gestures that promote pure, genuine, positive displays of God's love include:

- Hugs – one-arms side hugs or hand-to-arm hugs. (NO full body contact hugs.)
- Lap sitting Vs sitting next to – the youngest kampers may still want to sit in their favorite leader's lap during instruction times. Leaders should encourage the kampers to sit next to them. Leaning an elbow on a leg and be close, but have the kamper sit NEXT to, not ON, the leader.
- Casual touches – gentle pats on the head or hands on the upper back to guide kampers may be needed.

- When consoling a child, a gentle high-on-the-back back rub may be needed. Leaders should be aware of how long and how often these back rubs occur. Again, staying sensitive in order to be safe and accountable.

NEVER use physical touch to discipline a camper. If a camper is not easily reengaged with verbal warnings or will not physically stay where they need to be, see the Head Counselor for guidance.

Discipline & Correction

All interaction regarding discipline needs to carefully consider a child's dignity and fragile life. Gentleness, respect, and understanding must guide all actions and words. Discipline will be carried out through instruction, training, and correction. Physical punishment will not be used or tolerated. For additional information, see manual section How to Prevent Trouble and Discipline at Camp. (insert page number or manual guide section when complete)

Bathroom/Shower Privacy

- Leaders should never go into a bathroom or shower stall with a child, and should NEVER be behind a closed bathroom door or shower curtain with a child.
- Two-Deep leadership rule applies here. There should always be 2 leaders in the bathroom area while campers are using the facilities. Again, safety and accountability.
- If a younger camper needs guidance in the bathroom or shower, make sure the child is properly covered and that a second leader or staff member is near by.
- Give the campers their privacy, but be nearby for proper supervision.

Ready Response to Abuse

This includes abuse which occurs during our summer camp ministry and abuse that occurs elsewhere but of which we are made aware.

A. Reporting Abuse

1. All members of the camp staff will immediately report any items of obvious concern relating to child abuse or neglect of which they have knowledge to the Kamp Director. It is not the responsibility of the reporting person to substantiate any allegations or suspicions.

The following list includes the types of things that should be reported.

- has an unexplained injury - hair missing, burn, limp or bruises.
- has an inordinate number of "explained" injuries.
- gives verbal testimony.
- makes drawings in conjunction with verbal testimony.

- alludes to incidents in writing or through prayer requests, etc.
- complains about numerous beatings.
- complains about others doing things to him/her when no one else is home.
- is dirty and smells or has bad teeth or hair falling out.
- wears long-sleeved shirts during the summer to cover bruises.

2. Confidentiality: *always keep the information confidential. Other counselors do not need to know your suspicions. Talk only with the Kamp Director. The KD will help report to the state, but the observer must make the report.*

3. Responding to the Kamper: *be sure to stay calm and not to act overly alarmed. Allow the child to tell their story in their own way. Avoid probing or leading questions. Let the child know that what happened is not his or her fault. **DO NOT** promise the child you will not tell anyone.*

4. *Fill out the Suspicion of Child Abuse Report Form with the Kamp Director. These forms will be kept on file in the Kamp Director's office space/files.*

B. *If necessary, a Review Committee may be asked to determine if suspicion is warranted. NOTE: This committee is not asked to determine the validity of suspicions. All warranted suspicions **MUST** be reported.*

C. Responding to the Victims of Abuse:
(after the Review Committee has determined the suspicion is warranted)

The Review Committee will determine how best to meet the needs of the situation. If the alleged abuse involves camp personnel, it is recommended that the Kamp Director and the Associational Mission Strategist of the Heartland Church Network make a personal visit to the family within 24 hours.

D. Responding to the Abuser: *The Review Committee will determine how to proceed with the allegations. After the necessary legal action is taken, this group will determine what steps to take next.*

Ready Response to Abuse



Seeking Guidance

Situations arise. If a staff member or leader finds themselves in a situation where they need help or guidance, there is a support system in place!

(This can apply for staff OR camper needs)

If it's medical: seek out a nurse.

The Head Nurse will be the top tier of this support system, and will seek permissions from the KD as needed.

If it's not medical:

- JR Leaders can go to their bunk leaders or JR Leader Director.
- Bunk Leaders and Rotations teachers should reach out to the Head Counselors.
- Head Counselors take the issue to the PD, KP, or AKD as needed.
- PD, KP, AKD, Head Nurse, and Head Cook would bring unresolved issues to the KD.

This system exists in order to ensure the proper care and support is given to each and every person at camp. It also keeps the Kamp Director available for the overall management of camp.

Emergency Policies

Follow all instructions given in the emergency procedures section of the manual.

(see page 29)

Staff members and leaders should always be aware of possible emergencies. When they arise, staff members and leaders should remain calm and guide the campers through the proper procedures.

Staff and leaders should ALWAYS have their list of campers with them. This will help us keep track of campers when emergencies arise.

KAMPER POLICIES

Arrival and Check in

Kampers should arrive between 2:00-2:30 PM on Monday afternoon.

- Kampers will check in with the head nurse at the far end of the parking lot, near the office building. Parents/guardians need to sign medicine log and permissions and hand medications to the Head Nurse.
- Kampers can go to their bunks and set up their areas. JR Leaders and Leaders from their cabin group will be available to guide them through this.
- Parents say final good byes and kampers head to the chapel where the Program Director and Head Counselors will be leading large group get-to-know you activities.
- All kampers should stay in the chapel once they are there. Leader and JR Leaders will be supervising them.

Check Out and Departure

Kampers will have all of their items gathered and packed up Friday morning by 11:30 AM and will be in the chapel waiting for their parents/guardians to pick them up at 12:00 PM. They will check out kampers by going through the reverse process of checking in.

- Parents will check kampers out by talking to the Head Nurse at her station near the office building/pool. The Head Nurse and Kamp Director will give a weekly report and give back kampers' medications.
- Leaders/JR Leaders will help parents connect with and pick up their kampers from the chapel.
- Kampers will say final goodbyes, hand their lanyard to their leader, and leave with their parents.

Health and Safety

A health form is required for each kamper, which lists the child's allergies, special needs, and health history. It must be signed by a parent or guardian. Kampers **MUST** give **ALL** medications to the Head Nurse upon check-in. Exceptions can be made by the Head Nurse at the time of check-in IF NOTED in the camper paperwork prior. Medications will be returned during check out time on Friday.

Kamper Safety is a high priority. The main responsibility of the kamper safety and well being will lie with the supervising leaders of the bunk group or activity area. Kampers must always be supervised. Nebraska State Law dictates that kampers always be under the conscious and watchful eye of the kamp's staff members.

General Rules

We do not state many rules to the kampers. We expect them to use common sense.

A few rules, we will state repeatedly throughout the week, will cover conduct and safety:

1. No throwing rocks, sticks, or other dangerous objects.
2. Do not touch fire extinguishers or other emergency equipment.
3. Do not climb the trees.
4. Do not go into other kamper's personal areas or belongings.
5. RESPECT each other (Ephesians 4:29)
6. RESPECT ourselves (Romans 12:3)

Electronic Devices

It is our policy that kampers should not have or use electronic devices while at kamp. If kampers show up with them, ask parents to take them home. If you find one in a kamper's belongings or because they are using them when they shouldn't, please give it to the Kamp Director to hold for the time being. KD will communicate with kamper and parents about it as needed.

Cleanliness and Respect for Camp Grounds

Purpose: to maintain a prescribed level of bunk appearance, to promote good hygiene, and to build up kamper responsibility and bunk community.

Expectations: perfection is not required! Orderliness and cleanliness will be stressed. There will be a daily bunk inspection, but again this is for the point of community hygiene and building responsible habits. We should take care of our belongings and shared spaces.

Bunk Inspection: bunk areas will be inspected daily. There MAY be a reward or advantage offered to the group that has the best kept bunk areas each day.

- Bed should be made and orderly – nothing messy on top of the covers. No clothes or extra gear thrown on top. (next outfit could be nicely laid out if needed)
- Belongings, shoes, luggage, etc should be neatly arranged under bunks.
- Wet items should be hung nicely in the bathrooms or on the ends of beds.
- All trash should be in the trashcan and trashcans should be emptied when they reach over half full. (Take the bags out to the dumpsters and place new bags in from the utility pantry in the bathroom)
- Floors should be dry and swept up of major dirt, grass, and messes.

Lost & Found

There will be a lost and found area established on the camp grounds. Make sure to check it throughout the week and before leaving kamp.

Kamp Staff is not responsible for lost items or clothing. Kampers should keep track of their belongings and then check the lost and found when they leave.

HOW TO SHEPHERD YOUR KAMPERS

Shepherding

- Start with clear expectations.
 - Go over the rules with your kampers.
 - Discuss what each leader wants to be called/addressed.
 - Remind everyone that this is a Jesus focused kamp.
- Treat your kampers with respect and expect respect from them.
 - Positive comments motivate and show respect. (“Your bunk looks great, but can you please pick up your wet towel?” instead of “You’re so messy. Pick up your wet towel.”)
 - Using their preferred name and asking them do the same.
 - Don’t label the person, label the behavior. (“That volume is too loud for indoors, lets use a quieter voice” instead of “You’re so loud, Quiet down.”)
- Always know where your campers are. Again, safety and accountability.
- Use a constant “attention” signal.
 - Lift one arm in the air until all kampers are also lifting one arm in the air and are quietly looking at you.
 - Verbal rhymes - “One, two, three, eyes on me.” “One, two, eyes on you.”
 - Put up 5 fingers and count down, getting quieter with each number. By 1, the kampers should be quietly looking at you.
 - “If you can hear my voice, touch your nose.” Check to see how many are touching their noses and looking at you. “If you can hear my voice, touch your head.” Hopefully you now have them all looking at you, hand on head.
 - If indoors and able, flicker the light switch. Kids will look around and you can then use your attention signal.
 - There shouldn’t be a need for yelling. If playing outdoors or in an emergency, yelling can signal immediate need to stop and listen. Otherwise, get the kampers attention another way. **DO NOT YELL** over/at kampers.

How to Handle Problems That Arise

1. Often the best time to handle a problem is when it first occurs. For example: A kamper is talking or distracting others while you lead devotions or quiet time. Your reaction might be to stop mid- sentence, look at the kamper, and ask these 3 questions:
 - Do you know what you are doing wrong? (The answer is usually “yes”)
 - Can you control that behavior? (Again, the answer is usually “yes”)
 - Will you control the behavior? (Again, the answer is usually “yes”)
2. Then close the interchange with sincere “Thank you” and continue the lesson.
(If the answer is “no” to any of these questions then you will need to deal with that by talking to him/her privately while another leader takes care of the group)
3. For repeated or continuing problems, first define the problem. For example: Rather than the vague idea that the kamper “never listens” think about when and where he/she is not listening.
 - Is it because they run ahead of the group?
 - Is it only in the cabin?
 - Is it only outside?
 - Be specific, then look for reasons for the behavior. Is it a physical need such as not eating or lack of sleep? Is it an emotional need such as poor self-image or lack of acceptance by the group?
4. Ask for help. Prayer should always come first. Then talk to the Head Counselor. They can give advice or talk to the Kamper. They can also refer it up to the KD, AKD, or KP if needed.
5. **DO NOT** use physical discipline. **DO NOT** use ridicule, shame, or sarcasm. If you are angry, then you need to wait until your emotions are under control before speaking to the kamper.
6. Never discipline an entire cabin due the behavior of individuals.

Handling Kamper Disputes

In the busy, hot, away from home setting, there are bound to be disagreements and altercations among the kampers. Staff members and leaders should be ready and able to diffuse these situations quickly and respectfully.

- Verbal Disrespect or Disagreements
 - Remind the kampers to respect one another.
 - Have the offending party apologize, both parties if necessary.
 - Plan kamp accordingly – do certain kampers need extra reminders, or to have certain other kampers separated from them.
 - Remind your kampers that they are one team this week, working together and using their differences, strengths, and weaknesses to succeed and grow together.
- Physical Altercations
 - If a kamper puts hands or feet on another kamper, verbally remove them from the situation for conversation. Remind them of the Kamp Rules and provide an appropriate consequence for future issues.
 - If kampers start to wrestle or fight, 2 leaders should verbally stop the fight. If words do not work, the leaders may pull the kids off of each other, but then have to be hands off again. If the kids absolutely will not stop, alert the Head Nurse, KD, or AKD immediately.
 - Never handle a child physically in discipline, if it can be avoided.

Health and Safety of Kampers

You are the nurse's assistants! Much of the traffic through the infirmary can be prevented if you help.

1. All medicines are to be turned into the nurse. If you notice medicine of any kind in the kampers' belongings, please bring them to the nurse right away.
2. Preventative medicine is the best kind. Make sure kampers are wearing proper footwear. If kids are playing in areas you know may be unsafe, ask them to move. "Fooling around" invariably leads to accidents.
3. Don't let your kampers get over-tired. This will lower their resistance to infection.
4. All kampers wanting to see the nurse must be screened by a counselor first. In many cases, the counselor can take care of the problem.
5. First Aid Kits will be in each of the activity areas. Know where they are!
6. It is most important that counselors learn to always observe any abnormal condition or reaction of kampers from a health standpoint. All observations should be reported to the nurse for further check-up.

Watch For:

- Any sign of illness or contagious disease, fever, headaches, sore throat; drainage from nose, eyes, or ears; inflamed eyelids or skin.
- Rashes, especially any draining areas.
- Kampers' eating habits and regularity of bowel movements.
- Unsafe conditions or practices in activities which might contribute to kamper or staff accidents.
- Hydration... be sure everyone, including cabin leaders, is drinking enough water. This is very important! A HYDRATED CAMP IS A HAPPY CAMP!

What To Do in Case Of:

- **Small Cuts:** put pressure on the wound to stop bleeding. Clean the area and then put on an appropriate dressing.
- **Bee Sting:** in cases of allergic reaction, do not let child run – carry him/her to the nurse if possible. Counselors may use Epinephrine if they have been trained on its use.
- **Seizure:** if sitting, help kamper to the floor, move furniture away. Do NOT try to hold the kamper down. Send someone for the nurse. If in water, keep kamper's head above water and let him/her finish seizure.

Times a camper should NOT be moved - Send for the nurse!:

- Any severe fall injury, which results in paralysis or unconsciousness
- Near drowning or diving accident
- Fainting
- Heat disorders
- Severe burns or cuts
- Suspected fractures

How to Handle Bed-Wetting

- Preventing Bed Wetting
 - Limit liquids starting after supper.
 - Make sure he/she goes to the bathroom during shower time.
 - "You don't have to be full to empty" is a good motto.

- Dealing With a Wet Bed
 - Strive to take care of a bed-wetting situation as quietly as possible. Try not to draw attention to the kamper. **Absolutely no teasing is allowed.** Depending on the severity of the accident, all, or some, of the following need to occur:
 - The kamper must be cleaned up.
 - The kamper's clothes must be washed and dried.
 - The kamper's sleeping bag should be aired out or washed.
(Have everyone else air out their bags too for continuity and dignity)

NOTE: There is a laundry area in the girl's bunk house.

Contact your Head Counselor to help with this.

EMERGENCY PROCEDURES

Tornado/Harsh Storms

If tornado warnings should arise, there are 2 shelters on site. They are each located near the staff bunk areas.

Leaders and staff members should:

- Check their group rosters and do a head count of their kampers.
- Calmly lead your group to the appropriate tornado shelter – males to the one in the male staff bunk area, females to the one in the female staff bunk area.
- Be patient and comforting to scared, confused, or curious kampers.
- Stay in place until the Kamp Director gives the clear.

Leaders should not:

- Panic, yell, or be harsh with kampers.
- Head into the shelter without all the kampers in their group.
- Leave the shelter before the clear is given by the KD.

If you cannot find one of your kampers, alert the Kamp Director, Assistant Kamp Director, or one of the Head Counselors. They will then give you the green light to take your group to the shelter while they look for your lost kamper.

Fire

If there is a fire anywhere on the kamp site, please take your kamper group over to the grassy areas opposite the parking lot.

Leaders and staff members should:

- Check their group rosters and do a head count of their kampers.
- Calmly lead your group to the safe side of kamp.
- Be patient and comforting to scared, confused, or curious kampers.
- Stay in place until the Kamp Director gives the clear.

Leaders should not:

- Panic, yell, or be harsh with kampers.
- Head out to the grass without all the kampers in their group.
- Leave the area before the clear is given by the KD.

If you cannot find one of your kampers, alert the Kamp Director, Assistant Kamp Director, or one of the Head Counselors. They will then give you the green light to take your group to the grassy area while they look for your lost kamper.

Active Shooter

Now, this is something that the kamp staff is praying diligently never becomes a problem. However, since we live on this side of heaven still, we need to be aware and ready for anything. In order to keep everyone safe, we also have plans for an active shooter scenario.

Always Call 911!

Explain the location well - Camp of the Good Shepherd, Louisville Nebraska

Give a description of the shooter and what part of the camp he/she is in.

If **Outdoors**: RUN! Ideally, you should get you and your kampers out of the gates and onto the road. If not, get into an area you can hide in and call 911. Keep all kampers with you & within your reach. **GENDER DOES NOT MATTER HERE!**

If **Indoors**: Barricade! Get into an area where you can block the door/window and hunker down. Call 911. Keep all kampers with you & within reach.

GENDER DOES NOT MATTER HERE!

There will be people on site that know how to handle the situation. For our kamp staff and leaders, we ask you to get out of the line of sight, call 911, and protect your kampers.

Always Call 911!

Medical Emergency

If a Leader, JR Leader, or Kamper is having a medical emergency, alert the Head Nurse. The Head Nurse and Kamp Director will decide what is needed at the time.

If the Head Nurse and/or Kamp Director cannot be located and consulted, call 911 **ONLY IF**:

- Person is having a serious allergic reaction
- Person has a life threatening injury
- Person is passed out or having a seizure

AGAIN, take all cases to the Head Nurse. The Head Nurse and the Kamp Director will decide courses of action and will make whatever communications are deemed necessary.