

# VANGUARD YOUTH CAMP



# YOUTH CAMP GUIDE

Welcome Letter	3
Camp Guidelines	3-5
Staff	5-7
Duties/Camp	7-8
Policies	8
Cleaning Checklist	9
Map	

***[www.bashanhill.org](http://www.bashanhill.org)***

*Dear Parents,*

*We are delighted to welcome you and your child to our summer camp! We are thrilled to have your child with us for what is sure to be a Christian fun-filled and memorable summer experience.*

*Our summer camp is designed to provide children with a safe and engaging environment to learn, grow, and have fun during the summer months. Our experienced staff is committed to creating a positive and welcoming atmosphere where children can make new friends, try new activities, and explore their interests.*

*Throughout the summer, we have a wide range of exciting planned activities, including sports, arts and crafts, nature exploration, team-building games, and much more. Our team of counselors and activity leaders are passionate about providing children with a fun and enriching experience, and we are confident that the children will leave each day's activity with a smile.*

*We understand that as guardians, you have placed a great deal of trust in us, and we take this responsibility very seriously. Our staff members are trained in first aid and CPR, and we have strict safety procedures in place to ensure that the children are always safe and secure while at camp. Please do not hesitate to reach out to us if you have any questions or concerns. We welcome your feedback and suggestions as we strive to work together to provide the children with the best possible summer camp experience.*

# DSDA CAMP GUIDELINES

## BEHAVIOR

1. Use habits of personal courtesy and Christian conduct in order to protect and ensure a positive atmosphere at camp.
2. No hazing or bullying of any kind will be tolerated by students or adults. This includes actions and comments.
3. Willful destruction of anyone's personal property will not be tolerated.
4. Camp is not a place of public display of affection.
5. Stay in lighted areas of camp at all times.
6. Alcohol, tobacco, vapes, and drugs are strictly prohibited.
7. No weapons are allowed at camp, including all types of guns, pocket knives, etc.
8. For swimming. No pushing or throwing anyone in the water! Enter the water only from the shore.
9. No throwing of rocks, especially at anyone.
10. Any camper out of their room after lights are out will be disciplined. There is no tolerance for sneaking out. An adult must be present if there is a need for First Aid after bedtime.

## CABIN ROOM & FACILITIES

11. Adults should accompany campers to attend all daily scheduled activities. Campers should never be in the cabin rooms alone without an adult present.
12. Campers should never be in the personal bedroom or bathroom of anyone unless an exception has been approved by the camp director.
13. Girls and boys are not allowed in the cabins of the opposite sex.
14. No swapping or changing of rooms are allowed with approval of the camp director.
15. Only one person per bed and one person to use the shower at a time. No exceptions.
16. No kind of pranks, pillow fights, wrestling, or towel popping (using any material) is allowed on the campground.
17. No unkind treatment of animals, the destruction of trees or plants are allowed.
18. No Food or drink (except water) is permitted in the Chapel.
19. No skateboards, scooters, motorcycles, ATV's, UTV's or bicycles, etc are allowed to be used unsupervised.
20. Do not move bunk beds or remove mattresses. Please do not rearrange any furniture.
21. All cabins and rooms are to be kept clean everyday of camp. Please follow the cleaning guide provided.

## DRESS CODE

22. All campers need to be modest in their apparel. All clothing should cover the back, side and midriff, with no visible undergarments. No spaghetti straps, tight-fitting clothing. The clothing should not have writings that display or promote drug substances or inappropriate language. Skirts, dresses, shirts and pants should be modest and well fitted. Pants should cover all undergarments. Casual dress is acceptable for the evening service. Please, no pajamas.
23. Water activities dress code (for the lake, splash pad, etc.) is dark color shirts & shorts for everyone.
24. Shoes and shirts must be worn at all times outside the cabins.

## OFF LIMITS

25. The recreation area are off-limits except for during scheduled activities and Chapel services.
26. Vehicles are locked and are not to be entered during the camp, or without permission.
27. Camp staff vehicles (golf carts & four-wheelers) are to be used and driven by staff and guides only. Campers are only allowed to ride on these vehicles with permission.
28. No one is to leave the camp without permission from the camp office staff.
29. No visitors are allowed at camp without approval from the camp director.

## **CELL PHONES & PERSONAL BELONGINGS**

30. Campers are not allowed to have or use cell phones at camp. Any use of phones (including the use of any camera, video, streaming, chatting, etc.) in areas of dressing like camper rooms, bathrooms, etc. may result in disciplinary.
31. Camp councilors reserves the right to search for and hold and/or dispose of improper personal belongings.
32. Camp is not responsible for lost, damaged, or stolen items.
33. Please label your items with your name. Lost & Found items are held for two week before being thrown out or donated.

## **MEDICATION & FIRST AID**

34. Campers' medication must be checked in to camp's nurse at registration.
35. All medicine must be administered by our First Aid staff, no exceptions. This includes over-the-counter and natural remedies such as vitamins.
36. Any medicine expired or not listed on the medical form or sent in weekly dosing containers or bags will not be administered.
37. The Camp director & First Aid staff have the discretion to send anyone home for health concerns. This may include but is not limited to concerns about fever, vomiting, diarrhea, COVID-19, lice or nits, etc. Arrangement of transportation to home is the responsibility of the Parent/Legal Guardian.

## **MEDIA DISCLOSURE**

38. Those present at camp agree that any media captured is the property of the DSDA. Assn. and may be used in future promotion or publication.

# **STAFF DUTIES**

### **Camp Director**

Is the person (position) who has the lead oversight of the entire camp, and is responsible for the overall oversight of the camp process and leadership.

### **Some of the responsibilities of the Councilors are:**

Evaluating for room checks each morning, helping the campers with any conflicts/behavior or general questions, helping to oversee the traffic in the lobby during an assigned service, helping in concessions at an assigned time, helping to oversee conduct and traffic during an assigned lunch or dinner time, helping to provide supervision at late night events across the campgrounds, and more. More details and schedules will be provided to you at camp. These adults are mostly with the students in their room 24/7 and need to know where their students are at all times.

### **Further responsibilities of the councilors are:**

Wake up students, oversee room cleaning, making sure your room shows up for Kitchen Patrol at your assigned meal, leading small group talk time, overseeing guidelines and overall behavior of your students, mediating conflicts and conversations in your cabin room, cheering your students on, praying for your students at altar calls, reminding them to see nurse for medications, and overall keeping them on schedule for the week. More details and schedule will be provided to you at camp.

**Camp Councilors** – are the position that is the most involved with the campers and helping the overall function of the recreational activities. These include room vs. room games, big color games, open recreational activities, and evening activities.

**Some of the additional responsibilities for councilors are:**

Attending meetings with Director as needed to learn of any plans, concerns or notifications. Also, helping to set up and pull down some recreational activities games, staying positive and encouraging to campers and leaders to participate games and have fun! More details and schedules will be provided to you at camp.

**Wake Up** – Councilors also make sure that all of the campers are out of bed in time to make it to the first activities of the day. No campers may be out of their room before 6:30 am.

**Room Assessment** – Each day the councilors will inspect each cabin room. For the preservations and quality of the camp facilities, cleaning your room is mandatory. They will be checking for: clean floors, beds made, clothes put away, wet clothes are hung, bathrooms are clean, etc. See Cleaning guide in your cabin room or in this book for more detail. Please keep the commons area clean and free of trash. (Each person in your cabin will take a turn cleaning the lobby or commons area. See opportunity schedule)

**Serving Opportunities** – Each room will be assigned one time during the week of camp to help pitch in with cleaning up! This includes Kitchen Patrol (KP) which helps take the trash outside, wiping down tables, and resetting the dining area, or outdoors. Which includes picking up trash and straightening chairs. Please make sure you stay with your group while they are serving, this is to make sure they are all present the whole time.

**Guideline Enforcement** –

- Part of your duties as a staff member are to help us enforce the camp guidelines. It is your responsibility as a coach to oversee that the students in your room comply with the camp dress code. Each morning when the students leave the room and each evening when they head to the service please make sure that your students are modestly dressed. **It is up to you as a coach to police your own students, deans will no longer be responsible to enforce the dress code. Please lead and guide your students in this area of modesty.** If you need assistance with a student, you may need to find the youth pastor for that student or ask for help from your councilor that has been assigned to your cabin.
- **No food or drinks of any kind except bottled water are allowed in cabin rooms or the commons area.** This is important for us to eliminate the risk of rodents and critters.

**Small Group Time** – Each afternoon after lunch, you and your students should have a small group time inside your room. This is the best way for us to make sure that every camper is known and included. It is a great time for you as the coach to encourage your campers to participate in the events of the day and that night's service. It's a great time to ask them questions and hear about their lives, and what they are hoping for each day. Whatever you feel is best as a coach, please have the freedom to do that. We will be providing a leader guide with questions to use if you feel you need them. Please do not use this as only some free time or nap time. We have specifically built times into the schedule for those purposes. Please do not allow your students to go outside of your cabin room and wonder off during this time as they may be a disruption to other groups.

**FOF (Feet off Floor)** – Each afternoon before dinner and your students have time to get showered and dressed for worship. This is also a time that can be used for rest. We want our students to be as rested and alert for each night so they can give their best in worship, as well as get the most out of it!! This is the absolute epicenter of the purpose for camp, for students to encounter God! And the best way for them to do that is to be awake and alert!!! Encourage your students to use this time wisely!

**Careful Practices and Conversation** – Be careful to guide the subjects that are discussed by the campers in your room. There are many topics that are not appropriate for younger campers to hear discussed by older campers. It is your responsibility to make sure that conversational topics are appropriate. Campers need to wear their clothing in the rooms and bathrooms unless they are in the showers. It is not appropriate for campers to be strolling through the rooms unclothed or barely clothed.

**Be sure that no pranks are taking place in the cabin room.** There are too many “harmless” jokes that

can turn into hurt feelings, depression, etc. Therefore, if we are not careful with what we allow to happen, things get bad and quickly. This is also true with phone usage. Please remember Campers are not allowed to have or use cell phones at camp. Any use of phones (including the use of any camera, video, streaming, chatting, etc) in areas of dressing like camper rooms, bathrooms, etc. may result in disciplinary action if needed.

For your own protection and to prioritize the safety of every camper, you should never be alone with a camper when it can be avoided, especially in a bathroom or in a cabin room. If a camper needs to have a private conversation with you, try to ask another adult to be present, or at the very least, speaking to them in a public space, propping open the door, meeting in the commons, or all preferable alternatives.

**Bed Time –**

Once the lights are off, and the campers have been instructed to go to bed, they must all remain in their beds.

Any camper out of their cabin after bedtime, will be disciplined or be sent home from camp. Our staff do patrol the grounds after dark.

# CAMP POLICIES

**In case of emergency** – It is the responsibility of each room coach to know where all their students are, at all times.

If a situation should arise among campers during times that you are in the cabin room, please contact the camp Director.

The Camp Nurse is available on-site 24/7. If you need to reach the nurse after hours, please call the phone number listed on the nurse's contact.

In case of an emergency needing additional back up, an emergency communication device which directly contacts security is available to you. This is only for use by an adult in a health or security emergency where additional help is needed.

**Inclement Weather** – If there is inclement weather, we will make decisions based on radar and forecast. We will follow the public school guidelines for lightning, which has everyone indoors until the lightning is more than 10 miles away, for 30 mins. In the case of lightning or hail, all campers and staff will remain in their rooms until instructed otherwise. If it is simply a rain storm, we will continue with our schedule. If there were ever the threat of a tornado, staff and campers will follow severe weather protocol.

**Visitors at Camp** – We live in a world that requires our diligence to maintain the security of our campers. Area. Cabin access is limited to current occupants only. Visitors are not allowed in cabins.

**Cell Phones at Camp** – Campers are not allowed to have cell phones at camp. We want them to unplug and get away from it all, so that they can focus on getting closer to the Lord. We allow the youth leader from each group to enforce this however they see fit, but phones seen out on the camp will be asked to be put away or given to their leaders. If a Camper needs to make a call home, they may do so using the camp office phone, or their leader's phone. Staff Members are asked to not leisurely use their phones in front of Campers. We urge leaders to be aware of the risks that come with students taking photos and videos in the camper rooms and bathrooms. So many harmless jokes can turn into trouble. Harassment or bullying will not be tolerated.



# ROOM CLEANING CHECKLIST

## ROOM DETAIL:

- Make Beds
- Clothes put away/wet clothes on line outside
- All trash picked up
- Sweep & mop floor if needed (NO BLEACH OR HEAVY CLEANER)
- Trash cans emptied & taken out to the front of the cabin in trash cans.
- ALL ROOMS AND BATHROOMS MUST BE CLEANED.

## BATHROOM DETAIL:

- Clean all mirrors
- Clean all showers
- Clean all toilets (inside & out) & flushed.
- Clean all sinks & countertops.
- Empty all trash & replace trash bags.
- Sweep & mop floors (NO BLEACH OR HEAVY CLEANER) -: Please empty mop water & return supplies to supply closets.

## COMMONS AREA DETAIL:

- Clean tables, sink, and countertops
- Pick up all trash
- Empty trash cans & replace trash bags (to the front outside trash cans).
- **PLEASE CHECK YOUR SCHEDULE FOR YOUR COMMONS AREA CLEANING DAY.**

## END OF CAMP DEPARTURE CHECKLIST

In addition to the above checklist, please include the following:

- All personal items removed.
- All beds must have a mattress cover on them.
- All windowsills wiped out, blinds lowered and closed.
- All floors swept & mopped (NO BLEACH OR HEAVY CLEANER).

## PLEASE:

- LOOK UNDER TOILET LIDS
- LOOK UNDER MATTRESSES
- LOOK UNDER BEDS
- LOOK IN CLOSETS CUBBYS AND COACHES CABINETS FOR TRASH AND PERSONAL ITEMS

\*Start up supplies are located in your bathroom, but you can access the supply closet for mops and brooms. Please fill, empty, and clean your mop bucket using the sink in the supply closet. Let your Dean know if supplies are running low. Thank you.