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CAMP LEADER'S GUIDE

2019

CAMP STAFF

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2019 Camp Leader's Guide

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Welcome to Lake James Christian Camp!

Being part of a week of Christian Service Camp is an experience like no other! It is filled with opportunities to serve the Lord in ways that can only come through the ministry of Christian camping. Camp is a place where the opportunity to accept Jesus Christ and to experience spiritual growth are always the main goals. Each Christian dreams of an ideal field of service where they can be used by God - **this can be that field.**

The opportunities and responsibilities of a faculty member are limitless. The reason a person comes to camp to serve on faculty SHOULD be for the campers - to help them understand the LOVE AND SAVING GRACE OF JESUS CHRIST. Every faculty member should definitely face this task with many hours of prayer and preparation.

This information has been prepared as a guide to those who serve at a week of camp at Lake James Christian Camp. **It is imperative that this information is read before coming to camp each summer so that the regulations and policies are known and understood.** A very important aspect of achieving a successful week of camp is that those in leadership positions know exactly what is expected of them with no hesitation. There may be additional matters that will need clarification. Such items should be taken to the Executive Director or the Board of Directors.

"Rules for acceptance and participation in the program are the same for everyone without regard to race, sex, color, age, handicap, religion or national origin. Any person who believes he or she has been discriminated against in any USDA-related activity should write: Secretary of Agriculture, Washington, D.C. 20250."

Our Statement of Faith and Ministry Policy

We believe the Bible is the inspired Word of God. We confess Jesus Christ, the one and only Son of the living God, as our Lord and Savior. We are obedient to His command to be baptized by immersion for the forgiveness of sins and to receive the gift of the Holy Spirit (Matthew 28:19-20; Mark 16:16; Acts 2:38; 22:16; Romans 6:1-11; Galatians 3:21; et al). We live with hope because of Jesus' resurrection from the dead and ascension into heaven. We trust in His promise that someday we will dwell in eternal glory with God. We celebrate this hope and trust as we partake of the unleavened bread and the cup of the Lord. These are emblems that represent His broken body and shed blood through which we remember Jesus Christ and proclaim His death till He comes (1 Corinthians 10 and 11).

It is our policy to make the camp and retreat center available to other Christian groups and non-profit organizations so long as the group's purpose and objectives are not perceived to be contrary or contradictory to the teachings of Christ and the Scriptures.

Lake James Christian Assembly, since its inception in 1929, has historically viewed Scripture as the inspired and trustworthy Word of God, and as such, the first and final resource to be consulted in making decisions and policy about issues of morality and values. It is in that spirit that this statement is made about our understanding of marriage.

Throughout the Old and New Testaments, marriage is described consistently as a relationship between a man and a woman. LJCA recognizes that in the culture in which we have been called to serve and bear witness to God, there are multiple views of marriage. We are aware that there are people, including some that would describe themselves as Christian, who view same-sex marriage and other types of immoral behavior as acceptable. We also see that in some states within the United States, same-sex marriages are recognized as legal. We insist that the historic, biblical position of LJCA be acknowledged, respected, and practiced by all directors, employees, volunteers, member churches, and groups utilizing the facilities.

We live in a world that is confused about the definitions and boundaries of human sexuality. LJCA believes that it is important to describe what Scripture sets forth as "sexual morality," without an attempt to list every possible immoral activity. One biblical text that clearly addresses this is found in 1 Corinthians 7:1-7. What is clear in this text is that sexual purity is simply defined as (1) a healthy, fulfilling sexual relationship between a man and a woman married to one another and committed exclusively to that relationship; or (2) celibacy, that is, participating in no intimate sexual activity. We believe that this plain statement accurately reflects appropriate sexual behavior for Christians as they follow Jesus as the Lord of their lives. If a believer is married, he or she will be an appropriate sexual partner only for his or her spouse. If a believer is not in a biblical marriage, he or she will be committed to living a celibate lifestyle.

It is Lake James Christian Assembly's desire to be used of God to fulfill His purpose in the lives of men and women and especially children and youth. We welcome groups that we view as having similar purposes, and reserve the right to exclude groups that teach doctrine or practices that are contrary to our historical, Biblical position, and conscience.

RULES & REGULATIONS

1. Faculty, campers and visitors must remember that this is a CHRISTIAN camp!
2. All campers are under adult supervision at all times.
3. **No one**, faculty or camper, is permitted to leave the campgrounds without permission of the Dean.
4. The use or solicitation of tobacco, ecigs/vaping, alcoholic beverages or illegal drugs is prohibited on camp property. All visitors are requested to refrain from their use.
5. **All visitors must check in at the camp office upon arrival at the camp.** Anyone who plans to visit the camp on his own and is 18 years old or older is required to call the camp office ahead of time for permission. Anyone 18 years old or younger who is accompanied by a **parent** or **guardian** needs no prior permission, but still needs to report to the camp office on arrival.
6. Automobiles are subject to strict regulations. High School campers **are not allowed** to drive and keep cars on the camp grounds during a week of camp. (A High School camper that must drive to camp, **must** have their parent or guardian fill out a release form **prior** to coming to camp. **Keys must** be turned in to the office upon arrival.)
7. Musical instruments brought must be used according to the discretion of the Dean. Do not bring Heely's (shoes with rollers), radios, clock radios, CD's & CD players, TV's, MP3 players, "iPods", magazines, cell phones, computers, personal gaming devices, firearms or knives. Items not permitted at camp will be collected and held in the office to be picked up at check-out. **The Christian camp experience is a blend of indoor and outdoor activities. To enjoy this experience completely, the camper needs to spend a week away from "the world". This includes not bringing cell phones to camp. We ask parents to honor this request and make sure your camper does not bring a cell phone to camp. Cell phones, chargers and items that are mentioned above are subject to confiscation.** * NOTE: Cell phones are allowed during High School week as long as guidelines are followed.
8. **Every camper & faculty member must follow the camp schedule!!!** There can be no absence from classes except in cases of sickness and then only by advice of the camp nurse.
9. All campers and faculty are **required** to turn in all medication - counter or prescription - to the Camp Nurse on the opening day of camp. If medication needs to be with the camper (ex. Inhaler), a Doctor's slip must be given to the Camp Nurse on arrival. Medicine must be turned in to the nurse in its original container and with the camper's name on the container. Special medical instructions must be reported to the nurse. We advise leaving non-doctor prescribed dietary supplements at home. Sickness and injuries will be reported to the Camp Nurse immediately. Dietary restrictions must be doctor prescribed and reported by the parents to the food service manager either before coming to camp or at check-in.
10. Campers will swim only during the regularly scheduled swimming periods! (No swimming after dark-no exceptions!!) No camper is permitted in the beach area except during scheduled activities! Shoes and a covering must be worn while going to and from the beach. Unacceptable swimsuit attire are as follows: Men & boys-no racer style trunks. Women & girls-no two-piece bathing suits or plunging neckline swimsuits (tankini's are OK).
11. In matter of dress, Christian judgment must prevail at all times!
 - a. No halter tops, tube tops, spaghetti straps, strapless attire, bare midriff, mini-skirts or spandex shorts at any time. Tank top straps must have straps greater than 2" in width. The judgment of the Dean will prevail.
 - b. Clothing must completely cover all undergarments. Inappropriate advertisements are not permitted and **written expressions across the backside of shorts or pants are not permitted.**
 - c. Gym shorts and cut-offs are to be worn only during recreation.
 - d. No one is to go barefoot on the campgrounds at any time!!!
 - e. The Camp Executive Director has final authority.
12. The Camp Dean or Executive Director reserves the right to reprimand or dismiss any camper or faculty member who does not conform to these rules and regulations.
13. Parents are requested to pick up their children promptly at announced closing times. If this cannot be done, the Dean or Executive Director must be notified and arrangements will be made to care for the camper.
14. Use of telephone is not permitted by a camper except by permission of the dean. The office will not accept calls from home for a camper unless there is an **emergency**.
15. If the camper is unable to attend camp, all but \$20.00 of the fee that has been paid will be refunded. Refunds must be requested prior to the beginning of the camp session. Once the camp session has begun, refunds will NOT be made for sickness, homesickness, disruptive behavior or "No Show". All refunds will be refunded through the mail as a check.

CAMP POLICIES AND PROCEDURES

1. Board of Directors of Lake James Christian Assembly

- a. The Board of Directors are elected during the Annual Meeting held at the camp on the first Saturday in November.
- b. All board terms are elected for three years, with one-third elected each year and are restricted to Christian men only.
- c. Monthly meetings are held at the camp on the first Tuesday at 7:00pm.

2. Executive Director & Committee Chairmen

- a. The Executive Director and full-time staff are hired by the Board of Directors.
- b. Committee Chairmen are chosen by the Board President. Committee Chairmen will serve in their areas of responsibility under the direction and approval of the Directors.
- c. The Executive Director is responsible for the proper functioning of the facilities and of the camp office & staff.
- d. The Executive Director and Program Committee is responsible for the Dean appointments and curriculum material for each week of camp.

3. Dean

- a. Men will be those that lead the faculty & program as deans for co-ed programs, & preach and teach in the main worship assembly.
- b. All Deans are selected & approved by the Program Committee and Executive Director.
- c. All Deans are responsible to the Program Committee for planning and carrying out the program for their week.
- d. Any unresolved questions arising between a Dean and the Executive Director will be taken to the Board of Directors President and if necessary to the Board of Directors.
- e. The Dean must make arrangements with the Executive Director to meet with them at least 14 days prior to his week of camp for a pre-camp meeting. A program of the camp week is due to the camp by this time.

4. Faculty

- a. The Dean is responsible to select his Assistant Dean, Teachers, Recreational Leader, Dorm Parents, Evangelist, Dean of Men & Women, etc.
- b. For help in the above the Dean may contact the Camp Office.
- c. All faculty are responsible to the Dean.
- d. A full faculty should include a minimum of 24. ***There should always be adequate faculty to provide for the needs of campers.***
- e. All faculty members are required to attend all group assemblies!!!
 - i. Missions
 - ii. Chapel
 - iii. Classes
 - iv. Recreation
 - v. Social Hour
 - vi. Family Group
- f. Faculty members are required to show moral conduct. Single faculty members who express interest in the opposite sex are **required** to follow camp rules!! No Public Display of Affection (PDA).
- g. **Sexual misconduct policy**

Any sexual misconduct by a faculty member, camper, or staff must be reported immediately to the Executive Director. Parents of campers involved in such an incident must be contacted as soon as possible before their camp session is over.

h. The Dean of Men & Women are to be respected by **all** faculty!

5. All faculty members should be chosen on the following basis:

- a. Christian character and commitment to Christ.
- b. Ability to work effectively with the age group.
- c. Willingness to cooperate with the purpose and program.
- d. Experience in camp work considered.
- e. Sound in Doctrine. (Their local church is responsible for providing this information.)
- f. Teenagers may be used as 'Junior Faculty' under the following terms:
 - i. May be used only in 1st Chance, Jumpstart, Pre-Teen & Wilderness Camps.
 - ii. Limit of no more than **four** Junior Faculty per program.
 - iii. Teenagers who have completed 9th, 10th, 11th, 12th grade just prior to the start of a summer camp season may serve as Junior Faculty.
 - iv. Any teenager who wishes to serve as a Junior Faculty must attend a special training retreat offered **April 5-6, 2019**.
 - v. A teenager who attends the Junior Faculty training retreat will earn the right to become a Junior Faculty providing that the camp staff is confident in his/her spiritual walk, work ethic, attitude, and ability to work with children.
 - vi. All Junior Faculty will be evaluated during the first half of each camp week that they serve. Any Junior Faculty who does not measure up to expectations set forth by the camp staff and/or Dean may be sent home at that time.
 - vii. Junior Faculty will be considered volunteers, the same as other faculty personnel.

6. Team Leaders

- a. Expected to help with meal times. At least one leader per table to help facilitate the meals, making sure that the meal is a pleasurable experience for all, helping younger children with drinks, etc...
- b. Be with your family or team during class time, *unless you are dismissed by the teacher!*
- c. Be with your team during all team meetings. This is a valuable time to get to know the children and to help with memory work or other team assignments.
- d. Pick out the "quiet" children on your team and make sure they are noticed.
- e. Be available to talk with your "kids" concerning their relationship with Christ.
- f. Sit with your team at any time the dean designates as *family seating*. (ie..Missions, Vespers, Social Hour, Campfire, etc...)
- g. Be with your team at recreation time to help the recreation leader organize and lead.

7. Dorm Parents

- a. The Dean will select a **minimum of 12 Dorm Moms and 12 Dorm Dads** for their program.
- b. Dorm Parents should be selected on the following basis:
 - i. Ability to counsel and discipline campers.
 - ii. Willingness to cooperate with the purpose & program!
 - iii. Ability to serve.
 - iv. *Dorm Parents are not on vacation-they are here to serve!*
 - v. Dorm Parents are **expected** to be in their dorms when campers are packing to be sure that **they pack all of their belongings**.
 - vi. Dorm Parents are **expected** to stay until **all** of their campers are gone.
 - vii. Expectations for Spiritual Leaders.

8. **It is extremely** important that everyone (adult & youth) who is asked to perform for or to lead the campers in any spiritual activity (musicians, teachers, speakers, praise teams, prayer leaders, etc.) is a dedicated believer who strives to please Christ. Also, they should present themselves in such a way that there is no question in anyone's mind as to the true nature of their relationship with the Lord. Our campers are very keen to the lifestyles and attitudes that are often associated with certain styles of dress, makeup, jewelry and symbols. Although we are to be careful about judging people's hearts by appearances, our campers are often not mature enough to see beyond such appearances. As a result, a barrier or stumbling block may occur and cause campers to miss out on the full impact of their Christian camping experience. The Dean is responsible to be sure that such expectations concerning appearance are communicated to all those who are placed in any leadership positions.
9. **Recreational Leader**
 - a. The Dean needs a Recreational Leader to plan all sports and activities.
 - b. All faculty members are *required* to help in the recreational program.
10. **Camp Staff (Salaried Personnel)**
 - a. The camp staff is responsible to the Executive Director.
 - b. Any questions or complaints relative to the staff by the faculty should be taken through the dean to the Executive Director.
11. **Fellowship**
 - a. There **must** be two faculty or dorm parents in each dorm when lights are out for campers.
 - b. Fellowship will be limited to 45 minutes starting at lights out. After this the night watchman will question your whereabouts. **Please stay in dorms Sunday night!**
 - c. The Faculty Lounge located off the main office will be used as a meeting area. (This area is off limits to campers.)
 - d. **The kitchen is off limits to all faculty!!** (Unless otherwise directed by the Food Service Manager or Executive Director.)
 - e. The Snack Shoppe will only be open at regular scheduled times.
12. **Lights Out**
 - a. Doors must be locked at lights out. The Dean will appoint a Dorm Parent to be in charge of each dorm.
 - b. The Night Watchman will patrol the grounds from lights out each night to dawn each morning.
 - c. Any camper outside their dorm after lights out will answer directly to the Executive Director.
 - d. During Senior High Week & Winter Camp the curfew to be in the dorms for the final night will be **12:00am**. All other nights will continue to have a curfew of **11:30pm**.
13. **Program**
 - a. An overall theme is set by the Program Committee.
 - b. Deans should create or build a program using the overall theme. The program will need to be approved by the Executive Director. Be sure the Program provides the following:
 - i. To give each camper the maximum teaching possible of the proper subjects for their age and needs.
 - ii. To bring each camper to a personal decision about Christ and to a closer walk with Him.
 - iii. To make each camper an effective witness for Christ.

- c. All teachers are expected to teach the curriculum outlined for their week by the Dean. (However, they will have freedom in the way they teach the subjects as far as methods are concerned.)

14. Sexual discussion/class policy

- a. ***For the protection of faculty, staff, and campers, any formal discussions, classes, or messages that deal directly with sexuality must first be approved by the program committee. Following approval by the program committee a letter must be sent to the parent of each camper requesting approval for their child to participate. If the occasion should arise during the week that this topic needs addressed please seek approval from management.***

15. Lesson Material & Literature

- a. Expenditures involving preparation of camp programs, schedules, class literature, workbooks, etc. must be approved by the Dean before assuming the camp will bear the cost.

16. Music

- a. The use of secular music needs to be approved by the Executive Director.
- b. No dancing is allowed.

17. Visual Aids

- a. Teachers are encouraged to use as many visual aids as possible.
- b. Easels, whiteboards, pens, TV w/ VCR & DVD, and projection system. (To secure the use of any equipment, check for availability before coming to camp.)
- c. Paper supplies, pencils, scissors and crayons will be available in the metal cabinet in the Faculty Lounge.

18. Offerings

- a. Offerings will be received for missionary speakers serving during the week.
- b. The camp will not authorize any other type of offering unless cleared by the Board of Directors.
- c. Collection of Missionary offerings can be taken up during bank time, Snack Shoppe, Missionary time and/or worship. **Encouragement by the missionary should be sufficient without using "High Pressure Force".** We encourage that gimmicks are kept to a minimum and do not get out of control.

19. Policing/Cleaning Grounds/Dorms

- a. The camp staff will see that the dorm restrooms are cleaned & stocked every day.
- b. The dorm parents are to see that the rooms, halls and restrooms are swept **daily** by campers.
- c. There will be an organized general clean-up on Friday afternoon before dinner. This will be conducted by the Dean in cooperation with staff.
- d. Campers are encouraged to keep the grounds and dorms clean during their stay at camp.
- e. **The camp will keep the lost & found articles for a period of one month. After that time they will be disposed of accordingly. Please be sure to check the lost & found box at the camp office before leaving for home.**

20. Bed Bug Policy and Procedure

- a. When bed bugs are reported all other occupants of the room will be notified immediately and made aware of best practices in handling their bedding and clothing.
- b. A letter will go out to camper's parents, as deemed necessary, informing them of the situation and how it is being handled.
- c. The room and dorm will be closed immediately until it can be inspected and treated and will not reopen until all signs of bed bug activity are eliminated.

- d. All facilities, sleeping rooms, 400 beds, and padded chairs will be inspected annually using trained dogs. If any signs of bed bugs are indicated by the dogs those areas will be closed and treated immediately by a professional extermination contractor or heat treatment.

21. Discipline

- a. **The dean will be responsible for maintaining discipline at all times by enforcing the rules and regulations outlined.**
- b. Major discipline problems must be taken to the Executive Director before action is taken.
- c. The camper (or parent) is responsible for any destruction of property due to willful intent or horseplay. **There will be no exceptions!**
- d. Bills for repairs will be sent to the parent for payment.
- e. **Disciplinary Procedures:** Each action of disciplining a camper will be handled case by case with these guidelines. Conversations and actions taken must be well documented.
 - Verbal Warning from the Dean
 - Meeting with Dean and Camp Management with a written warning
 - A Call to Parents
 - Camper Is Expelled From Camp

22. Invitation

- a. Deans will discuss with their faculty the type of invitation that will be extended during their week of camp.
- b. Deans must make contact with the parents for permission to immerse the camper. All efforts will also be made to contact the home minister.
- c. We recommend any camper that is considering re-baptism to pursue this with their home church & will not be re-baptized at the camp or camp program.
- d. Time will be allotted for parents and ministers to come for the baptisms if desired. (Some Deans will desire to have all baptisms at the same time.)
- e. Deans are responsible to be sure the office has all baptismal information before leaving the camp. (They may appoint someone such as the Assistant Dean or Vesper Speaker to be sure this gets done.)
- f. Sample baptismal information cards are included in the Dean's Notebook.

23. Records

- a. Each Dean will give a written report of the following to the camp office at the end of the week.
 - i. Number of confessions, baptisms, rededications & life recruits. (Form supplied) **Baptismal forms must be completely filled out.**
 - ii. Faculty lesson topic and summary of lesson.
 - iii. Faculty Survey & Evaluation sheet. (Form supplied)
 - iv. Dean's Report. (Form Supplied)

24. Registration and Sunday Evening Program for Main Camps

- a. Registration for traditional camps in the Chapel will begin at 4:30pm sharp! **(There will be no faculty supervision until 4:30pm)**
- b. The dean, assistant dean and faculty must be on the grounds by 2:00pm so that the Faculty Meeting can start promptly at 2:30pm.
- c. Dorm parents will go directly to their dorms at 4:30pm to greet campers & parents. They are **expected** to stay there until the bell rings for dinner or all campers in dorm/room have arrived.
- d. Visitors are welcome at Lake James. (See conditions on page 4, number 5) If you are planning to eat at the camp you must pay for your meal at the office window.

To help our food service manager prepare the proper amount of food, a call 24 hours in advance would be appreciated.

- e. The Executive Director will explain the ground rules and regulations of the camp to all faculty members and campers on opening night during the Social Hour.
- f. All activities on Sunday evening will set the tone and break the ice with the campers and faculty. Please plan accordingly.

25. Weekday Evening Worship Guidelines

- a. Nothing that would destroy the inspiration of the camp week should be permitted.
- b. Parents are requested not to visit during elementary weeks of camp.
- c. Speakers for evening worship **must be men**.

26. Camp Programs & Schedules

- a. Each Dean will be responsible for having a printed copy of their complete program, daily schedule and rules & regulations for each camper and faculty member.
- b. The Dean should bring a copy for the camp office when he visits the camp before his week as outlined in article 3-d.
- c. A copy should also be attached to the Dean's Report.
- d. Meal times are on a set schedule. See the Dean's Notebook for the schedule. Sample daily schedules are included in the Dean's Notebook.

27. Snack Shoppe

- a. The Dean & Executive Director will plan the times the Snack Shoppe will be open during the week and the dean will choose workers from his faculty to work in the Snack Shoppe.
- b. Limits will be exercised for Pre-Teen and younger campers. Limits will also be exercised other weeks if the privilege is abused.
- c. The Executive Director reserves the right to use special restrictions at the Snack Shoppe if necessary.
- d. 1st Chance through Pre-Teen Camps will have one afternoon Snack Shoppe and one evening snack. (The evening snack is provided by the camp.) All other weeks will have two Snack Shoppes daily.
- e. The Snack Shoppe will be open Sunday afternoons from 4:00-5:30pm and on Friday evening at 6:00pm.

28. Camp Store

- a. The camp owned and operated Camp Store is open Sunday afternoon during registration, Friday evening during check-out; and Monday through Thursday 4:30-5:00pm.
- b. The camp provides the cashiers to operate the business.
- c. The Camp Store is off limits to faculty unless the Executive Director or Operations Manager is present to let them in.

29. Banking System

- a. All campers are required to deposit their spending money in the camp's bank at registration during all weeks of camp except High School & Wilderness Camps.
- b. Although High School campers are not required to put their money in the bank, the option is still offered. Bank time will be once a day at an announced time and location.
- c. The bank is open each morning or once a day according to the dean's schedule and the campers are allowed to withdraw the pre-set amount. (ex. If the camper deposited \$15.00 on Sunday he would withdraw \$3.00 every day Monday-Friday.) The bank system will be explained to campers on Sunday evening so that they understand when and where to go.

- d. The Dean is responsible for selecting four faculty members to work at the bank each day. **(Use the same workers all week!)**

30. Waterfront Activities

- a. The camp lifeguards and staff (with the help of the faculty at certain times) will be in charge of all waterfront activities.
- b. The Buddy System is used for **all** weeks of camp, except High School week.
- c. Swimming by campers & faculty is prohibited at any time other than scheduled swim periods.
- d. No swimming or sunning before noon and no swimming after dark!
- e. Polar bear swims in the morning **must be scheduled before breakfast and with the lifeguards the day before.**

31. Insurance

- a. Lake James Christian Assembly, INC will carry a blanket secondary accident insurance policy for all campers and faculty during all camp programs.
 - i. This insurance will cover the camper & faculty member the entire week or program period as secondary coverage. (Primary if no insurance.)
 - ii. Lake James Christian Assembly, INC will not be responsible for any unpaid insurance claims.

32. Bell Signals

- a. The Dean is responsible for ringing the bell.
- b. **2** or **3** rings only to begin and end an activity.

33. Pranks

- a. Any action that is distasteful or injurious either physically or emotionally to a camper/faculty person is not acceptable. If in doubt, use common sense and ask the Executive Director.
- b. The flag poles will be used only for regulation flags.

34. Camp Leader's Guide

- a. This guide is reviewed and printed as articles and regulations are revised.
- b. This guide has been prepared according to the Camp Board of Directors and the Executive Director.
- c. The Dean will receive a copy of the guide and he will in turn send names and addresses of faculty to the camp office and they will also receive a guide to read before coming to their week of camp.
- d. If you have any questions/recommendations, please contact the camp office or any member of the Board of Directors.

Emergency Radio Codes

Code A	Active Shooter
Code W	Weather
Code F	Fire
Code M	Missing
Code I	Injury
Code T	Threat

Command Center: Office

**EMS, FIRE, SHERIFF
911
POISON CONTROL
1-800-222-1222**

Staff Emergency Action Plan

NURSE & CPR TRAINED STAFF TO SITE, ALL OTHER STAFF TO CLEAR AREA.

Action Plan

- A. Camp nurse and CPR trained staff assess situation, and follow American Heart Association CPR and AED guidelines. (Camp nurse to also follow health center protocol for head/neck/spine injury, including the use of oxygen as indicated.)
- B. Send bystander/staff for closest AED (Memorial Hall dining room or Family Life Ctr. Gym)
- C. 911 called by bystander/staff
Camp Address: Lake James Christian Assembly 1880 W 275 N, give location of victim.
- D. Faculty/Staff identify camper.
- E. Office personnel pull camper medical consent form and health record(s) and/or camp attendance list, bring to site.
- F. Camp Lockdown:
 1. Area cleared of all campers by available staff and faculty
 2. Gather families inside the **CHAPEL: Missing camper or Injury**
Gather families on **BALL FIELD: Fire**
Gather families in **MEMORIAL HALL BASEMENT: Tornado or Domestic/Terror Threat**
 3. Dean takes attendance of all campers and faculty
- G. Staff:
 1. Direct EMS to incident site.
 2. Camper medical record brought to site.

Transition (Follow Transportation Guidelines as outlined in Health Center protocol)

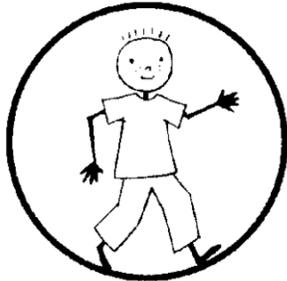
- A. Transition from nurse/lifeguards to EMT takes place.
- B. Member of management goes to hospital with camper.
- C. Parents of camper called by management.
- D. Incident site closed until further notice.

Post Incident Procedures

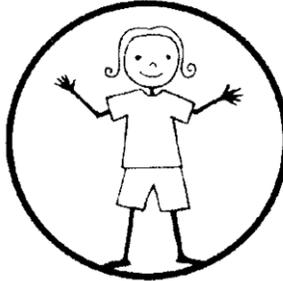
- A. Refer all media questions to Matt Love, Executive Director, **no one else should give any information.**
- B. Management and Dean to discuss debriefing/counseling of staff, faculty & campers.
- C. If needed crisis counseling team called.
- D. State of Indiana incident report completed and filed to state by camp nurse.
- E. Replace all used or damaged first aid equipment.

2019 Staff with CPR, 1st Aid and AED Training: To Be Updated following the hiring of summer staff.

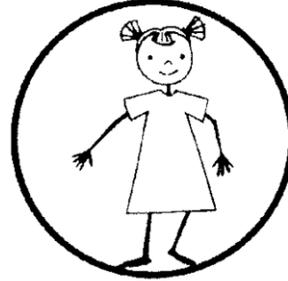
LJCA DRESS CODE



Dress Casual - Jeans and T-shirts are great even at evening sessions.



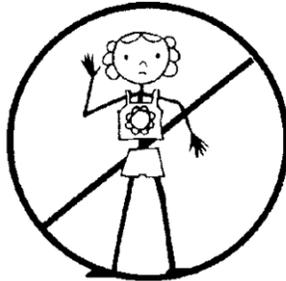
Shorts are great too. (long pants, please, at worship time).



Girls can wear dresses or skirts if they want to. (boys cannot)



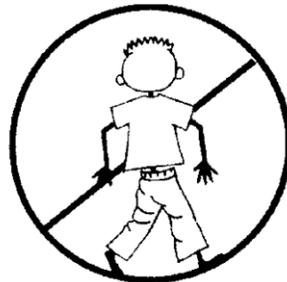
Please kids, no tight shirts, sweaters, pants, or shorts. And no secular concert T-shirts.



Yikes! No spaghetti straps or tank tops, bare midriffs or short shorts.



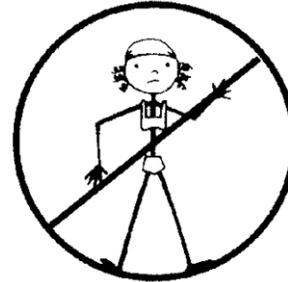
Please guys, no tank tops or short shorts.



Rear-view / no thanks! Keep your pants pulled up.



Hey, girls! No short skirts or low cut tops. Good grief!



Yeepets! No bikinis or two-piece swim suits.

***Tank tops are allowed if straps are greater than 2' in width**

Any fashion (dress, accessory, or hairstyle) that distracts from the spiritual atmosphere or presents a safety risk will not be permitted, such as: plunging necklines, bare midriffs, short shorts, jogging shorts, short dresses, brief swimwear, or immodest tight apparel. Inappropriate secular advertisements are not permitted. Shirts are to be worn by men & boys in public at all times, except while swimming.

Background Check Information

The questions and answers below are designed to walk the dean and faculty through the background check process.

The camp must have all background checks for faculty submitted **no later than 1 week before the camp session**. The dean is responsible to be sure that all faculty have a current background check or have submitted their new background check.

Background checks are good for 3 years.

Q: How do I sign up online?

A: Go to the www.ljca.org website, click on the “resources” tab, then click on “staff & volunteer resources”, then click on “background check”.

Q: Do I have to give out my Social Security number?

A: Yes, for the background checks to be effective we need your SS number.

Q: If I do the background check does that automatically sign me up to help with a session of camp?

A: No, if the dean of the session has not contacted you to help out you need to contact him/her. If you do not have their contact information please call the camp.

Q: Do I need to do the check for each session of camp that I am serving?

A: No, your background check will be valid for **3 years**.

Q: If I do the background check but am unable to help as planned what happens?

A: We submit the background checks when the dean’s faculty are finalized (one week out from the start of the session.)

Q: If I am under the age of 18 do I still need to do this?

A: No, however, if you are under 18 you must attend the Jr. Faculty training. To register for the training go to the camp website www.ljca.org.

Q: When do I give my \$10 towards the background check?

A: We will collect the donations when you check in to serve at your session of camp.

Q: If I have already done a background check for my church or school do I still need to do this?

A: No, if you have a current background check with another organization we will honor this as long as it meets our criteria.

Abuse Policy

Abuse Prevention: All camp staff, deans, and faculty must watch a 20 minute training video that identifies abusers, identifies types of abuse, and describes ways to prevent abuse and how to report abuse. Following the video all staff, deans, and faculty will be required to sign a camp code of conduct.

On Site Abuse:

All campers, faculty, and staff will conduct themselves in a manner that will bring honor and glory to God. If at any time abusive language or behavior is suspected or exhibited toward another person the Dean and Executive Director need to be notified immediately.

They will promptly investigate each case and determine disciplinary actions that could result in dismissal from the camp session. Parents of campers involved in such an incident must be contacted as soon as possible before their camp session is over.

Child Abuse:

You must immediately notify the executive director before the proper authorities are contacted. Indiana State Law requires that you report child abuse or suspected child abuse and to personally meet with local authorities and professionals who work in this area.

The following are Indiana State Law's that pertain to child abuse reporting:

IC 31-33-5-1

Duty to make report

Sec. 1. In addition to any other duty to report arising under this article, an individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report as required by this article.

As added by P.L.1-1997, SEC.16.

IC 31-33-5-2

Notification of individual in charge of institution, school, facility, or agency; report

Sec. 2. (a) If an individual is required to make a report under this article in the individual's capacity as a member of the staff of a medical or other public or private institution, school, facility, or agency, the individual shall immediately notify the individual in charge of the institution, school, facility, or agency or the designated agent of the individual in charge of the institution, school, facility, or agency.

(b) An individual notified under subsection (a) shall report or cause a report to be made.
As added by P.L.1-1997, SEC.16.

IC 31-33-5-3

Effect of compliance on individual's own duty to report

Sec. 3. This chapter does not relieve an individual of the obligation to report on the individual's own behalf, unless a report has already been made to the best of the individual's belief.

As added by P.L.1-1997, SEC.16.