

General Camp Structure, Policies, and Staff Expectations:

Manage the class rooms and Transitions

Manage means have a plan – practice it and stick to it.

Behavior is better when the kids are busy and move smoothly knowing what and when to expect activities.

Engage the kids; your planning should not be to grab the TV or video games anytime there is 10 min's. Plan activities, plan games, plan to be involved with the kids. This includes engaging them during field trips.

Discipline is more than time-out. Attempt to get involved and solve, teach, model moral Christian behaviors. Be confident and aggressive about managing ANY of the kids in the hall or on trips – not just your group.

Clean up anything around camp – don't assume the next guy is going to pick up the paper. Check on and **straiten up** bathrooms behind your group.

No Child of any age at any time should be unescorted in any part of the building.

Building damage happens but it must be reported ASAP – especially carpet spills.

Be outside one hour a day.

Have no more than 4 in a bathroom and monitor use and cleanliness.

Be strict with horseplay. Pulling, pushing, wrestling and running gets out of control and become aggressive quickly.

Chapel, busses, and while we are in public settings are times all staff are expected not only to model behavior but, very much, staff are expected to help quiet and focus the group when that is appropriate. Chapel staff, guest speakers, and tour guides should not have to fight with the kids' noise and activity.

Teachers should have their class list with student information available at all times and on each field trip.

Pay attention to and plan to stop negative behaviors. Name calling, bullying, making fun of, tattling, and any range of negative behaviors should be addressed before they become a larger problem.

Music around camp, in van radios, on camper MP3's should be acceptable Christian music

Academics, crafts, PE and chapel are not optional. Be on time.

MORNING CHAPEL:

Each team will be assigned responsibility for chapel on a rotating basis. It is the Team Leaders responsibility to organize and assign this task to members in their team. Chapel presentation can be any 5 or 10 min activity that emphasizes the lesson or presents an interest building activity or object lesson.

There is no juice, gum, or eating in the chapel at any time for any reason. When the cue song "Awesome God" plays or if quiet is called for please shush and seat the kids around you. Respect for the chapel time and process is a distinct objective.

Morning Academics

We will continue to provide the summer bridge books and you should use them. Alternative assignments or tasks are a welcome addition to the Bridge Books. Alternate activities should be age appropriate and learning oriented. "My kids don't want to do this" is not a benchmark for deciding that it is not appropriate. You can not force the kids to participate but do not give them an alternative activity. Let them just sit there quietly. (No radios or game boys as an alternative to academics)

DEVOTIONS:

Devotions are required. Teachers are provided materials but there are additional resources in the camp library and on the web at www.faithweavers.com. Be creative, any game, project or activity that presents or reinforces the concept for the week is an appropriate activity. See your lead staff for ideas and options.

A real key to devotions is to give it priority and importance by setting aside a definite time and place to do it.

LUNCH:

The preparation of lunch will be a task for the management team and management assistants.

Like chapel lunch will be assigned on a weekly rotating basis for each team. Your team will provide 2 people to help prepare and serve lunch. The team leader will make these assignments. Your team as a whole is responsible for monitoring lunch. The teams who are “off” have a duty free lunch.

Be certain campers are eating something for lunch and report anyone consistently failing to eat. Be aware of hydration needs.

On field trips we often have meal tickets. It is convenient for the entire group to go one place but DO NOT let a kid go hungry because he wants chicken instead of pizza. Find a way to get everyone an appropriate meal.

End of day RELEASE:

Campers will be required to end the day in their classroom and escorted to appropriate after care areas before the teacher relinquishes them. Parent Sign out is required and Children should not be released directly from the chapel or from the bus. Children will be assigned to “activity” areas by age group and these activities will rotate. Schedules will be posted. Please be aware of the schedule and take the kids to the correct areas.

FAMILY GROUPS:

Six Flags is the primary place we see this but the concept is valid for ALL field trips and even for days around camp.

It is unsafe and ineffective to have 3 staff follow behind a group of 20 kids. It is safer and more “motherly” to be one person surrounded by 6 kids. Rather than be behind 20 I’d rather have you in the middle of 6. Whatever field trip we do you should divide the class into groups. NAME the group! Each staff member should take a group. Groups can combine but do not lose your group identity. Do not swap kids once a group is established.

You are responsible for your assigned small group and they are responsible to you. Do NOT give permission to a camper from another group. Send them to their assigned counselor.

Six – Flags:

Divide into interest groups:

The Show boats who want to avoid most all the roller coasters

The Thrill seekers who want to do most things except the upside down loops

The Death wish group who wants to get sick and die.

A 2 team class does not have staff for 3 groups so it is fine to farm out your smaller groups across other classes. Just be sure each child gets into a group they want to be in and that each group has a staff member attached. Keep meal tickets. If you do swap a kid do not forget to swap his meal ticket as well.

Other Trips:

Any other field trip works smoother if you utilize family groups – so do this as often as it is possible to do.

Loading and Unloading Vehicles:

Do so from curb side and transport children on foot with staff in front and rear of children. One staff should maintain a position in the road stopping any traffic in the area.

SMOKE RISE SUMMER CAMP

COUNSELOR INFORMATION AND OTHER STUFF TO KNOW

ACCIDENTS

All accidents must be reported **no matter how minor they may appear**. Please use an accident report form to document and return it to the director immediately. Anything bleeding or really requiring ice (not just TLC) needs an accident report. The rest only needs a sign out note. We do not want to send a child home bruised cut or bitten without a comment to the parent or a note on the sign out sheet. First aid supplies are in the camp office. In a severe injury notify all administrators and move the child to a quiet place. Call 911 if the injury warrants otherwise camp has a nurse on call and an emergency care unit on alert.

SWIMMING

- **One counselor for every 10 children must be in the water at all times with the children. Team leaders are responsible for seeing to in-the-water assignments and for seeing that skating is staffed.**
- Please wear appropriate swimwear and remember you are there to supervise. Non-water staff needs to attend to bathrooms, sun-screen etc...

DISCIPLINE GUIDELINES

- Aggressive behavior, verbal or physical, sarcasm or just general hurtful behaviors should be dealt with quickly and firmly. Do not ignore negative behavior or negative comments.
- Be thoughtful when you roughhouse with a kid. It can get out of hand before you realize what happened. When disciplining a child, the child should not be physically handled in any way.
- Time out, hallway discussions, (be thoughtful of how you speak to the child in front of his peers), withholding snack, rewarding the ones behaving, and restricting general recreation are examples of appropriate discipline.
- Serious discipline, especially for a dangerous or aggressive act should be referred to a camp director.

CD players, Games and other classroom stuff:

YOU control your classroom. YOU decide what is appropriate and when it is appropriate. Anything that distracts from the participation and smooth operation in your classroom is subject to "go away". Administration will back you fully on any decision to eliminate distractions.

Smoking, alcohol and drug use are not allowed by staff or campers on site.

AN IMPORTANT FINAL NOTE:

Selling, trading, and swapping anything at camp is forbidden.

Many problems have come from activities that involve cards, trading and game boys. We do not forbid campers to bring cards to show or game boys to use but be aware that we have had many lost items, outright thefts, or older kids taking financial advantage of younger kids. We discourage kids from having these items at camp and any loss from their presence is the child's responsibility; however you should monitor this activity closely.