



LAKE LOUISE

# Summer Camp Manual

2018



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# Camping @ Lake Louise

## Individual Camp Mission Statements

### **Camp Beloved**

To provide a safe and nurturing environment for LGBTQIA youth to experience inclusive faith, divine love, and affirming community, while learning to practice self-care.

### **Holy Ground Camp**

To promote spiritual life through the Gospel love of Jesus Christ, specifically relevant to senior high youth.

### **Choir Camp**

To teach children and youth about God's unconditional love through music, laughter, and supportive relationships.

### **As We Are Camp**

As We Are Camp embraces all who join as the children God created us to be. God made each of us for His love. God made each of us as unique, beloved children. As a camp community, we strive to reflect that in how we accept, love, and encourage spiritual growth in one another throughout the year.

### **Middle School Camp**

To provide students, 11-14 years old, with a fun camp experience that fosters a deeper sense of community comprised of diverse backgrounds, thus leading to a greater understanding of the workings of God in their lives through the gifts of the Holy Spirit.

### **LIFE (Living In Full Effect)**

Share and experience the message of God's love and hope through creative expression.

### **Bear Camps**

To turn anxiety about camp and God into excitement.





# Where do I go for assistance?

## Quick Reference Guide to Lake Louise Staff

**Primary Contact** Immediate decision made.

**Secondary Contact** Can assist, but will likely need to confer with another staff member before offering a definitive answer.

### **Executive Director**

Oversight & Administration of Lake Louise

#### **Primary Contact**

- Camper safety & well-being
- Compliments or concerns regarding Lake Louise employees

#### **Secondary Contact**

- Anything you request assistance with.

### **Director of Camping & Retreat Ministries**

Camp Development, Execution, & Promotion

#### **Primary Contact**

- Develops and coordinates Lake Louise overarching camp experience and meta-programming
- Dean first point of contact & communication with Lake Louise staff
- Volunteer staff registration, coordination, certification, & training
- Camp programming, policies, & procedures
- Camp supplies
- Planning & scheduling (inc. AV requests)
- Camp evaluations
- Assists in Marketing, advertising, promotion
- Program funds & reimbursement requests
- Supervises Summer Program Staff

### **Financial Director & Office Manager**

Finances & Camp Registration

#### **Primary Contact**

- Camp check-in on Sunday and check-out on Saturday; including camper release
- Camper paperwork
- Camp store staffing and inventory

### **Operations Director**

Camp Facilities & Grounds

#### **Primary Contact**

- Cleaning, upkeep, repair and maintenance of all facilities and grounds
- Compliments or concerns with Maintenance & Grounds staff

#### **Secondary Contact**

- AV requests

### **Director of Food Service**

Camp Dining

#### **Primary Contact**

- Anything relating to food and food service (menu planning, purchasing, food preparation, service, clean-up)
- Special requests for camp meals & additional food supplies must be submitted in writing no later than Monday preceding check-in.
- All special dietary needs and food allergies
- Compliments or concerns with kitchen staff.

### **Program Staff**

#### **Supervised by Director of Camping & Retreat Ministries**

Assists with all practices, equipment, and procedures at the waterfront, tree climbing, bottle rockets, and other program areas. This includes, but is not limited to, swim tests, buddy board, aquatic observers, kayaks, paddle boat use, tree climbing areas, and determining whether weather precludes participating in program activities.

### **Maintenance and Grounds Staff**

#### **Supervised by Operations Director**

Perform custodial work, grounds work, repairs, replenish supplies in bathrooms and other facilities. Please write requests for these services on the white board outside the office and this team will attend to them as efficiently as possible.

### **Food Service Staff**

#### **Supervised by Food Service Director**

Perform meal preparation, serving, and clean-up. During dining hours, direct requests for food or service to any of the kitchen staff.

# Volunteer Basics

## Camp Staff Job Descriptions \* Dean

### Dean

Deans have a passion to lead this particular week of camp at Lake Louise, investing a significant amount of time to creating, planning, and executing quality camping experiences that form the ministry of Lake Louise.

### Qualifications

- Be a minimum of 18 years of age
- Grant permission for a criminal background check with appropriate law enforcement agencies
- Provide three references from unrelated persons
- Attend the Dean's training yearly

**Training** Shall participate in the Dean Training Retreat. If unable to attend, it is the Dean's responsibility to acquire the knowledge transmitted therein from another Dean.

**Lines of Authority** Report to the Director of Camping and Retreat Ministries, who reports to the Lake Louise Executive Director.

### Responsibilities

- Daily administration of the camping program and assuring the care, safety, and protection of campers.
- Shall provide a minimum 12 hours of pre-camp training and provide documentation to Lake Louise that all volunteers fulfilled this requirement.
- Recruit volunteer counselors, health officers, and campers.
- Choose counselors and health officers based on character; emotional stability; health; ability; experience; enthusiasm; ability to engage consistently with age group for which they will be responsible; education; understand the camping experience is for campers and not counselors!
- Be prepared to gracefully exit ineffectual counselors.
- Ensure all administrative/organizational details are cared for prior to camp. \* Create a camping experience that supports and embodies the vision, ministry, and core values of Lake Louise.
- Work with Director of Camping and Retreat Ministries to assign cabins.
- Planning and scheduling; budgeting and submitting expenses.
- Lead their team in behavior management
- Lead their team in problem solving, behavior management solutions, last minute details, and decisions and situations that require contacting the parents.
- Act as primary interface/communications person between the volunteer staff and Lake Louise permanent and seasonal staff.
- Assist Lake Louise in evaluating and envisioning camping ministry.

# Volunteer Basics

## Camp Staff Job Descriptions \* Counselor

### **Counselor**

A counselor is a paid or volunteer employee with responsibility for the direct personal care, guidance, and supervision of campers during the day and sleeping hours. A few words describe these individuals: mentors; spiritual leaders; encouragers; role models; the adult (they are not a camper's buddy or friend).

### **Qualifications**

- Be a minimum of 18 years of age
- Grant permission for a criminal background check with appropriate law enforcement agencies
- Provide three references from unrelated persons

**Training** Shall receive a minimum of 12 hours of pre-camp training and Child Protection Certification documented and filed with Lake Louise by the Camp Dean. Training shall be administered by Lake Louise and Camp Deans.

**Lines of Authority** Report directly to the Camp Dean.

### **Responsibilities**

- Create and maintain a safe environment for campers. Remember that campers can be made to feel unsafe if they become over stimulated; too scared or frightened; too curious; too excited; receive unprofessional, psychological advice; exhausted from lack of sleep; tickling or wrestling; scary stories; details of your private romantic life. Remember the difference between being friendly and being their friend. You are their adult leader, not a fellow camper.
- Be aware of camper needs and concerns, addressing them as appropriate and seeking assistance if beyond your capacity or comfort to address.
- Work with deans and fellow team to establish rules of conduct that help everyone to negotiate "group living". Remember that many campers are used to more freedom at home. Be resolved and calm in helping everyone get through the tense times. And, model rule adherence.
- Assist in recruiting campers.
- If a camper requires emergency medical assistance in an ambulance, the Executive Director or a counselor shall accompany him/her. Do not forget the camper's Health History Form from the Health Officer.

# Volunteer Basics

## Camp Staff Job Descriptions \* Health Officer

### Health Officer

Responsible for the health and safety of campers and volunteers.

### Qualifications

A health officer shall be one (1) of the following and provide current certification:

- Licensed physician
- Registered nurse
- Licensed practical nurse (in the state of Michigan)
- Licensed medical first responder (in the state of Michigan)
- Licensed medical technician
- An adult who has satisfactorily completed training and certification that is equivalent to the requirements set forth in the American Red Cross Manual number 656128.

A health officer shall hold certification that is equivalent to the requirements set forth in the American Red Cross Manual number 652111. And, a health officer shall have training in the area of "Preventing Disease Transmission". The health officer will be the only person to handle exposure to blood borne pathogens and bodily fluids.

**Training** Shall receive a minimum of 12 hours of pre-camp training and Child Protection Certification documented and filed with Lake Louise by the Camp Dean. Training shall be administered by Lake Louise and Camp Deans.

**Lines of Authority** Report to the Executive Director, according to state requirements.

### Responsibilities

#### Before Camp Begins

- Give a brief first-aid lecture to the counseling staff outlining some of the more common emergencies and appropriate first-aid treatment.
- Become familiar with all the standing orders and duties of a camp Health Officer.
- Become familiar with the list of emergency phone numbers, which include hospital emergency room, poison control center, camp physician, rescue squad, and the nearest ambulance.
- Obtain a key for the first-aid station and medicine storage therein.
- Check the supplies in the first-aid station. Supplies needed to complete at least the inventory suggested by the Michigan Department of Consumer and Industry Services should be present.

#### Opening Camp

- Be present during the check-in procedure to review health records and give a quick health screening to incoming campers. Note any specific problems such as: allergies, enuresis, sleep walking, etc.
- Camper screening: Have you been sick or injured since the doctor saw you? Do you have any wounds or conditions that require care? Have you brought any medications with you to camp?
- Collect and note all medications which might require administration during camp.
- Check with each camper for any visible symptoms of illness or communicable conditions, or whether there are any emotional or physical problems of the camper, which should be noted and later communicated to other staff members.
- Ensure camper has with him/her a properly completed health form, including completed parental emergency medical treatment permission.
- Inform the Director of Food Services or Head Cook of any special dietary needs.

# Volunteer Basics

## Camp Staff Job Descriptions \* Health Officer continued

### Responsibilities continued

#### During Camp

- Each time you leave the first-aid station, ensure the door is locked securely, and that there is a sign on the door communicating clearly where you can be reached in the event of an emergency. The Health Officer, by Michigan law, may not leave the physical premises of children's camp except under dire emergency.
- Establish regular visitation hours to dispense medication and treatments.
- Log every visit and health concern in the camp health log. This includes campers, volunteer staff, and other adults.
- Keep the Dean and Executive Director notified of special health concerns.
- Keep all medications in the secured medicine storage location and ensure it is locked at all times, except when dispensing medications.
- Allow only one camper at a time in the treatment area. Ask other campers to remain outside.
- If an incident or illness requires that a camper be admitted to hospital or sent home from camp, help fill out the appropriate and required forms. Consult the Executive Director for instruction.
- Ice is available at the camp kitchen. Ice packs are provided in the first-aid station.

#### Medication Storage and Administration

- All camper and volunteer staff medications shall be turned into the Health Officer at registration during the health check-in. Medications should be in the original container with dosage and frequency clearly marked.
- All medications for an individual shall be placed in a zip-loc bag that shall be clearly marked with the camper's or volunteer staff person's name.
- The Health Officer shall keep all medications in the locked storage cabinet inside the first-aid station. The first-aid station shall also be locked when the Health Officer is elsewhere on-site, and the Health Officer shall assume responsibility for the keys.
- The Health Officer shall prepare and dispense all medications at prearranged times, or as indicated by the prescription, according to standing orders.
- At camper check-out, the Health Officer shall return all medications.

#### Treatment Procedures

- The treatment procedures are reviewed and update annually. A copy of the procedures are kept in the Health Center.
- Each Health Officer shall provide a scope of care according to established procedures and individual licenses or certifications.

# Camp Basics

## Safety

### Child Protection Policy

Each person serving as a volunteer at camp is required to read and sign a statement of understanding of Lake Louise's Child Protection Policy.

### During Camp

- **Self-Care** Take care of yourself! Unless you care for yourself you will not adequately care for others.
- **Injury and/or Illness** Report to the Health Officer immediately. The Health Officer coordinates the response to the injured or sick individual. If a camper is transported for any reason, notify the Executive Director at the time the decision is made. See list of emergency phone numbers later in this manual. For non-emergency office visits, the Executive Director will transport campers.
- **Emergencies \* Fire, Weather, Waterfront** Please refer to the Child Protection Policy for complete information and policies and procedures. Lake Louise permanent and seasonal staff take the lead in any emergency response related to fire, weather, and/or waterfront.
- **Emergency Drill** Required by the State of Michigan. Executive Director will negotiate a time with Camp Dean.
- **Blood Borne Pathogens** Notify the Health Officer of any incident or accident that involves bodily fluids. Do not attempt to clean-up. This must be done by trained personnel.
- **Waterfront Coordination** If additional waterfront time is required, please coordinate with Director of Camping and Retreat Ministries a minimum of one week prior to camp to ensure staff availability.
- **Waterfront Usage** The waterfront staff are in charge of all decisions and activities on the waterfront. \* Those who plan to swim at any time this week must attend the Waterfront Orientation on Monday during your scheduled waterfront time. \* Kayak use is limited to those who have passed the deep water swim test. \* No swimming and/or watercraft activities without a lifeguard on duty. \* There must be (3) counselors as aquatic observers at the waterfront during swim time.\* The Health Officer must also be at the waterfront during swim time with the AED.
- **Dietary Needs** Communicate dietary needs and/or food allergies (and severity thereof) to the Health Officer. He/she reports concerns to the Director of Food Services
- **Camp Boundaries**
  - North** - shoreline \* **East** - Magee Road \* **South** - Thumb Lake Road
  - West** - brown house on the lake at the west end of campTrails south of Thumb Lake Road may be used if groups are led by at least TWO counselors.
- **Fires** There are four places camps may build/light a fire: 1. Horner fireplace 2. Fire pit outside Horner 3. Fire pit in the playground area 4. Firebowl. \* Fires must be completely extinguished prior to leaving the area. \* If the DNR raises the fire danger to HIGH, all outdoor activities involving flames or fire are prohibited. \* Do not use flammable liquids to start your fire!
- **Tobacco, alcoholic beverages, weapons of any kind, and fireworks** are prohibited.
- **Footwear** Curb first-aid visits. Encourage everyone to wear appropriate footwear for all activities.
- **Vehicles & Parking** Park all vehicles in the grass lot east of the gravel lot behind the Maintenance Building. \* Keep staff vehicles out of the main camp area except for unloading equipment. \* Campers must walk their belongings to cabins - no vehicles allowed in camp after noon on Sunday. \* High School deans must confiscate car keys from any camper who drives him/herself to camp until he/she is released on Saturday.

# Camp Basics

## Scheduling & Organization

### Scheduling & Planning

- Volunteer staff may not make decisions regarding Lake Louise permanent and seasonal staff time or schedule. All requests for Lake Louise permanent and seasonal staff participation must be done through the Executive Director. He/she will make the final decision.
- Camp check-in begins Sunday @ 3:00 pm and runs until 5:00 pm, or until all preregistered campers are checked in. \* Lake Louise staff begins setting-up on the main floor of the Retreat Center @ 2:00 pm. Please ensure your team is ready to receive campers by 2:30 pm. Camp check-out is Saturday @ 10:00 am. Exceptions: Teddy Bears \* Black Bears \* Choir Camp
- Meals are SERVED @ 8:00 am (breakfast) \* noon (lunch) \* 5:30 pm (dinner) with a few exceptions. Those camps that run concurrently with a retreat may have their meal times adjusted. Director of Camping & Retreat Ministries will communicate with you if this affects your camp.
- \* Hoppers should be in the dining hall 15 minutes prior to meal times. Please say grace prior to eating, regardless of whether everyone is there on-time.
- Swimming and kayaking/stand up paddle-boarding (SUP) must be scheduled at different times. Please submit requested waterfront times to Director of Camping and Retreat Ministries two weeks prior to the start of your camp.
- Submit cabin assignments the Wednesday preceding camp.
- Technology Time Zone Works if you are clear about what it is, when it is, where it is, and why we do it. And, most importantly - adults, follow the rules!
- Lake Louise has limited WiFi capabilities. Please help us keep the cost of camp down by limited use to what is necessary, do not leave programs running, or download huge files. The local Boyne City Library has free WiFi for anyone who seeks to download materials.
- When taking groups off-site, dean or health officer needs to take the health file from the first-aid station along on the outing. Prior to departure, he/she should confirm all campers' health history forms and supporting documentation are present. Please, follow the Lake Louise Transportation Policy
- Prior to departing for an off-site activity, provide Lake Louise office with camper list, departure and return times, route to be taken. Please ensure you know the Lake Louise office number (231.549.2728) in case of emergency.
- Annually review camp traditions and activities - all of them! Voluntary hugging is OK, hug lines are not condoned by Lake Louise. If you had an activity or tradition where someone was injured or hurt last year, use this year to create new, safe traditions and activities for campers. If you need our support on changing a tradition or activity, let us know. We will be happy to help you envision new traditions and activities.
- Camp store hours will be posted.
- Mail is picked up @ 10:00am from the box to the left of the office door. Deans may pick-up mail for distribution @ 11:30 am.
- Keep track of and return at the end of camp all items borrowed from the Buss Garage.

# Camp Basics

## Budget, Expenses, & Supplies

### Receipts & Reimbursement

- Receipts are required for all reimbursements - no exceptions!
- All reimbursement requests must be submitted to the Director of Finance within one week of your camp ending. Feel free to drop off receipts (and fill out the reimbursement form) while at camp. A minimum two day notice is required for any reimbursements requested during your week of camp.

### Program Budget

- Lake Louise will establish a program budget for each camp based primarily upon the number of campers from the previous year.
- Submit program supply lists by May 15<sup>th</sup> for bulk ordering. Remember it can take more than 2 weeks to receive supplies from our vendors.

# Camp Basics

## Buildings & Grounds

### Policies & Procedures

#### General

- Please write all maintenance and custodial concerns on the white board outside the office, clearly describing the problem.
- Practice environmental stewardship through treating the natural environment and facilities respectfully. \* Use trash receptacles. \* Do not write, carve, or burn anything in cabins, buildings, or on trees. \* The use of nails, staples, tacks, and tape in any building to attach items to the interior or exterior is prohibited!

#### Cabin Care

- Top Bunk Warning- Although some top bunks have safety rails, this does not guarantee that someone will not fall off! Use best judgment when allowing adults or children to sleep on the top bunks, if there is any question of safety, use the lower bunk.
- Daily Cleaning- Engage campers in picking up and sweeping out cabins.
- There will not be daily bathroom cleaning. Lake Louise will restock paper products at your request throughout the week (please write on white board).
- Saturday morning before breakfast
  - Remove all belongings to the Retreat Center deck.
  - Put all trash in trash bags and place outside the cabin.

#### Horner Center & Tennant Chapel Care

- Remove your items
- Return any items taken from to the Buss Garage
- Stack chairs on racks
- Sweep
- Clean kitchen (wipe down all surfaces, clean out all food, and put away pans and anything else that was used).

### Cabin Occupancy

#### East Campus New Cabins with facilities

- Carr (12) \* Marshall (12) \* Marvin Sharp (12) \* Pankratz (12) \* Strong (12) \* Vogel (12)
- Brubaker Weems (12) \*Manning (12) \*Hammond (12)

#### Central Campus

- Halsted Lodge (20 - 10/10) \* McKay Lodge (20 - 10/10) \* Ozment (2 on west - 3 on east)

# Camp Basics

## Transportation Policy

### Medical Emergency Transportation

The Lake Louise owned Jeep Patriot is the designated emergency vehicle for the duration of the summer camp program. The Executive Director will retain the keys to the vehicle and will be responsible to maintain fuel levels and the condition of the vehicle. The Executive Director or his/her designee are the only people approved to drive the Lake Louise owned vehicle. In the event that the Jeep Patriot is not available, the personally owned vehicle of the Camp Health Office and/or Camp Dean will be used as the designated Emergency Vehicle as long as the owner completed a Personal Vehicle Use Authorization form. Any camper transported in the LLCC designated Emergency Vehicle must be accompanied by two adults.

### Non-passenger Vehicles

Campers, volunteers, and staff should only be transported in vehicles designed to carry passengers. They are not permitted to ride in the back of trucks, except in an extreme emergency (i.e., fire evacuations), and when directed by appropriate staff.

### Private Vehicle Use

Lake Louise Summer Camp does permit the use of privately owned vehicles to be used to transport campers on field trips or daily excursions. These trips are planned as part of the camp program and are approved by the Executive Director.

The following rules must be followed when Private Vehicles are used to transport campers:

1. All private vehicles must have a completed and signed "Personal Vehicle Use Permission" form on file with the Executive Director including a copy of current insurance coverage.
2. Any private vehicle used to transport any person as a passenger may only be driven by the owner or insured driver of that vehicle and they must be a minimum of 21 years of age.
3. The Driver must not have any moving violations within the last 18 months as verified by Lake Louise through the DMV.
4. The driver and all passengers must be seated with a seatbelt while the vehicle is moving at all times.
5. Vehicles should carry only the number of passengers specified by the vehicle manufacturer.
6. There must be two adults present in each vehicle for every trip.
7. The driver of the vehicle **must** obey posted speed limits and traffic laws both on and off camp property.

### Arrival and Departure

Lake Louise Volunteers and Staff will assist with the arrival and departure of family vehicles for each session. A Volunteer or Staff member will be posted at the following locations to assist with traffic control:

1. Main Entrance
2. At the entrance of all adjacent parking areas.

# Camp Basics

## Transportation Policy

3. Parking area assistants who will assist with the parking of vehicles and then direct all families to the Registration area.
4. Volunteer Staff will assist with the handling of camper luggage from the parking area to the registration area.

### Supervision

Lake Louise requires that there be at least two adults in each vehicle that is used to transport campers. This requirement includes the Camp owned Emergency Vehicle and all personal vehicles that are used during the camp session.

In the event that a vehicle has the capacity of 15 passenger or more, there will always be two adults not counting the vehicle driver providing supervision of the campers.

### Accident Procedures

#### **Accident & Emergency Procedures**

1. Attend to and secure any ill or injured passengers. If medical care is needed, see that individual(s) are taken to nearest medical facility and/or dial 9-1-1 or emergency medical care.
2. Place reflectors next to the vehicle, as appropriate. If vehicle has to be moved, mark the location (from back of tire) with chalk. Taking pictures is also appropriate.
3. Instruct passengers to exit vehicle, when appropriate, using the buddy system. Group uninjured passengers together in an area safe from oncoming traffic to await instructions and/or new pick-up. Uninjured campers must be supervised by an adult at all times.
4. Contact the LLCC Office and Executive Director or designated emergency contacts.
5. Obtain names, addresses and telephone numbers of any witnesses and location where any police report will be filed. Take pictures of other vehicles involved and any damage done to all vehicles.

#### **Dealing with Vehicular Breakdown**

1. Move off the road as far as possible. It's better to drive on a flat tire than to park in an unsafe place.
2. Place the transmission in low, reverse, or park. Turn off ignition and remove key.
3. Set the emergency brake
4. Set four-way turn (emergency) blinkers.
5. If vehicle must stop in non-designated parking area (e.g., the side of the road), be sure to carry reflective triangles between you and the oncoming traffic when placing reflectors in the following places:
  - a. On the traffic side of the vehicle, within 10 feet of the front or rear corners
  - b. About 100 feet behind and ahead of the vehicle, upon the shoulder of the lane where you are

# Camp Basics

## Transportation Policy

stopped

- c. Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet
  - d. If stopped on or by a one-way or divided highway, place warning devices 20 feet, 100 feet and 200 feet toward the approaching traffic
6. If safe to do so, unload passengers and move them well off the roadway away from the vehicle. Make sure campers are supervised at all times by another staff member. If evacuation from a bus is necessary, follow established procedures and directions of the staff member.
  7. Contact camp with information about nature of the breakdown and your exact location. Additional help may be requested if needed. One staff member must stay with the vehicle and campers.

### Safety Procedures & Transportation Orientation

Passengers should be instructed in the following safety procedures prior to transporting:

1. Passengers should remain seated at all times, with their hands and arms inside the vehicle.
2. Seat belts should be fastened—one person per seat belt and vehicles will be loaded only within the passenger seating limits.
3. Camper(s) should ride in the rear seats in vehicles equipped with airbags. The adult supervisors should sit in the front seat with the driver.
4. Noise level should be such as to not distract the driver. There should be no throwing of objects or other disruptive behavior.
5. Passengers should enter and leave the vehicle under the direction of a staff member and/or driver. If the vehicle makes an emergency stop, passengers should follow directions of the staff member and/or driver and use buddy system if leaving the vehicle.
6. The Drivers of all vehicles should follow convoy travel procedures. Vehicles should be kept a safe distance apart when traveling together. All drivers should have maps, complete directions to the destination, and appropriate emergency telephone numbers. One driver should be appointed lead driver.
7. The Lead Driver will check out an “Emergency Equipment Backpack” from the Camp Office to take with them on the trip. This backpack will include the following:
  - a. First Aid Kit
  - b. Fire Extinguisher
  - c. Reflectors
  - d. Flares
8. The Camp Dean is responsible to bring a list of all camp participants on the trip. The Camp Dean should also provide a complete list to the Camp Office prior to departure.
9. Campers in wheelchairs will be transferred to vehicle seats and will wear the provided seat belt.

# Camp Basics

## Transportation Policy

### Vehicle Safety Checks

All vehicles used to transport campers are required to complete a vehicle safety check as listed:

1. Camp Owned Vehicle – Prior to each camp session or prior to any trip greater than 30 miles.
2. Personal Vehicles – prior to each camp session and completed with the Personal Vehicle Use Form.

The following items will be included in each Vehicle Safety Check:

1. Lights
2. Windshield and Wipers
3. Emergency Flashers
4. Horn
5. Brakes
6. Mirrors
7. Fluid Levels
8. Tire wear and inflation – prior to each use.

### Training for Drivers

**Behind-the Wheel Training**— If the staff is required to drive a vehicle that they don't normally drive, the Executive Director will evaluate and determine when additional behind-the-wheel training is required before transporting persons, equipment or driving on camp-related business.

**Camper Behavior**— In all vehicles, behavior problems should always be the responsibility of adult or staff member other than the driver. If the driver is the only staff member available to handle disruptive behavior and verbal corrections are not successful, they should pull off the road in a safe area. Follow established camp discipline procedures.

**Backing Up**— Because you cannot see everything behind your vehicle, backing up is always dangerous. Avoid backing up whenever you can. When you park, try to park so you will be able to pull forward when you leave. When you have to back up, here are a few simple safety rules:

1. Look at your path
2. Back slowly using mirrors
3. Back and turn toward the driver's side whenever possible
4. Use a helper whenever possible

# Camp Basics

## Transportation Policy

**Loading and Unloading Passengers**— Load and unload vehicles in areas that are free from vehicular traffic unless it's an emergency. The vehicle should be in park, with the emergency brake on, and the motor turned off. Loading and unloading should take place in an orderly fashion following directions from the volunteer staff member. Campers should be directed where to assemble after unloading and kept under supervision of an adult.

**Fuel** The designated emergency vehicle should not get below half a tank of gas. Always refuel before getting down to a quarter of a tank. The engine must be turned off to refuel if transporting campers. They are to remain in the vehicle. Do not allow unsupervised campers to leave the vehicle for any reason.

### Dealing with Passenger Illness

1. Administer first aid as needed. Keep the camper comfortable.
2. If you need to stop, try to do so in an authorized or designated area.

### Bus Emergency Procedures Requiring Evacuations

In the event of an emergency that requires the bus to be evacuated the bus driver will give instruction on unloading the passengers. All camp staff/bus monitors should keep the children calm and assist the driver with unloading them in an orderly manner. The group should then be relocated to safe area. Camp staff will then follow the four main procedures below.

*Injured parties:* Immediate attention should be given to any injured campers or staff and 1st Aid administered. The camp staff member with the highest level of 1st Aid/CPR training should attend to injured, while remaining staff supervises campers, makes contact with supervisors and emergency responders and assists in the collection of witness statements/information.

*Supervising uninjured campers:* It is imperative that at least one staff member remains with the campers, supervising them to ensure their safety and keeping them calm. Campers should be taken to the safest place possible and made as comfortable as possible. They should be reassured that everything is going to be okay, and that help is on the way. While their immediate safety is imperative and that should be the supervisor's primary focus, if they are able, it will be a good idea to try to "entertain" the campers with stories, songs, etc. to divert their attention from the emergency.

### *Whom to notify*

**9-1-1:** In the event of a severe accident / incident requiring professional medical treatment, 911 should be called on a staff cell phone or bus radio immediately

**Camp Office/Executive Director:** When the situation is stable, call the Camp Office and/or Director to report the accident / incident.

# Authorization for Personal Vehicle Use

I certify that I am the legal owner and/or an insured driver for the vehicle described below. I give permission for this vehicle to be used for the transportation of minor campers only in relation to the established and approved Lake Louise Summer Camp program(s) and /or situations requiring immediate emergency transportation as approved by the Camp Health Officer and Executive Director and whereas I am the only authorized driver of the listed vehicle. I understand that my permission implies my responsibility to have a well maintain vehicle and that I carry the appropriate levels of insurance coverage as required by the State of Michigan.

## VEHICLE DESCRIPTION

date

license plate number & state

---

make

model/year

---

signature

print name

---

**A copy of my valid Driver's License is attached. (required)**

yes

**A copy of my valid Insurance Certificate is attached. (required)**

yes

## VEHICLE SAFETY CHECK

The safety check must be completed prior to each camp session this vehicle will be used to transport minor campers. Please initial and date each area below to verify the completed safety check.

1. Lights

---

2. Windshield and wiper conditions

---

3. Emergency flashers

---

4. Horn

---

5. Brakes

---

6. Mirrors

---

7. Fluid levels

---

8. Tires: Check for wear and proper inflation

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*Tires must be checked prior to each trip.*

Lake Louise 11037 Thumb Lake Road | Boyne Falls, MI 49713

# Camp Basics

## CHECKLISTS \* CONSULT FREQUENTLY!

### DEANS

- Submit camp theme to Director of Camping and Retreat Ministries.
- Attend Dean Training Retreat at Lake Louise.
- Wednesday preceding camp \* Cabin assignments to Director of Camping and Retreat Ministries.
- Saturday before camp \* Deans and Volunteers arrive after 3:00 p.m. for setup- No Dinner provided
- Sunday-Deans and Volunteers are invited to join the Chapel Service at 10:30 –No Breakfast provided
- Sunday- A short greeting and briefing at 11:30 in the Dining Hall- Lunch provided
- Reimbursement requests due one week after camp concludes

### COUNSELORS

- Register online at lakelouisecommunity.org- Volunteer Section- Must Be completed by June 1<sup>st</sup>
- Attend training as required by dean.
- No later than June 1st \* Return all required paperwork per Dean's instructions
- Read the following documents available on Lake Louise's website:
  - Lake Louise Summer Manual*
  - Lake Louise Child Protection Policy*
  - Positive Approaches to Managing Campers - a camp counselor's guide to behavior management* by Donal P. Carr, Nancy J. Jaskiw, and Nicholas P. Jaskiw

### 2018 Dates

- Dean Welcome Letters- May 25<sup>th</sup>
- Volunteer Training-Determined by Deans
- Supply List –May 15th
- Camp Program and Schedule to Lake Louise- May 11th
- Volunteer Paperwork-June 1st
- Dean Retreat- To be Determined
- 2019 Camp Narrative- November 1st

# Training Overview

## **REQUIREMENTS**

Lake Louise requires each Dean, Counselor, and Health Officer to receive a minimum 12 hours of annual training.

1. All counselors will receive training in:
  - Camp purpose/focus/mission/outcomes and how these are implemented in camp structure and program activities.
  - Camper Development
  - Mental Health
  - Program Objectives
  - Child Protection
  - Emergency Procedures

## **HOW WILL THESE GOALS BE ACCOMPLISHED?**

It is the responsibility of each camp Dean to assure that each staff person receives the required minimum training per the above specifications.

Lake Louise will provide:

1. Resources on our website: [www.lakelouisecommunity.org](http://www.lakelouisecommunity.org) and in this manual.

Deans will provide:

1. Detailed outline of what your training program included, and how each team member fulfilled the minimum 12 hours of training.
2. Turn in training list upon arrival or before

# Training

## Behavior Management Policy

Every volunteer camp staff member is asked to read the manual, *Positive Approaches to Managing Campers - a camp counselor's guide to behavior Management*. This is an excellent resource for specific prevention and intervention strategies on a full range of anticipated behaviors. It is written by Donal Carr, Nancy Jaskiw, and Nicholas Jaskiw and provided through the State of Michigan Department of Human Services. All materials are available @ [www.lakelouisecommunity.org](http://www.lakelouisecommunity.org). There will also be a copy placed in the Horner Center kitchen for review throughout camp.

Counselors and resource persons are to bring rule infractions to the attention of the camp Dean. Employed staff should bring the rule infractions to the attention of the Executive Director, who shall in turn, notify the camp dean.

If repeated rule infractions occur, staff should consult with Lake Louise Executive Director as to whether a camper should be sent home. The Executive Director will be responsible for contacting the parents or appropriate adult guardian.

Each camp, under the direction of the camp Dean, will lead the counseling staff in creating their own list for positive ways in which they will address behavioral management.

In the event a camper requires disciplinary action, he/she shall not:

1. Be deprived of food or sleep;
2. Be placed alone without two-adults supervising, observing, and interacting with him/her; and/or
3. Be subjected to ridicule, threat, corporal punishment, excessive physical restraint.

# Training

## Behavior Management Suggestions

### **Guidelines for Discipline**

- Counselors may, under no circumstances, hit a child.
- Counselor may not use abusive or derogatory language with a child.
- Counselors should ask for help from adults when they need it.
- When you encounter a difficult child, seek the assistance of your camp Dean or other advisory staff.

### **What Works?**

- Get to know your campers.
- Use activities to channel energy.
- Make use of other staff.
- Make a camper a special helper.
- Try “time out”.
- Get help when you need it.

### **Guidelines for Camper-Counselor Contact**

- On the hand, shoulder, or upper back.
- In the company of other adults.
- Never against a child’s will (unless in the case of clear and present danger to the child).
- Never against a child’s verbally or non-verbally expressed discomfort.
- Not in such a way as to over stimulate.
- Never in a place on a child’s body that is normally covered by a bathing suit, unless for clear medical necessity, and then only while supervised by another adult.

### **Keeping an “Emotionally Safe” Environment**

- Never embarrass a child about his or her body.
- Take care not to draw undue attention to a child while he/she is showering or changing.
- Counselors should refrain from sitting on a camper’s lap, no matter how big the camper is.
- No campers should sit on a counselor’s lap.

# Training

## Behavior Management Suggestions

### **Important Practices that Help Maintain Safety**

- No “hazing” of campers - by counselors or other campers
- Any “initiation rites” should be ones that are not abusive in any manner.
- Encourage younger children to change their own clothes as much as possible.
- At least two adults present or supervising changing, showers, etc.
- Have a bus monitor in addition to the driver when with campers.
- Limit pillow fights and wrestling - campers can get hurt!
- Tickling or teasing a camper can make him/her feel out of control - reducing their sense of trust and personal safety.
- Back rubs only with another adult present and with clothes on.
- Limit “clinging” by children who hang on you.
- Campers shouldn’t be alone with a counselor in the counselor’s quarters, double adult coverage is best.
- No one should share a bed or sleeping bag with a camper.
- Overnights require a minimum of two adults, including at least one of the same gender as the campers.
- Counselors sleeping together is grounds for dismissal.
- Romantic lives of counselors should not be shared with campers.
- Counselors should stay out of cabins they are not assigned to unless they have specific business there.
- Be aware that adolescents tend to develop crushes on adults who work with them.
- Whatever is done with campers should be done in the light of day and in a public area.

### **Take Care of Your Own Well-being**

- Watch for signs of stress in yourself and others.
- “Spot” each other.
- Especially help other staff who seem at risk for hurting or abusing campers and alert camp dean for more careful supervision.
- Seek help yourself if you feel at risk of hurting, over stimulating, or abusing a camper.

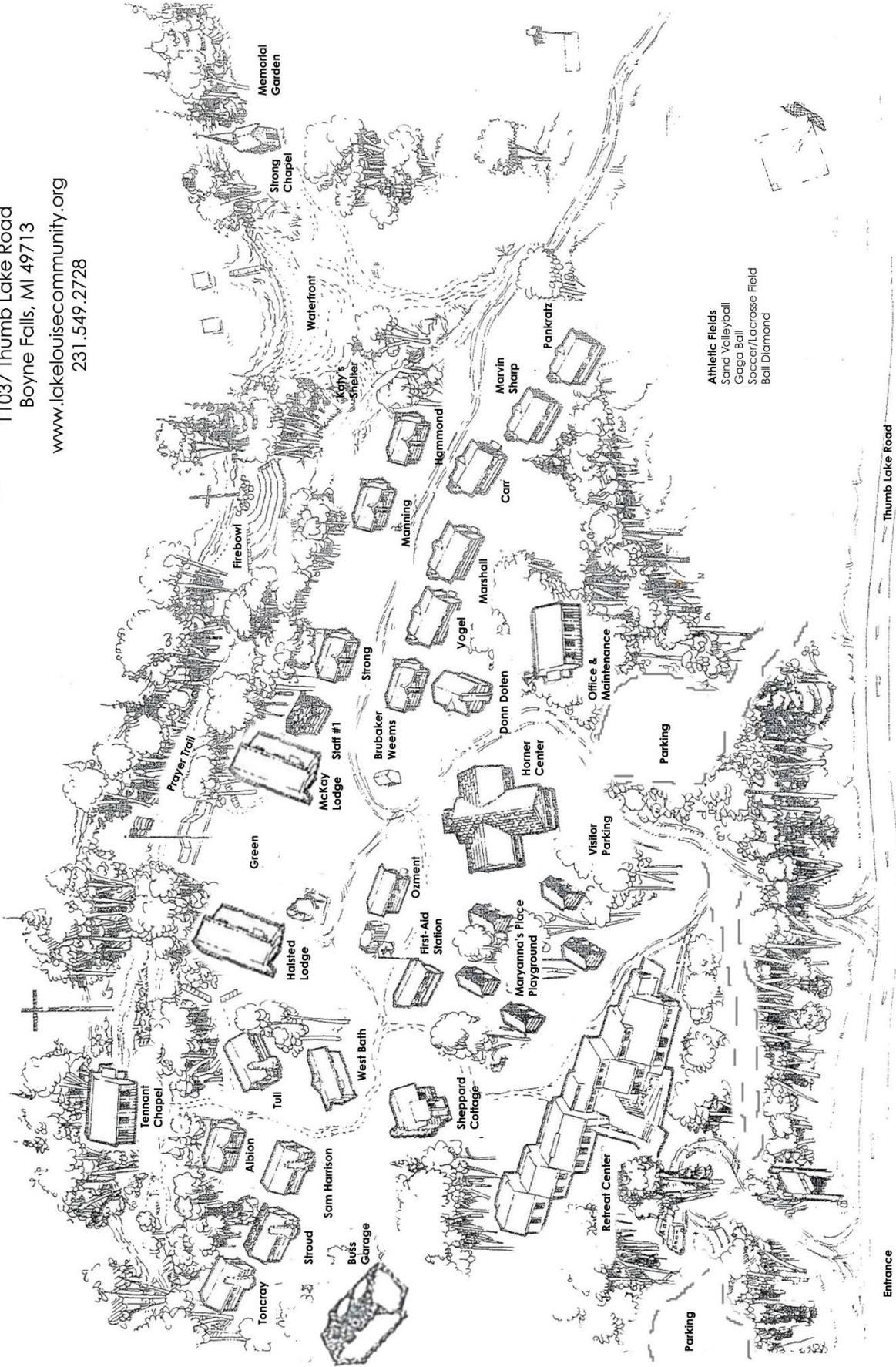


11037 Thumb Lake Road

Boyer Falls, MI 49713

[www.lakelouisecommunity.org](http://www.lakelouisecommunity.org)

231.549.2728



Entrance

Thumb Lake Road

- Athletic Fields**  
Sand Volleyball  
Gaga Ball  
Soccer/Lacrosse Field  
Ball Diamond

# Child Protection Policy

## Child, Youth, & Vulnerable Persons Protection Policy

### Executive Summary

- I. Safety is fundamental to Lake Louise's community vision as we strive to be a sanctuary empowering personal growth, faith, and knowledge within community and hold the following core values: sacred space, sacred time, diversity, inclusiveness, community, hospitality, knowledge, understanding, stewardship of financial and natural resources, spiritual growth, spiritual renewal, Lake Louise's heritage and future.
- II. Lake Louise recognizes the importance of protecting children, youth, and vulnerable persons (hereafter referred to collectively as children) at our events. As such, we developed a comprehensive policy and certification requirements for all persons who work with children at Lake Louise.
- III. The policy in the following pages includes, but is not limited to, information on:
  - a. Licenses and accreditations held by Lake Louise;
  - b. Lake Louise Staff Requirements
  - c. Camper Safety
  - d. Emergency Procedures
- IV. Definitions from Michigan State Law
  - a. **"CHILD"** means a person less than eighteen (18) years of age.
  - b. **"CHILD ABUSE"** means harm or threatened harm by a person to a child's health or welfare, which occurs through non-accidental physical or mental injury; sexual abuse; sexual exploitation; or maltreatment.
  - c. **"CHILD NEGLECT"** means harm to a child's health or welfare by a parent, legal guardian, or person who has custodial care of the child which occurs through either of the following:
    - i. Negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.
    - ii. Placing a child at an unreasonable risk to the child's health or welfare by failure of the parent, legal guardian, or person who has custodial care of the child to intervene to eliminate that risk when that person is able to do so and has knowledge of the risk.

# Child, Youth, & Vulnerable Persons Protection Policy

## I. Statement of Purpose

- a. This Child Protection Policy applies to all Lake Louise offered summer camps and retreats where children and youth are in attendance.

## II. Licenses and Accreditations Held By Lake Louise

- a. Licensed by the State of Michigan Department of Human Services Bureau of Children and Adult Licensing for the Care of Children as a Residential Camp Site \* Expiration September 12, 2018.
- b. Accredited by the American Camping Association (ACA) \* Annual Renewal
- c. An affiliate camp of the Michigan Area of the United Methodist Church.

## III. Lake Louise Staff

- a. All Lake Louise staff, inclusive of year-round, seasonal, and volunteer staff shall:
  - i. Be a minimum of 18 years of age;
  - ii. Submit a legible copy of their current driver's license;
  - iii. Complete a Faith History & Prior Volunteer Work information sheet;
  - iv. Grant written permission for a criminal background check with appropriate law enforcement agencies;
  - v. Provide three references from unrelated persons of legal age (18 years or older);
  - vi. Attend a certification training event within one year for year-round employees and before camp sea- son commences for seasonal employees, or present a copy of their current Detroit, West Michigan, or other UMC Conference Protection Policy certification card for our files;
- b. All Lake Louise staff, inclusive of year-round, seasonal, and volunteer staff, after receiving initial certification, shall, in addition to the annual requirement above, every three years: Provide three references from unrelated persons of legal age (18 years or older).
- c. All Lake Louise volunteer Health Officers, shall, in addition to the above:
  - i. Provide Lake Louise a legible copy of their current license; and

### d. Screening

- i. Lake Louise Executive Director and the Director of Camping and Retreat Ministries shall review all certification applications and supporting materials.
- ii. Background checks shall be administered on each applicant as follows:
  1. The processing of the application, references, and criminal background checks for certification shall be the responsibility of the Lake Louise.
  2. The applicant shall not be held responsible for the financial cost of such checks.
  3. A criminal record check of the applicant shall be obtained from the appropriate law enforcement agencies. The law enforcement agencies may include, but are not limited to, the Michigan State Police, Michigan State Bureau of Investigation, Michigan Division of Motor

Vehicles, the State of Michigan Department of Human Services, and/or the Federal Bureau of Investigation.

iii. Lake Louise reserves the right to personally interview applicants for purposes of certification.

iv. Qualifications

1. No one shall be certified to serve as a dean, counselor, or health officer who may represent a significant risk of committing abuse or neglect, or violating any part of this Policy.
2. No one shall be certified to serve as a dean, counselor, or health officer if he/she is known to have been previously convicted of or pled guilty to any crime arising out of any act or conduct involving sexual abuse, or any act of conduct which is of a sexual, molesting, seductive, or criminally deviant nature, whether or not such conduct involved a child. This includes, but is not limited to, crimes involving pedophilic behavior, incest, rape, assaults involving children, youth, or vulnerable persons, murder, kidnapping, pornography, sexual harassment, and the physical or sexual abuse of a child, youth, or vulnerable person. This qualifying rule shall be applicable no matter how long ago the crime occurred.
3. No one shall be certified to serve as a dean, counselor, or health officer who has had a verdict rendered against him or her in any civil action out of any personal act or conduct related to sexual abuse, sexual harassment, or physical abuse of a child, youth, or vulnerable person. This qualifying rule shall apply no matter how long ago the civil verdict was rendered.
4. No one shall serve as a dean, counselor, or health officer who has participated as a perpetrator in any previous act of sexual abuse, sexual harassment, or physical abuse of a child, youth, or vulnerable person. This qualifying rule shall apply no matter how long ago this occurred or whether a civil or criminal verdict was rendered.

e. Training

- i. Lake Louise shall offer and require Protection Policy Training to year-round and seasonal employees at the time and place determined by the Lake Louise Executive Director.
- ii. Lake Louise shall require all Deans, Counselors, and Health Officers complete Protection Policy Training.
- iii. Training shall be designed to create and raise awareness of and sensitivity to the issues of abuse, neglect, and bullying. This shall include a knowledge, understanding, familiarity, and agreement to implement Lake Louise's Protection Policy.
- iv. Anyone who is not certified will not be permitted to supervise, provide leadership for, or work with children.

f. Confidentiality

- i. Except as otherwise provided herein, all documents and information obtained on all certification applicants shall remain confidential.
- ii. All consents by parents or guardian will be accessible to camp deans in promoting the health, safety, and welfare at camp.
- iii. Notwithstanding the above, all material obtained during the screening process may be disclosed when it is reasonably necessary in the context of any criminal or civil litigation involving the Lake Louise staff member, dean, counselor, or health officer. Additionally, the Lake Louise staff member's, Dean's, Counselor's, or Health Officer's records, documents, files, and information becomes the property of Lake Louise and may be disclosed according to the laws of the State of Michigan.

#### IV. Camper Safety

##### a. Vaccinations

- i. Lake Louise strongly encourages all camper be vaccinated according to the recommendations/schedules of the CDC's Advisory Committee on Immunization Practices (ACIP) (<http://www.cdc.gov/vaccines/acip/>)
- ii. Campers who are not up to date on vaccinations may be subject to a more thorough health screening/examination prior to admission to camp; signs and symptoms of communicable disease will result in denied admission to camp.
- iii. The ultimate decision on whether to admit an unvaccinated/under vaccinated camper rests with the Lake Louise Executive Director in consultation with the camp's health officer.
- iv. Campers who cannot receive vaccinations for medical or religious reasons will not be denied admission to camp unless there are medical signs of active communicable disease.

##### b. Supervision at Camp

- i. Minimum age for camp deans, counselors, and health officers:
  1. For Elementary Camps:
    - a. Teddy Bear camps, the minimum age shall be 18 years old. Counselors shall not share accommodations with campers.
    - b. Black Bear & Polar Bear camps, the minimum age shall be 18 years old and, the counselors must be a minimum of 5 years older than the campers they are supervising, and each cabin has (2) supervising adult counselors with at least (1) of whom is at least 21 years of age.
  2. For Middle School camps, the minimum age shall be 21 years old, except per the below.
    - a. Middle School deans may use their discretion to allow 19 or 20 year olds to serve as a counselor provided there is at least one (1) supervising adult in each cabin at least 21 years of age and the 19 or 20 year old is a minimum of 5 years older than the oldest camper she/he has direct supervision over.
  3. For all High School camps, the minimum age shall be 21 years old and is a minimum of 3 years older than the oldest camper she/he has direct supervision over. Furthermore, all 18 and 19 year old campers shall be lodged in separate accommodations from minors, with adult supervision as outlined above.
  4. For all multi-age camps, the minimum age shall be 18 years and, the counselors must be a minimum of 5 years older than the campers they are supervising, and each cabin has (2) supervising adult counselors with at least (1) of whom is at least 21 years of age.
- i. Two-Adult Rule
  1. Two (2) certified adults shall be present at any time with camper(s) based upon the above minimum age requirements.
  2. Two (2) certified adults shall be in each building during sleeping hours based upon the above minimum age requirements.
    - a. An exception may be made in the case of high school cabins where one adult shall be in each building during sleeping hours provided that (1) there are no more than 10 campers and no less than 4 campers **AND** (2) the adult present shall be at least 27 years of age **AND** (3) all campers are at least 15 years of age.
  3. Regarding the Health Officer
    - a. Examinations and assessments are necessary as a part of the care of campers in

need of health care. In general, health examinations can be performed by the camp health officer without a chaperone. An adult chaperone must be used for any examination that requires the removal of the camper's shirt or shorts/pants. (For example: the camper who falls and sustains an abrasion to the buttocks while sliding playing softball). Examination and treatment will be done in a secure, private area where the camper's privacy can be maintained. Exceptions will be made for emergency and life threatening situations.

- b. The health officer may request a chaperone during any other examination based on their best judgment. A camper may also request a chaperone at any time. The health officer may also utilize a chaperone any time the health officer deems it is in the best interest of the health officer or the camper.
- ii. Staffing Ratios based upon the minimum age requirements for counselors above:
    1. Campers below the age of thirteen (13) \* During their awake hours, there shall be one (1) adult staff member for every ten (10) campers or a fraction thereof beyond the first ten (10). During their sleeping hours, there shall be one (1) adult staff member for every fourteen (14) campers or a fraction thereof beyond the first fourteen (14).
    2. Campers above the age of thirteen (13) \* There shall be one (1) adult staff member for every ten (10) campers or a fraction thereof beyond the first ten (10).
    3. **For camps specifically developed for persons with special needs** \* During their awake hours, there shall be one (1) adult staff member for every three (3) campers or a fraction thereof beyond the first three (3). During their sleeping hours, there shall be one (1) adult staff member for every six (6) campers or a fraction thereof beyond the first (6).
    4. The minimum number of staff on duty and in camp shall be two (2) adult staff members.
    5. In a camp with more than fifty (50) campers, the camp dean shall not be included in determining the staff-to-camper ratio and shall not serve full-time as the health officer.
  - iii. The Camp Health Officer shall be on-site throughout the duration of camp and, according to Michigan State Law, have one of the following qualifications:
    1. A licensed physician;
    2. A registered nurse (RN);
    3. A licensed practical nurse (LPN);
    4. A licensed emergency medical technician (EMT); or
    5. An adult who is trained and certified with the training equivalent to the American National Red Cross manual First Responders.
  - iv. Overnight Procedures
    1. No males shall sleep in the same sleeping area as unrelated female persons.
    2. No females shall sleep in the same sleeping area as unrelated male persons.
    3. Supervision is required for all campers. Male campers shall be supervised by a male adult based upon the minimum age and ratio requirements above. Female campers shall be supervised by a female adult based upon the minimum age and ratio requirements above.
- c. Supervision of Campers in Public Areas
    - i. All Staff, Deans, and Volunteers must be thoroughly familiar with the policies and procedures before leaving Lake Louise property. The Staff and Volunteers required to be in attendance for any off-site field trip include:
      1. Camp Dean
      2. Volunteer Counselors
      3. Health Officer
- \*\* This will ensure a ratio of approximately 1 staff/adult per 8 campers.

- ii. Staff/Volunteer Duties and Responsibilities while on the Field Trip
    1. Staff and Volunteers will remain with their cabin groups or in designated supervision zones at all times.
    2. The Camp Dean will assign Staff/Volunteers at the following designated supervision zones:
      - a. Established area boundaries
      - b. Public Restroom entrances
      - c. Emergency Round-Up Area
    3. Staff/Volunteers will maintain a constant head count of the campers in their cabin groups.
  - iii. Camper Orientation to the Public Area
    1. Upon arrival, the Camp Dean will provide the following orientation to all campers and staff on the field trip:
      - a. Remind Campers that the “Buddy System” will be used at *ALL TIMES* while on the field trip.
      - b. Identify and inform the campers of the specific boundaries of where they will be allowed to safely roam. Identify the Emergency Round-Up Area and when all campers should proceed to that area.
      - c. Point out the location of the public bathrooms and remind campers that they must go to the bathrooms with their buddy.
      - d. Explain that we are visiting a public area and that we must respect other people and their space. We must also respect the rules and policies of the area we are visiting.
      - e. The expectation for camper behavior is identical to our expectations when at Lake Louise camp.
      - f. Explain that we are not just representing ourselves, but Lake Louise as well. Be good and have fun!
      - g. It is Lake Louise policy to leave places cleaner than when we found them, respect private and public property, and most importantly be SAFE!
  - iv. Emergency Procedures for lost or missing Camper
    1. All Campers and Staff will be directed to the predetermined “Round-Up Area”.
    2. The Volunteer Counselors will conduct a head count and report to the Camp Dean any missing campers from their cabin.
    3. The Camp Dean will verify with the Staff/Volunteers at the designated supervision zones. The public bathrooms will be checked.
    4. The Camp Dean will inform the Public Area’s staff authority of the missing camper.
    5. The Camp Dean will notify the Camp Office and the Executive Director of the missing camper situation and maintain situation updates in timely intervals.
    6. Lake Louise Staff and Volunteers will assist cooperatively with the Public Area’s Authority in conducting an organized search.
    7. The Camp Dean, in conjunction with the Executive Director and Public Area’s Authority will determine when 911 should be called.
- d. Social Media
- i. **Lake Louise, Lake Louise Christian Community, and Lake Louise Christian Community Camp & Retreat Center are protected names. Lake Louise reserves the right to ask anyone using the**

**name, in a way that harms the reputation of the camp, to cease using our name.**

- ii. Lake Louise staff, inclusive of year-round, seasonal, and volunteer staff, shall not post images to or identify campers on social media while each camp is in session. Only at the conclusion of camp, after all campers have been released from Lake Louise's custody and in compliance with Lake Louise registration forms, may posting images and campers' first names only be undertaken.
  - iii. Lake Louise reserves the right to re-evaluate our relationship with any volunteer whose web based content calls into question their good judgment and/or their ability to work with children.
  - iv. If you engage with social media platforms where content is accessible to anyone or you have connected with campers who can see non-public information, all content (words, pictures, causes, and links) should set a high standard. PARENTS LOOK!
  - v. It is appropriate to invite campers to join Lake Louise interest groups. It is in this place that announcements and talk about camp can take place in an excellent environment.
  - vi. RESPOND do not initiate social media communication with campers.
    1. However, we do encourage welcome notes prior to camp, Christmas cards, recruitment cards, announcements, birthday cards, condolences, etc.
    2. Lake Louise trusts that if a camper reaches out to you regarding personal issues that you refer the camper to their pastor, school guidance counselor, law enforcement, or other adult to work with the camper in handling the situation.
- e. Working with Campers and Behavior Management
- i. Will be addressed during training and include, but not be limited to, positive methods for managing behavior; developmental characteristics and assets; technology usage; and taking care of yourself before and during camp.
- f. Matters Relating to Child Abuse or Neglect and Child Sexual Assault.
- i. Lake Louise is a mandated reporting agency in matters of child protection. This is a requirement of our American Camping Association certification.
  - ii. Concerning the laws of the State of Michigan – Lake Louise recognizes the “Child Protection Law” of the State of Michigan (Act No. 238, Public Acts of 1975, as amended, being Sections 722.636, Michigan Compiled Laws); and shall act in accordance with its provisions.
  - iii. Concerning Lake Louise year-round and seasonal employees reporting
    1. Staff shall report information to the camp dean and Lake Louise Executive Director immediately. In turn, the Lake Louise Executive Director, camp dean, camp health officer, and camper's counselor, shall consult immediately on follow-up. The Executive Director will take the lead on next steps.
      - a. Information related to camper abuse is strictly confidential. Involved staff should not confide information to other staff or campers.
    2. All camper records shall remain confidential.
  - iv. Concerning the Health Officer
    1. The health officer shall note any evidence of child abuse or neglect seen; and in accordance with the provisions of the 1975 Child Protection Law, is legally responsible to report such evidence.
    2. The health officer shall observe each camper to surmise evidence of abuse or neglect upon the camper's arrival at camp. However, no child or youth shall be subjected to a search, which requires the child to remove his/her clothing to expose his buttocks or genitalia or her breasts, buttocks, or genitalia.
    3. Observations which lead to the suspicion of child abuse or neglect, shall be reported to the

camp dean immediately. Immediately, the camp dean and health officer shall consult with the Lake Louise Executive Director and follow the reporting procedures.

- v. Concerning Lake Louise volunteer camp staff reporting suspected child abuse or neglect or, if abuse or neglect is reported by a camper to a member of the camp staff:
  1. Staff shall report information to the camp dean and Lake Louise Executive Director immediately. In turn, the Lake Louise Executive Director, camp dean, camp health officer, and camper's counselor, shall consult immediately on follow-up. The Executive Director will take the lead on next steps.
    - a. Information related to camper abuse is strictly confidential. Involved staff should not confide information to other staff or campers.
  2. All camper records shall remain confidential.
- vi. Lake Louise year-round and seasonal staff suspected of abusing children shall be addressed as follows:
  1. The Lake Louise Executive Director shall immediately remove this person from interacting with children.
  2. The Lake Louise Executive Director shall initiate and maintain dialogue with the accused staff member, informing him or her of what was observed and what steps have been taken.
  3. The Lake Louise Executive Director shall keep the name of the reporting person in confidence throughout these dialogues.
  4. The Lake Louise Executive Director, has the authority to release the staff person involved from employment immediately, and take other legal action, as required, to ensure the safety of all persons.
- vii. Volunteer staff suspected of physically abusing children shall be addressed as follows:
  1. The Lake Louise Executive Director, , in consultation with the Camp Dean shall initiate and maintain dialogue with the accused staff member, informing him or her of what was observed and what steps have been taken. The Camp Dean and Lake Louise Executive Director shall keep the name of the reporting person in confidence throughout these dialogues.
  2. One of the two below options for isolating the person suspected of abuse or neglect shall occur:
    - a. At the discretion of the Lake Louise Executive Director, in consultation with the Camp Dean, a cabin counselor may be reassigned to a program position which does not involve direct supervision of campers; or
    - b. The Lake Louise Executive Director, in consultation with the Camp Dean, may choose to release the counselor from service at camp.
  3. If further investigation supports the suspicion of physical abuse, the counselor in question shall not staff future camps or retreats at Lake Louise.
- viii. Isolation of an Alleged Perpetrator
  1. An alleged perpetrator shall be removed from camper areas immediately, and shall remain under supervision until local authorities are contacted and the alleged perpetrator is either in custody of law enforcement or released and escorted from camp property.
- ix. Reporting
  1. All Lake Louise year-round, seasonal, and volunteer staff who have reasonable cause to suspect abuse or neglect of a child shall report all known and suspected cases of abuse or

neglect which (1) occur on Lake Louise premises, (2) are disclosed or observed while at Lake Louise.

2. If any child arrives at Lake Louise for camp and exhibits signs of abuse or neglect, the Lake Louise Executive Director and camp health officer shall evaluate the situation and based upon examination implement this policy's reporting procedure.
  3. Once the Lake Louise Executive Director, health officer, and, if applicable dean and counselor, have consulted, the Lake Louise Executive Director shall call the Family Independence Agency/Department of Human Services and will coordinate further follow-up. This oral report shall be made in conjunction with the person who made the observations or received the disclosure. The following information will be required:
    - a. Name, age, and gender of the alleged victim and other family members.
    - b. Address, phone number, and/or directions to the alleged victim's home.
    - c. Parent's place(s) of employment.
    - d. Description of the suspected abuse or neglect and information that might establish the cause of or manner in which the abuse or neglect occurred.
    - e. Current condition of the alleged victim.
  4. Report shall be documented, in writing, by the Lake Louise Executive Director and shall include notations that indicate dates, times, persons involved in the process.
  5. Within 72 hours after making the oral report, the Lake Louise Executive Director shall file a written report with the appropriate agencies and organizations. The written report shall contain the name of the child and a description of the abuse or neglect, along with contact information for the camper's parents, guardian, or the person with whom the child resides. The report shall also include the contact information for involved staff members so that the appropriate agency or organization can follow-up, if necessary.
  6. After making the necessary initial calls to the proper authorities, the Executive Director shall follow the determination of the Department of Human Services regarding phoning the parents/guardian. When it is determined that a parent or legal guardian shall be notified, the Lake Louise Executive Director shall inform the parents of what has been observed, and what steps have been taken in response to those observations. Unless otherwise instructed by the Department of Human Services, the Lake Louise Executive Director shall follow the parent's or legal guardian's wishes regarding the camper's continuation at camp, unless otherwise instructed by Child Protective Services.
- x. Bullying (in reference to MCLA 380.1310b(5)(d)-(i))
1. Those with knowledge of bullying in violation of this Policy are encouraged to report the facts to the camp or retreat dean, who will in turn investigate and file a written report with the Lake Louise Protection Executive Director. The Lake Louise Executive Director, in consultation with the Camp Dean, shall determine what notification is appropriate to give to the parent or legal guardian of a victim and the perpetrator, or others.
- g. Waterfront Procedures and Safety
- i. Lifeguard training, experience, qualifications
    1. Lifeguards shall be at least 18 years old and a high school graduate or equivalent.
    2. Hold current certifications in ARC Lifeguard, CPR and First Aid or through an equivalent provider.
    3. Prior lifeguarding experience required.
    4. Preferred experience in providing direct customer service.

- ii. Guard-to-Camper Ratio for kayak or stand up paddle board use:
  - 1. There will be one (1) lifeguard on the water in the lifeboat for every fifteen (15) campers using watercraft. The lifeguard on the water will be accompanied by an aquatic observer in the boat.
- iii. Swim Testing
  - 1. Before swimming at Lake Louise one must take a swim test to determine which swim area he/she may use throughout the duration of camp. Only campers ages 10 and up will be eligible to take the swim test.
    - a. There are three swim areas: shallow (non-swimmers restricted to this area), Intermediate, and deep.
    - b. Note: The swim area may change based on the water level of the lake.
  - 2. The waterfront director's decision on a camper's swimming ability is final.
- iv. Buddy System
  - 1. Swimmers must have a "buddy" of similar abilities and habits to enter the water.
  - 2. Buddies should stay within 10 feet of each other.
  - 3. Both swimmers must notify the Buddy Board attendant when leaving the swim area.
- v. Signals
  - 1. One whistle blow means "warning violation"
  - 2. Two whistle blows mean "buddy check or buddy check over"
  - 3. One continuous whistle blow means "swimmers out of the water"
- vi. Aquatic Observers
  - 1. In addition to lifeguards on duty, there shall be no less than (3) aquatic observers at all times during waterfront activities.
    - a. The health officer will be present at all swim activities. They will bring the Health Center AED.
- vii. General Rules
  - 1. No swimming unless a lifeguard is on duty.
  - 2. Shoes must be worn to and from the beach area.
  - 3. Do not swim underneath the docks or rafts.
  - 4. No diving in areas marked (no flips, back flips, etc.)
  - 5. No dunking, pushing, or holding under water
  - 6. Do not call for help unless assistance is needed
  - 7. Swim within the roped boundaries
  - 8. One warning for violations. Lifeguards may determine when one must leave the water. The waterfront director may determine when one has lost swimming privileges.
- viii. Watercraft Use Rules
  - 1. All participants, including lifeguards and observers, must wear a U.S. Coast Guard approved personal flotation device (USCG approved PFD) that is sized for the user.
  - 2. Kayak and stand up paddle boarding users must pass the intermediate swim test.

3. Non-swimmers may not use the kayaks or stand up paddle boards.
4. All watercraft activity must take place during daylight hours.
5. The rated capacity of watercraft as designed by manufacturer must not be exceeded.
6. Watercraft use is generally a group activity and kayakers and stand up paddle board users should stay together.
7. Campers must remain within confines of watercraft at all times.
8. Watercraft must stay out of the designated swimming area.
9. All watercraft users must remain within prescribed boundaries as designated by the lifeguard on the water and clearly visible to watercraft activity participants.
10. Any circumstances which cause the watercraft activity area to be deemed unsafe will result in the suspension of watercraft activities. Those circumstances include, but are not limited to, high winds, regularly occurring whitecaps, unusually high motor boat activity (because of wakes), steady rain, lightning, or thunderstorms.

ix. Water Trampoline Use Rules

1. No more than 5 participants at a time
2. Usage will be monitored by the Lifeguard that is on the Dock
3. Lifejackets are required for all participants
4. Non-swimmers may not participate unless accompanied by a parent/guardian
5. Any circumstances which cause the watercraft activity area to be deemed unsafe will result in the suspension of watercraft activities. Those circumstances include, but are not limited to, high winds, regularly occurring whitecaps, unusually high motor boat activity (because of wakes), steady rain, lightning, or thunderstorms.

x. Shark Boat Pull Use Rules

1. Lifeguard required at all times
2. One lookout in the boat at all times-this may be the lifeguard
3. Lifejackets are required for all participants
4. Non-swimmers may not participate unless accompanied by a parent/guardian
5. Volunteer Boat Driver must be approved by Lake Louise Directors
6. Recommended boat speed must be followed at all times
7. Lifeguard will help participants mount/dismount by the kayak launch area
8. Any circumstances which cause the watercraft activity area to be deemed unsafe will result in the suspension of watercraft activities. Those circumstances include, but are not limited to, high winds, regularly occurring whitecaps, unusually high motor boat activity (because of wakes), steady rain, lightning, or thunderstorms.

xi. Waterfront Missing Persons Procedures

1. When a person comes up missing after a buddy check:
  - a. Lead lifeguard will call a second buddy check.
  - b. If person is still missing, the lead lifeguard will clear the water and check the buddy board one more time.

- c. If person is still missing, the lead lifeguard will send someone to notify the Executive Director. The siren will be sounded and the entire camp will gather in cabin groups on Kresge Field. Staff will conduct a head count.
- d. The waterfront team will conduct a search while the head count is conducted.
- e. If after the head count is complete, the person remains missing, the Executive Director will call 911 and direct staff to search the camp.
- f. The waterfront team will continue the search until the 911 rescue team arrives, then follow their instructions.
- g. The entire camp shall remain seated in cabin groups until released by the Executive Director.

xii. Watercraft Emergency Action Plan

- 1. The watercraft user's safety is paramount, and takes priority over the watercraft, paddles, etc.
- 2. The air horn is sounded to alert other lifeguards that assistance may be needed. The other lifeguards whistle all swimmers out of the water so that they may turn their attention to the rescue.
- 3. The lifeguard(s) assesses the condition of the rescued swimmer, provide aid if necessary, and moves him/her to shore.
- 4. All other watercraft users on the water are directed to follow the lifeboat to shore.
- 5. 911 is called promptly if it is deemed necessary.
- 6. Only after all swimmers are out of the water, all watercraft users are on shore, and the rescued swimmer has been given aid and judged to be OK or in competent hands does the waterfront team retrieve watercraft or paddles, etc., from the water.

a. Releasing Campers at the Conclusion of Camp

- i. Campers will be released at the day and time camp session completes.
- ii. Camper release will take place in a location designated by the Lake Louise Staff. A Lake Louise staff member will facilitate.
- iii. The designated individual picking up a camper must sign the camper release form submitted by the camper's parent and/or guardian prior to or at camp check-in the Sunday camp began.
- iv. Campers will only be released to an individual listed on their release form. If plans change, the camper's parent/guardian will send a written, signed statement allowing their child to be released to that individual.
- v. Authorizations shall also include the names of persons who may not pick-up campers.

b. Visitors

- i. All visitors to Lake Louise must sign in at the office and obtain a visitor's badge.
- ii. Paid or volunteer staff should approach the stranger, ask if we can be of assistance, and if they do not have a badge and have not signed in, please direct them to the office to do so.

c. Smoking/Alcohol/Drugs/Fireworks

- i. All prescription drugs and non-prescription medications brought to camp by volunteer camp staff and/ or campers must be surrendered to the camp health officer upon arrival on Lake Louise premises. The health officer will distribute accordingly throughout the week and release the drugs and medications to the volunteer staff person or adult picking up the camper at the conclusion of camp or retreat.

- ii. Lake Louise does not condone the breaking of State and local laws regarding alcohol, tobacco, drugs, etc., and believes all persons must work toward enforcement and compliance of those laws.
  - iii. The use of alcohol, drugs, and fireworks shall be prohibited.
  - iv. Use of tobacco shall be prohibited.
  - v. Possession or use of narcotics
    - 1. Before search and seizure take place:
      - a. Be certain you can identify the drug in question.
      - b. Do not try and make the decision alone in these matters, but seek counsel from at least one or more other persons.
      - c. Do not search anyone's possessions until you have strong evidence the drugs in question are in the possession of the suspected person.
      - d. All searching must be done in the presence of the camper/volunteer staff person and two (2) other parties.
    - 2. If it is possible to determine who is responsible for bringing narcotics to camp, for using narcotics at camp, or distributing narcotics at camp, the following procedure shall be followed:
      - a. If a camper, the parents or legal guardian of the camper shall be summoned to remove the offender from camp at once. If possible, the offender should be removed from his/her cabin and placed in other quarters until he/she is taken from the camp-ground. The camp dean shall contact the Lake Louise Executive Director, who shall in turn, contact the legal authorities.
      - b. If a volunteer dean, counselor, or health officer is in violation, the Lake Louise Executive Director shall be notified immediately and contact the proper legal authorities. The person in violation shall be moved to a secure location until legal authorities arrive. At that time, they shall be asked to leave the Lake Louise premises.
  - vi. In this, as in other matters, the Lake Louise Executive Director is responsible to make all required contact with the proper local authorities.
- d. All pets are prohibited on Lake Louise premises, except for Seeing Eye dogs.

b. Emergency Procedures

a. In case of fire:

- i. The Lake Louise Executive Director or designee will sound a fire alarm by the sounding of the siren.
- ii. The Lake Louise Executive Director or designee will call 911.
- iii. The entire camp will assemble at the bell in their cabin groups, the Counselors will conduct a head count and report to the Executive Director. The Executive Director will give instructions after the head count is complete.
- iv. Campers will be instructed to gather at a safe area until the Executive Director gives the all clear or initiates an evacuation of the camp.

b. Emergency Evacuation Plan

- i. The Executive Director will sound an alarm by the sounding of the siren.
- ii. The entire camp will assemble at the bell in their cabin groups, the Counselors will conduct a head count and report to the Executive Director. The Executive Director will give instructions after the head count is complete.

- iii. The Executive Director will communicate the need for evacuation or relocation to a secure area or shelter.
  - iv. The campers and staff will meet at the designated location and either wait for authorization to return to the camp or contact parents/guardians for pick-up.
  - v. Lake Louise staff shall bring all camper release forms to the evacuation site, provided it is prudent to do so, based upon emergency and rate of evacuation.
  - vi. Camp Health Officer shall bring all camper/volunteer staff medications and health history forms to the evacuation site, provided it is prudent to do so, and based upon emergency and rate of evacuation.
- c. In case of severe weather:
- i. The Executive Director will sound an alarm by continual ringing of the bell.
  - ii. The entire camp will assemble at the bell in their cabin groups, the Counselors will conduct a head count and report to the Executive Director. The Executive Director will give instructions after the head count is complete.
  - iii. Executive Director shall give instructions to assemble in the Retreat Center lower level (south wall) for shelter when deemed necessary by warnings.
- d. In case of medical emergency or injury:
- i. Immediately summon the Health Officer, Executive Director, and the Camp Dean.
    - 1. If the Executive Director is not immediately available, summon the Director of Camping and Retreat Ministries.
  - ii. The Health Officer will determine if the patient can be moved to the First-Aid Station or if first-aid shall be administered at the scene.
  - iii. If the patient needs emergency medical treatment and transport is necessary, the Health Officer, or his/her designee, shall call 911 for the ambulance. And then, the Executive Director shall be contacted immediately. Do not transport the patient in a personal vehicle.
    - a. A counselor designated by the camp dean shall accompany the patient in the ambulance.
    - b. The health officer shall not leave the Lake Louise premises unless warranted under extreme circumstances.
  - i. Parent/guardian will be contacted in any case where campers are taken off-site for medical treatment.
- b. Missing or Runaway Camper
- i. Advise the Executive Director and Camp Dean immediately.
  - ii. Executive Director will sound the siren. The entire camp will assemble at the bell for a head count and to determine where the camper was last seen.
  - iii. The entire camp – grounds and facilities – will be searched per the Executive Director's instructions. If the camper has not been found, the Executive Director will call 911. The Executive Director will determine next steps in consultation with the Camp Dean and instructions will be given to camp attendee
- c. Media or Other Inquiries Regarding Camp Issues or Emergencies
- i. All information concerning any unusual situation should ONLY be communicated to outside sources by the Executive Director.
  - ii. Staff, Dean, and Volunteers will not comment on or answer any questions by the media regarding any issue or emergency occurrence at Lake Louise. All such inquiries will be directed to the Executive Director immediately.
  - iii. In case of an emergency, all communication to Parents and Guardians will be coordinated by the Executive Director and his/her designees and conducted out of the main camp office.