



CAMP
ODAYIN
for children with heart disease

Summer 2026

Staff Manual

Nokasippi Week

(updated June 2026)

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Camp Odayin Mission and Value Statements

At Camp Odayin, our mission is to provide fun, safe and life changing experiences to build community for young people with heart disease and their families.

Our vision is to ensure that supportive connections and empowering experiences are accessible to everyone impacted by childhood heart disease.

Kids play. Worries rest. Fun happens.

Camp is life-changing!

Our goal is to improve the quality of life, mental health, and overall well-being of children with heart disease and their families. We provide a fun and adventurous environment, while giving parents and children peace of mind knowing medical precautions are in place. Campers are engaged in empowering activities that improve their self-concept, self-confidence, independence, and social skills.

At Odayin, you are welcomed into a heart family. Members of the whole family benefit from the sense of community that comes with connecting with others who share similar health, emotional, and social concerns.

What we value:

- **Celebrating Life** – We play with purpose, create fun, and share hope.
- **Commitment to Community** – We remove barriers and build connections, knowing we are stronger together.
- **Emotional Safety** – We create an environment that honors mutual respect, trust and acceptance.
- **Personal Growth** – We try new things to build confidence and encourage gratitude.



The Basics

The First Day of Camp

****WEAR YOUR STAFF T-SHIRT ****

We'll start the day with breakfast, as well as some final pieces of staff training and last-minute reminders before campers arrive. Campers will be checked in first by the directors and then their cabin nurse. Then, counselors will welcome each camper into their respective cabin groups. Campers coming on the buses will have already been checked in prior to boarding the bus and will just join their respective cabins upon arrival.

Here we are at Camp Odayin!

Your campers are now in a new place with a new group of peers and adults that they may or may not know. A good number of our campers have never been to camp before. They might wonder what is going to happen next, have various reactions to the group (living) arrangements, and worry about making new friends.

After welcoming your campers...What do you do now?

1. Introductions (no one ever changes cabins – returning campers might ask)
2. Make name tags
3. Code of Living (create your own cabin rules)
4. Create a cabin cheer, handshake, or chant to build cabin spirit and camaraderie (sometime on the first day)

Once everyone is checked in, we will do a whole camp welcome and then eat lunch! After lunch, there will be more time to finish unpacking, determine bed assignments, and work on your Code of Living and cheer.

The Importance of First Impressions

At camp we have an important expression: "First is last." What this means is that first impressions may be the ones that last the longest. We may or may not be able to undo the effects of a negative first impression. A lost opportunity to make the most positive first impression may not be recovered. In order to make a good first impression everyone must be on full alert about:

- What we look like (appearance, body language, energy level)
- What we say
- What we do as we meet our campers and parents

When greeting our campers and their families for the first time, remember to bring your "G.A.M.E." face:

G = get on their level

A = announce their name

M = make it known how you feel

E = engage them in conversation

Standards of Conduct for Camp Odayin Staff

1. Staff members will not be in the possession of or use any alcoholic beverages or illegal substances during the camp session, or during any training prior to the camp session.
2. All prescription and over-the-counter medications must be kept in the Health Center.
3. Some prohibited staff behaviors:
 - Smoking, drinking, chewing chew, vaping
 - Firearms, slingshots, fireworks, anything that could hurt someone
 - Misuse of any camp property, including equipment, vehicles, or materials
 - Fighting between staff members, campers, and/or other staff
 - Stealing, using inappropriate words, lying
 - Bringing your pet
4. Staff members shall comply with all camp safety rules and common safety practices, including, but not limited to the following:
 - a. No one is allowed in the waterfront area outside of scheduled activity time unless supervised by a lifeguard.
 - b. Closed toe shoes must be worn at archery and high ropes/zipline.
 - c. Shoes must always be worn, except on the beach or while swimming.
 - d. Campers are NEVER to be left in cabins alone; one counselor always needs to be with their cabin group.
 - e. Campers are not allowed to ride in any vehicle that does not have proper seat belts or in staff's personal vehicles unless asked by a director.
 - f. Please- no pillow fights, cabin raids, pranks, or horseplay.
 - g. Food and drink remain in the dining hall and assigned eating and snacktime areas. If you see that campers have candy or food, please confiscate it or ask a director to come and take it.
 - a. No candles are allowed.
 - b. Wet clothes should be hung outside on the clothesline or in the bathrooms, never on the heaters, furniture or bunks.
 - c. "Off limits" areas at camp are the maintenance shop, construction zones, woods (unless on supervised hike), kitchen, and waterfront (unless participating in a scheduled activity).
 - d. Camp Lutherdale has natural and physical hazards as any camp does. There are steep banks down to the lake. Please use caution in these areas.
 - e. Staff members shall not enter the cabin areas or cabins of the opposite gender, except for Medical or Directing Staff.
5. **Never be alone with a camper! Never leave a camper alone!**
6. Help create the best experience for your co-staff.
 - a. Show responsibility by offering to help and be on time!

- b. Let staff who are counting on you know if there is a change or challenge for your group.
 - c. Communicate your plans and opinions. “How long will it take us to get to an activity?” and “How should WE handle this inappropriate behavior?”
7. Camp is a community of individuals. All organized communities run on a schedule. Plan with your team to meet the needs of your campers (and yourself).
8. Camp Odayin is not responsible for any personal items or sports equipment that gets lost or damaged while you are at in-person camp.
9. Private conversations happen in the most public places. Respecting a campers’ privacy never means having a conversation in private.
10. Camp is a place where staff members are responsible to protect campers from possible outside intervention. Please notify a director of any security concerns. For in person camp, please be advised of the following:
 - a. Staff is always on alert for strangers on the site. If someone you do not know is around, it is your responsibility to go to that person and find out who they are and what they want.
 - b. All visitors should be directed/escorted to the office or walkie talkie leadership staff to come and escort them.
11. Most campers are dropped off/picked up at camp. Some ride the bus to and from camp. In either case, NO camper can leave the site with a non-staff person without permission from a Camp Director. At camper pick up, parents MUST sign their child out with a staff member before leaving.

Volunteer Performance Policy

Every staff member is expected to be knowledgeable of and in compliance with the policies and procedures within this Staff Manual. We understand that reading this manual will not result in perfect application, nor do we expect that. However, we do expect every staff member to be open to feedback & correction from the Directors when necessary, and then make changes accordingly.

Every staff member fills out an evaluation about the performance of co-staff, directors, and L staff and provides feedback on how Camp Odayin can improve in the future. Combined with observations, the Directors determine if a volunteer needs to improve before returning as a counselor or nurse or if a volunteer is not a good fit for the program. Camp Odayin has the right to dismiss an application at any time.

If a volunteer violates a policy while at camp, there are several possible outcomes:

- Directors will speak with volunteer, share concerns, reiterate expectations, and follow up.
- Immediate removal from camp. The volunteer will be expected to find a ride home.
- In extreme cases, the volunteer could be escorted off the property by law enforcement.

- Staff will be excused from participating as a volunteer for all future programs.

If a volunteer needs to improve, several routes will be taken either post camp or during the hiring process the following spring:

- A Director calls or emails the volunteer to share feedback and discuss what needs to be improved. The volunteer must agree to meet the goals set by the Director to return as a counselor or nurse.
- A Director expects the volunteer to meet 2-4 times to discuss progress, set goals, and provide support to develop leadership skills.
- A Director calls or emails the volunteer to tell them their application will not be considered in the future.

(A Director could be Executive Director, Nursing Director, Summer Camp Director, or the Program Director).

Camp Staff Daily Expectations

1. Expect to spend most of your time with your campers / cabin group. Stay with your campers to provide supervision and support your co-staff.
2. Help campers make good decisions. When presented with a request, try to put a question mark at the end of every sentence. Instead of saying “No!” or “Yes!” (judgment statements), help campers make appropriate decisions by asking ‘thinking questions’ such as:
 - a. “I heard...tell me about that?”
 - b. “How did you decide?”
 - c. “What are the ups and downs of that idea?”
 - d. “What are our options?”
 - e. “What else could we try?”
 - f. “How do you think we should do it?”
3. Enter all situations or areas with open eyes for possible hazards to campers, other staff and self. This includes physical, behavioral, and emotional concerns.
4. Cabins should stay clean! This will ensure a healthy living space and cut down on misplaced items. No food is allowed in cabins.
5. Your willingness, promotion, and example to try new things and have fun will SHOW instead of TELL campers how to enjoy themselves, make friends, and be silly.
 - a. It is up to you to approach the week with a positive attitude and high energy.
 - b. Staff should model good behavior by participating in all activities and programs. Staff who sit out will always find themselves surrounded by campers.
 - c. It is expected all staff will participate in all activities – this includes waterfront time. Staff should expect to be in the water with their campers or engaging their campers in alternate activities. Waterfront is not the time for staff to sit and socialize with other staff.

6. End each day with a Cabin Closing to discuss accomplishments, challenges, and/or the day's activities. Do not give campers food at cabin closings.
7. Staff supervision ratios for each cabin of 8-12 campers are three staff (one nurse and two counselors) with the cabin group. During rest hour, one nurse is with the cabin. During shower hour, two staff (two counselors) are with the cabin. At bedtime, 1 staff (counselor) is with the cabin after lights out. Exceptions to this are when a camper is in the health center or being transported off site for medical reasons. Only then is a 1:1 camper/med staff ratio acceptable.
8. Nurse specifics:
 - a. Nurses eat with their cabin groups.
 - b. Nurses are with their cabin except for shower hour, sleeping at night, and if they are assigned to clean cabin/wet bed duty during the first morning rotation.
 - c. Nurses will announce the cleanest cabin each day.
9. There are no laundry facilities available for staff.

Camp 101

- **Water Bottles:** Need to be with campers at all times, including meals and waterfront. Refill often, and encourage campers, and yourself, to stay hydrated! Replacements are available-see Leadership staff.
- **Name Tags:** Write real first name on one side (nicknames on reverse is OK). Must be worn at all times unless swimming or sleeping.
- **Electronics:** No use of electronics is permitted at camp, specifically cell phones, smartwatches, and iPads (see Cell Phone Policy for more information).
- **Health Center:** There will be a building/space designated as the Health Center monitored by the lead nurse and/or cardiologist 24/7.
- **Walkie Talkies:** Everyone is on walkie talkie.
 - o 1 walkie per counselor pair, 1 walkie for each nurse
 - o Counselors and nurses are on the same channel.
 - o Leadership (Directors, Lead Nurse(s) and Doctors) are on another channel. The channel numbers will be shared the first day of camp.
 - o If an ALL CAMP announcement needs to be made, Leadership communicates with both channels.
 - o If a counselor or nurse needs someone on Leadership – they switch channels.
- **Walkie-Talkies (night-time emergencies):** Each cabin group has a walkie, turned off in their room to use at night. Counselors continue to use the walkie to communicate for emergencies.
 - o To use: turn the walkie talkie on, hold down the button – state your name, location and what you need. RELEASE button.
 - o Keep the walkie talkie on until you receive a response from the lead nurse and/or doctor on call that evening.

- **Staff Meeting:** Additionally, there is a staff meeting once per day. This meeting will happen approximately 45 minutes after “Happiness Runs,” our closing song. We will announce the time each night.
 - Co-counselors will rotate who goes to staff meetings each night. Nurses will attend every night. We ask that all staff are in their cabins by midnight.
 - Please budget your time! Your cabin closing should be complete, and children should be in bed with the lights out at the time of the staff meeting. This ensures that one counselor is not in charge of putting all the kids to bed by themselves.
- **L-Staff:** Camp Odayin partners with Camp Lutherdale for our Wisconsin residential camp. Camp Lutherdale Staff members help run activities, waterfront, and support evening programs. They also help keep us entertained all week! 1-2 L-Staff will be assigned to your cabin...be sure to include them and invite them to your cabin closing!
- **KP:** When your cabin is assigned KP, your cabin stays after the meal to sweep and wipe tables. Look to your L-Staff for guidance, as they will be a big help with all of this!
- **Cabin Bins:** There is one for cabins to share in each housing location. Within each bin, you will find resources for down time activities, stationary, markers, paper, cards, and games. See the directors for stamps or other necessary supplies you don’t see in your bin.
- **Code of Living:** While meeting with your cabin group/pod for the first time, you and your co-staff will facilitate the discussion about rules and expectations within your cabin. These rules act as a guide and reference when problems arise to ensure a fun and safe environment within your cabin group. Use the ODAYIN WAY as a starting off point. As a cabin, create and post them in your bunk area for all to see.
- **Cabin Closing:** Cabin closings are a very meaningful time of the day. It is an opportunity to put closure to the day’s activities and discuss both accomplishments and challenges. As a staff member, it also allows you to see which campers may need more of your attention or a little extra love.
 - It is especially important that you keep your cabin together during closing. This creates unity and cohesion among the group. Please run it by leadership staff before combining groups or moving to an outside location.
 - By the end of each day, you and your co-staff should have a cabin closing prepared for your campers. Closings can be as varied as the individuals who prepare them. Start by explaining the closing and provide a good example. Please remember that not all campers will feel comfortable enough with the group to participate freely. It is okay if the camper wants to “pass” and chooses not to speak.
 - Suggested activities: Reading a short story or poem; Sharing favorite part—High/Low; Heart stories; Games—Frogger, Mafia, cards
- **Cabin Spirit:** One excellent way to promote camaraderie, to get campers involved from the very beginning, to ward off homesickness even before it begins, is with lots of cabin spirit.
 - Make up a “team” name for your cabin (ie. the Wonderful Walleyes)

- Create a cabin yell or chant and repeat it often (in the dining hall, walking to activities, etc.) when you are singing in the dining hall, please refrain from pounding on the tables; also, make sure your campers are still getting a chance to eat!
- Make up a secret handshake or hand sign
- Make up a cabin song
- Take pride in a clean cabin. Work together to keep things clean and decorate the cabin

Please remember to keep all cabin spirit positive (not putting down or getting overly competitive with other groups) EVERYONE'S A WINNER AT CAMP ODAYIN!

- **Talent Show:** This is a big deal at camp! It's one of our favorite traditions because it empowers our campers, builds their confidence, and provides a chance to try something new (and maybe scary). We have single acts, cabin acts, and sometimes counselor and nurse acts. Some campers come prepared with props (like instruments) while others decide on their act (or make one up) while at camp. Campers sign up for the show during meal times at camp.
- **Candle Ceremony:** Each one of us is a light. This is the time to shine some light on each camper and highlight how they brought light and joy to camp that week. On Friday, Camp Odayin/Camp L staff will light a candle for each camper in their cabin and share how that camper "brought light" into their cabin. You will receive a certificate for each camper, which you will fill out, sign, and present to campers at the candle ceremony.



Health Care Orientation

About Our Campers With Heart Disease

The two types of heart disease in children are “congenital” and “acquired.” **Congenital heart disease** is present at birth and is shown as a defect in the structure of the heart. Defects range in severity from a hole between the two chambers of the heart to complete absence of one or more chambers or valves. **Acquired heart disease** typically develops during childhood and can include heart damage due to infection (such as Kawasaki disease and rheumatic fever) and heart rate problems (known as arrhythmias). Camp Odayin has campers with both types of heart disease and represents a large spectrum of childhood heart disease. Our campers look and act like most other kids...with some exceptions – some may have surgical scars, blue lips, and some may be smaller than other kids their age. Although our campers have special needs, remember, kids are kids! Our kids come to camp to feel normal and to have fun!

Camper Information

Cabin counselors will receive specific information about each camper assigned to their cabin/pod. The nurse assigned to your cabin/pod will review information with counselors, such as physical activity limitations, bed-wetting, and specific information regarding medication (i.e., taking a blood thinner). Information about the campers’ health is **confidential** and is only to be shared with the particular staff that is entrusted with the care of that camper. Health documents and permission to treat forms are always kept in the Health Center.

Look At Each Camper/Staff Member Daily

If there is a change in a camper’s/staff’s condition, have it checked out by one of the nurses:

- Do they look more tired?
- Do they have dry or chapped lips/skin?
- Does their color look good?
- Have they brushed their teeth?
- Have they combed their hair?
- Have they changed their clothes?

Parents do not expect their kids to “take a vacation” from health. Camp is not a place to ignore good hygiene. Camp staff should model good health habits for themselves and their campers.

Other Great Points

- Make sure your campers (and you) are drinking fluids. It may be very warm at camp. It is important to encourage campers to drink frequently.
- Make sure your campers are eating. If you notice a camper not eating, let your nurse know.
- Make sure your campers are wearing shoes at all times – closed-toe shoes are preferred. This is simply to avoid foot injuries. Camp has uneven ground, rocks, and sticks just waiting

for you to step on them! The only time shoes are not required is while swimming, but shoes must be worn on the walk down the hill to the waterfront area.

- Wear sunscreen every day and help your campers do the same! If you need sunscreen, talk to your nurse.

Rest Hour

Camp days are filled with activity. For most people, and especially the campers, the camp day is much busier than their usual day at home. Campers are expected to be silent, in their own bunks, doing an independent activity or sleeping. Please enforce this expectation fully and encourage your campers to lie down on their bunks and rest. Nurses are on duty to supervise campers. Counselors have free time (and are welcome to nap, too!).

Bedwetting

Sometimes we have campers who wet their beds. This may be because of their medication or a change in environment, or they may wet the bed at home. We will be able to let cabin counselors know who may wet the bed, but sometimes it may come as a surprise. If you know or discover a camper who wets their bed, some preventative strategies to consider are:

- Limit drinking after dinner
- Encourage the camper to use bathroom before going to sleep
- Let the camper know which bunk is yours so they can get assistance at night

If a camper does wet the bed:

- When the camper is at breakfast with the rest of the cabin, let the nurse assigned to the cabin know. Each day nurses do “bed checks” to look for wet bedding (super fun job!)
- Be discreet so the camper is not embarrassed
- Remind them to shower and/or change their clothes
- The nurse will use universal precautions and bring the wet sleeping bag and clothes to the Health Center in a plastic bag

Universal Precautions

Universal precautions were instituted by the Center for Disease Control in the 1980s to protect health care providers from contracting infectious diseases. The rule of universal precautions is that all caregivers use precautions when coming into contact with body fluids - blood, urine, vomit, etc. or materials contaminated with body fluids of any person to minimize the risk of transmission of blood-borne diseases.

General principles of universal precautions:

- Wash your hands!
- If you come into contact with blood or body fluids, wash the area of your body which comes into contact with them.

- Report to the Health Center if you come into contact with material contaminated with blood or body fluids.
- Materials contaminated with blood or body fluids will be disposed of in special containers.

Mental Health Support

Any concerns about a camper should be reported to Leadership. Concerns for safety or well-being include:

- Expressing suicidal/self-harm thoughts
- Statements like “things will be better when I’m gone.”
- Severe/overwhelming emotional pain or distress.

Leadership will meet with the camper and assess any immediate safety concerns. Once a plan has been determined, Leadership will close the loop of communication with the camper’s counselors and nurse.

How to Talk About Mental Health with a Camper

Try leading with these questions, and actively listen to the response:

- Can you tell me more about what is happening? How are you feeling?
- Have you had feelings like this in the past?
- Sometimes you need to talk to an adult about your feelings. I’m here to listen. How can I help you feel better?
- Do you feel like you want to talk to someone else about your problem?
- I’m worried about your safety. Can you tell me if you have thoughts about harming yourself or others?



Policies and Procedures

The Odayin Way

Camp Odayin is committed to creating a safe space where campers, staff, and volunteers feel welcomed, respected, and valued. We are dedicated to promoting equality in our programming and in our organization. We ask our Camp Odayin family and our entire community to join us in an ongoing commitment to rejecting hate, racism, and intolerance.

Campers sign their “contract” committing to lead with their HEART by choosing the Odayin Way:

I will choose **THE ODAYIN WAY** while at Camp Odayin:

- I will be **Helpful**
- I will be **Encouraging**
- I will be **Accepting**
- I will be **Respectful**
- I will be **Thankful**

Gender Fluid Camper and Staff Support

Camp Odayin serves all people regardless of race, color, creed, religion, national origin, gender identity and expression, sexual orientation, or socioeconomic status. Camp Odayin is a safe and accepting place that supports the development of personal identities, free of fear and stigma when promoting self-expression.

Both our camper and volunteer staff applications ask for pronouns used and helpful information about the child or staff member’s gender identity. We use this information to connect with the guardian of the camper and/or the staff member to discuss cabin placement and how to ensure a safe and supportive camp experience.

At staff training we provide resources to support ALL campers and have a discussion with counselors and nurse that have a gender fluid camper in their cabin. Leadership will maintain confidentiality and decide what information is shared and with whom. At camp, we focus on inclusive programs, avoiding programming that forces campers to align themselves with one side – i.e., boys vs. girls. We provide a safe place for respectful discussions.

Resources:

American Camp Association: <http://www.acacamps.org/topics/transgender>

Gender Spectrum: <https://www.genderspectrum.org/>

Social Media Policy

We understand that staff members may have personal social media accounts so please be mindful that your behavior within social media reflects upon you as a representative of Camp Odayin. Remember that on public sites, campers and their parents may be viewing your profile, especially if it is public.

If you mention your experience at Camp Odayin or share photos on your social media accounts:

- At no time should names of campers be posted
- Be respectful (and positive) about your experience at Camp Odayin
- No confidential information (regarding campers) may be shared

If your amazing experience at Camp Odayin inspires you to start a social media group or page, please refrain from doing so. Camp Odayin has an official Facebook, Instagram, TikTok, and LinkedIn – please become a fan and like & share!

You may **not** accept friend requests or allow campers to follow you on any of your social media apps until they are 18 years old and initiate contact. For example, if your account is public, do not accept their request to follow them back. If you are already connected with campers on any social media (or gaming) platform – please remove them as a follower or unfriend them.

Communication Policy – No External Contact with Campers

To maintain the safety, privacy, and integrity of our camp community, all staff members are strictly prohibited from engaging in any form of communication with campers outside of official camp sessions until the camper is 18 years old and the camper initiates contact. **This policy applies at all times—before and after the camp season.** This includes, but is not limited to:

- Email communication with campers is no longer acceptable.
- Text messages or phone calls
- Social media (e.g., Instagram, Facebook, TikTok, Snapchat) - see Social Media policy
- Messaging apps (e.g., WhatsApp, Discord, Messenger)
- Online gaming platforms or forums

If a camper contacts you outside of camp:

- Do not respond or engage in any way.
- Take a screenshot or note of the attempted contact.
- Email content to info@campodayin.org or a director as soon as possible.
- Camp Odayin will take over communication to ensure the policy is upheld.

If you would like to connect with your camper(s) outside of the camp session, please contact the Camp Director for next steps.

Electronics & Cell Phone Policy

Staff members are prohibited from using cell phones or wearing smart watches in the presence of campers. Bringing a cell phone/smart watch is allowed but MUST remain turned off in your luggage. The exceptions to this rule are:

1. The staff member is enjoying free time away from the cabin group.
2. Nurses bring them to horseback riding (off and in backpack) to be used in emergency only or to communicate with the directors from the stable.

DAYTIME: Counselors' cell phones are powered off and in luggage (in the cabin, not on their person) for the day. Cabin Nurses carry their cell phone in their red med backpack, powered off for the day.

NIGHTTIME: When campers are asleep, cell phones will be turned on so Leadership can communicate with you in case of an emergency. Counselors continue to use the walkie to communicate for emergencies. Cell phones can be used for alarm clocks.

Under no circumstances should a camper ever be allowed to use a staff member's phone. You are not allowed to share your cell phone number with any campers. Staff members who break this policy will be excused from participating as a volunteer for all future programs.

If you find your campers have cell phones or electronics that connect to the Internet, please take it away. Campers are fully aware that they are NOT allowed to bring phones, electronics, smart watches, etc. to camp. Turn in confiscated electronics to the Camp Directors. If you'd rather, let the Camp Directors know and they will uphold this policy.

Policy Against Harassment

Camp Odayin is committed to providing a camp environment that is free of harassment and maintains a strict policy prohibiting harassment. This policy applies to all volunteers, including supervisors and staff volunteers and campers. This policy prohibits harassment in any form. Sexual harassment includes, but is not limited to, unwanted behavior of a sexual nature that is personally offensive to its recipient(s).

Any volunteer who believes he or she has been harassed by a co-worker, camper, supervisor, or agent of Camp Odayin should promptly report the incident of harassment to a Camp Director. The Director will investigate all such claims and take appropriate action.

At a minimum, when a person or camper complains about harassment, Camp Odayin will do the following in accordance with the procedure outlined in this policy:

1. Fully inform the person of their rights to make a complaint about the harassment.

2. Immediately conduct a thorough, objective, and complete investigation of the alleged harassment. Camp Odayin shall decide about whether harassment occurred and communicate this alleged finding to the harasser and any other concerned party.
3. Take prompt and effective remedial action if harassment has occurred. The action must correspond with the severity of the offense and be made known to the victim.

Please Note: All complaints will be documented in an Incident Report (located in the Health Center) that all involved parties will be asked to read and sign.

Child Abuse and Neglect

The children placed in our care come from unknown backgrounds, they have had experiences you may not know about, and some will bring problems that you might not have the experience or training to address properly. Regardless, you are in a position to be a source of strength and help to children placed in your care.

If a child/camper tells you about an abusive experience or a safety concern they've had at home or at camp – or that they have been treated inappropriately (physically, mentally, sexually), please follow the guidelines below:

- DO remain calm. Try not to panic or overreact to the information disclosed by the child.
- DO get just the facts. Try not to criticize the child or claim that the child misunderstood what happened.
- DO respect the child's privacy. Immediately take the child to a place where other campers cannot overhear you but still in sight of others. It is important that you discuss the child's situation only with a Camp Director.
- DO encourage the camper to tell a Camp Director. Offer to be there with them.
- DO make sure that the child knows it is not their fault, they didn't cause it, no one should ask them to keep a secret, and it is okay to talk with trusted adults about what happened.

If the camper requests that the abuse remains confidential, be prepared to walk away/end discussion if they will only talk once this request is granted. Do not lie!

If a case of sexual or physical abuse is reported or suspected, staff is expected to report this situation to a Camp Director immediately; Minnesota law requires it since you are considered a mandated reporter. However, it's not your role to investigate, ask to follow up questions, or provide solutions. Camp Leadership will call DHS or Child Protective Services to make the report. They might want to speak with you as well.

Please Note: All reports of abuse or neglect will be documented in an Incident Report and expected to be signed by witnesses and staff.

Abuse Prevention

Creating and enforcing boundaries is one of the best forms of child abuse prevention. They divide the “ok” and “not ok” behaviors of staff with campers and campers with campers. Boundaries not only protect the campers, but also protect the staff from the negative perception of a blurred boundary. When the boundaries are clear, staff and campers can create a healthy relationship, set appropriate limits, and promote mutual respect.

In between these boundaries, there can be potential gray areas. To determine which behaviors are appropriate to set healthy boundaries takes open conversations, awareness, and clear definitions of the physical, emotional, and behavioral boundaries at Camp Odayin.

Please Note: If you notice a situation that is inappropriate, it is the staff’s responsibility, not the camper, to inform a Camp Director immediately.

Physical Boundaries

- Appropriate touch is done in group settings. Touching one another by hugging, holding hands, or putting an arm around a camper is a very reassuring feeling for campers. It’s normal, healthy and good! It shows you care. However, always express these gestures of care in a group setting. Avoid one-on-one contact situations. **Ask consent to touch them!**
- Avoid touch in situations that could be misinterpreted as sexual advances or flirting; this includes “tuck ins” and back rubs, sitting on a camper’s bunk behind a closed curtain, etc. For example, touching under the water in the lake is inappropriate because it is hidden.
- Camper/staff and camper/camper relationships of a romantic nature are not acceptable.
- Applying sunscreen with spray applicator only, unless on the camper’s face. Best practices include asking campers to rub in their own sunscreen and stating your intent when offering to help, i.e., telling campers “I am going to rub in the sunscreen on your back. Is that ok?” We have spray sunscreen available in the Health Center.
- Campers and/or staff do not need to sit on each other’s laps.
- Hugging is encouraged when initiated by campers but follow the “catch and release” approach and/or side hugs. Make sure that you spread your hugging around! One way to keep touch from being misinterpreted by a single camper is to show the same genuine affection to many campers.
- Fist bumps, elbow bumps, high fives, etc. are also encouraged to fit everyone’s comfort levels.
- **Never be alone with a camper, never leave a camper alone.**

- Have the most private conversation in the most public place. At no time should a staff member and a camper have a conversation alone. A perfect place to do one-on-one counseling is an open space where lots of people are present. This keeps the situation from appearing inappropriate.

Emotional Boundaries

- Healthy connections with ALL campers don't exclude or produce favorites—no camper should be able to say, "I'm the favorite because..."
- Many campers will see you as a hero or important role model (we hope this is the case because YOU ROCK!). Most campers are too young to identify or understand when their admiration and respect becomes too loving, so it's your job to keep your ego in check.
- Use common sense when being sarcastic and bantering. What is your intent?
- Be aware of nicknames or pet names. Even if they sound loveable, they could be problematic.

Behavioral Boundaries

- Keeping secrets is unacceptable. Secrets have bad endings. This is especially important when a camper discloses sensitive information. SURPRISES, on the other hand, have good endings.
- Avoid personal disclosures to "educate" campers. Campers are not your peers, so you do not need to have conversations related to your personal/dating life.

When Campers are in Public Places/Horseback Riding

When you are with campers in public places, your primary responsibility is to supervise the campers. No camper should be unsupervised at any time and our staff ratios are the same off site. When traveling in a vehicle, there should always be a minimum of 2 staff in each vehicle. At least one of the staff should be an RN or doctor or be able to walkie-talkie/cell phone with an RN or doctor in the convoy. All vehicles must stay in convoy the whole time. Campers are not allowed out of a vehicle that is stopped on the side of the road. Camper code of conduct is honored off site.

Whenever a large group of campers leave camp, a nurse and doctor will accompany the group with a first aid kit and Transport Pack/AED. If any problems arise when in a public place, medical staff should immediately call camp and follow emergency procedures listed in the Medical and Leadership manual.

EMERGENCY PROCEDURES

MEMORIZE THIS ADDRESS:

**Lutherdale
N7891 US Hwy 12
Elkhorn, WI 53121**

Definition of an Emergency: An emergency is a circumstance where a staff member, camper, or guest is faced with a danger that can threaten or cause injury or death, or which can damage or destroy property.

When calling 911 or other emergency numbers, check the following boxes as information is given:

Emergency is at (camp address and exact directions) and location in camp	What happened (be concise)
Telephone number that call is being made from	Number of people injured
Your name	Condition of patient(s)
Name of patient(s)	First aid being given

Wait for the other person to hang up first. After they ask any remaining questions and hang up, you may hang up the phone

GENERAL RULES OF THUMB IN AN EMERGENCY:

- Staff will maintain a professional, calm and controlled presence.
- Staff will be listeners and refrain from making comments or statements.
- The Executive Director will determine when an emergency is over and camp can return to normal activities.
- Debriefing will occur with staff immediately following the emergency.
- Debriefing with campers will occur after staff debriefing.
- The Executive Director will handle communication between the emergency site and the Board of Directors.
- The Executive Director and staff involved will fill out an accident/incident report form together.

***Whenever 911 (or any emergency vehicles/personnel) are called - leadership of Lutherdale and Odayin will all be informed.**

CONTACT WITH THE MEDIA

The Executive Director is the only person authorized to speak to the media on behalf of Lutherdale. Staff will maintain a professional, calm, and controlled presence.

- All phone lines must be kept open and accessed only by camp administration and assigned persons.
- The Facilities manager will act as or designate traffic controlled at the entrance(s) to camp.

- No one will be allowed into the camp unless given clearance by the Executive Director or Program Director, emergency personnel, or law enforcement.
- All media personnel on Lutherdale Property shall be escorted and restricted to the Camp Office unless authorized to other locations by the Executive Director.
- Staff will refrain from speaking to neighbors, the press, and other non-Lutherdale (excluding emergency personnel) people regarding the emergency. A staff member's response should be "You'll need to speak to the Executive Director"
- Staff shall ensure that no campers are interviewed by the media.
- At the appropriate time, the Executive Director will issue a statement to the media in writing or through an interview. Such a statement or interview will be issued only after consultation with the Executive Committee of the Board of Directors.
- Staff members must exercise confidentiality. Staff must refrain from speaking of the incident casually following the crisis. Some crises may require a resolution in a court of law.

Odayin counselors: N/A

Odayin medical: Will receive direction from Leadership if they are needed.

Odayin leadership: Connect with Odayin Executive Director to determine if/who will speak on behalf of Odayin

INDOOR FIRE

- Evacuate all people from the building. If the fire is small (i.e. wastebasket, rags), then use a fire extinguisher. If the fire is large or unknown, use walkie talkies to sound the alarm immediately. All campers, staff and participants report to the Bell tower. Do not attempt to retrieve personal belongings from the building.
- Notify the Executive Director or Program Director who will:
 - Alert the Leadership Team
 - Call the fire department
 - Identify yourself as a staff member of Lutherdale Bible Camp, **N7891 US Hwy 12 Elkhorn, WI** and indicate what specifically is burning and where on camp.
 - Notify the facilities manager
- 3. A leadership team member will **ring the bell continuously**.
- 4. At the **continuous ringing of the bell**, all campers, staff and participants will report to the bell tower to receive further direction.
 - In the event the fire is in the Dining Hall, all participants will report to the Pavilion.
- 5. The Program Director will take the roll/attendance of all campers and staff.
 - If a camper or staff member is missing, the Program Director will report this to the Executive Director via walkie-talkie.
 - The program director will assign a staff member to lead songs or games in the dining hall.
 - The program director will interview staff and campers well known to the missing person regarding the last whereabouts of the missing person, clothing, and general description
 - The program director will assign two staff members to search for the missing person. The staff members will take a first aid kit and walkie talkies with them before beginning the search.
- 6. A leadership team member will meet the emergency vehicles at the driveway of camp and will hand the emergency responders camp maps with the involved building highlighted. The leadership team member will remain until an emergency vehicle states that they are the last responders and then report to the location of all campers.
- 7. The Facility Manager / Executive Director will monitor the fire until the emergency vehicles arrive, then report to the camp office to monitor the phones in the office, keeping the line open,

answering the phone, and relaying any important information to the leadership team via phone or walkie-talkie.

8. The health officer will report to the Bell Tower with first aid supplies in order to be available for medical needs of campers and staff.
9. If a full evacuation is necessary, directions will be given by the Executive Director.
10. When emergency personnel indicate safety, the Executive Director will announce to the camp when the emergency has ended

Debriefing

11. After the emergency, campers will go to the chapel with congregational leaders, or two staff members
12. Staff will meet for debriefing.
13. After debriefing, counselors will head to the Chapel to join their cabins.
14. After debriefing with counselors, the Executive Director will debrief with campers and staff together, answering any questions.

Parent Follow-up

15. The Executive Director shall call the President of the Board to report the emergency.
16. Discussion will take place on the best way and in what timeframe to alert all parents.
17. The Executive Director and staff will fill out an accident/incident report form together.

Odayin counselors: Follow Lutherdale procedures

Odayin medical: Follow Lutherdale procedures

Odayin leadership: Connect with Lutherdale leadership to play a supportive role as needed. Notify Odayin Executive Director

OUTDOOR FIRE

1. Evacuate all people away from the threatened area.
2. If the fire is out of control and cannot be contained while on an overnight, evacuate all campers from the campsite. Do not attempt to pack up items or take down tents.
3. Notify the Executive Director who will:
 - Alert the Leadership Team
 - Call the fire department
 - Identify yourself as a staff member of Lutherdale Bible Camp, **N7891 US Hwy 12 Elkhorn, WI** and indicate what specifically is burning and where on camp.
 - Notify the Facilities Manager
4. A leadership team member will **ring the bell continuously.**
5. At the **continuous ringing of the bell**, all campers, staff and participants will report to the bell tower to receive further direction.
6. The Program Director will take the roll/attendance of all campers and staff.
 - If a camper or staff member is missing, the Program Director will report this to the Executive Director via walkie-talkie.
 - The program director will assign a staff member to lead songs or games in the dining hall.
 - The program director will interview staff and campers well known to the missing person regarding the last whereabouts of the missing person, clothing, and general description
 - The program director will assign two staff members to search for the missing person. The staff members will take a first aid kit and walkie talkies with them before beginning the search.

7. A leadership team member will meet the emergency vehicles at the driveway of camp and will hand the emergency responders camp maps with the involved building highlighted. The leadership team member will remain until an emergency vehicle states that they are the last responders and then report to the location of all campers.
8. The Facility Manager / Executive Director will monitor the fire until the emergency vehicles arrive, then report to the camp office to monitor the phones in the office, keeping the line open, answering the phone, and relaying any important information to the leadership team via phone or walkie-talkie.
9. The health officer will report to the Bell Tower with first aid supplies in order to be available for medical needs of campers and staff.
10. If a full evacuation is necessary, directions will be given by the Executive Director.
11. When emergency personnel indicate safety, the Executive Director will announce to the camp when the emergency has ended.

Debriefing

12. After the emergency, campers will go to the chapel with congregational leaders, or two staff members.
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Parent Follow-up

16. The Executive Director shall call the President of the Board to report the emergency.
17. Discussion will take place on the best way and in what timeframe to alert all parents.
18. The Executive Director and staff will fill out an accident/incident report form together.

Odayin counselors: Follow Lutherdale procedures

Odayin medical: Follow Lutherdale procedures

Odayin leadership: Connect with Lutherdale leadership to play a supportive role as needed. Notify Odayin Executive Director.

SEVERE WEATHER

A "STORM WATCH" means only that conditions are right for severe weather. A "STORM WARNING" means that a storm has been sighted and is moving toward us.

In the event of a sudden storm, take cover immediately. Cabin leaders should stay with their campers. Non- cabin leading staff should assist in warning/finding other staff, campers, and guests to ensure that they are safe and in shelters. SEVERE WEATHER MAY ARISE WITHOUT WARNING, STAFF SHOULD EXERCISE SOME INDIVIDUAL JUDGMENT IN REGARD TO SAFETY (BOTH PHYSICAL AND EMOTIONAL) OF CAMPERS WHEN SEEKING SHELTER AREAS AS OUTLINED ABOVE.

If it is not possible to take cover in proper storm shelter areas, then lay flat on the ground in a depressed area, behind a hill or along an embankment with the hill or embankment between you and the on-coming storm. STAY CALM!

1. Staff will be advised of the possibility of severe weather. campouts will be postponed to an evening without threat of severe weather.
2. The Executive director or program director will notify all staff over walkie talkie preceding a storm to be the signal to seek shelter.
3. If the storm warning occurs in the middle of the night, additional means may be necessary to wake people. Leadership team will be sent to buildings to knock on doors.
4. All campers and staff will seek shelter in the assigned buildings below. Staff will take a flashlight. During a night time storm, staff will leave the lights on in their cabin to alert the leadership team that they are awake.

In the event of a storm WARNING (tornado, severe thunderstorm), walkie talkies will be used to spread the word. All campers and staff are to move immediately to the following areas:

Watson Retreat Center / Upper field	Lower Hallway and Shower Restrooms
Canteen, DeBack, Arts and Crafts	Deback Lower Hallway/Shower Rooms
Wartburg, Lakeside, and Twin Cabins	Lower Dining Hall Restrooms/Showers
Kitchen and Waterfront	Lower Dining Hall Restrooms/Showers
Hope Conference Center	Lower Level Dining Hall Restrooms/Showers
Lower Commons/Office	Lower Commons Restrooms/Showers
Pole Shed / Lower field	East Staff House Basement (director house by road)

Radios or phones will be used in each area. If it is not possible to reach these assigned shelters, take cover in the nearest shelter.

During a storm warning, support staff and Coordinators will make sure that Grandparents and Pastors of the Week are in a shelter. All staff are to reassure the campers that all is well and occupy the time with singing, games, conversation, or any other method of keeping their minds off the outside conditions. Staff are responsible for counting their campers and relaying the information to the Program Coordinators to account for all campers. All persons are to remain in the shelter until released by the Program Staff or the staff member present who is in charge.

In the event of a "Storm Watch":

1. Cabin leaders should inform their campers of the watch and reassure them that they will be taken to proper storm shelters if conditions worsen. Cabin leaders should keep their groups within the main building areas, and instruct campers to go to their assigned shelter if a "Storm Warning" is indicated.

2. Kitchen staff should close windows and doors in the kitchen and dining room. The Waterfront Coordinator will secure all beach equipment. Other support staff are responsible for alerting Grandparents, Pastors, and on-site Visitors to the conditions and pointing out the storm shelters.
3. The Health Care Coordinator will gather emergency First Aid equipment and place it in storm shelters. Then, if needed, listen to the weather radio, and watch for changing conditions.
4. Coordinators will spread the word concerning the storm watch and adjust activities as needed. In the absence of the Executive Director or Program Director, the On-Site Coordinators should sound the storm warning alert (continuous ringing of bell).

Odayin counselors: Follow Lutherdale procedures

Odayin medical: Follow Lutherdale procedures

Odayin leadership: Follow Lutherdale procedures. Contact parents if deemed necessary.

LIGHTNING

Lightning is very dangerous and should be highly respected. Whenever thunder is heard or lightning is sighted, all camp residents are to take shelter in camp buildings. Windows and doors are to be closed, as lightning will easily travel through such openings. It is not sufficient to stand alongside the exterior of a building as a person can still be severely injured by a close lightning strike. NEVER STAND UNDER A TREE!

All staff members are to instruct campers to move indoors whenever thunder is heard. Cabin leaders are to be with their campers to deal with typical fears some young people have during a thunderstorm.

Whenever lightning is observed or thunder heard, the Waterfront Coordinator and/or lifeguards will immediately remove all swimmers from the water and call in or go after all camp watercraft that may be on the lake. A lapsed time of 30 minutes without lightning or thunder is necessary before allowing campers to return to the water.

If any staff member observes another staff member operating a power mower or other loud pieces of equipment when thunder is heard or lightning sighted, then that staff member is to immediately notify the staff member operating the equipment and alert them to the lightning.

REMEMBER LIGHTNING CAN AND DOES KILL OR INJURE. ALL CAMP RESIDENTS ARE TO TAKE IMMEDIATE COVER WHEN LIGHTNING IS OBSERVED OR THUNDER IS HEARD.

Odayin counselors: Follow Lutherdale procedures

Odayin medical: Follow Lutherdale procedures

Odayin leadership: Follow Lutherdale procedures.

FULL CAMP EVACUATION

1. In the event of an out of control fire, large gas leak, bomb threat, or other threatening situations, the entire Camp will be EV.
2. Notify the Executive Director and Facilities Manager who will notify a member of the leadership team and then proceed to:
 - Call 911 and relay information about the event
 - Identify yourself as a staff member of Lutherdale Bible Camp, **N7891 US Hwy 12 Elkhorn, WI and directions to the front entrance.**

3. A leadership team member will **ring the bell continuously**.
4. At the **continuous ringing of the bell**, all campers, staff and participants will report to the bell tower to receive further direction.
5. The Program Director will take the roll/attendance of all campers and staff.
 - If a camper or staff member is missing, the Program Director will report this to the Executive Director via walkie-talkie.
 - The program director will assign a staff member to lead songs or games in the dining hall.
 - The program director will interview staff and campers well known to the missing person regarding the last whereabouts of the missing person, clothing, and general description
 - The program director will assign two staff members to search for the missing person. The staff members will take a first aid kit and walkie talkies with them before beginning the search.
6. A leadership team member will meet the emergency vehicles at the driveway of camp and will hand the emergency responders camp maps with the involved area highlighted. The leadership team member will remain until an emergency vehicle states that they are the last responders and then report to the location of all campers.
7. The health officer will report to the Bell Tower with first aid supplies in order to be available for medical needs of campers and staff.
8. After all staff and campers have been accounted for, the program director will begin dismissing cabins two at a time. Cabins will walk on the left side of the road leaving room for and being alert to emergency and road vehicles.
9. The Youth Camps Coordinator will determine the best route - whether Lauderdale Ln or Jason Rd is appropriate.
10. The Waterfront Coordinator will lead the line down the chosen route towards the Chef's House on Jason Road, or the Facilities Manager's House on Lauderdale Ln, and take with them a walkie-talkie.
11. The Youth Camps Program Coordinator will continue to dismiss cabins until camp is clear.
12. The Healthcare Coordinator will join the line half way through.
13. The Youth Camps Program Coordinator will walk at the end of the line once all cabins have been dismissed.
14. The Specialty Camps Coordinator and Program Director will evacuate camp when all others are evacuated. They will take with them:
 - Master list of all camper's names, addresses, phone numbers, and any notes that refer to campers that have left due to homesickness, appointments, or other reasons.
 - Master Cabin List
 - Cell Phone and Walkie Talkie
15. At the meeting point, cabins will group together. The Youth Program Coordinator will take roll/attendance.
16. The Youth Program Coordinator and staff will lead campers in songs and games and await further instruction or transportation elsewhere.

Debriefing

17. The Youth Program Coordinator and Waterfront Coordinator will lead campers in songs and games.
20. Staff will meet for debriefing.
21. After debriefing, counselors will join their cabins.
22. After debriefing with counselors, the Executive Director will debrief with campers and staff together, answering any questions.

Parent Follow-up

23. The Executive Director shall call the President of the Board to report the emergency.
24. Discussion will take place on the best way and in what timeframe to alert all parents.
25. The Executive Director and staff will fill out an accident/incident report form together.

Odayin counselors: Follow Lutherdale procedures / their lead

Odayin medical: Designate medical person to bring transport packs / emergency supplies. Gather medications / med bins if safe to do so. Use golf carts as needed to transport campers/staff that need support to walk down the road.

Odayin leadership: Connect with Lutherdale leadership to support as needed. Support the medical team if possible. Contact Odayin Executive Director.

SEARCH AND RESCUE PROCEDURES

At the first suspicion of a missing person on camp, staff members will do the following:

AT CAMP

1. Notify the Executive Director, program director, and/or a member of the leadership team immediately.
2. Do not leave your group unattended.
3. Question the others in the group to determine the following:
 - Where was the person last seen?
 - Who saw the person last?
 - Was the person homesick?
 - Was there a fight or disagreement with others?
 - Did the person give any indication of their plans?
4. Check the person's cabin and bathroom.
5. The leadership team will notify the Executive Director.
6. The Executive Director shall:
 - Organize the Leadership Team to conduct a thorough search throughout the camp with special attention to the Waterfront, behind cabins, trails in camp and along roads. All members exploring trails and outer boundaries will take a First Aid kit from the Health Office with them. The Healthcare Coordinator will stay alert and ready for advanced care, and await further communication on the deck of the Health Office.
 - If the search continues for more than 15 minutes without locating the person, contact EMS officials for assistance.
 - Notify the person's parents.
7. Continue searching, as appropriate, cooperating with authorities in charge of the search.

Debriefing

8. After the incident ends, the Leadership Team and any staff involved will debrief with the Camp Director. Campers are led and supervised by a staff member in a nearby program area.
9. The Executive Director debriefs with the staff and campers.

Odayin counselors: Notify Odayin leadership and/or closest Lutherdale staff if someone is missing. Follow Lutherdale procedures.

Odayin medical: Pull file of missing camper or staff.

Odayin leadership: Connect with Lutherdale leadership for mutual support. Contact Odayin Executive Director. Notify parents/emergency contact of missing person.

OFF-SITE

1. Notify the Executive Director, program director, and/or a member of the leadership team immediately.
2. Do not leave your group unattended.
3. Question the others in the group to determine the following:
 - Where was the person last seen?
 - Who saw the person last?
 - Was the person homesick?
 - Was there a fight or disagreement with others?
 - Did the person give any indication of their plans?
4. The Leadership Team will immediately notify the Executive Director and/or Program Director.
5. The Director shall:
 - Contact Law Enforcement Officials for assistance and cooperation in search efforts.
 - Notify the person's parents.

Debriefing

6. After the incident ends, the Leadership Team and any staff involved will debrief with the Camp Director. Campers are led and supervised by a staff member in a nearby program area.
7. The Executive Director debriefs with the staff and campers.

Odayin counselors: Notify Odayin leadership and/or closest Lutherdale staff if someone is missing. Follow Lutherdale procedures.

Odayin medical: Pull file of missing camper or staff.

Odayin leadership: Connect with Lutherdale leadership for mutual support. Contact Odayin Executive Director. Notify parents/emergency contact of missing person.

DISTRESSED OR CAPSIZED WATERCRAFT ACTION PLANS

1. Lifeguard recognizes an emergency situation and blows their whistle three times, to alert other lifeguards and clear the waterfront so the situation can be effectively handled.
2. The Healthcare Coordinator reports to the Waterfront in the case of a possible medical emergency.
3. After all campers are checked out of the waterfront, the staff member at the buddy board relays the buddy tag number of the camper (s) in the capsized boat to the Healthcare Coordinator and Waterfront Coordinator, who relays the number to the Executive/Program Director.
4. The Waterfront Coordinator and head lifeguard (the "rescuers") notify the Executive/Program director that they are making a rescue and enter the rescue boat checking to make sure they have the following:
 - Both wearing PFD's securely attached
 - Lifeguard tube
 - First Aid Kit
 - Emergency Blanket
 - Extra Canoe Paddles
 - Rope
 - Reaching Pole
 - Oars
 - Walkie-Talkie

5. The Executive / Program director stays in the camp office and monitors phone lines, actively available to contact emergency personnel.
6. The Waterfront coordinator or Healthcare Coordinator will alert the director to call 911 if injuries or status of the campers in the capsized boat warrant it.
7. The staff member at the Buddy board takes the campers behind Lakeside cabin unless the situation warrants otherwise. If the situation escalates to a waterfront emergency, all of camp will gather at the dining hall.
8. The remaining lifeguard(s) stay at the waterfront, ready to assist if necessary..
9. The Waterfront Coordinator approaches the victim safely and cautiously in the rescue boat. Once close, the waterfront coordinator turns the motor off to prevent any entanglement and lifts the motor completely out of the water once it has stopped.

IF CAMPERS ARE VISIBLE AND CALM

1. The Waterfront coordinator calmly talks the campers through a canoe over canoe rescue. The Lifeguard uses the reaching Pole or their hands to hold on to the canoe from the rescue boat while the Waterfront coordinator explains the procedures. If the boat blows away from the campers as the rescue boat approaches, the priority of The Rescuers is to get the campers into the rescue boat and back to shore. The canoe will be retrieved later.
2. The Rescuers slide to the center of the rescue boat, keeping their gravity low and kneeling on the bottom of the boat.
3. The Rescuers instruct the campers to move to the end of the canoe, away from the rescue boat and roll the canoe bottom up.
4. The Rescuers position the swamped canoe so that one end is perpendicular, at right angles, to the center of the rescue boat (forming a "T")
5. When Rescuers are ready to receive the canoe, they instruct the campers to "push down and kick on 3". "1,2,3, push down and kick".
6. The Rescuers receive the raised end of the canoe and pull it the upside down canoe across the center of the boat until both ends are out of the water, maintaining the right angle
7. The Rescuers turn the canoe right side up on the gunwales of their boat. They instruct campers to move away from the boat and carefully Slide the canoe back into the water. they will not release their hold on the canoe.
8. Align and hold the canoe and rescue boat side by side taking care to keep fingers from being pinched in between two boats.
9. The Rescuers instruct the campers on how to climb back into their watercraft.
 - Move one at a time.
 - Use your arms to lift yourself straight up, as though they are getting out of a pool.
 - Lean forward. Pull your body across the boat so your head is all the way to the other side.
 - Put your legs into the canoe.
 - Kneel on the bottom of the canoe.
10. If the campers are unable to climb back into their canoe after two tries, the Waterfront coordinator will report to the Executive/Program Director via walkie-talkie. See below, B.
11. Both watercraft head immediately back to shore - the rescue boat following the canoe at a safe distance.

IF CAMPERS ARE VISIBLE AND DISTRESSED (OR CANNOT GET INTO THEIR CANOE)

1. The Waterfront coordinator calmly talks the campers through a rescue. The Lifeguard uses the reach and throw method to rescue the victims. Once the campers are in the rescue boat, blankets may be used to warm and calm the campers.
2. The Lifeguard addresses first aid concerns and the Waterfront coordinator reports to the Executive/Program director via walkie-talkie. The Executive/Program Director calls 911 if necessary.
3. The rescue boat proceeds to the waterfront, leaving the canoe behind.
4. At shore, the health officer takes over first aid as necessary, until the emergency personnel arrive.

IF CAMPERS ARE NOT VISIBLE

1. The Waterfront coordinator notifies the Executive/Program Director via walkie-talkie. the Executive/Program Director calls 911.
2. The Executive/Program director sends additional lifeguards to the Waterfront to assist in deep water dives.
3. The Lifeguard who clears the Waterfront will visually Mark where the canoe capsized using their own placement, horizons, and other fixed landmarks to guide them. The Lifeguard relays directional signals to the Waterfront coordinator using the Healthcare Coordinator's walkie-talkie.
4. The additional lifeguards secure PFDs and take a canoe to the rescue area to conduct deep water dives.
5. The Waterfront coordinator remains in the rescue boat, scanning the water visually as assisting f-guard enters the water- first searching beneath the capsized canoe and then making deep water dives.
6. If submerged campers are found, the lifeguards make a rescue. The Waterfront coordinator notifies the Executive/Program Director as to the status of the camper and the closest Shore access that the campers will be taken. getting the campers to shore to perform / continue first aid is the priority.
7. Rescuing lifeguards continue first aid/CPR under the supervision and direction of the Healthcare Coordinator or Waterfront coordinator, unless the situation warrants either to step in.
8. Emergency Personnel take over when they arrive.

The Emergency ends when:

- All campers are accounted for
- Rescued campers Who are paddling a canoe have returned to the beach and or checked out of the buddy board.
- Injured campers can walk with the Healthcare Coordinator to the health office. OR Injured campers have been removed from the site by emergency personnel.
- The Executive/Program Director announces to all of camp that the emergency has ended.

Debriefing

1. After the emergency, two staff lead songs and play games in the dining hall
2. Staff meet for debriefing
3. After debriefing, staff join their cabins.
4. After debriefing with counselors, the Executive/Program director debriefs campers and staff together, answering any questions.

Parent Follow-Up

1. The executive director shall call the board president to report the emergency
2. Discussion will take place on the best way and in what time frame to alert parents and relatives.
3. The Executive/Program director and staff involved will fill out an incident / accident report form together.

Odayin counselors: follow Lutherdale procedures

Odayin medical: follow Lutherdale procedures, support responders as needed

Odayin leadership: follow Lutherdale procedures, support Lutherdale leadership as needed

WATERFRONT EMERGENCY ACTION PLAN

MISSING SWIMMER OR PASSIVE VICTIM

1. The Waterfront coordinator sounds the air horn at the waterfront and contacts the Executive/Program Director via walkie-talkie. The Waterfront coordinator leads all search and rescue procedures and notifies the camp director when the procedures are underway.
2. The staff member closest to the **bell rings it continuously** to notify all campers to report immediately to the bell tower / dining hall. The ringing stops when all campers are gathered. The program coordinator takes roll call and reports to the Executive/Program Director via walkie-talkie.
3. The leadership team reports to the dining hall and awaits possible camp wide search directions from the Program Director.
4. All lifeguards, other staff, and Healthcare Coordinator report to the waterfront. Staff begin a shallow water search from the shore to the dock.
5. Lifeguards begin a deep water search. The Waterfront coordinator supervises and assists lifeguards, but not as part of the diving lifeguards.
6. The staff member present at the Buddy board Encourages campers to move safely and swiftly to the dining hall after their body tag has been counted for and removed from the Buddy board.
7. The staff member at the Buddy board relays the Buddy tag number of the missing swimmer to the Healthcare Coordinator who relays the number to the Youth/Specialty Program Coordinator and Program/Executive Director.
8. The youth/specialty program coordinator checks the master buddy list to confirm whether or not the camper is with them in the dining hall. the coordinator then contacts the Executive/Program Director. The youth/specialty program coordinator sends a leadership team member to check the cabin of the camper. If the camper is still not accounted for, the Executive/Program Director calls 911.
9. If at anytime, the camper is found in the water, the Waterfront Coordinator alerts the Executive/Program Director to call 911. Lifeguards perform the appropriate rescue, extraction, and begin CPR. Lifeguards and Healthcare Coordinator continue until EMS arrives.
10. If the missing camper or other campers arrive to the Dining Hall late or through the efforts listed above, a full re-count is done by the youth/specialty program coordinators.
11. When ALL campers are accounted for (and EMS indicates safety), the Executive/Program director announces to the camp the emergency has ended. The Waterfront Coordinator announces to the lifeguards that the emergency has ended.
12. The Healthcare Coordinator follows medical personnel to the hospital if the needs arises.

Debriefing

13. After the emergency, campers will go to the chapel with congregational leaders, or two staff members
14. Staff will meet for debriefing at the Waterfront.
15. After debriefing, counselors will head to the Dining Hall to join their cabins.
16. After debriefing with staff, the Executive Director will debrief with campers and staff together, answering any questions.

Parent Follow-up

17. The Executive Director shall call the President of the Board to report the emergency.
18. Discussion will take place in the best way and in what timeframe to alert all parents.
19. The Executive Director and staff will fill out an accident/incident report form together.

Odayin counselors: follow Lutherdale procedures

Odayin medical: follow Lutherdale procedures, support responders as needed

Odayin leadership: follow Lutherdale procedures, support Lutherdale leadership as needed

WATERFRONT INCIDENT OR ACTIVE VICTIM

1. The first lifeguard to recognize an incident **blows their whistle three times** to activate the action plan and responds appropriately to the incident (with the help of other lifeguards if necessary).
2. The Waterfront coordinator contacts the executive / program director via walkie-talkie to inform them of the incident. If special assistance is needed, the Waterfront coordinator requests this.
3. the executive / program director informs the Healthcare Coordinator and sends them to the waterfront to be available for advanced care, if needed.
4. Non-lifeguard staff at the waterfront help to clear the waterfront so the situation can be handled effectively.
5. The staff member at the buddy board encourages campers to move safely and swiftly to the back of Lakeside cabin after their buddy tag has been accounted for and removed from the buddy board.
6. If there is a victim, the staff member at the Buddy Board relays the buddy tag numbers to the Healthcare Coordinator who relays the number to the executive / program director.
7. The Staff member at the buddy board joins the campers behind the lakeside cabin until the incident is over. If the incident escalates to a missing swimmer or passive swimmer, the Waterfront Coordinator contacts the executive / program director and **sounds the air horn** to activate the Missing Swimmer Action Plan.

Debriefing

8. After the incident ends, the campers stay behind Lakeside cabin with staff members who lead campers in songs and games.
9. Lifeguards involved, meet on the Waterfront to debrief with the Waterfront Coordinator. If the Waterfront Coordinator feels that the lifeguards need more time to recover, the Waterfront Coordinator communicates with the executive / program director. Campers are led to a different program area.
10. The executive / program director debriefs with the Waterfront Staff.

Parent Follow-Up

11. The Executive Director shall call the President of the Board to report the emergency.

12. Discussion will take place on the best way and in what timeframe to alert all parents.
13. The Executive Director and staff will fill out an accident/incident report form together.

Odayin counselors: follow Lutherdale procedures

Odayin medical: follow Lutherdale procedures, support responders as needed

Odayin leadership: follow Lutherdale procedures, support Lutherdale leadership as needed

WATERFRONT INCLEMENT WEATHER PLAN

1. If at any time lightning is seen or thunder is heard, the Waterfront Coordinator **blows their whistle 3 times** to clear the waterfront.
2. The staff member at the Buddy Board encourages campers to move safely and swiftly to the Dining Hall or to their Cabin, (depending on the forecast) after their Buddy Tag has been accounted for and removed from the Buddy Board.
3. Lifeguards will direct and supervise campers in moving towards an indoor space.
4. The Waterfront remains closed until there is a full 30 minutes without thunder or lightning.

Odayin counselors: follow Lutherdale procedures

Odayin medical: follow Lutherdale procedures

Odayin leadership: follow Lutherdale procedures

DOWNED POWER LINES AND OUTAGES

1. Warn all groups of downed or threatening power lines due to windstorm, ice storm, tree falls, etc.
2. Do not approach downed power lines and keep campers away.
3. Report power outage to Program/Executive Director or Facility Manager.
4. Report the outage to the power company.
5. Avoid opening refrigerators and freezers and using restrooms until power is restored.

Odayin counselors: follow Lutherdale procedures

Odayin medical: follow Lutherdale procedures

Odayin leadership: follow Lutherdale procedures

LOCKDOWN

In the event of the camp needing to go into a lock down situation (if there is someone on site that wishes to do harm to campers, staff, guest or the possibility of such) the staff will be notified via the radio and cell phone system to go into a "lockdown". Cabin leaders should stay with their campers. Non-cabin leading staff should assist in warning/finding other staff, campers and guests to insure that they are safe and in shelters.

All those near the south cabins (Lakeside, Wartburg, Twin, and The Hope Center) or at the waterfront should quickly and safely move to The Hope Center. All those near the north side of camp near Milwaukee, Canteen, Deback, and the Watson Retreat Center) should quickly and safely move to the Watson Retreat Center. Once into individual rooms, lock the doors, close blinds, and if possible use furniture to block windows. Staff will instruct all campers to stay away from windows and try to remain calm. Head counts will be taken by cabin leaders and Leadership staff. If a person is unaccounted for, notify or send word to the Program Director who will then initiate a search if appropriate and safe.

If possible and safe, a Leader or Year round staff will call 911. Radios or phones will be used in each area. All persons are to remain in the shelter until released by the Program Director, emergency personnel, or the staff member present who is in charge.

Stranger or Aggressive/Dangerous Intruder

Generally, unknown individuals at camp are there out of curiosity or to see a camper. Those people will gladly go to the office if dealt with politely and directed to the office. Vendors and service individuals should be in areas that are appropriate for their task. It is generally assumed that people in camp during daylight hours are visitors and those at camp from dusk to breakfast are truly intruders. Be aware of unauthorized persons in the following areas: parking lot, ballfield field, waterfront, swim dock, in any cabin areas, and along the entrance to camp. Deal with strangers at camp in the following manner:

1. Identify yourself and ask if you can be of help. If they are visiting or need assistance direct them to the office
2. Never lead an unknown individual to a camper they request to see
3. Always accompany these individuals to the office, or, if you are busy with campers, visually ascertain that these individuals do go to the office
4. Try to keep these people in "neutral" camp areas, like the center of camp
5. Discourage unknown people from moving into cabin areas. Do not allow ANYONE (stranger or known) to remove a camper from camp
6. If you encounter unknown people after dark, assess the situation before you act. Think about your location, how many people there are, how close help is, your physical strength and size. Remember that a firm voice and shining your light in their eyes can be beneficial to the situation
7. Try not to leave intruders alone, if possible
8. Get help, there is greater safety in numbers
9. If individuals refuse to identify themselves, leave the property, or go to the office, notify a member of Odayin leadership or camp staff. Even if they do the above, you should notify leadership immediately
10. On-site staff will determine if the sheriff should be called, depending on the situation
11. The public is not allowed to use our restrooms or any other facilities unless approved by camp leadership

Active Shooter

In these situations, common sense should be at the forefront of your mind. Gather all the campers in your area and proceed to Lock-down or Run & Hide, depending on your location. If an armed intruder is detected, call 911 and be prepared to give the following information:

1. Intruder description – clothing, race, how many (intruders), what type of weapon(s)
2. Location of intruder and location(s) of campers
3. Are there any injuries? What kinds?
4. Have there been any explosions?
5. Warn others of the threat whenever possible, using your judgment as to whether to take this risk. Based upon the situation, decide to direct the group by shouting either:
 - a. "Armed intruder, hide!" when indoors
 - b. "Armed intruder, run!" when outdoors

Indoors: Hiding and Lockdown

- Hide in the nearest building
- Lock the doors, close the shades or blinds, and turn off lights and electronic equipment that may draw the intruder's attention
- Silence cell phones
- Stay away from windows and glass
- Place heavy objects in front of doors if you have time and can do so quietly
- Remain silent
- Do not respond to voice commands to leave your place of hiding, unless you can be certain that it is the police or camp leadership stating "all clear"

Outdoors: Running or Escaping

If you are caught in the open, your best course of action is often to flee the area and follow these steps:

- Run, and place as many objects/trees/buildings between you and the intruder as you can
- Ultimately lead campers away from the main camp area and to the closest place of safety – a neighboring house, in the woods, on a (fast) boat
- If you are injured by the intruder, and are unable to flee, play dead

Law Enforcement Arrival

As law enforcement arrives, follow their directions precisely, stand still, and keep your hands in plain sight. Remain calm and quiet so instructions can be given and understood.

Odayin counselors: follow Lutherdale procedures

Odayin medical: follow Lutherdale procedures

Odayin leadership: follow Lutherdale procedures

Emergency Response and Communications

In the event of an emergency such as death, serious accident, child abuse, missing camper, or any other serious situation, the following steps will be taken. If you are out of camp with campers and have an emergency arise, call the Odayin cell phone immediately. The phone number will be communicated to you during staff training.

1. All phones at camp will be made inaccessible.
2. Staff will not communicate with anyone outside of camp, including the press. They may not be in touch with outside contacts, including family until a Director has given them permission to contact others.
3. All trips out of camp will be postponed. Trips already out of camp will be allowed to continue; however, the driver will be instructed to make no mention of the incident until a general announcement to the camp is made.
4. The people involved in the situation will be thoroughly questioned by the directors as soon as the incident occurs. A tape recorder will be used, with the permission of all parties present. A written transcript will be drawn up from the conversation and all parties will be asked to sign it, verifying events, time, place, etc.
5. The people involved will be asked to make no comments to the media, other staff members, or the public. They will be informed that anything they say may be held against them at some later date by a court of law.
 - Any statement to the media will be made by the Executive Director.
 - No statement will be made until the parents of campers involved in the incident are contacted.
6. Our legal counsel and our insurance agent will be notified of the incident.
7. The American Camp Association will be contacted and their advice and counsel will be solicited.
8. The parents of campers (and emergency contacts of staff members) involved will be notified by the Camp Director, or appointed personnel, and apprised of the situation. This may be via email or phone call.
9. A meeting of the entire camp will be organized and the entire camp community will be apprised of the facts. As soon as possible, campers will be given opportunities to ask questions and clarify their understanding of the incident.
10. No media or journalists will be allowed into camp.
11. The camp program will continue to the extent possible and staff will be asked to try their best to remain as appropriate adult role models and be interested in the camp programs.

Objectives and Safety Precautions for Activities

While at camp you will participate in activities with your campers. These activities are led by staff from Camp Lutherdale. Here is basic information about safety and objectives for each project. This should provide you with a better understanding of potential risks and safety measures. See the Camp Lutherdale staff for further and more specific information.

Safety precautions for ALL activities include sunscreen, full water bottles and a nurse present with a walkie talkie.

ARTS AND CRAFTS/THEATER/MUSIC/CARDS

Objectives:

- Explore imagination and creativity.
- Allow each child to express their own artistic sense. Encourage campers to express themselves in new ways.

Safety Precautions:

- Make sure participants are familiar with tools/supplies used in a project.
- Be cautious of hot weather and take frequent water breaks.

Emergency Procedures:

- A nurse will be at each arts and crafts/cards/theater activity period with a walkie-talkie, doctor nearby

ARCHERY

Objectives:

- For campers to learn the different parts of the bow and arrow.
- For campers to learn concentration and shooting for accuracy.
- For campers to gain proficiency in shooting and appreciation for safety procedures.

Safety Precautions:

- Archery is a high risk activity. Everything from stringing the bow to shooting and collecting arrows represents an opportunity for a camper to be injured.
- Campers should be behind the shooting line when others are shooting arrows. When collecting arrows, no campers should be holding a bow.
- All archery gear is locked in a shed. Campers should not be allowed inside, and the shed should remain locked during times when archery is not in session.

Emergency Procedures:

- A nurse will be at each archery activity period with a walkie-talkie, doctor nearby

SWIMMING

Objectives:

- For campers to feel comfortable in the lake.
- Improve swimming skills and stamina.

Safety Precautions:

- All water activities are high risk.
- Be cautious of hot weather and take frequent water breaks.

- Make sure everyone is using a sunscreen of SPF 30 or better.
- At least one lifeguard (LGT or equivalent) must be stationed and on duty for the campers to go in the water.
- The ratio of lifeguards to campers is 1:8.
- Lifeguards should be stationed at key areas according to Camp Lutherdale's waterfront procedures.
- Two breaks for snack and counselors to make sure all campers accounted for.

Emergency Procedures

- Lifeguard, doctor, and nurses are on the waterfront.
- Remove all campers from the lake at the first signal of lightning or thunder.

CANOEING / KAYAKING / BOATING

Objectives:

- Learn parts and functions of canoe (bow, stern, ribs, airpockets, thwarts, keel, gunnel, etc.). Learn parts of paddle (grip, shaft, blade, throat, tip).
- Learn how to properly select and wear a PFD (life jacket).
- Understand and safely execute the launching of canoe at beach.
- Execute strokes and learn how to steer the canoe, particularly forward stroke, backward stroke, forward sweep, backwards sweep, pull-to, push-away, and J-stroke.
- Learn self-rescue techniques in case of capsizing or swamping

Safety Precautions:

- All water activities are high risk. Campers should always wear PFDs when in water.
- One staff member should be stationed at the beach when campers are out on the lake. One staff member should be in the canoe or in a neighboring canoe on the lake.
- Be cautious of hot weather and take frequent water breaks; use sunscreen SPF 30 or better.
- At least one lifeguard (LGT or equivalent) must be at canoeing for the campers to go out on the lake.

Emergency Procedures

- Lifeguard, doctor, and nurses are on the waterfront.

FISHING

Objectives:

- Instruct campers on baiting hooks, catching fish and removing fish safely from the hooks.
- Learn and practice "catch and release" skills.

Safety Precautions:

- Watch campers closely to avoid campers falling off a dock. All campers fishing in boats must wear a PFD.
- No casting on the dock! Every effort should be made to avoid anyone becoming injured by a hook. Hooks can easily get lodged in clothing, skin and eyes.
- Beware of sailboats. Campers should move to the other side of the dock to avoid incoming or outgoing sailboats.

Emergency Procedures

- Lifeguard, doctor, and nurses are on the waterfront.

LOW ROPES

Objectives:

- Have fun as a team and learn to value teamwork and trust

Safety Precautions:

- Only trained Camp Lutherdale staff lead and spot trust activities
- Follow instructions to ensure safety

Emergency Procedures

- A nurse will be at each low ropes activity period, doctor nearby

HORSEBACK RIDING

Objectives:

- Teach campers safety and confidence on and around horses.
- Instruction on how to mount, dismount, control, saddle, and bridle horses.
- Have fun riding horses; walk, trot, canter and gallop.

Safety Precautions:

- Be a conscientious rider
- Be cautious of hot weather and take frequent water breaks.
- Wash hands upon return to camp and before eating.
- Wear sunscreen and dress for sun protection.
- Closed-toe shoes and long pants must be worn to horseback riding
- Appropriate fitting helmets are mandatory for all campers and staff

Emergency Procedures: Doctor and Nurse attend riding sessions.

- If any problems arise, use a cell phone to call camp immediately.
- Follow all applicable safety procedures pertaining to vehicles.
- Nurse/doctor with group at all times.

HIGH ROPES

Objectives:

- we hope the campers have fun as a team and learn to value teamwork and trust
- campers should not do more than they feel comfortable with.

Safety Precautions:

- Only trained Camp Lutherdale staff lead and spot trust activities
- Follow instructions to ensure safety

Emergency Procedures

- A nurse will be at each high ropes activity period, doctor nearby

CLIMBING TOWER

Objectives:

- we hope the campers have fun as a team and learn to value teamwork and trust
- campers should not do more than they feel comfortable with.

Safety Precautions:

- Only trained Camp Lutherdale staff lead and spot trust activities
- Follow instructions to ensure safety

Emergency Procedures

- A nurse will be at each climbing tower activity period, doctor nearby

LARGE GROUP GAMES

Objectives:

- Learn teamwork
- Moderate exercise

Safety Precautions:

- Ensure location of game is on stable and flat surface to prevent injury
- Ensure all participant questions are answered before starting the game

Emergency Procedures

- A nurse will be at each large group games activity period, doctor nearby

FARM/GARDEN

Objectives:

- Learn basic information about farm animals
- Help care for farm animals
- Learn basic information about gardening
- Help gather food for meals at camp

Safety Precautions:

- Campers needing a golf cart ride will be taken out to the farm
- Check camper animal allergies

Emergency Procedures

- A nurse will be at each farm/garden activity period, doctor nearby



Resources for Working with Youth

Camper Communication

You are working with **individuals**, even though they are part of a group! Count them as such. Here are some practical considerations:

- Learn their names and fix their faces. Be able to call each by their first name within the first day. If you do not, you will be at a disadvantage, as kids sense their importance in being recognized on a first name basis.
- Treat each one as an individual. Do not try to force your will on a camper. All people are different (emotionally and socially) from others. They will not respond the same, even in similar situations.
- Have a sympathetic understanding of the varied home backgrounds from which your campers have come. Some may be involved in deep predicaments, though not apparent on the surface.
- Have a genuine love and personal concern for each camper under your care and make it a point to spend some time with each one.
- Be alert and sensitive throughout the week to the needs of individuals (those who are lonely, those who have trouble making friends, etc.).
- **Be available:** Do not appear so busy and rushed or important that your campers feel they should not bother you. Be willing to spend much time with them, taking the time to listen if a counseling situation arises.
- **Be a good listener:** Become thoroughly familiar with the problem before you dole out advice. Many times, simply “talking it out” will aid a camper to find the solution themselves without your having told them. Be interested, but not to the point of uncalled-for probing. Indeed, Camp Odayin is a safe and supportive place, but please let the campers initiate and guide the conversations.
- **Do not seem shocked** upon learning something from an individual. Give encouragement with one of the best devices of putting a camper at ease; the fact that “you are not the first one” to face such a problem or temptation.
- **Do not pretend to have the answer** when you do not. Frankly admit your limitations and offer help in finding the answer. Perhaps arrange for an appointment with a director or another counselor.
- **Be a positive role model** in all your words and actions towards yourself and others.

Age Characteristics of Children and Behavioral Outcomes

Each child is an individual, but after many years of observing our campers, we have recognized some common traits among age groups. Maturity levels between campers of the same age can vary, so don't rely wholly on these characteristics. This list is intended to give you a general idea of what to expect from the different age groups of campers.

Campers 8-11 years old

- Strong attachments to home and family that can result in frequent homesickness

- Short attention spans
- Self-motivated
- Enjoy “make-believe” or pretend games
- Respond well to interested adults, whom they see as “nice”
- Repetition-oriented; easily upset by disruptions in routines
- Dependent on adults to meet their physical and emotional needs
- Demand patience, understanding and close supervision
- Behaviors often mirrors blood-sugar level, with low sugar often producing inappropriate behavior

Campers 12-14 years old

- Strong desires for a “live-away” experience
- Preference for groups and teams
- Patience to work toward short-term goals
- Form cliques – more likely to exclude, scapegoat or tease
- Seek status through excellence in skills and adult-like knowledge
- Stronger competitive spirits than younger campers
- Growing concerns centering on physical size, weight and appearance
- Need more guidance than they can often admit
- Like to do, make, and collect things
- Enjoy being mischievous and daring

Campers 15-17 years old

- Strong desires for group conformity
- Self-conscious and inhibited, especially when deviating from group norms
- Intense feelings and emotions with frequent mood swings
- Influenced by popular adults and teen idols
- Rapid changes in interest and ambitions
- Longer attention spans and growing capacity for self-discipline
- Preference for competition with outside groups
- Pubescent and interested in romantic lives of others, especially counselors
- Tend to cover own weaknesses by finding fault in other

Children in General

- Become tired and hungry more quickly than adults
- Become cranky and irritable when they are tired or hungry
- Play until exhausted or bored
- Have different energy patterns than adults
- See their “best interests” from a short-term perspective
- Argue relentlessly for the very things that might harm or frighten them
- Miscalculate time and often fail to judge time constraints well
- Interpret the use of the word “maybe” by adults to mean “yes”

- Assume that adults just “know” what is bothering them without being told
- Practice “forum shopping”: Continuously asking different counselors if they can do/have something until someone says “yes”

All Ages Behavioral Outcomes

- Increase acceptance of themselves and others
- Develop and improve friendship skills
- Become more responsibly engaged through being a team player as a part of cabin group
- Gain a greater sense of independence through being away from home and unplugged