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# CUB CREEK SCIENCE CAMP

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## Summer Staff Manual

| Summer 2018 |

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# INTRODUCTION

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Welcome to the Cub Creek Science Camp Team!

Summer camp is a wonderful and unique experience for everyone involved! Cub Creek Science Camp was designed to be a summer camp for children who love science and animals amongst a traditional camp setting. There aren't many places in the world where you can hand-feed a lemur, go camping, zoom down a zip-line, and bake brownies all in one day!

We have compiled a guide that we feel will help all the members of our staff team create lifelong and positive memories for all our campers and for themselves as well. This manual is designed to prepare you for your upcoming role at summer camp. It has been prepared for your benefit to be a resource and reference. It is **your responsibility** to know all the information within this manual.

We can't do this without you!! We are so excited to share this experience with you. This summer is going to be wonderful!

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## Our Goal

Cub Creek Science Camp's Goal<sup>1</sup> is to help campers build self-confidence, problem solving skills and a desire to care for each other and our planet in a safe, fun and loving environment.

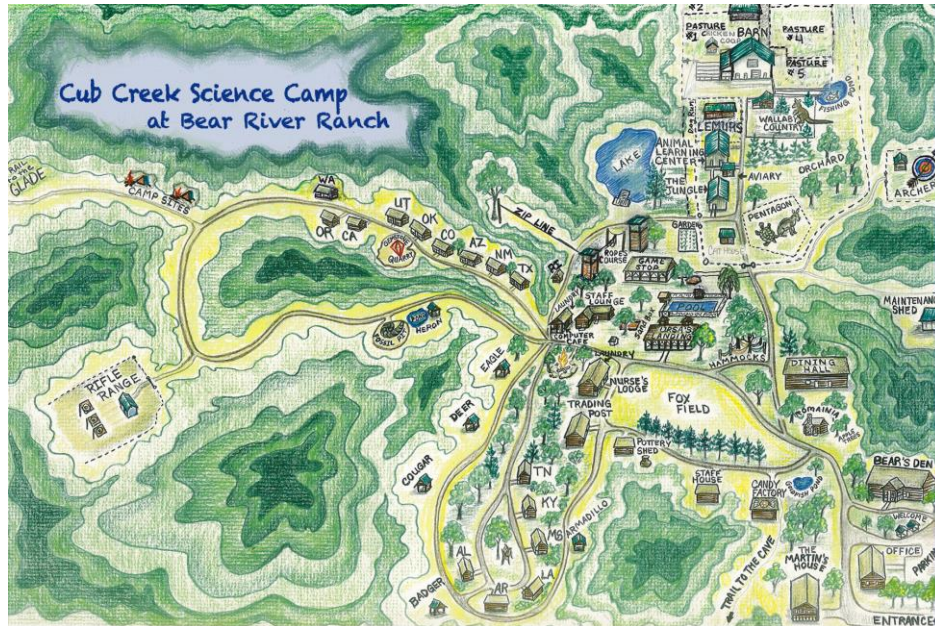
We will do this by:

- Helping our campers create great memories
- Providing opportunities for campers to develop new skills
- Providing frequent team building activities
- Modeling and expecting love and respect
- Assisting in creating bonds between campers and animals

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<sup>1</sup> ACA Standard PD.1: Camp Goals

## The History of Cub Creek Science Camp at Bear River Ranch



Cub Creek Science Camp was started by Lori Martin in the summer of 1993 in its original humble home at Babler State Park. During that first summer, Lori took vacation time from her full-time job and offered three weeks of camp to about ten kids each week. Camp has grown every year since and by 1998, Cub Creek had outgrown Babler State Park. The following year in 1999, Lori and Scott purchased what we now call Bear River Ranch. The property was previously a camp for the Campfire Girls called WoHeLo Woods that closed back in the 80's. When they purchased it, there were only two buildings that were livable: a trailer and the still standing Romania.

Over the past 20 years, the camp you see today is vastly different than the place it once was. Our newest buildings include the staff lounge and art studios (introduced in 2013), lemur island (introduced in 2013), and our new, incredible dining hall. Started in the Fall of 2014, our new dining hall had its first summer in 2016. For the first time in many years, all of camp could eat all three meals together. And for the first time in camp history, campers were able to eat their meals alongside one of camp's favorite animals, Ring-tailed Lemurs.

Cub Creek Science Camp has gained the reputation for being the only summer camp in the country with a hands on, interactive zoo. With more than 300 animals ranging over 100 species, camp is an animal lover's paradise. We're proud of our camp's history! It is a true depiction of following your dreams and making a contribution to the world that benefits all. We hope that your time at Cub Creek inspires to accomplish your life's goals and follow all your dreams.

## The CCSC Summer Team

In order for camp to run smoothly, there are several pieces to the “camp machine”. Camp is comprised of close to 100 Staff Members containing counselors, leadership staff, and directors. All together, we help to make camp an unforgettable and amazing experience.

Camp’s third tier of staff is made up entirely of cabin counselors. Counselors undoubtedly spend the most time with the campers at camp through cabin time and activities. And for that reason, counselors are the pulse of our camp staff team. Leadership and Directors are here to uphold and support them to make sure that they can provide the best experience for our campers.

There are some staff who live outside of a cabin or are not cabin counselors, we consider these staff members vital to the camp operation and include the Lead Animal Specialist, Animal Specialists, Village Leaders, Photographers, the Art Director, the Special Events Coordinator, Lead Adventurer, Lead Transportation, Nurse Assistant, Office Assistants, and Camp Store Staff. Together, these people comprise camp’s second tier.

The summer team is led by Anna Ulrich as camp’s Director. She is the executor for all decisions in all areas of camp. While she is involved and is notified for all camp issues and topics, she has a team of assistant directors and leadership staff that handle various areas of camp. Camp’s Assistant Director oversees the ASIT Program, including its leaders and participants, the Photography Team, the Special Events Coordinator, the CIT program and the Animal Camp Jamaica Team and program. She is also involved in most day to day camp interactions. Our camp’s Program Director focuses on camp activities related to adventure, including the ropes cours, archery, riflery, and caving. Camp’s Lead Animal Specialist is in charge of and oversees all aspects of the animal area which includes the three Animal Specialists and all those teaching and taking classes in the animal area; She maintains the ASIT program as it relates to the animal area and their animal training. Camp’s Nurse oversees the Nurse Assistant and all issues related to the health and safety of camp and its participants. And lastly, Camp’s Office Assistant handles all aspects of communication between campers and their families. She is the main source for all camper information as she handles all camper paperwork and calls about campers. All directors, assistant directors, and camp’s nurse make up camp’s top leading tier, Tier 1.

Lori and Scott Martin are camp’s owners and are the executive directors for all of camp. They oversee all parts of the program from its participants to employees.



## Staff Training

Your first two weeks of camp will be Staff Training. During this time, leadership and directors of camp help to download you on your upcoming role at camp. Over the course of two weeks, you will learn the layout of camp, your daily responsibilities, and some of the quirks of working at a summer camp. All areas that require special training like Lifeguards for the pool and Ropes Course instructors will receive their training by specialists here at camp during these two weeks. We will also train you all on handling our animals, animal safety, and give instructor training for each area to those teaching our activities.

It is important to us that you as a future Cub Creeker know that we are providing you with training prior to start of summer camp that will hopefully guide you in being a role model for young minds and help you succeed in life after camp. Everything we cover in Staff Training is relevant. \*Cue eye rolls\*. But really. Everything we talk about can be applied to your role at camp and your life outside of camp. **Pay attention and be engaged in the process.** The problems you face as a counselor in a cabin, or as leadership/support staff, are most often than not discussed during staff training.

While we are spending a lot of time going over policies and procedures of camp, we also spend a lot of time getting to know one another! Staff Training is often a favorite time for our staff as it's like camp with just us!



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# CAMP LOCATIONS

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Our camp facility is comprised of many buildings, hiking trails, ponds, pavilions, and “areas” that will become common knowledge to you over your time here. This section will help you gather an idea of what our camp is like while also familiarizing you with the camp layout.

## Animal Area

Cub Creek Science Camp is not your average camp for many reasons, and that will become clear as you start your summer with us. By far, our animals and animal program set us apart from any other camp. We are proud to be the home of more than 300 animals. With over 100 different species of mammals, birds, reptiles, amphibians, and invertebrates, it’s hard not to have a fantastic summer! In the summer, the staff responsible for our animals’ care are known as our *Animal Specialists*. They are trained, former counselors who we trust to take care of one of the most beloved part of the CCSC family. *Animal Specialists* over-see courses and classes happening in their respective areas of the Animal Area. Each counselor at camp will be trained how to handle our animals and all safety procedures for the animals in the Animal Area.

## Cabins

Camp's cabins are split into a "Southern Village" and "Western Village". In our Southern Village, there are 6 cabins that house our male campers: Tennessee, Kentucky, Mississippi, Louisiana, Arkansas, and Alabama. The Western Village, contains the remaining 9 cabins and house our female campers: Texas, New Mexico, Arizona, Colorado, Oklahoma, Utah, California, Oregon, and Washington. Every cabin has 8 semi-private bunk rooms for 16 total campers, a staff room to be shared by the four, cabin staff and a common room with couches. All cabins have two private bathrooms and two private shower rooms. The cabin's utility closet is used to hold cabin cleaning supplies and necessary "extras" for your campers like a pillow and sleeping bag. Cabins are climate controlled with a AC unit that stays at 72 degrees all summer and a dehumidifier. Rules and Conduct for the cabins for both staff and campers are discussed in the "Staff Responsibilities" section of this manual.

## Ropes Course

Since its introduction to camp in 2011, our 6-element ropes course has been a popular spot! The ropes course has a zip-line, a rappelling wall, climbing walls, crate stacking, a big swing, and a leap of faith. The latter is an element only available for senior campers; in this element, campers will test their bravery walking out from the tower on a log suspended 30 ft in above the ground! Because of the safety regulations, staff working on the ropes course will attend and complete a certification course before being allowed to work most aspects of this course. Staff who are not certified on the Ropes Course may still assist during class periods. Their duties do not require official certification and they are briefed on all safety regulations that they need to know by the Lead Ropes Instructor.





## Game Pavilion

This is a covered area in camp that has carpet ball tables, GaGa ball, scooters, and other various games. This is also one of the two locations where campers will meet up between activity periods. Our Game Pavilion is a popular location during free time and is also one of the location that our “flash cards” are kept at.

## Ursa’s Landing

This is one of camp’s original buildings. Camper’s meet at Ursa’s between classes, sign in and out here during free time, and have some evening activities at Ursa’s. It is a centrally located pavilion at camp and is also a meeting area for some of our emergencies procedures. This is one of the two locations that Flashcards are kept. Camp’s flashcards are grouped into categories such as “cats”, “dogs”, “indoor birds”, “trees”, etc and get our campers learning and recognizing some of the common breeds or types in these categories. A camper may be quizzed on a set of flashcards by a staff member or ASIT to earn a bead!

## Camp Sites

One night a week for boys and girls separately, the evening activity is camp-out. We have three campsites for camp-out: Alpha, Bravo and Charlie. The boys use Alpha and Bravo, while the girls use all three campsites. All camp counselors are expected to participate in campout during the summer. The campout experience is much better if staff are prepared with a sleeping bag, insect repellant, a flashlight, etc. Each campsite has pavilions set up so that campers can enjoy spending the night in a hammock! Under each pavilion is enough area for 20 people to sleep (16 campers and 4 staff). Campers and staff are not required to sleep in a hammock and are more than welcome to borrow a tent from the Game Pavilion, or sleep out on a blanket under the stars.

## Camp Store

Our camp store is top notch. Along with basic common necessities (toothbrush, toothpaste, comb/brush, etc) we sell a wide variety of snacks and drinks. Our camp novelties, apparel, stuffed animals and science themed items bring many campers into the store daily during their free time. As a summer staff, will have a \$200 camp store credit established at the beginning of your stay. Details and conditions for your account are discussed in the “Staff Life” section.



## Dining Hall

Introduced for its first year in 2016, our dining hall is a 18,000 ft<sup>2</sup> lodge style building, with a state of the art kitchen, a conference room, male and female bathrooms, a stage, a gift shop, and an amazing enclosure for camp's beloved Ring-tailed Lemurs. All of camp's meals are served buffet style and have alternative options like pb&j, ramen, mac 'n cheese, cereal, fresh fruit and bagels at every meal. Dinner is always accompanied by a salad bar and gluten-free and vegetarian options are available for purchase in the gift shop.

## Health Lodge

A Nurse lives on site at camp for the entirety of the summer. She is the main contact for all injuries and ailments sustained at camp. Later in this manual, "Emergency Procedures" and the role of the Nurse will be detailed further.

## Staff Lounge

On their breaks/time-off, staff are encouraged to hang out in the staff lounge. The staff lounge has three television rooms, a kitchenette, WiFi, lockers, and a restroom. Rules and Expectations for the staff lounge are discussed later in the "Staff Life" section of this manual. Since camp is encouraged to be "technology free zone" for campers, we ask that staff keep all electronics aside from their cellphones in their locker in the staff lounge.

## Office

The office is the hub of all camp information! With that said, the office is not a hangout location for off-duty staff or campers. If your class needs to stop by the office, your campers should stay on the front porch.

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# THE FIRST DAY OF CAMP

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When you first get here, you will spend two weeks learning what life is like in your new position at camp. You'll understand some of our traditions, have a firm grasp on camp's layout, and have made some friends! Then all of the sudden- the kids show up! It'll seem like you have no idea what you're doing! But trust us- you do! Everything we do in Staff Training is based around an aspect of camp. For example, when you arrived at camp for staff training, you went through the same check in process that our campers do in the summer.

Think about how you feel about camp right now. Are you nervous? Excited? Unsure of what summer camp is going to be like? Your future campers are feeling the exact same way. And just like them, you have been waiting for months to come to camp and to have fun! The first day of camp is possibly the most important day of a camp session.

Let's talk about first impressions, y'all. You are expected to make your campers and parents feel welcome. Campers' parents are our guests and we treat them as such. Everything we do on Check-in day is designed to make their process easy and simple: driving their luggage to their camper's cabin, helping them with their bags, escorting them to the next step/process, etc. In line with that, we should make the check in process a pleasure and professional. When a family is walking towards you, your personal conversations should stop; Their needs are your priority and be able to direct them to the place/person who can help them accomplish what they need. Parents are entrusting us with the care of their children, and you should be representing yourself as someone who they believe can do that.

We have come up with an acronym that describes how we wish all staff to greet families called **WESTI**:

- **W**elcome the with a smile
- **E**ye contact should be maintained
- **S**hake their hand
- **T**ell them who you are/what you do
- **I**ntroduce them to their next person/place

Every Sunday (with the exception of weekends between 2-week sessions), campers arrive to camp for their first day. We have a staff meeting in the morning to prepare for the session. It is important that all staff working at camp know and understand the registration process. Any staff member should be able to direct a parent/family to the proper location during check in and know all the proper steps.

Starting in the driveway, campers begin to check in. When campers first drive into camp, they are greeted by two staff members who will tell them which cabin they are in. They will unload their luggage at the Welcome Pavilion, park, and begin check in. At the Welcome Pavilion, each camper and their family is greeted by counselors who help them tag their bags with color coded tags. The staff checking in at the Welcome Pavilion should instruct families to make sure all paperwork and medication are out of their luggage for the check in process. Those working at the Welcome Pavilion have an important role: Not only are they one of the first impressions of camp, but they are our record keepers. They should be keeping track of all campers who have checked in so that when we finalize the check in at 3 pm, we will be able to accurately note which campers have not shown up.

Families should be directed to the Dining Hall from the Welcome Pavilion. Here campers will pick up their nametags, receive their camp t-shirt, fill out any necessary paperwork, and check in with the nurse. After the Dining Hall, they will take their first camp picture! The photographers will be stationed between the Dining Hall and the camp store in order to help guide families in the right direction. Once photographers take the camper's picture, they will direct them to the camp store. The camp store is an important stop during the tour. We want to make sure that all camper accounts are in order while the parents are still here. Parents may add money to camper's accounts and make any last-minute purchases.



Last, they will make their way to the cabin and by this time their luggage should be at the cabin waiting for them. Counselors stationed at the cabin will greet the campers and their parents. They should allow campers to choose their bunk and settle in. Counselors should not and will not be on their phones, lounging around, not engaging with parents and campers, etc. Feel free to take this time to have private conversations with parents on the porch. You can also go over the information you recorded from their paperwork with them. While campers arrive, get your campers talking about the courses and classes they wish to take during their week. It would even be advantageous to you to have their classes and courses written down before the tour.

A camp tour begins at 3:30 pm. The camp tour is on a time schedule, so all staff need to be **where** they are supposed to be **when** they are supposed to be there! Camp tour rotations are in each cabin's log book. On the tour, you will stop by all the camp landmarks and point out the activities that take place at the different locations. Along the tour, you will be playing games and getting to know one another. It is your goal to know every camper's name by the end of the night.

One of the stops along the tour is to schedule your campers for their courses for the week and their classes for Monday. Scheduling is a large part of camp; Scheduling and how it relates to everyone is discussed later in the manual. Each cabin will also take a cabin photo during the tour. The photographers will be stationed in a spot at camp to take a group picture.

At the end of the tour, camp's first meal is served! It is important that at this meal, counselors are helpful to their campers. You should be dispersed **among** your campers helping them serve themselves in the serving line and monitoring how much food your campers take. When at your cabin's table, counselors should be dispersed **along** the table and should be monitoring and engaging campers in conversations. During the first meal of the session, we cover the rules of the dining hall and of camp. We'll instruct campers on rules in the dining hall, how to get their food, where the drinks, and condiments are found, and most importantly how to put up dishes. The rules and instructions of the dining hall are told to the campers *after* they have already served themselves, so it is up to you to help them with their first meal in the dining hall.



Our first evening activity is Opening Camp fire and will begin at 7:30. It starts out with us around the campfire singing camp songs and playing games. For some campers, they know every camp song there is (and probably more than us!), but for others this will be their first time at camp. If we show them that it's okay to sing loud and be silly, they will feel more comfortable doing the same. Lori will give her iconic camp speech, start our camper's bead collection, and wrap up by telling and explaining the rules of camp. During opening campfire, we expect your cabin to be participating and listening. It is your job to make sure your campers are behaved; Lori shouldn't have to stop speaking to correct your campers.

After Opening Campfire, campers and counselors will head back to the cabins to get ready for bed. Often, the first night is hard for campers. Going to sleep in a strange place without your parents is an adjustment. Later in this manual, we will discuss homesickness and the practices we believe are best.



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# THE A, B, C'S OF A CAMP SESSION

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Truthfully, no one can understand the complexities of a summer at summer camp without living it! However, our goal is to make all our staff as aware of the program and its participants as possible before coming to camp. Ideally, the more you know about camp before you get here, the easier it is to absorb all the information we give you during staff training and the first couple weeks of camp. This section will give you information as it relates to the basic concepts of camp.

## The Daily Schedule

You'll see from the table to the right, that all hours of the camp day are scheduled and planned. Camp was designed so that campers are kept engaged, active, and busy during most hours of the day. Having time that is structured helps to keep things running as they should be and gives a plan of action for the day. Not everyone is "go with the flow". This refers to both campers and staff. Having a guide for what the day will look like helps to keep campers from getting stir crazy and keeps the staff in the know. So, with this schedule, you will always know "what is next?" when campers ask you. This schedule is found in all cabin log books.

As staff, your schedule is adjusted individually with breaks, days off, class assignments, activity assignments, and duties like paperwork, staff meetings, and chores.

|          |                                 |
|----------|---------------------------------|
| 7:00 am  | Early Bird ( <i>optional</i> )  |
| 8:00 am  | Breakfast                       |
| 9:30 am  | 1 <sup>st</sup> Activity Period |
| 10:45 am | 2 <sup>nd</sup> Activity Period |
| 12:00 pm | Free Time                       |
| 1:15 pm  | Lunch                           |
| 2:00 pm  | Siesta/Cabin Rest Time          |
| 3:00 pm  | 3 <sup>rd</sup> Activity Period |
| 4:15 pm  | 4 <sup>th</sup> Activity Period |
| 5:30 pm  | Dinner                          |
| 7:30 pm  | Evening Activity                |
| 8:45 pm  | Night Owl ( <i>optional</i> )   |
| 9:45 pm  | Junior Lights Out               |
| 10:30 pm | Senior Lights Out               |

## Campers

Camp will have about 240 campers each session. There are 15 cabins that can hold 16 campers. We classify our campers as either a **Junior** or **Senior** in a session. Juniors range from ages 7-11, while seniors are 12-17. The ratio of junior to senior campers will fluctuate as the summer progresses. Single week sessions tend to have more junior campers. This can also mean that during the summer, your cabin may be 'classified' as a Junior cabin one week, but as a senior cabin the following week. To differentiate between a junior/senior camper quickly, all Juniors wear a blue nametag, and all Seniors wear red nametags. While at camp, campers should always have a buddy. If a camper needs to go to the restroom, back to the cabin, to the camp store and it is not with the cabin or a counselor, they should take a buddy. This is a way for us to account for campers and prevents any camper from being alone. It also is a way for counselors to help campers make friends or introduce campers to one another. Camp tries to maintain a 1:5 staff to camper ratio at all times. Later we will discuss ratios in regard to teaching/activities.



## ASITs

The Animal Specialist In Training (ASIT) program is a coveted program here at camp. Many campers that come to camp want to work with animals in the future. In this program, we allow campers aged 15-17, to have a more supervisory role at camp. They work alongside the Animal Specialists every morning in the animal area; They are assigned to a cabin where they help counselors with taking care of the campers; They also assist in classes and courses during the activity periods. They have their own lounge and their own "counselors", the ASIT Leaders. Only ASITs and ASIT Leaders are permitted into the ASIT lounge. They may have their cell phones for emergencies, but are required to follow the same rules as staff. As you get to know the ASITs you will become close to them. However, because they are older and have some of the same privileges as counselors, you may lose sight of the boundaries.

Simply put, ASITs are campers. They should NEVER have the cell phone number of an unauthorized staff member. Furthermore, you should not add/follow an ASIT on any social media platform while they are at camp and you should never have any conversation with them on any social media platform that is not visible to the public. If you are discovered to have given your cell number to an ASIT or to be having private conversations with them on social media, you will meet with a Director immediately. You should never be alone/in a one-on-one situation in a private setting with an ASIT having personal conversations/ sharing staff information with an ASIT (counselor drama, relationships, personal camper information, etc). You should have no excess, inappropriate physical contact with an ASIT. Please know that these guidelines are set in place to protect you and not to prevent you from creating bonds.

All of that aside, ASITs are one of camp's greatest assets. They work hard, and they deserve our respect. **The ASITs look up to you and want your respect.** When they are assigned to a cabin, they are a benefit and a privilege to that cabin. They shouldn't ever be used to do the jobs you don't want to do, or be left alone with campers.

## Camp Activities

We boast that we have over 100 different activities available for campers to participate in during their stay at camp. Some of our most popular activities are Jr Vet, Adopt an Animal, Amazing Animals, Archery, the Ropes Course, Pottery, and Survival Skills. At Cub Creek Science Camp, we describe our activities as either courses or classes.

- **Courses** are week-long activities that campers report to every day of the week. Ex: Jr Vet is a popular course at camp that campers will participate in Monday-Friday.
- **Classes** are single day activities. So, their "classes" on Monday can be different than their classes on Tuesday. For example, a campers can take Friendship Bracelets and Climbing Wall one day, and then take Archery and Candy Making the following day.

Classes and Courses are further separated into Juniors and Seniors. A Course can be offered multiple times a day to both seniors and juniors. Juniors have their classes in the morning and their courses in the afternoon. To avoid the same courses and classes happening at the same time, Seniors have the opposite schedule: Courses in the morning and Classes in the afternoon. This may seem like information overload, but we promise you'll understand when you get here!

When you arrive to camp for staff training, you will fully understand the range of activities we offer at camp. We will not only train you on the courses/classes that you will be leading this summer, but we will also try to expose you to as many of them as possible. This way, you will be able to help campers best decide what it is they want to do during their stay at camp.

## Meals

Camp meals are purposely served in parts to allow each component to make a different meal. But if no part of the meal is appealing to you or campers, we have Ramen and Mac and Cheese, PB&J, bread, bagels, fruit, and cereal available at all meals as well.



Each cabin will have an assigned table in the dining hall. Counselors are expected to sit **among** their campers, spread out. This is important in being able to monitor conversations and helping all campers talk and be included. Remember that you are also mirroring good choices when in the dining hall. If your campers hear you saying a meal is 'gross' or see you eating cereal at every meal, they are more likely to think/do the same.

Some campers have special dietary restrictions. All campers who have any kind of food related restriction will have an **orange dot** on their nametag, given to them by the Nurse at check in. Restrictions can range from having a certain food allergy to eating meals premade and chosen by their parents. Cabin staff will be made aware this information as it pertains to you and your campers. Camper foods that are sent by their parents are kept in a special refrigerator in the dining hall marked "Camper Food". In the dining hall, there is a "gluten free" counter that should be respected by both the campers and staff. Labeled and to the left of the cereal station, there are items that are labeled and kept in that corner for campers and staff with a gluten intolerance/allergy. Because of peanut allergies, we keep all peanut butter jars at the peanut butter and jelly station by the non-gluten-free toasters. Peanut butter jars should never be removed from their counter, and there is a special rag that is used to clean that station that is only used on that counter. Gluten-free, Vegetarian, and Dairy-free food options are available for purchase for staff and campers in the gift shop.

During lunch, camper mail is picked up from the dining hall's conference room by cabin staff. When campers get food in care packages, they are to keep that food in the dining hall, in their cabin's labeled cabinet. All campers may have one snack in their name tag that they can carry around with them. If they choose to save it for night, they can eat it on the porch of their cabin. Staff can keep their extra food in the staff lounge. It should be noted that you should not eat things you buy for yourself in front of your campers.

As meal shifts end, all cabins are responsible for stacking plates, cups, and bowls for their table and having a FEW campers return them to the dish washing window. At camp, we try to waste as little food as possible. We encourage this by having the "clean plate award". This award is given at the end of the session and goes to all cabins who waste less than half a pound of food a day. During meal times, all appropriate food waste is put into the waste can and weighed by a counselor. What

we consider “waste” is relative: Apple cores and chicken bones aren’t waste, but if you took only one bite out of a chicken wing or of that apple, it then becomes waste. Extra beverages, cereal milk, etc is considered waste as well. All cabins with less than a ½ lb of food a day will be rewarded a prize.

It is each cabin’s responsibility to clean off their tables at the end of the meal. Wash rags are provided in soapy water by the kitchen window. Each cabin is also responsible for sweeping up around their cabin’s table. The final order of business is that the Cabin of the Day will read announcements and sing a song at every meal. The announcement book will be kept on the edge of the stage in a binder labeled “Announcements”. It will have each day’s evening activity and a special section for notes to be written in by anyone. If any instructor has an announcement about a class that needs to be announced to everyone, they should write that in that day’s announcement section. “Cabin of the Day” is a preassigned rotation that gives each cabin the chance to earn the “Leadership Bead”.

## Free time

Every day, campers have an hour of free time to the Animal Area, Camp Store, Computer Café, Pottery/Craft Studio, Culinary Science building, the Hammocks, the Pool, or the Game Pavilion. Each place will have an assigned staff member or ASIT to supervise the campers. Before campers sign out for free time, ask your campers where they plan on going. Help encourage campers who want to go to the store to go together as a group for bonding. If you notice that one camper wants to go somewhere, but no one in your cabin wants to go you have options: a.) find a group that he/she can join that will go to both places as a compromise. b.) Team up with another cabin to see if they have a camper(s) who want to do the same thing as your singled-out camper. Free time is one of the times in the schedule, where campers can hang out with campers from other cabins. When deciding to go to another location, campers must sign in/out at Ursa’s landing. Campers may only go to the cabin to retrieve forgotten items or change for the pool. The cabin is not a place for campers to hang out. Counselors are REQUIRED to be at Ursa’s for the start of free- time and cannot start their break-hour until all their campers have signed-out out for their first free time location. NO exceptions! You are responsible for helping your campers buddy up and helping the people assigned to Ursa’s make things run smoothly.

## Siesta

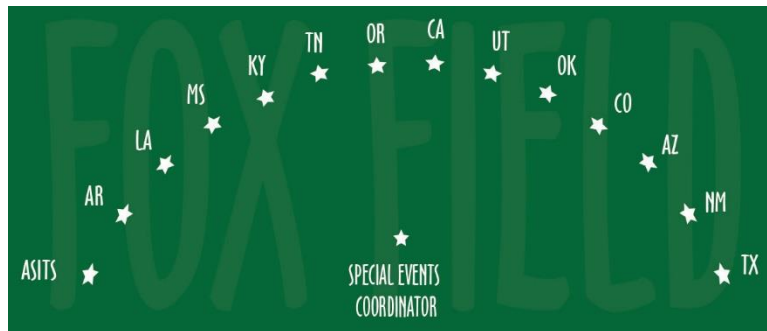
After lunch, campers and counselors head back to the cabin for the rest hour called *Siesta*. For the younger campers, this is a perfect time to take a nap. For the older campers, this is ideally a time for them to read or do quiet activities. In all cabins, the lights should be dimmed in the cabin and everyone should use quiet voices. The campers who wish to sleep they should be able to do so. At least one counselor should be on the couch or in the common area in case they are needed. NO on-duty counselors should be asleep in the staff room This is an ideal time for counselors to go over cabin paperwork, read morning meeting notes, and visit with Village Leaders.



## Evening Activity



An evening activity is scheduled for each night of the session and can be found in each Cabin's Logbook. The first day of a session is always Opening Campfire and the last day is always Skit Night. At evening activity, it is important that you be able to keep your campers engaged but also respectful of the person leading the activity. When the rules of the game are being explained, please be respectful for the person speaking so that you and all campers can hear directions. When you arrive to the location for the evening activity, you should be at the location and ready to go, arranged in **Cabin Order**. *Cabin Order* is how cabins are arranged accordingly to age and is how we also arrange ourselves for morning /Saturday meetings. The youngest girls always be farthest right from the speaker and eldest boys or ASITs (depending) will always be furthest left.



When the event is held at Fox Field, please be in the field with your cabin's blanket or whatever is needed at your location ready to go. If the event is held in any location other than Fox Field, it will be announced during dinner. We expect that **ALL** campers participate, and that **YOU** do the same by leading by example. Cabin participation at evening activity is not optional. Some of camp's evening activities include carnivals, scavenger hunts, capture the flag, and camp out. We'll have a great time during Staff Training teaching and playing some evening activities.

## Camp Out

Once a session, you and your campers will camp out. The camp out schedule, tips for camp out, and counselor responsibilities for that night will be found in your cabin log book. Tuesday is camp out night for boys and Wednesday is the night for girls. Counselors do a lot on camp out night helping campers prep for camp out, helping cook their food over the fire, assisting with s'mores, etc.



New in 2017, each cabin had a designated pavilion that was specifically for them and had space to hang up a total of 20 hammocks for camp-out. Each pavilion also has a designated fire pit for meal cooking. Campers can choose to not stay overnight if they wish, but it is not the responsibility of counselors to convince campers to camp-out or not. They should encourage campers to camp-out, but never coerce them into doing anything they wish not to.



## Camp Themes

Each week of camp is themed. Each cabin will have a schedule for Evening Activities and the theme for the week. Themes are a fun part of camp and are intended to be low cost and easily incorporated into your daily outfit. Be creative! Try DIYing a theme related outfit, hat, shirt or whatever! A complete list of camp's themes will be provided for you before camp.

## Sneak Outs

Each cabin is expected to prepare one sneak out for their campers each session. Sneak outs are intended to be a bonding experience for the cabin and fun way to get out and do something on the wilder side! All sneak outs must be approved by the Special Events Coordinator. She will have handouts with details and rules for each counselor to be aware of regarding sneak outs. Some options for your sneak out may include:

- Ice Cream Social
- Nocturnal Animal Walk
- Night walk to the Glade
- Star Gazing

Feel free to be creative! Ask your campers what they would like to do, and try to make this a fun experience

## Early Bird & Night Owl Activities

Periodically at camp, we have early bird and night owl activities. Early birds are intended to give campers who wake up early a chance to get out of the cabin instead of having to wait around for the whole cabin to get up. In all it's just a fun way to get campers to do something a little off script and different! Just like sneak outs, the Special Events Coordinator will have information regarding rules and expectation for early birds and night owls. Some typical early birds are:

- Polar bear plunge
- Bird watching
- Hike to the glade

Night owls are intended to have the same effect as early birds. If you have campers that are hyper at night, who need an activity *after* evening activity, we can schedule a night owl activity. Some popular night owls include:

- Star gazing
- Nocturnal Animal Encounters
- Glow Stick Rave in Fox Field
- Night swim

Just like sneak outs, if you have an idea for something fun, let us know!

## Beads

Beads are special to Cub Creek! We are awarded beads for achievements, learning, sharing ideas, and being brave. Over the years, we have created over 30 beads that campers can earn. Everyone's bead collection starts with the different colored beads that represent the number of years they've been coming to camp. Campers can earn beads for memorizing flash cards, camping out, washing a dog, facing a fear, learning about 100 species of animals at camp and MANY more. On the first night of camp at Opening Campfire, we begin the bead earning process. We start with the beads representing your number of years at camp and add along beads for traveling abroad and bringing your beads back to camp. On the last night of the camp session, campers receive their beads earned during the week.



## Camper Drop off and Pick up

Sunday's check-in procedures were outlined earlier in great detail but check-out is much more relaxed and doesn't need to be covered in such depth. Campers are picked up on the last Saturday of their session. On this day, we allow campers to tour all of camp with their families. They will pick up their art/pottery projects, purchase photo CDs, and register for next year. Camp also provides a BBQ lunch in the dining hall while families can enjoy a photo slideshow. Usually campers are picked up by their parents and immediate family. Parents and Guardians of our campers are recorded in our camper filing system. Anyone other than the camper's immediate family may pick up the camper when confirmation is given by the camper's parents or legal guardians. We require that the camper's family give us either verbal or written consent before pick-up day<sup>2</sup>.

After all campers have been picked up, all of the team meets for a staff meeting. This including finishing up cabin paperwork, highlighting anything that should be addressed to the whole team, and learning about the campers who will be arriving the next day.

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<sup>2</sup> ACA Standard OM. 13: Camper Security



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# STAFF RESPONSIBILITIES

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**We are being entrusted with the care of the mind, body, and spirit of every child who comes to Cub Creek.** We want to ensure that all of our campers have the best experience possible. Campers will spend more meaningful time with their summer camp counselors than they have spent one-on-one with their teachers in the entire school year!

Above all else, it is our duty to ensure the health and safety for each camper<sup>3</sup>. We should know where all campers assigned to our care are at or supposed to be. And it is our due diligence that we ensure that no one be on camp property who is not a Cub Creek staff member/camper without the Director's knowledge. If you see an unaccompanied visitor, politely introduce yourself, inquire who they are looking for, and escort them to the office<sup>4</sup>.

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<sup>3</sup> ACA Standard HR. 15 Staff Responsibilities for Camp Activities

<sup>4</sup> ACA Standard OM. 7: Intruders



## THE CAMP RULES

In order for camp to be a fun place where everyone is safe, respected, and having fun, all Cub Creek Science Camp staff must be aware of, follow, and enforce all camp rules.

1. **Be respectful to everyone and everything around camp.** Foul language and physical/verbal aggressions are not permitted. Aggression of any kind will be reported immediately to the Director.
2. **Use the buddy system at all times.** Campers should always have a buddy when moving between activities, during free time, and in the pool. If a camper ever is not able to find a buddy, match them with the same-sex buddy yourself.
3. **Clean up after yourself.** Always leave an area as you found it and if you found it messy take the time to help clean it up.
4. **Keep food and drinks out of the cabins.** Food attracts pests!
5. **Campers are allowed inside and on the porch of their own cabin ONLY.** This protects the safety and privacy of everyone at camp.
6. **Stay on designated trails.** "Trailblazing" through the woods can bring anyone in contact with ticks, chiggers, snakes, and poison ivy.
7. **Campers must remain in their cabins at night.** The only time campers are allowed to leave the cabin are under the supervision of a counselor and/or buddy for night meds or camp planned activities.
8. **Be aware of the specific rules for each activity area before beginning the activity.** Listen to all specific instructions from the activity leader regarding precautions and expectations.
9. **Animal areas may be entered only with an Animal Specialist present.** Animal Specialists help to ensure the well-being of our animals and oversee all animal related activities for the safety of our animals and participants.
10. **Campers are to wear clean clothes and shower daily.** Wearing dirty clothes and not showering can lead to issues with poison ivy, rashes, ticks, and chiggers!

## **THE CABIN RULES**

Below are the rules each cabin is expected to abide by to help ensure the safety and well-being of everyone and to help keep our cabins in good condition

1. **Treat everyone in the cabin with respect and remember to respect each person's privacy.** Conversations should be appropriate and inclusive. Activities should be meant to encourage the group to cooperate and have fun.
2. **Ask permission before entering a bedroom other than your own.**
3. **Keep the doors and windows closed.** Air-conditioning is our friend!
4. **Turn off ALL lights before leaving the cabin.**
5. **Bug Spray should be put on outside, NOT in the cabin.**
6. **No Horseplay.** Running is an outdoor activity.
7. **Treat the cabin and its equipment gently.** No feet on the ceiling, no hanging from the privacy curtains/rods.
8. **The utility closet is off limits to campers.** Because we keep cleaning supplies in this closet, for the safety of our campers, staff must distribute and supplies from this closet.
9. **All campers AND staff are expected to keep their rooms clean and their possessions organized.** Remember not to leave your things in shared spaces like the common room and in the bathrooms.
10. **Privacy curtains should be kept open unless sleeping or changing.**
11. **Respect lights out.** Sleep is an important part of staying healthy and happy at camp, so be respectful of those wanting to sleep even if you aren't ready to go to bed.
  - Junior Cabins have lights out at **9:45 PM**
  - Senior Cabins have lights out at **10:30 PM**

## Cabin Log Book

Each cabin has a log book that has important information about camp and your campers. These books are for staff eyes ONLY. Throughout a session, you will be recording information about campers (disciplinary issues, medication needs, etc) that other campers and counselors from another cabin don't need to be privy to. Camper's parents trust that their children are in a safe and loving environment and leaving that information for others to read is a breach of the confidence they instill in us. Cabin log books are brought to each morning meeting, by the counselor attending, and should be returned to the cabin and kept out of sight and reach of campers.

Your cabin log book is important for two reasons:

1. **Paperwork.** Camp paperwork includes cabin rosters, information regarding camper needs, day-to-day notes on your campers, etc.
2. **Schedules.** The events calendar, camp out and weekend schedules are all covered in your cabin log book. Your log book was designed to help you through your week at camp and help you keep track of all the things you will need to accomplish on a given day/activity.

At the end of each session, cabin paperwork is turned in at the Saturday meeting. We keep all paperwork on file for many months after the camp season. We should be able to refer back to a cabin's paperwork months after camp if needed and be able to assess any situation that may have happened at camp. Sometimes, in the process of evaluating potential ASITs, we may need to refer back to a certain conflict/situation and cabin log books help us to go back in time for particular information. We require all cabin staff to keep up with their daily paperwork.

## Morning Meeting

A representative from each cabin will attend Morning Meeting along with directors and leadership each weekday of a session. Held in the conference room in the dining hall, we will discuss topics as they relate to camp and campers that all staff can benefit from hearing and knowing. Most times we discuss problem solving methods, behavioral management, make schedule changes, and announcements that need to be passed on to the rest of the staff. We don't usually speak specifically about campers unless there is a camper that is struggling (homesick, poor behavior, etc) or has a special note/need that relates to the entirety of the staff. Topics discussed in the morning meeting are scribed in a handout for all cabins to pick up at lunch time. These notes are then to be shared with your cabin, during your cabin's meeting time and signed by each of the staff members in your cabin. At the end of the week, Morning Meeting Notes are turned in with all other camper paperwork. The Morning Meeting Notes are to be kept in your cabin log book and are NOT to be seen by campers.



## Scheduling

Scheduling is a BIG part of camp. Many campers think long and hard before they even arrive at camp about the things they want to do during their session. It is heartbreaking to hear a camper say on Friday night, that they wanted to be in a certain class or course and that they didn't get into it. We can prevent this unfortunate mishap by making sure we speak to our campers about what they want to do while they are at camp and by being their advocates and voices in the scheduling process.

Sunday, during the tour, time to schedule classes and courses is factored into the tour rotation. Once they have chosen their two courses for the week, cabin counselors will then be helping campers assign their classes each day. Scheduling deadlines are stated and should be met accordingly. **Schedulers have to coordinate every campers' schedule and every staff member's schedule**, so be respectful by doing your part to making their job run smoothly.

At camp, our classes and courses have a maximum number of campers that are allowed to keep that class safe and monitored by the instructor. However, our popular courses like Jr. Vet, Amazing Animals, and Adopt an Animal have NO cap. Many kids come from all over to have animal encounters and participate in some of our animal activities, so there will always be room in these courses for campers. In the activities that have a max, we hope to offer them often enough so that all campers can get into what they wish during the week. In most cases, we can make exceptions to the numbers if we have staff available to assist. With that said, we try our best to get campers into what they want for the week.

Scheduling is also equally important in relation to staff. All cabin staff are instructors in the activities at camp during the activity periods. Each week, all cabin staff will turn in a weekly schedule that outlines the courses and classes they are teaching during the activity periods, their scheduled day off and daily breaks. Each week a new and revised schedule is provided for camp and outlines all the offered courses and classes. The first draft of this schedule is made in the middle of the week. It is everyone's responsibility to look over all days of the week's schedule to make sure that they are not double-booked or scheduled on their time off.

## Cabin Inspections

Each cabin is inspected daily by ASITs and an ASIT leader. With the exception of the morning after camp-out, cabins are expected to do chores around the cabin to maintain a clean and healthy living place. The criteria for cabin inspections are found in your cabin's log book and include basics like sweeping, sanitizing handles, and cleaning bathrooms and bunks. Every cabin is expected to keep their cabin clean to the standards that camp has stated. Free time for BOTH campers and counselors is effected when cabins fail cabin inspection. Food found in the cabin, unkempt bunks, and dirty bathrooms are all factors that can affect a clean cabin scoring.

## Maintaining Camper Hygiene

Keeping campers in healthy patterns during their stay at camp is one of our most important roles. Without parents guiding them through their daily routine, they need us to help reinforce their daily hygiene responsibilities. Keeping our campers healthy means being able to enforce the following:

- Campers need to brush their teeth AT LEAST once a day.
- Campers need to wear a clean set of clothes every day. We should be noticing if a camper is wearing the same shirt every day or not. And if you don't, their parents will! Parents can view pictures of their camper every day, so they WILL notice, and they WILL call, and it WILL get brought up at the morning meeting! If a camper has run out of clean clothes, it is appropriate to take their clothes to the laundry and wash enough clothes to allow them to have clean clothes for the rest of their stay.
- Campers should not sleep in clothes they wore during the day.
- To keep their bunks clean, make sure campers are placing dirty clothes in a dirty clothes bag. If they do not have a laundry bag, they may purchase one at the camp store, but a plastic trash bag is fine.
- Campers should shower every night. If campers put up a fight about having to shower reminding them that this is a camp rule could solve the problem. And the most effective way of encouraging showers is to remind them that ticks, chiggers, mites, poison ivy is washed away by soap and warm water.



## Homesickness

Unfortunately, homesickness is a common and sometimes unavoidable road block during a camp session. The feeling tends to strike during downtime between activities and at night before bed. We have found that two things are best when dealing with a homesick camper: **Distraction and Sleep**. Giving them something to keep their mind off being homesick is a great way to fight it with campers. The camp store is full of distractions:

- Friendship Bracelet & Lanyard string
- Lanyards
- Wonder knitters
- Sketchbooks & Journals
- Rubik's cube
- Coloring Books

Distraction can also come in the form of reminding them of all the cool things they'll be doing during the week. Give them goals or activities to look forward to like an evening activity or a class they are looking forward to. At night, the best solution for those campers is to get them in the shower and in bed. By allowing them to stay up and talk and cry you are perpetuating their sad feelings. It's SO hard to have to send them to bed when they want to talk, but it really is best for them to get some sleep to relax them.

## Bullying

The term "Bullying" is a hot button topic and we want to make sure that when we refer to it, we are doing it properly. By definition, *bullying is unwanted, aggressive behavior directed towards another person repeatedly*. Bullying isn't always obvious, and it most certainly isn't defined by physical aggression. Bullying can be verbal, social, and /or physical. What we need to take away from this definition, is we cannot use the word "bullying" without cause. Because this term has such negative connotations, using it willy-nilly in reference to your campers can have negative and unwarranted effects. Parents send their kids to camp to grow and make friends, not to be subjected to negative and harmful situations. If we label all disagreements and spats as "bullying" we tarnish the reputation of the "safe and loving" environment we try so hard to uphold.

With that said, **Cub Creek Science Camp has a zero-tolerance policy for bullying.** Campers who are repeatedly displaying actions that would be described as bullying will meet with the Director and possibly be removed from the program. ALL physical violence will be reported and dealt with by camp's director.

It is important from the first day you meet your campers that they feel like they can come to you for help. We should be every camper's ally, so while we always help the camper who is feeling/being mistreated, we should always handle situations objectively and delicately.

On the other hand, not all campers who are isolated or left out are victims of "bullying". Some campers have a hard time adjusting to the camp group dynamic and need more time feeling comfortable in new setting. Helping all campers feel welcome and part of the group is our job. Here are some tips for helping all you campers feel as part of the group:

- Boost your camper's self-esteem. Be a cheerleader for their talents and special skills.
- Help them mingle with the group. When doing chores or doing an activity, help campers get to know one another by pairing them up with different campers from your cabin. Make sure that you are mingling too!
- Model camp behavior. Being positive, upbeat, cheerful, excited, and enthusiastic about camp and camp activities helps campers mirror the same behavior. The same goes for the opposite, if you are mean, exclusionary, criticizing to another camper or counselor at camp, your campers will easily do the same.





## Being an Effective Teacher

Each of our staff came to camp for a different reason. The most common three are our animals, the science, or the kids. What you will learn by the end of the summer is an appreciation for all three! When you get to camp, you will participate in some of the courses and classes offered here at camp. We have designed classes and courses to be structured with a Lead Instructor that teaches a given course the most through the summer. Other instructors for that activity may teach fewer courses, classes, or fill in on the Lead's day off. We will have trained all counselors in a few areas so that they are diversified at camp.

Depending on which activity you are leading, the number of campers you are working with can vary through the day and week. Our usual activity group size is 3-10 campers. In the event that a scheduled activity has more than 12 campers, a second staff member or ASIT will be assigned to the activity. For junior activities (ages 7-11) we maintain a 1 to 9 staff to camper ratio for activities; senior's activities(12+) we maintain 1 to 12 ratio. For activities requiring extra safety precautions like Archery, Riflery, and the Ropes Course, at least two staff members are always assigned to the activity.<sup>56</sup>.

Whether you are a Lead Instructor or assisting in classes, we expect all instructors to be teaching what we have laid out for our campers. We want the classes and courses they sign up for to be fun while being educational. The following are some guidelines and tips for being an effective instructor this summer<sup>7</sup>:

- **KNOW WHAT YOU'RE TEACHING.** This seems obvious, but "winging it" isn't acceptable. Campers want to take Jr Vet because one day they want to be a vet! We expect that you teach a lesson by knowing what you are supposed to convey to the class and make it fun.

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<sup>5</sup> ACA Standard HR.8: Camper Supervision Ration

<sup>6</sup> ACA Standard HR.9 Supervision Ratios Exceptions

<sup>7</sup> ACA Standard HR. 15: Teaching Techniques

- **Fill the entire activity period with the class/course.** You should not be finishing your class early to hang out in the hammocks. But if an activity happens to end early, have a variety of activities available to you at any moment. Be ready to play a game or do something to keep the campers engaged.
- **Know your goals and objectives.** At the end of teaching Rainbow in a Jar, campers should be able to convey what density is and how it came into play during the lesson.
- **Be prepared.** Have your materials ready ahead of time. If applicable, have a finished product or a picture of that product available for the campers to see.
- **Be aware of safety procedures.** Follow rules and put yourself in a position to protect campers at all times.
- **Be flexible in your methods.** Some campers need step by step instructions, while others can be given a broad description. Also, teaching juniors is wildly different than seniors. Be able to adjust your wording (and patience) when teaching different age groups..
- **Keep your explanations simple, and direct.** This leaves little room for confusion and error.
- **Give positive feedback.** Compliment their choices and actions.
- **Keep a positive excited attitude!**
- **Keep attention span of campers in mind while prepping for and doing an activity.** Be perceptive on what is going on and when attention drifts, be able to regain attention.
- **Be willing to learn from your mistakes.** Take mental notes on how an activity went while you were teaching. Adjust your style, approach, preparedness for the next time you teach. See if your changes make a difference on the outcome!
- **Address behavioral issues that may occur during classes.** If an action can put yourself or campers in danger, the camper has to sit out of the activity. Reminders and warnings are actions you must be willing to do. You cannot overlook actions that can harm others.
- **Be patient and understanding.** Campers have a lot of energy and just want to have fun! Be able to direct their excitement in ways that benefit you as well.

## Being a Communicator

In order to be the best counselor, teacher, or leader you can be, you must know how to communicate! This doesn't come easily or naturally for all, but it's a much-needed skill in life that can be practiced here at camp. Often, *how* we say something can be more important than *what* we say. Being an effective communicator means being able to use the correct words and tone when conveying a message, but also being able to listen.

To communicate effectively, use these tips:

- **Make sure to have the attention of who you are speaking to.** Lol, what if they don't even know if you're talking to them?! Awk.
- **Maintain eye contact.**
- **Speak clearly.**
- **Use facial expressions to convey a message.** This sounds very robotic, but we have all been in a situation where someone said something intended as a joke, but kept a straight face. You're left feeling unsure if the person was actually joking with you or not. This falls in line with sarcasm and while some people get it and love it, others, especially campers may not understand.
- **Give the person time to process the message.** Once you've said what you have to say, allow the other person to hear you and respond. No one wants to be "talked at".
- **If the person does not reply, or is having difficulty comprehending, rephrase what you stated before. A different choice of words may help.**
- **Give directions that can't be misunderstood more than directions that can be understood.** Be clear in what you want someone to understand.
- **Keep it simple and succinct.** (\*lol, as you are reading a 70 page manual\*)

How we *choose* to speak to one another can make or break your camp experience. Firstly, communication between cabin counselors is the key to a successful summer. Being able to accurately discuss issues and concerns defines how effectively a cabin/team can run. Also, being able to properly speak to leadership and directors about your thoughts, questions, concerns is an extension of how you are viewed. And lastly, not being able to communicate to your peers, disqualifies you from being able to guide campers on how to properly speak to others.



## Speaking to Parents

At camp, we encourage autonomy and self-discovery. Giving kids the chance to be away from their parents gives them the opportunity to be individuals and independent. Parents need to be trusting of this experience; They are in the “Helicopter Parent” generation and often want to be in control of their kids’ decisions on every level. Parents are sometimes one of the most difficult parts of summer camp. They can be demanding and high-maintenance! But, considering they are entrusting their most prized possession(s) to us, they reserve the right to ask us questions and feel secured. And YOU are responsible for not only answering their questions when they ask you, but also for making them feel like you can and will take care of their child during their stay at camp.

We have hired you to do a job and we expect that you can act accordingly. You should know how to help and assist parents to the best of your ability. And if you do not know how to help or the answer to their question, you should either ask someone who will know the answer or direct them to someone who can assist them. Have you ever been to a restaurant or store and asked someone a question and not only do they not know the answer, but they don’t care to help you find an answer or solution quickly or at all? That is poor customer service and it’s irritating! You may not think of “customer service” first when you think about working at a summer camp, but we are a business and how we interact with our camper’s families is nothing short of basic customer service. Be helpful, kind, and knowledgeable.

While we want you to be helpful, **you should never give your personal information to a parent.** The office and directors handle all parent situations after check-in. We are the front line of defense for you all, and you shouldn’t ever have to handle talking to a parent during a camp session other than drop-off and pick-up. We will handle questions and needy parents on a daily basis and relay the necessary information back to you.

You should know that for some parents, sending their child to camp is a stressful and labored occasion. We have met many parents who are terrified to give the responsibility of caring for their child to “strangers” and we get calls all the time asking us about you! Yes, you, the staff member reading this right now! They want to know who you are, how you are qualified, what you’re studying in school, your criminal history- EVERYTHING! Obviously, we don’t share your personal information with them- that’s weird and kind of against the law.

**With all that being said, you should be taking your job and role at camp seriously.** No one can see through that better than a parent and they aren’t afraid to tell us about it either. The best way to handle camp parents is be professional and that all starts with communication.

## Managing Camper Behavior<sup>8</sup>

**As a team, we should all remain a united front and therefore we must all *be consistent in enforcing and interpreting the rules*.** We should be trying our best to create an environment where campers want to naturally follow the rules and obey instructions. It all starts with creating a positive camper environment by modeling respect and friendship between yourself and campers.

However and unfortunately, not all kids who will be coming to camp this summer are going to be the best behaved. When needed, we want to be able to recognize and curb unwanted behavior before it becomes out of hand. Sometimes, unwanted behavior is a reaction to frustration or confusion. Scientifically, the part of our brains that handles rationality, reactions to stimuli, emotions, and risk/reward doesn't finish developing until early adulthood- like mid-20's! Simply put, for campers "testing boundaries" is their brain's way of allowing them to strengthen these underdeveloped parts of the brain. This allows them to think abstractly enough to understand a perspective other than their own.

Despite your best efforts, some campers will misbehave. Once a camper has misbehaved it is important that a staff member responds immediately and appropriately. Failing to take action tells others that you don't care and reinforces that their poor behavior is acceptable. It is as important to the other campers who witnessed the behavior as it is to the camper who displayed the behavior for there to be a consequence. When we say "consequence" we do not mean "punishment". Corporal punishment, verbal threats, insults or with-holding favorite activities as a way of punishing campers are NOT used at camp. Instead we use the V.E.R.V. Behavior Plan and natural consequences.

Simple things can trigger an outburst of inappropriate behavior like noise, crowding, invasion of personal space, changes in routine, physical illness, and boredom. There are all kinds of reasons that your camper may act out, but the first step is being able to handle the situation before it gets out of hand. Cues that usually lead a display of unwanted behavior or likely to be any of the following:

- Loud, escalating or rapid speech
- Pacing
- Tears/Crying
- Shortness of breath
- Threatening gestures
- Verbal threats
- Use of inappropriate language
- Throwing /slamming objects
- Isolating self from group

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<sup>8</sup> ACA Standard HR. 17: Behavior Management

When you notice a warning sign, you should look to resolve with as little attention from others as possible. Remain calm and try the following:

**A. Avoid a power struggle with the camper.**

A power struggle can occur anytime the wants and needs of a camper differ from those of the person who has the power to grant the camper those wants and needs. When you recognize a potential power struggle, take a few moments to consider your options. There are four ways to avoid a power struggle. Each is unique to a different situation. You should be able to assess the situation and decide which plan of action is best:

1. **Acquiesce.** Give in to the camper's desire. Is there any reason why the person cannot have or do what he/she has asked for? Sometimes, it is not worth the argument when what they are asking for isn't unreasonable. And are you not willing to give what they are asking for because you don't want to have to put in effort or ask?
2. **Redirect.** Change the subject. Try something like: "Hey that reminds me... we were planning on going fishing, weren't we?"
3. **Reason.** Bargain with the camper. Try asking: "Is there something you would rather do/ have instead?". Try to never make promises you can't keep. If it's something you don't know if you can achieve, bring it up in the morning meeting. Maybe it can be the start of an idea for an early bird, night owl, or a cabin sneak out.
4. **Dominate.** Take a firm stand. You would firmly and directly say: "The camp rule is \_\_\_\_\_. " or "I need you to do \_\_\_\_\_."

**B. State the rule, your expectation and consequences for not following the rules.**

Keep in mind the ideas of Natural Consequences. These actions seem harmless to a camper, but result in what we want in the end. Try any of these natural consequences when dealing with minor faults:

- If you open it - close it
- If you make a mess – you clean it up
- If you break it – you fix it or apologize and make amends
- If you hurt someone's feelings – you apologize and do something nice for that person

**C. Help the camper Problem Solve for a Solution.**

Problem Solving is an important aspect of managing a camper's behavior. You should be able to take steps to compromise and come to a suitable conclusion. Start by talking it out with a camper. This involves both of you talking about your feelings and what you need from the other. You should be able to brainstorm on a mutually agreed solution that you both can agree to follow through on.

**D. Use the V.E.R.V. Behavioral Plan of Action<sup>9</sup> when necessary.**

This acronym stands for a four-step process camp uses to deal with unwanted behaviors. The V.E.R.V. process is simple and works best if every step is performed completely and in its proper order.

1. *Verbally remind the camper of the rule he/she is breaking.* This can sometimes alone fix the problem. Campers aren't often aware that what they are doing may be constituted as breaking a rule/ inappropriate.
2. *Make Environmental Changes and remove the camper from the situation.* If the camper is fighting with another camper, separate them. If the camper is whacking a stick on the side of a building while you are trying to give instructions, take away the stick. Change the camper's environment to make it conducive to the improvement of their behavior.
3. *Have the camper Reflect on what they are doing wrong.* You will ask the camper to fill out a V.E.R.V. sheet. These can be found in the back of a cabin logbook and in the main office. After the camper has completed the sheet you will then go over the sheet with them. Use this time to try to understand why a camper is continuing to demonstrate undesirable behavior. The reflection sheet is useless unless you as a staff take the time to go over the sheet with the camper.
4. *The last resort is Visiting the Director.* After trying all the prior V.E.R., you and that camper will set up a meeting with one of the directors to discuss the behavioral issue.

If a camper is physically violent toward a fellow camper or staff member, he/she is immediately brought to a camp director. At Cub Creek Science Camp, we have a zero-tolerance policy for violence. The consequence for can result in an immediate removal from the program.

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<sup>9</sup> ACA Standard OM. 5: Incident Reporting

In order to receive the behavior we want consistently, we must make sure to use positive reinforcement. Sometimes, what we say or do means more to a person than a physical reward. Any of these actions can help a camper feel accomplished and want to keep doing the right thing:

- Thumbs up, high five, big smile, or salute
- Give a gold Star or a stamp on the hand
- A hand-written note
- A coupon for hair braiding, nail art painting, or drawing
- Letting a camper be first in line or pick the song to sing

Most times, being a role model for your campers often influences the kinds of behaviors they have at camp. If you can *be friendly and show interest in them*, they will do the same for you. By *staying positive and being genuine and honest*, you can bring out the best in your campers. Not every camper who comes to camp is going to be your favorite camper. But it is important that you get to *know something about all of your campers*. Beyond any negative behavior, there is something admirable and likable about every camper. Work hard to find that in all your campers.







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# HEALTHCARE PROCEDURES

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We take many precautions when it comes to campers. But try as we might, campers will still get sick, hurt themselves, or end up with a case of poison ivy. The following outlines our healthcare procedures and gives some helpful hints to try to minimize trips to the Health Lodge.

During the camp season, we have a registered nurse at camp at all times. Cub Creek has a Health Lodge with bunks for sick campers and staff. Campers with special needs pertaining to their health will have spoken to the nurse during check in. She will share all pertinent information with the counselors with that cabin, and if these medical needs affect the entirety of the staff, she will inform staff on necessary procedures.

The Nurse has say over all medical questions and procedures at camp. Staff should not administer help without the consent of the nurse. The Nurse or Directors are the primary contacts for all medical issues needing to be brought to a camper's family<sup>10</sup>.

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<sup>10</sup> ACA Standard HW. 4: Staff Training

## Medication

Upon arrival, all campers will check in with the Nurse. She collects all necessary medications, talks to the camper's parents, and assess the general health of the camper. With the exception of severe allergy/asthma medication/ epi-pens that the camper keeps with them at all times, campers will report to the Nurse during mealtimes and after evening activity for medication. Situational and conditional medication like epi-pens are kept in the dining hall, health lodge, and/or in the camper's personal nametag. Administering epinephrine (epi-pens) will be covered during staff training.

At the end of a camp session, all remaining medications will be packed in campers' luggage prior to departure on the last day. We ask that cabin staff help them pack their meds away in outermost section of their luggage for easy retrieval by their parents on Saturday.

## The Dot System

To help keep all staff in the know about all our campers' general health needs, we created a color coded dot system. At a glance, any one of us can gather a general assessment of anything that the general counselor/staff population should know for a given camper. These dots are placed on a camper's name tag for easy viewing.

**Red**- Epi-pen. This camper carries an epi-pen on them and also has one with the nurse in case of emergencies. Red should help you remember "blood".

**Blue**- Inhalers. Any camper with a blue sticker carries an inhaler and has one with the nurse as well. Blue will help you remember "air".

**Yellow**- Sun related issues. This camper may have a sun-exposure issue or an allergy/aversion to a sunscreen. Yellow=Sun.

**Green**- Nature born allergies. This camper may have severe allergies and/or may be on medication for severe allergies. Green=Nature/Grass

**Orange**- Food. This camper has some sort of food related allergy or issue: Gluten, Vegan/Vegetarian, Dairy, Peanuts, etc. Honestly...orange was the only color left! But for orange, think of oranges!

Camp is intended as a recreational environment and is not intended or equipped to provide any type of extended support for campers or staff with communicable/ infectious illnesses or diseases. The Health Lodge is designed to provide short-term care for minor illness and injury, as well as for the distribution of medication and daily health care needs of our campers and staff. Infectious or communicable illness will be handled on an individual basis with the full consultation of the campers' parents or guardian. Staff with a communicable illness will be asked to leave camp or quarantine themselves until the contagious period is over.

## Handling Camper Injuries and Illness

Each member of the CCSC summer staff will carry blue band-aids in their nametag for basic injuries. All injuries covered with a blue band-aid are then double checked and monitored by our Nurse.<sup>11</sup> We have three kinds of accidents at camp: *blue band aid accidents, minor accidents, and major accidents.*

1. **Blue Band-Aid** accidents are classified as ones that do not require the immediate attention of the Nurse. In these cases, staff may clean the affected area, and apply a blue band-aid. When the Nurse sees a blue band aid, she will check out the area and replace the band aid with one of her own. These accidents would be small cuts, removed splinters, and abrasions.
2. **Minor** accidents are those accidents that may need a more advanced hand when cleaning/sealing or should be monitored. In the event of minor accident take the camper to the Nurse. Minor injuries include deep cuts, bruises, or an area where a tick was removed.
3. **Major** accidents are those that require immediate and necessary attention. In the event of a major accident, send for the Nurse or Director and take necessary precautions such as CPR, mouth to mouth, Heimlich Maneuver (if trained), stop bleeding, treat for shock, etc. Major accidents would include:
  - suspected fracture
  - sprain
  - strain
  - dislocation
  - burn
  - choking
  - intense bleeding
  - stoppage of breathing

In the event of a major accident the following will be true:

The Nurse will make any decisions regarding emergency room assistance. The Nurse, Camp Director or designee will notify the family or guardian of the person injured. Camper's private insurance information is given to the hospital and the family health insurance is responsible. All accident/incidents must have an accident/incident form completed by the staff involved and the Nurse.

## Universal Precautions<sup>11</sup>

In the event, of all injuries that may lead you to come in contact with another's body fluids, you must use Universal Precautions. **Universal precautions, mandate that a protective barrier be used to shield one's self from direct contact with another's blood or body fluid.** Simply put: Gloves must be worn anytime you are assisting a camper with anything involving blood, urine, saliva, etc.

To further protect yourself from coming in contact with another's bodily fluids, you should also<sup>11</sup>:

- Wash your hands before and after caring for any bleeding or weeping wounds or after handling items which have been soiled with bodily fluids. Bleeding and oozing cuts or abrasions should be covered with band-aid or gauze.
- Before eating, handling food and after using restrooms. Keep fingernails trimmed and clean.
- Never share personal toiletry items. This includes razors, towels, toothbrushes, hairbrushes/combs, nail clippers, water bottles, soap, chapstick, etc.

When a camper has thrown up, there is a protocol for how the nurse should be involved and Universal precautions should be used when cleaning up any vomit.

- a. If the camper has thrown up during an activity, in a cabin, etc they should be assessed by a counselor. If the camper feels better immediately after, they may see a nurse any time during that day to discuss the incident.
- b. If the camper throws up more than once, they need to be taken to the health lodge immediately. If this occurs in the middle of the night, you and another counselor should accompany the camper to the health lodge. We reiterate here that under no circumstances, should you and a camper go alone to the health lodge.<sup>12</sup> If a camper throws up at a time when other campers are awake, you may escort the ill camper to the health lodge along with two other campers, so that when you drop off the ill camper, you are walking back with two campers. Or you may send two campers along with the ill camper to the nurse, so that the returning campers can be buddies on the way back.

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<sup>11</sup> ACA Standard HW.4: Staff Training

<sup>12</sup> ACA Standard HR.8.B: One on One Camper Interactions

## First Aid Kits

A basic First Aid Kit is provided to each group leader leaving site for any trips away from main camp. These trips include ASIT Day/Night Out, Caving, and Extreme Hiking. Group leaders will carry the First Aid Kit with them and any medication that should be given during the time the group is out of camp. Also, all camp vehicles and buildings have a first aid kit available for minor injuries<sup>13</sup>. If you notice that any kit is low on supplies when you use it, please be responsible for taking it to the Nurse in the Health Lodge to have it restocked.

All staff members will be trained in basic first aid practices during camp's staff training.

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<sup>13</sup> ACA Standard HW 16 and HW 16.1: Healthcare Equipment



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# SAFETY & EMERGENCY PROCEDURES

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Cub Creek Science Camp has created policies and procedures in cases of emergencies. In this section, you will find procedures for weather related events and emergencies, information regarding our alert systems, procedures for missing campers, and information as it pertains to hazardous areas.

## Camp Alerts and Signals

### "Help Request" Signal

The air horn sounding in **three short bursts every 15 seconds for one minute** indicates a need for staff assistance. If you hear this request for help and you are not needed for the immediate supervision of campers, go immediately to the camp office for further instructions. Groups that leave the base camp (areas shown in our illustrated map) should take a blow horn with them.

### "Gather Campers" Signal

In an emergency, it may be necessary to gather campers in a central location. In such an event, the horn will be blown in **2 second bursts continuously every 5 seconds**. When hearing this signal, gather all the campers you are currently responsible for and go to Ursa's Landing. As campers arrive at Ursa's Landing, they should group according to cabin groups. Cabin's should take attendance and report any missing camper or staff to the leadership/director conducting the gathering at Ursa's. Staff should keep the campers calm and engaged in a sit down activity until further instructions are given.

### "Open Door" Signal

We also ask that in any time someone is in a cabin/building and needs assistance and are unable to leave the cabin, they leave the front door of the building wide open. To all staff members, this should be seen as a signal for request of help. Anytime, you are walking by a building with a front door left open, you should make sure that this is not a signal for help and double check the situation.

## Procedures in Case of a Natural Disasters and Events<sup>14</sup>

It is recognized that the following natural events *may* occur at Bear River Ranch. We will describe two kinds of situations: Natural Events and Natural Disasters. Listed below are the Emergency Procedures for each of these.

### Natural Events

When spending the summer outdoors and at camp, there are a special set of precautions we must take. Note that this section can also be helped by FOLLOWING CAMP RULES!

#### **Sunburn**

Nothing can ruin a summer faster than severe sunburn! Part of the essential 5 camp items is that camper (and staff) apply sunscreen each time they leave the cabin. Keep in mind that younger campers may need help getting sunscreen applied properly. Remember to cover camper's neck, ears, and nose. Monitor campers with spray sunscreen; they should not be spraying themselves or others in the eyes or mouth. Wide brimmed hats can also help prevent faces from sunburn. If your campers or you begin to get a sunburn take necessary precaution to prevent it from getting worse: wear a shirt to the pool, stay out of the sun when possible, or apply stronger sunscreen. The nurse should be visited if sunburn is causing discomfort. Aloe is the best friend of anyone suffering from sunburn.

#### **Poison Ivy**

"Leaves of three, let it be" doesn't always help prevent you from getting a rash from poison ivy. Poison Ivy grows wildly around camp and is found in the woods and off the trails. Therefore, the best way to avoid a bout of poison ivy is to stay on the trails!! The plant has an invisible sticky oil that causes an allergic reaction for many people. Since the oil is invisible, scratching the affected area spreads the oils. By taking a warm shower with soap, the oil is removed from your skin. If you or your campers discover the beginnings of a rash, take a shower and wash the affected area well. The nurse can give ointment for rashes to relieve the itching.

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<sup>14</sup> ACA Standard OM.2: Incident Analysis

## Ticks & Chiggers

Ticks...Ugh. Ticks can be found everywhere at camp, but do tend to live in the woods and on trees. This is also why we do not trail blaze. When applying bug spray, make sure to apply generously around the ankles, especially if you have planned to hike. It is important that you and your campers check for ticks every day. To remove a tick that is in the skin, grasp the tick as close to the skin's surface as possible and pull directly out. You should never twist when pulling and don't try to burn it off! If you need help removing a tick, see the camp nurse. All tick bites should be looked at by the Nurse. Chiggers are microscopic arachnids that live in the grass. A chigger rash is gnarly! You can help prevent the terrible rash brought on by chiggers by applying bug spray to your ankles and legs. If you get chiggers, see the nurse for topical creams to sooth the itching.

## Copperheads

In our area, Copperheads are the venomous snake that we take the most precaution for. Unfortunately, they don't live in just woods and should be watched out for in all camp locations. They do not come after walkers or hikers, and typically only strike when disturbed. Their venom does NOT kill us or animals, but it causes severe pain. There are several precautions that will prevent you from having an unfortunate event with a copperhead.

1. Wear closed toe shoes! Flip-flops are to be worn on the pool deck, ONLY!
2. Do not trail blaze.
3. If you see a copperhead **do not move it** and **stay away**. If it is near a cabin, on a cabin porch, in an unavoidable walkway, or in a location where it is more likely to come in contact with a camper, call the Director for instructions.



## Natural Disasters

### Fire

The moment a fire is detected in camp, 1.) Evacuate all campers from the general area. 2.) Report it to the nearest staff person. One staff person should stay at the scene and immediately send campers or another staff member to notify a director of the situation. 3.) If the fire extinguisher can safely be used, the staff member should immediately put the fire out. 4.) If a fire extinguisher is inadequate to handle the fire and additional help has not yet arrived, blow the air horn. Sound the "Help Request" signal: 3 short bursts every 15 seconds for one minute. 5.) If the fire is large enough to need to evacuate campers further than the general area, Blow the air horn; Sound the "Gather Campers" signal : 2 second blast every 5 seconds.

Fire extinguishers are located in every cabin and most program locations. Each cabin has a garden hose and a water spigot in the back that are to only be used in the event of a fire. **We never want any staff member to enter a building with an out of control fire.** A building can be replaced, you cannot. Directors will notify authorities and make all necessary calls.

**\*\*If you find yourself or your group in a forest fire , head down hill and upwind.**

### Tornado

If the threat of a tornado exists;

- A. In base camp, all persons in camp should seek shelter in the cabins, laundry room, or other building. Stay in the middle of the room and away from windows. Remain in the building until a designated person comes around to give further instructions. As soon as possible, the Directors, Maintenance/ Building Crew and Nurse should report to the camp office.
- B. Out of base camp, lie flat and face down in a low lying area like a ditch or ravine. Never try to out run a tornado.



***The Gemma Before the Storm.*** You may wondering why this dog is the picture on this page? Well this iconic picture of the neighbor's dog, Gemma, was taken right before a thunderstorm! Note the ominous clouds in the back. No Gemmas, campers, or staff were harmed in the storm.

## **Severe Electrical Storm**

- A. For all water related activities: At the first occurrence of thunder and lightning, all persons shall be evacuated from the pool, ponds or river and go to the designated/specified rainy day location.
- B. In camp: The Camp Director shall evaluate the severity of the storm. If the storm occurs during the day, activities will be suspended. All campers and staff should return to their cabins. Any staff not living with a cabin group will report to the dining hall. If the storm occurs at night, groups should remain in their cabins. If storm happens during camp outs, secure your campsite from the storm. Move under pavilions for cover from the rain and keep campers calm! Do not wake sleeping campers or leave the campsites in the middle of severe storm. Directors will come to campsite to assist.
- C. Out of camp: If you are close to base camp, return to camp by taking trails. If you are unable to return to camp, seek shelter. Try not to be the tallest object in the area ( a field) or under the tallest object. If you are in or near the cave, stay in the opening at the entrance of the cave until the storm is over.

## **Earthquake**

During a major earthquake, you may experience a gentle shaking that becomes more violent as it persists. During an earthquake, stay calm!

- A. If indoors, crouch under a bed, desk or heavy table, brace yourself in the doorway. Stay away from windows, bricks masonry (like fireplaces), bookcases, cabinets and mirrors.
- B. If outdoors, stand away from buildings trees and power lines.

### **After the earthquake**

1. A camp staff should blow the air horn, giving the 'gather campers' signal.
2. Assemble all campers at Ursa's Landing and take attendance.
3. The Camp Director should assess the situation and contact the necessary rescue, emergency personnel if necessary.



## Power Outage

While a power outage is *usually* a relatively short term event, there are some helpful things to keep in mind.

- Open doors and windows as little as possible.
- Conserve water
- Flush toilets only when necessary.
- Do not leave the water on while washing hands.
- Put off showers (when possible) until the power is back on
- Keep campers engaged and active during the downtime.

## Water Outage

The water supply may be affected by a power outage or other unforeseen circumstances. Camp's water is derived from a well and with no electric the well cannot turn on. The best way to prevent water shortage from becoming a problem during a power outage is to limit unnecessary water usage.

# Missing Person Procedure<sup>15</sup>

We have many procedures in place that helps you keep track of your campers. But in the event of a lost, missing or runaway participant you should do the following:

- a) Retrace your steps.
- b) If you have assistance, ask one person to go to the location you were heading to and a second person to go back to where you came from.
- c) If the missing person is not located, notify the Director or Program Supervisor immediately. From here the appropriate actions will be put in place to locate the camper(s).

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<sup>15</sup> ACA Standard OM.10: Missing Person Procedure

## Hazardous Area Regulations<sup>16,17</sup>

We recognize and set forth certain measures that we believe will keep our campers safe and healthy. We also are accredited by The American Camp Association. They set forth a certain number of guidelines that we and other camps abide by in order to maintain a safe facility. With that said, there are areas at camp that are off-limits to campers for safety reasons and areas that we take extra and certain precautions in. The following are the areas we regard as hazardous and/or needing special supervision.

- **All electrical installations.** Electric boxes should be kept closed at all times and are periodically checked by the maintenance staff. At no time should camper be allowed to fly kites or other toys near any power lines. When in Fox Field, campers often throw a football or Frisbee around. Please arrange them away from the powerlines and make them aware of the dangers.
- **Cabin Utility Closets.** Inside each cabin is a utility closet that contains a hot water heater and various cleaning supplies. For extra precaution, we maintain that all campers are not allowed inside the utility closet. When campers are doing morning chores, you will be handing out supplies from the closet.
- **Pump House.** The pump house should be kept locked at all times and is off limits to all unauthorized staff and campers.
- **All bodies of water.** There shall be no wading, swimming or fishing without proper supervision.
- **Pool Control Room.** The pool control room is off limits to everyone except pool and maintenance staff and should be kept locked at all times.
- **Maintenance Garage.** The shop is off limits to everyone except the Maintenance Team and authorized staff.
- **All Vehicles.** Campers should not play near the parking lot or be in any vehicle except with the permission of and under the supervision of a staff member to be transported somewhere. This also includes the vehicles that are used around camp property including ATVs, Golf Carts, T-Rexes, Mules, and Rangers. Only authorized and trained staff members may drive a camp property vehicle and must have a valid driving license.

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<sup>16</sup> ACA Standard PD. 20: Access of Specialized Areas

<sup>17</sup> ACA Standard OM.9: Safety Orientation

- **Animal Locations.** All animal locations are off limits to unsupervised campers. Animal buildings and enclosures may only be entered with the permission of and/or being accompanied by an Animal Specialist.
- **Old Cabins, Bath Houses, and Buildings.** These old structures are historic remnants of the old camp that was here before ours. They are characteristic and are intended to be viewed only. They are structurally unsound and should never be entered by any staff or campers. This includes **The Midden**. Located by the ropes course, this building is another glimpse at the original camp that stood before Cub Creek. It off limits to all unauthorized staff and campers and may not be entered.
- **Archery and Riflery Ranges.** The both ranges should be properly flagged and used only by groups under supervision. The flagged areas are off limits. All rules and procedures should be followed and all calls should be obeyed by the Instructor(s) of the area. The gate to the area should remain closed at all times.
- **Ropes Course.** The ropes course is off-limits to all who are not participating in or assisting with an activity at that time. Helmets and harnesses are to be worn at all times by all participants and all personnel stepping foot onto the ropes course. During non-activity periods, the ropes course is off limits to all campers and unauthorized personnel. This prohibits campers and staff from entering the towers, removing equipment, and using the ropes course as a short cut between areas.

It is the policy of the camp that the potential hazards and regulation be discussed with the staff during staff orientation and with the campers during the orientation talk on the first day of each session. Violation of any of these policies may result in dismissal of the staff member involved.



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# CUB CREEK INC.'S POLICIES AND PROCEDURES<sup>18</sup>

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You have been asked to fill out some paperwork and send in copies of some of your information. Federal regulations require all potential employees to provide proper documentation of identification and employment eligibility. All employees must have the following documents on file at the camp office before participating in camp activities:

- Birth Certificate
- Form of ID
- Social Security Card
- Signed contract
- W-4's
- Employment Eligibility Form
- Two (2) personal references
- Police Check Report
- Abuse and Neglect Check report from your home state.

Staff are required to fill out a general Medical Information Form and sign an Emergency Medical Release. All staff under age twenty-one (21) must have written parental/guardian permission for any emergency medical treatment deemed necessary by Camp Director. Health exams are not required, unless the staff will be taking prescription medication while at camp or has any physical restriction regarding their activity or work while at camp.

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<sup>18</sup> ACA Standard HR.7: Personnel Policies

## Terms of Contract

It is never our intention to terminate anyone's employment here at camp, but in the case that a staff member is unable to perform the duties they have been hired to, or they are unable to act in the best interest of Cub Creek Inc, their employment may be terminated. Cub Creek requires no notice in the case that an employee should need to be removed from the premises.

The Director reserves the right to cancel on or after the beginning of the program if the program does not meet minimum enrollment; staffs' contract shall continue only as long as employee complies with its terms. If said employee and employer agree that for their own interest or the best interest of the program that employment shall be terminated, the employee shall be paid for all days worked.

An employee wishing to resign is required to give four (4) weeks notice ( 28 days) in writing. If said employee does not report for duty on a scheduled day, employment can be terminated without notice. An Employee that quits, has to leave, or is asked to leave before the end of his/her contract will only be paid for days worked, forfeits their commitment bonus, and is no longer available for rehire at a later date by Cub Creek Inc.

All staff under the age of 18 years of age must have a signed parental consent form on file at the Cub Creek office.

## Grounds for Dismissal

Staff members are expected to follow our camp guidelines. We ask that you respect yourselves, each other, and the facility. With that said, Cub Creek Science Camp reserves the right to terminate employment if any staff member:

1. Continually or deliberately fails to do the job he/she was hired to do.
2. Continually or deliberately acts not in the best interests of the program, participants and all program personnel.
3. Puts Cub Creek's reputation in jeopardy in regards to safety and welfare of any participant, negative publicity, carelessness, etc.
4. Violates the rules and restrictions set out by Cub Creek and its director this includes but is not limited to smoking, drinking, trespassing, drugs, inappropriate dress or manners.
5. Physically or verbally abuses a participant or fellow staff in any way.
6. Is unable to act in such a manner as to insure the health and safety of the campers.

**Bear River Ranch and Cub Creek Science Camp have a zero tolerance policy regarding Sexual Harassment.** This includes physical, verbal, and lewd or suggestive gestures, words or conversation. Report any inappropriate behavior to the Director. The Director reserves all rights to terminate employment without notice for behaviors regarding sexual harassment and misconduct.

## Camp Confidentiality

Because of the special needs of our participants, camper information is made available to the staff. This includes information about possible allergies, dietary needs, medications, behaviors, attitudes, etc. Staff must familiarize themselves thoroughly with any special conditions of each individual in their group, but confidentiality is stressed to the staff. The information is privy to those who need to know. Staff member's personal information should also remain confidential. Personal information obtained about campers and staff should not be shared with anyone outside of camp.

## Camp's Policy on Social Media

Employees of Cub Creek Science Camp Inc. must adhere to our policies on social media. This includes, but is not limited to Facebook, Instagram, Twitter, Snap Chat, etc.

- 1.) Employees are not to publish or post any information that is considered confidential or not public. This includes information about campers AND pictures of campers.
- 2.) Employees are not to have campers added to any social media platform while in attendance of Cub Creek Science Camp. Likewise, campers should not be privy to your social media platforms and its content.
- 3.) Cub Creek Science Camp expects all posts from employees of Cub Creek Science Camp is follow the guidelines set forth in the camp's code of conduct. This includes but it not limited to items relating to profanity, sexual content, vulgar and defamatory statements, etc.

We need to make something perfectly clear and understood. As a summer camp counselor you are a role model. The actions you take and the words you say are now a representation of yourself AND camp. And in the case that you have campers and other staff as friends and following you on social media platforms, that representation is forever. As mentioned before, our camp families are entrusting that we have put responsible, kind, and caring in the care of their children. **You are expected to make GOOD CHOICES at all times, INCLUDING ON SOCIAL MEDIA.**



We allow staff to use their phone for photos of campers on ONE condition: the preservation of memories. If you are in a class, activity, in your cabin and there is a "special moment" that a camper would like to have a memory, you are allowed to take a picture of that camper *if* an available photographer is not present. These pictures however MUST be emailed to camp's Creative Director at [marketing@bearrivranch.com](mailto:marketing@bearrivranch.com). All pictures taken on camp property of campers found either on social media or on a staff member's phone that have not been shared with camp, are breaking camp's policies and result in consequences.

## Camp's Code of Conduct

Individuals, while in the employment of the Cub Creek will adjust their personal habits and actions to the customs, policies and ideals of the program. This includes:

- **No profanity or vulgar language is allowed on site.** Even out of ear shot of campers.
- **No fraternization, physical contact, or intimacy is allowed between staff members on camp property.** See Camp's Fraternization Policy.
- **All conversations with campers should be of a "G" rating.**
- **Staff should not discuss their personal relationships, problems or work issues with campers or in front of campers.**
- **Staff should never be alone with a camper.**<sup>12</sup>
- **Demonstrate good hygiene by showering daily, wearing clean clothes, brushing your teeth, etc.**

Our wish is that everyone is able to be themselves and express individuality. But we do not believe that being an individual and a proper and appropriate role model for campers are mutually exclusive. Each of these campers is different; Raised by different parents with different ideals. Camp is a place for campers to naturally become who they are, become independent individuals, and learn love for all people. We don't have to express our personal opinions, thoughts, or conflicts to help them do this.

## Dress Code

At Cub Creek, we strive to set a modest example for our campers and we reflect this in the way we physically present ourselves. **The objective is to have campers admire you for who you are, not how you are dressed.**

- Swim wear is modest. Females wear a one piece or tankini. Males wear swim trunks.
- Shorts should be modest. If your arms are relaxed at your side, your fingertips should reach the hem of your shorts. Nike tempo shorts are an appropriate choice for shorts.
- Shirts must cover shoulders. NO tank tops, sleeveless t-shirts, spaghetti straps, or low cutting shirts. Tank tops may be used as swim wear cover up.
- No facial piercings or ear piercings beyond a single piercing in each ear.
- Shirts may NOT express any vulgar statements, curse words, politically charged statements, or sexual innuendos.
- Hair colors must be of a natural hue. Temporary dyes may be used for theme days only.
- No visible tattoos that have not be previously discussed and approved. All staff should be willing to cover any tattoos.
- Wear closed toe shoes. Crocs and Keens are appropriate.

We expect that you follow this dress code and that you follow it at all times, including your time off while on camp property. All guests visiting you at camp must also abide by our guidelines. When interviewed, you agreed to comply with our dress code, so we expect that you follow the dress code through the entire summer.

Each staff member will receive a camp t-shirt that is worn on check-out and check-in day. You may purchase a second t-shirt, as we do wear these shirts often. You are also required to wear a nametag every day of camp. Since each camper is required to wear nametag, staff wearing one regularly and routinely helps to set a good example for campers. Extra camp shirts and nametags are available for purchase in the camp store.

## Staff Fraternization Policy

Cub Creek Science Camp upholds that while under its employment, all staff members follow our guidelines as it relates to relationships and fraternization.

- A. All parties who enter contract in a current relationship and BOTH are under employment of CCSC, must sign and comply with our "Relationship Agreement".
- B. All parties who enter a committed relationship with another staff member of camp, must disclose their relationship to directors of camp and then sign and comply with camp's "Relationship Agreement".

While we support the growth and significance of relationships formed at camp, we must uphold that while on duty and on the property of Cub Creek Science Camp, all those in a relationship must follow and respect camp's policies on fraternization and conduct. Your campers will and always should be your first priority. We will not accept or overlook circumstances of skirting responsibilities, taking unscheduled time off, or absences as it relates to fraternization with fellow staff members.

## Abuse and Neglect Policy

It is the policy of Cub Creek that neglect or abuse of any individual by any staff member is strictly prohibited and shall be grounds for dismissal from employment and/or possible legal action. In addition, any staff member who is aware of such neglect or abuse shall immediately report the incident. Failure to do so may also be grounds for dismissal from employment.

Abuse is defined by us as intent and action to hurt or injury by maltreatment which shall include, but not be limited to: insulting or coarse language, a verbal or physical act which results in injury or has the potential to injure physically, mentally, and/or emotionally. Neglect is defined by us as failure to care or give proper attention to camper's and those left in your care.

To prevent cases of neglect and abuse or being accused of such, please understand the following:

- Two or more persons should not be in the bathroom at the same time.
- Follow all camp and cabin rules concerning keeping doors and curtains open when privacy is not necessary.
- Avoid being completely alone or out of sight with a single camper or staff member.<sup>12</sup>
- Limit physical affection to high fives, handshakes and pats on the back.

In the case of an abuse or neglect report, The Director will meet with the allegedly abused individual to determine if the child abuse hotline should be called. Within twenty-four (24) hours the person

reporting the abuse or neglect shall deliver a written statement to the Director outlining their observations including:

- The name of the program location where the incident occurred
- The name(s) of the staff and camper involved and other witnesses.
- The nature of the abuse or neglect (including date, time and other specific details).
- The name of the complainant.
- Any other information that would be helpful in the investigation.

The Director will meet with the employee within twenty-four (24) hours and determine if the employee suspected of the alleged abuse should remain on duty or whether their continued presence would be cause for concern, thus requiring that they be suspended from duty without pay until the completion of the investigation. The Director will interview all other person(s) involved and notify the Child Protective Services Child Abuse Hotline if investigation determines that notification is warranted. The Director shall notify the legal authorities when the alleged abuse is considered a criminal offense and prepare a written report outlining whether or not the staff should remain on duty and other findings related to the case. If neglect or abuse is confirmed, the investigator's report and the Executive Director's summary of actions taken will be filed in the employee's personnel file.

## Employee Payment

Paychecks will be issued at the end of the 5th week of camp and the last day of camp. A commitment bonus and other incentives will be paid with the last paycheck. Unfortunately, if in case of an emergency you have to leave camp before the end of the summer, your pay will be renegotiated. Time spent not working, outside of your time off, is not paid for by Cub Creek Science Camp. This includes but is not limited to time spent in the health lodge, hospital, and/or time off outside of the assigned days off or time off that was preapproved.

## Tip and Gratuities

Receiving of monetary tips/gratuities is prohibited. If a grateful parent or relative wishes, they may make a donation to the program's scholarship fund in the name of the staff member they wish to thank, or donate program supplies. Taking a tip from a parent/guardian may imply that you are willing to take better care of one child than another.

## Camp Property Policies

As a member of the Cub Creek Staff you are responsible to ensure the proper treatment of all camp property. All camp property must be returned to its designated area immediately after its use, to ensure that it is available for all future users. Lost, missing, damaged property will be charged to the responsible staff and the cost of its replacement may be deducted from that staff member's final paycheck.

## Full-time Residences

Cub Creek Science Camp has both full-time staff and seasonal staff. No seasonal staff is allowed inside the residences of the full-time staff. This policy is consistent with the rules we have laid out regarding cabin staff not entering cabins other than their own.



## Cabin Rules for Staff <sup>19</sup>

All those living in the cabins are expected to follow the rules laid out for our cabins. This includes no food in the cabin, keeping living space and personal items in a neat, clean and orderly fashion. The floor should be kept free of clutter or other obstacles. Keep in mind that staff rooms are graded as well in daily cabin inspections.

Curtains and doors to a staff's living space should be kept open at all times. Staff rooms are for sleeping, changing or break time; at any other time, when staff are on duty, staff should be in the main cabin, NOT in their bedrooms. Once again, staff are not allowed inside any cabin other than the one they are assigned to live or work in except in emergencies.

For some evening activities and camp related duties, authorized staff may enter cabins and living spaces other than their own. ASIT Leaders have access to cabins for the purpose of cabin inspections, Leadership staff enter the cabins that they oversee and any other cabin that may be necessary, and Directors will enter all cabins. As a general courtesy, when entering a cabin other than your own, you should knock and announce your entry. Males should say "Male in the cabin" when entering a female cabin, and Females should say "Female in the cabin" when entering a male cabin.

## Staff Injuries

As a part of the Cub Creek Science Camp guidelines and policies, staff are covered by our Worker's Compensation. This covers injuries related to work on or during work hours and are considered to need care. Some examples may include:

- Strains
- Broken bones
- Heat exhaustion
- Snake bites

Illness including sore throat, poison ivy, colds, bug bites, sunburn, or effects of normal body functions are considered injuries that will NOT be covered by Worker's Compensation. Employees are responsible to cover all injuries and medication for injuries occurring during non-work times. \* \* *Camp's Director and the Nurse reserve all rights to determine what is constituted as a Worker's Compensation claim*\* \*

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<sup>19</sup> ACA Standard OM.4 Personal Property Policy



The following will occur when a staff member is injured during work hours:

The Camp Director and the Nurse will make the decision if the injury/accident is qualified as a "Workers Compensation Injury". The Nurse will decide if emergency care is needed and will send the staff to the hospital or call for emergency assistance. A first report of injury must be filled out by camp's nurse within 24 hours of the Workers Comp claim, as well as the accident/incident report. If the accident/incident is determined to be non-work related then the staff member's personal insurance will be responsible.

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# STAFF LIFE

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Cub Creek will be your home sweet home for 12 weeks! You will be amazed to see the bonds created with your fellow staff at the end of the summer. Your fellow staff members come from across the United States as well as the world! Take the time to get to know as many people as you can this summer. As a part of this summer team, your first job is to ensure the health, safety, and well-being of the campers. But your wellbeing is important too! This section outlines staff policies, suggestions for making this summer fun, healthy, and memorable, and general information pertaining to your role at Cub Creek Science Camp.



# Taking Care of Yourself During Camp

Summer camp is a different experience if you have never worked at one before. You spend more time with the people here than you probably do with some of your closest friends over a span of months and possibly years! The friends you make at camp will be some of the most influential people in your life! And some of the things you'll experience here will be unlike anything you have ever done or possibly ever do!

With that said, life at camp is hard sometimes! This section will outline some tips we have for you regarding mental and physical health over the summer.

## Remaining Mentally Healthy

Summer camp is a lot of fun! But when you're in charge of 16 campers, leading activities, in a new position, handling a difficult camper, and soothing homesickness ALL while juggling your own life, it can take a toll on your emotions. Below, we have some tips to keep yourself in the right frame of mind over the summer.

- **Remain calm.** Sometimes one thing leads to another, and one agitation leads to a full-blown meltdown. Trying to keep your inner peace is a way to prevent from causing a scene.
- **Remain professional.** Keep in mind that even when you are frustrated, upset, agitated, etc you are still being paid to do a service. You are expected to still perform your duties along with other staff in your cabin who rely on you and you are still a role model for your campers.
- **Identify the problem.** If you can pin-point why you are upset and it's an easy solution-- fix it! If you notice that you are maybe easily irritated because you aren't getting enough sleep, make better choices on your time off and talk to your feel counselors about a possible solution. Almost every problem at camp can be fixed within your cabin or by camp's leadership and directors.
- **Share your feelings.** Talking to your fellow counselors, village leaders, or leadership staff members about a particular issue can help you to find a solution faster. They can help you rationalize as an outside view to your problem and even offer help. Do not mistake this for an excuse to gossip. If your issue has to do with a fellow member of the staff, you should confront them about your issue, before telling others about why you have an issue with them.
- **Remove yourself from a situation.** If you feel yourself getting angry or emotional, take a personal time out. We work long hours and are "on" all the time. Take the time to have personal time outs when you can. This really does help you be an effective counselor and great co-counselor.

## Keeping Physically Healthy

Earlier in this manual we outlined camp's policies for time-off due to illness. Unfortunately, the time you spend in the health lodge leaves us all short-handed at camp. So, let's try everything we can to keep you and your fellow counselors healthy! You should maintain healthy practices while at camp including washing your hands, drinking plenty of fluids, and eating well-rounded meals. Dehydration is real, y'all. In the middle of the summer, camp is hot and with how active we stay, you should be keeping up with your water intake.

Many times, sickness at camp stems from the simple lack of sleep! We attribute camper grumpiness to tiredness, and the same can be said about us! When we don't take good care of ourselves by eating well and sleeping, we set ourselves up to be crabby and short tempered. **On your days off, catch up on your sleep!** You may not heed our warnings at first, but when we start working the multi-week sessions you can feel yourself slowing down. Take care of yourself!



# Packing List

A complete packing list with explanations and expectations was provided for all staff. If you have not received a complete packing list, please contact us for a detailed list. The following is a suggestion of what you should bring with you to camp.

## Clothing

- ☐ T-shirts/ Long sleeve shirts
- ☐ Shorts
- ☐ Long Pants
- ☐ Sweatshirts/Hoodies
- ☐ Undergarments
- ☐ Socks
- ☐ Closed Toe Shoes
- ☐ Rain Gear/Rain Boots

## General Equipment

- ☐ Flashlight
- ☐ Water Bottle
- ☐ Sleeping Bag
- ☐ Pillow and Case
- ☐ Swim Suit
- ☐ Combination Lock
- ☐ Theme Day Supplies
- ☐ Backpack
- ☐ Watch/Time Piece
- ☐ Laundry Bag

## Toiletries

- ☐ Shampoo & Conditioner
- ☐ Soap
- ☐ Toothbrush & Toothpaste
- ☐ Hairbrush/Comb
- ☐ Sunscreen
- ☐ Insect Repellant
- ☐ Bath/Swim Towels
- ☐ Deodorant

## Optional Equipment

- ☐ Books
- ☐ Laptop
- ☐ Movies
- ☐ Bedding
- ☐ Hammock
- ☐ Games/Crafts
- ☐ Stationery
- ☐ Storage Bins
- ☐ Pocket Knife

If there are items that you think will benefit you during your stay at camp bring them! As long as they fit within our guidelines, you can certainly deviate from the list. For example, we never use to suggest bringing a hammock to camp. Either people brought one or not. Over the last couple years hammocks have become a thing! Counselors use them in the cabin, during camp out, or to hang in during breaks. Please note, that while we never wish that items be used or taken without the

permission of the owner, items being lost or stolen is a possibility. Cub Creek Science Camp is not responsible for any lost, stolen, or damaged items brought to camp. So please, think about what you're packing!

When thinking about how many of a certain item to pack this about how often you wear something or use something during a week. So, if you pack 7 shirts, you will need to do laundry at the end of each week. If you pack double the amount above, you will do laundry every other week. You should also think of incidents like rain, or getting muddy, so you can pack extras that will allow you to make it through a week if you were to get unexpectedly dirty. Keep in mind that you will have a \$200 (\*\*international staff\*\* this varies for you!) credit in the camp store, where there is apparel like shirts, shorts, leggings, sweatshirts, and hoodies, so if you ever need more clothes you can visit our camp store or take a trip into town.

Each cabin at camp houses 16 campers and 4 staff members. The four counselors live in the back of the cabin and each has a small private cabinet to keep toiletries and bed side items and a larger cabinet with shelves to hold clothing. You are more than welcome to bring containers/storage tubs/foot lockers to store extra clothing, shoes, etc under or at the foot of your bunk beds. If you bring food, movies, video games, electronics, etc. to camp, you will keep those items in the Staff Lounge. You are welcome to use your car for "storage" as well! However, Missouri summers are hot! Make sure those items will not be damaged by excessive heat. Remember, all items that are not allowed at camp, includes them being in staff members' vehicles. If any of the prohibited items are found in staff members' vehicles, Cub Creek Science Camp holds the rights to release any staff members from camp immediately.

## Camp's Conditional and "Prohibited" Items

Camp is a place to "unplug", meaning we encourage using communication to people, spending time with animals, and enjoying nature to fill your time instead of television, video games, and the internet. Campers are not able to have some items that we allow our staff to have. The following items are allowed for you to have at camp under conditions:

- **Cellphones.** Phone calls and texting are for emergencies and immediate need ONLY when you are on duty. Any time that you are with campers, teaching/leading an activity, or in the sight of campers in general, you should not be on your phone. An "emergency" should be constituted as a time when a call or text needs to be answered immediately and cannot wait until time off or the end of an activity. We are understanding of the communication barriers that being at camp creates with friends and loved ones, but your campers are your priority while you are at camp and on duty. Calls from a director/ leadership should always be answered. We do not and will not call you for any other reason than for an emergency



or important purpose. Staff members using phones to have personal, conversations unrelated to work will be reprimanded. The first offense is that your phone is locked in the staff lounge to only be used there. At the end of that session, you will receive your phone back. If you misuse your phone a second time it is locked in the office and to be kept off the camp grounds. Camp is not responsible for lost or damaged cell phones.

- **Computers, personal game devices, and other electronics** are kept in the staff lounge in your locker when not in use. **They are not to be used in the cabin.** This also means that if you are seen with ear buds in your ear OR around your neck while not in the staff lounge, there will be consequences.
- **Knives.** We allow staff to carry a small pocket knife on their person or in their locker. Campers are not allowed to use your knife.
- **Matches/Lighter.** Some activities may need matches or a lighter. You may carry such, but keep them out of sight and reach from campers.

The following items are NOT allowed on camp grounds under no circumstances:

- Cigarettes , Chewing Tobacco, E-cigs
- Alcohol
- Illegal drugs
- Weapons or firearms
- Explicit material
- Unauthorized Pets

## Camp's Drinking and Drug Policy

Any staff employed at the camp should not interact with alcohol in any illegal way. Staff under 21 are not to drink alcohol. Any interaction with alcohol will be grounds for immediate dismissal. Staff over 21 are permitted to drink **off camp property**. However, being found intoxicated or in possession of alcohol on camp property (including in one's vehicle) will result in immediate dismissal. If a staff member over the age of 21 is found purchasing alcohol for underage staff, both staff will be dismissed. We also reserve the rights to turn over the name of the staff who purchased the alcohol to the proper authorities, if a cause was needed. Any staff member suspected of using illegal drugs will be asked to submit to a drug test. If the administered test indicates that drugs may have been used, that staff will be dismissed immediately. We reserve the right to ask any staff member to submit to random drug screening at any time. Refusal to take a drug test will also result in immediate dismissal. We ask that all tobacco related products, and any smoking paraphernalia be kept off camp property. Finding any of these items in your possession on camp grounds will lead to your immediate dismissal.

# The Staff Lounge

During breaks and your time off, you have full access to the staff lounge. There are three TVs in three separate rooms with DVD players and hook ups for game consoles. Each staff member will receive a locker to store their belongings. Camp is not responsible for broken, lost, or potentially stolen items. The staff lounge has Wi-fi available for your use. Please make sure that when you are not using the internet, you LOG OFF! Everyone staying connected to the Wi-fi keeps the internet moving slowly. The lounge also has two refrigerators and a kitchenette for your use. We expect that this building be treated with respect, so naturally there are some rules.

## **RULES OF THE STAFF LOUNGE:**

1. **No shoes on the carpet.** We'd like to keep the carpets as clean as possible!
2. **No food or drink on the carpeting.** All eating can be done in the kitchen area.
3. **CLEAN UP AFTER YOURSELF!** The Kitchen is to stay clean. This includes washing dishes after using them, cleaning up messes when made on the counters, tables, oven, sink, fridge, etc.
4. **Food in the fridge should be labeled with your name and a date.** Any unlabeled and "old" food will be disposed of weekly.
5. **No sleeping on the couches.** It makes them look like deflated raisins. Also, drool. Ew.
6. **DO NOT UNPLUG CABLE BOXES!**
7. **No romantics in the staff lounge.** No kissing, holding hands, lying on one another, *etc* in the staff lounge. This is a space for EVERYONE, and treating the lounge like your personal love nest is unfair to those to wish to use the staff lounge. Also be aware that there are cameras in the staff lounge..... so....yeah.
8. **The lounge will be closed at 1:30 am.** This is for your own good ☺

## Cars

Feel free to bring your car to camp! We encourage it, if you are a comfortable driver! For everyone's safety, cars must be parked in the assigned lot. No exceptions will be made. Please note that the program is not responsible for damage to cars parked on the camp property. All staff cars should be parked at the end of the lot at all times.

## Laundry

Camp has on-site laundry available for use. Laundry expenses for the summer will be \$40, taken from your camp store account if you choose to do laundry here at camp. There will be sessions at camp when counselors are assisting campers with their laundry as an entire cabin. **No** staff may do laundry at this time. Laundry is done on a schedule, so if staff take up washers, they could easily overlap another cabin's laundry time. Counselors will do their laundry in the laundry room attached to the Computer Café' on their day/time off. The laundry room attached to the health lodge is for leadership staff and directors.

## Pocket Money/Camp Store

Staff have a camp store account amounting to \$200 for the entirety of camp to use in the camp store. **However, that is the amount for staff members who stay the entire summer.** Each staff member is technically awarded \$20 per week of camp with campers present. Thus, 10 weeks of "camp", is \$200. If you, for whatever reason, decide to leave camp, all monies spent on account OVER your earned amount must be repaid or taken out of your payment. You won't need cash at camp, but you might decide to have it for your time off spent off camp grounds. Please be careful when storing your money. Keep cash stored in a locked locker and keep it to yourself. When you receive your check in the mid-summer, take precautions to keep your money safe.

**\*\*All international staff should know that due to the terms and conditions of your specific contracts, you have not necessarily been allotted a \$200 camp store credit. However, credit can be arranged if you wish and the amount will be taken from your final paycheck.**

## Visitors

You are welcome to invite a visitor to see camp, under the following conditions:

1. There should be no campers present in camp.
2. You and your visitor(s) have signed in the visitor log.
3. You personally accompany them while they are in camp.
4. You do not use a golf cart, ATV or car for giving a tour.
5. Your visitor follows the camp policies while on camp property regarding conduct, smoking/drug policies and dress code INCLUDING wearing closed toe shoes.

## Time off

Each summer staff member will have two days off during the summer.

1. One day, during the week you will have a scheduled day off. Cabin counselors will have off from either a.) noon to 9 am the next day or b.) 5:30 pm to 3 pm the following day. During Staff Training, we will figure all cabin staff's weekday off. Depending on when your time off is will affect and influence the course/class times you teach. We expect all course instructors to teach all days of their week-long course, so you need to make sure that your time off does not conflict with your teaching schedules. Out of cabin staff's days off will be determined and tailored according to their specific duties.
2. Staff are off from after check out on Saturday to the beginning of check out Sunday morning during the single week sessions of camp (the first four weeks). We have a meeting after check out and before check in each weekend that each member of the CCSC summer team is required to attend. You will not start time off until the Saturday meeting is finished, and be back in time for the Sunday morning meeting at 10:30 am. During the two-week sessions, the day off structure is changed so that staff get adequate time off and that campers are still supervised. We will discuss this closer to the multi-week sessions. Days off for ASIT Leaders, Leadership, and Transportation staff does not always follow the "Saturday" time constraints. Specifics regarding their time off is discussed during Staff Training.

In addition to days off, all staff have two hours off each day. These breaks are usually activity periods when you are not scheduled to teach. You are only allowed to leave camp grounds on your days off, not on your hourly breaks during the day. You must sign out every time you leave camp property. This is for your safety and the safety of our campers. We should be able to know who is on/off camp property at all times.

### Pool Rules for Staff<sup>20</sup>

Staff are welcome to use the camp pool on their days off and the weekends as long as a lifeguard is on duty. Everyone using the pool, even on time off, is required to still wear proper swim attire. Anyone breaking the camp's pool rules and not following staff swim rules will lose swim time off swim privileges.

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<sup>20</sup> ACA Standard PA.17: Staff Swimming

## Preparing for a Summer at Camp

Besides packing, there are many things that we suggest counselors *prepare* before coming to camp. Remember, camp is a G-rated environment and because we as adults need to be conscientious of the things that we say around the campers, it is a good idea to practice using appropriate language. This also includes discussing “hot button” topics. It is not our duty or responsibility as campers’ role models to influence and promote discussions on topics like sexual orientation, race, and politics with our campers.

And since camp is a technology free zone for our campers, we should be able to refrain and moderate our technology use as well. Being able to practice not having your phone is something that we highly suggest before coming to camp. For the weeks leading up to camp, try some exercises that let you test your dependency on your phone and electronics. Try not using your phone for an hour every night increasing to two hours as the weeks go on. We are all here to make a difference in a camper’s life and have a great time, and we can do that without being consumed by technology. This is as good a time as any to let you know that the first week of staff training in a technology-free experience for staff. Yes, that means you won’t have your phone☺

As mentioned before, being at camp is demanding and doesn’t allow you to have constant contact with friends and family back home. At first and at hard times this may be difficult. Before coming to camp, you should explain your upcoming roles and responsibilities as you understand them to your loved ones. The more they understand, the easier this will be for them as well.

We are excited to share a summer camp with you this year! Summer camp is a unique and rewarding experience that will perhaps change your life!

*I understand that by signing this, I have acknowledge that I have read and agree to the terms, policies, and procedures of Cub Creek Science Camp and that I am responsible for knowing and upholding the information laid within.*

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Signature

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Date

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Printed Name