

WCSC POLICIES AND PROTOCOLS

CAMP WEEK GENERAL POLICY

1. Every person (camper, staff, or worker) will conform to the Dean's camp schedule.
2. Campers or staff will not be permitted to leave camp or any camp activity without personal permission from the dean.
3. Visitors are welcome for the evening and are expected to conform to all camp policies. All visitors will notify the Dean of their arrival and departure.
4. The use or possession of tobacco, vapes, alcoholic beverages, illegal drugs, or firearms of any kind is strictly prohibited.
5. Any camper using medication must report and turn it in to the nurse upon arrival at camp.
6. Sickness and injury must be reported to the camp nurse immediately.
7. Unauthorized CD's, music players/radios, fireworks, knives, TVs, video games/gaming consoles, personal computers, movies and all magazines, including comic books, will not be permitted in camp. Use of cell phones, music players, or reading materials is at the Dean's discretion.
8. Camper and Staff automobiles will be parked for the duration of camp and only the Dean can authorize their use.
9. Regarding clothing, modesty shall prevail. No extremes in dress such as plunging necklines, bare midriffs, short shorts, short dresses, brief swimwear or immodest tight apparel will be permitted. Shoes or sandals must always be worn, except for at the swimming hole and beach during swim time.
10. Final authority regarding all camp rules is to be left to the discretion of the Dean as the Executive Board's representative, including the right to dismiss from camp anyone who does not conform to these rules. If a camper is dismissed from camp, there will be no refund of camp fees.

VISITOR POLICY

WCSC, does not maintain specific visitation hours during camp weeks. Visitation hours are determined by the dean's discretion as they see fit for their weeks programming. In general, visitors are prohibited to stay at camp after campfire or arrive before breakfast unless permission is granted from the dean or the camp manager. Deans that have preferred times or dates for visitation (such as visitor hours, specific visitation days, or public activities) will be clearly posted during registration on Sunday.

All visitors must adhere to the following:

1. Visitors shall not remain at camp after campfire or arrive prior to breakfast, without prior permission from the dean or camp manager.
2. Visitors shall not arrive outside of the dean's specified hours of visitation, if such hours have been established prior to the week of camp and are posted during registration.
3. Visitors must follow all camp rules regarding smoking, dress, language, prohibited items, behavior, etc. Failure to follow these rules will result in the visitor being asked to leave.
4. Visitors shall not distract, deter, otherwise keep campers or volunteer staff from participating in scheduled camp activities. Any visitor that causes any disruption, shall be asked to leave by the dean or the camp manager.
5. Visitors may join campers and staff during mealtime. A minimum \$5 donation is to be provided to receive a meal provided by the camp.
6. Visitors must not put anyone at the camp at risk of any danger at any time. All visitors must abide the 10-mph speed limit on the campus.

7. Visitors must not cause any campers, staff, faculty, or other visitors any physical harm, emotional distress, or demonstrate abusive behavior of any type. These behaviors will not be tolerated and will result in the visitor being asked to leave.
8. Visitors shall treat the camp property and the property of others with respect. Visitors shall not graffiti or mark on any camp property nor intentionally cause destruction or degradation to any camp property. If a visitor is found to be disrespecting or disregarding any property or equipment, then that individual(s) will be asked to leave.
9. While WCSC believes in both forgiveness and redemption, available to all through our Savior Jesus Christ, we ask anyone who has any legal or lifestyle restrictions from being near children or anyone participating in that week of camp to refrain from visiting the camp. This includes, but is not limited to, those who are legally restricted from coming into contact with specific individuals (such as a restraining order or loss of custody), and those with prior convictions demonstrating the individual to be unsafe around children (such convictions could include child abuse, neglect, or those resulting in the individual being required to register as a sex offender). Individuals who are known or believed to be a danger to any camper, staff, faculty, or other visitor at the camp will be reported to the proper authorities and required to leave.

CAMPER DROP-OFF AND PICK-UP PROTOCOL

This protocol has been developed as a precaution in order to ensure the safety of all campers. The camper drop-off and pick-up procedures have been modified to reflect the following:

Drop-Off

During registration, each camper will be given a wristband with an identifiable number on it. This number will be recorded and kept track of, to make sure your child is only picked up by the person/s specified on the camper's registration form. Each camper will wear their wristband throughout the week for positive identification to be made. If the wristband is damaged or lost, the camper will receive a new wristband and our records for pick-up will be updated accordingly.

During registration, the parent or guardian will verify that their name, address, phone number, and email address information is correct. If the parent or guardian's driver's license does not match the address provided, they will have their driver's license scanned (or a note will be made to indicate this discrepancy), which will be used for reference later during pick-up.

If someone else will be picking your child up from camp (either on pick-up day or to leave during the week), please let the registrar know during registration. When this person arrives to pick up your child, we will check their driver's license for positive verification that they are the correct person to pick up the child.

If you discover during the week that someone else will need to pick up your child from camp (either on pick-up day or to leave during the week) please call or email the camp using the contacted on the registration form. When this person arrives to pick up your child, we will check their driver's license for positive verification that they are the correct person to pick up the child.

Pick-Up

Please arrive promptly at the designated pick-up time. During the designated pick-up time, all campers will be in the mess hall, and we ask all parents and guardians to enter the mess hall at the side door (with the overhanging sign that says "Mess Hall"). The camp registrar or their designee will be in the camp office to check your driver's license for identification.

Upon positive identification, a ticket will be handed to you, identifying your child's name and identification number on their wristband. You will then be directed to proceed down the hallway to the nurse's station, where you will be given your child's medication which was turned in during registration (if applicable). Next, an attendant will be located near the doorway directly in front of the nurse's station. This person will call out your child's name and proceed to verify the number on their wristband matches the one on your ticket. Following positive verification, your child will be dismissed with you. You will be asked to proceed through the kitchen area out the front doors.

LOST CAMPER PROTOCOL

1. When a camper appears to be missing, the Dean is to be immediately notified.
2. The dean will then assemble all faculty and staff informing them of the situation.
3. All campers and staff will be gathered in the dining hall for immediate roll call. If confirmed a camper is missing, the Dean will notify local police of missing camper.
 - a. Once it is established that a camper is missing, a description of the missing camper is to be established, such as, male or female, clothing color, type of shoes, etc.
 - b. Then check with all possible witnesses as to when and where missing camper was last seen.
4. The Dean will then ensure all campers and staff to remain calm. Dean will designate a few faculty and staff to lead campers in an activity in the dining hall while the other faculty and staff begin the process of searching for the lost camper.
 - a. Two faculty will be assigned to the front of the camp entrance ensuring all vehicle traffic in or out of the camp be stopped during the search.
 - b. Personnel will then form a human chain, beginning at one side of area and move methodically across the area until the entire area is covered and cleared.
 - c. After covering initial area, group will relocate to next closest area adjacent to area previously searched. The search will then resume in that area.
 - d. Secondary groups will be formed and sent through all buildings on the grounds.
 - e. *If during the search the lost camper is found, the Dean will contact the law enforcement. While the Dean is contacting the authorities and parents/guardians of the situation, the camp nurse will perform a wellness check on the camper.*
5. Once law enforcement arrives, the Dean will communicate all necessary information to the authorities. At this point, law enforcement will assume authority.

HONOR CAMPERS POLICY

1. Full tuition for one week of camp for the following year is rewarded to one male and female camper each week for exemplary Christian character.
2. Half tuition for one week of camp for the following year is rewarded to one male and female camper each week for exemplary Christian character.

DEAN'S WRITTEN COMMUNICATION WITH THE EXECUTIVE BOARD POLICY

1. The Dean's Plan, as indicated in the Deans Handbook, for their camp is due to the Chair of the Personnel Committee by the first of May each year. This plan will be provided to the Executive Board at the May Board Meeting. (Deans are welcome to attend and present their report personally, but it is not mandated)

2. The Deans will provide the indicated report from the Dean's Handbook of their camp prior to departing camp. Reports will be reviewed at the September meeting of the Executive Board. (Deans are welcome to attend and present their report personally, but it is not mandated)

NOTIFICATION OF INCIDENTS POLICY

1. Deans will notify the Camp Manager of any incidents as soon as they happen. Reportable incidents are violations of Camp Rules Policy 1 or 3, medical evacuations, or dismissal of campers. The Camp Manager will notify the Executive Board President.

SPIRITUAL DECISIONS POLICY

1. Parental permission must be given before any baptisms under age 18.

POLICY EXCEPTIONS POLICY

1. The Dean is the Executive Board representative during their camp and is responsible to enforce the above policies. The Dean must contact the President of the Executive Board to ask for an exception for any policy. The Camp Manager will be advised (by the Dean or the President, as appropriate) when exceptions are granted. The President will notify the Executive Board and seek their concurrence if possible.

SEVERE WEATHER POLICY

The following procedure is to be used in the event Severe weather or a tornado warning. It is the responsibility of deans to track weather conditions and prepare staff and campers on procedures in the case of severe weather. If a thunderstorm or tornado warning is issued by the National Weather Service, Deans must initiate the severe weather procedures.

Severe Weather Definitions:

1. Thunderstorm Watch – When issued, be prepared as conditions are ripe for a thunderstorm to develop, though it has not yet taken place.
2. Thunderstorm Warning - is issued when the event has taken place in a region, and is moving in a particular direction, to alert people.
3. Tornado Watch - Tornadoes are likely to occur in the watch area. Be ready to act quickly and take shelter, and check supply kits. Monitor radio and television stations for more information.
4. Tornado Warning - Imminent threat - A tornado has been sighted in the area or has been indicated by radar. Take shelter immediately.
 - a. On average, tornado warnings are issued 13 minutes prior to the event, but warning times vary greatly and may be much less. Even if you have been through a tornado warning without experiencing any damage, remember that tornadoes are unpredictable, and you should ALWAYS take immediate action when authorities issue a tornado warning.

Severe Weather Procedures:

1. When a thunderstorm or tornado warning is issued, all campers and staff are to immediately enter the storm shelters.
2. The dean will designate one female and male adult staff check cabins to ensure that everyone has been evacuated into the storm shelters. The Dean will check other camp buildings and shelters.
3. Once in the shelters, the dean will do head counts ensuring all campers and faculty are accounted.
4. After rollcall and each person is accounted for, close the shelter and latch it.
5. Once in the shelter, the dean will ensure the campers and staff of their safety (over radio, for all storm shelters to hear). Throughout the duration in the storm shelter's, deans are to stay in touch with both storm shelters via radios to ensure tranquility.
6. The dean or camp manager/caretaker is to call the camp President and/or the Vice President to let them know that the severe weather procedures have been initiated.
7. Stay in the shelter until the Severe Weather Warnings have been canceled.
8. After the warnings have been canceled the dean and camp manager/caretaker are to evaluate the grounds for storm damage before campers are released.
9. Once the dean releases the campers and faculty out of the shelters, the dean or camp manager/caretaker will call the camp President and/or the Vice President to let them know.

Storm Shelter Weekly Maintenance (duty of the camp manager/caretaker):

1. Keeping the entrance clear of debris.
2. Keep the inside clean.
3. Ensure water and snacks are in coolers (check expiration dates to ensure quality).
4. Each shelter is to have lights, flashlights and radios. Ensure batteries are charged and in working order. (Charge radio batteries once every two weeks)
5. Each shelter is to have a first aid kit.
6. Each shelter is to have appropriate games for age group of kids to help pass the time.

Lightning Protocol:

1. Termination, or temporary suspension of an activity, must always take place when an electrical storm is imminent. The decision to terminate or suspend an outdoor game/meet/event when an electrical storm is imminent is made by the Dean.
 - a. The dean or director should be educated regarding the signs indicating thunderstorm development. Since the average distance between successive lightning flashes is approximately 2-3 miles, any time that lightning can be seen or thunder heard, the risk is already present.
 - b. Monitor Weather Patterns – Be aware of potential thunderstorms by monitoring local weather forecasts the day before and each morning, also by scanning the sky for signs of potential thunderstorm activity.
2. You must wait at least 30 minutes after the last flash of lightning is witnessed or thunder is heard. Any subsequent lightning or thunder after any 30-minute count will reset the clock and another count should begin.
 - a. When one activity is suspended on a site due to thunder being heard and/or lightning being observed, all activities on that site will be suspended.
 - b. If outdoor activities are suspended, other activities can be held in the chapel or dining hall.
3. During electrical storms, using the shower facilities is prohibited.