



COUNSELOR KAMP CHECK OFF LIST & REGISTRATION INFORMATION

NAME: _____

TURN IN THE FOLLOWING:

- _____ 1. **COMPLETED Sponsor Registration/Risk Release Form**
- _____ 2. **INSURANCE # must be on form. (copy attached – optional)**
- _____ 3. **SIGNATURE - Make sure both forms are signed.**

PROVIDE THE FOLLOWING:

- _____ 4. **T-SHIRT SIZE:**

YMD YLG SM MD LG XL 2XL 3XL

- _____ 5. **DRIVER'S LICENSE NUMBER** _____
(A background check will be conducted prior to camp.)

COMPLETE THE FOLLOWING:

- _____ 6. **TRAINING - CHILD PROTECTION (CPT)** (Online or with your church leader.)
- _____ 7. **TEST – COMPLETE CPT TEST**

READ THE FOLLOWING:

- _____ 9. **What a COUNSELOR needs to know.**
- _____ 10. **What kids should bring to camp.** (Packing list ideas.)
- _____ 11. **Building & Cleaning Instructions**
- _____ 12. **Camp Schedule & other important information**
- _____ 13. **Any added Information from your church leader.**



COUNSELOR GUIDELINES

Being a good sponsor means stepping up to the awesome, **24 hours a day**, responsibility of caring for someone else's children physically, mentally, emotionally and spiritually. A sponsor is acting "Loco Parenti" which means "in the place of parents". This is an opportunity that should be taken with great thought and care.

"You will never deal with a more possibly volatile situation than that of dealing with other people's children." Phil Colquitt, 2011 Camp Manager

I. CAMPER INFORMATION.

It is the counselor's responsibility to ensure their camper(s) do not participate in any activity listed as a limitation on their Camper Registration/Medical Release Form. Counselors should make sure they are familiar with their camper's registration form and medical needs. Please make yourself aware of HIPAA and how it relates especially to the "Need to Know" privacy aspect of an individual's medical needs.

II. COUNSELOR PRIVILEGES.

It is a privilege to care for the needs of your campers during the week of camp. As a counselor, think about yourself as being in a unique position as a trusted church leader who is asked to shepherd precious young people and are required to assure health, safety and security for the campers.

Please take seriously the privilege of caring for your campers...

- 1) by being the encourager, cheerleader and caretaker of your camper.
- 2) by being their parent, teacher, confidant, disciplinarian, staff member and friend to each camper in your group so that they follow all rules, regulations and expectations.
- 3) by representing your church, Latham Springs and the Lord Jesus Christ in a positive and loving way.
- 4) by providing an atmosphere conducive to spiritual growth for those who are already Christians.
- 5) by maintaining a prayerful sensitivity that God might call one of your campers to make a decision for Christ or sense a call to special service. Engage them in conversation. Ask questions.
- 6) by guiding your campers to understand and live out a respectful and courteous attitude to fellow campers, counselors and leaders.
- 7) by making KIDZ KAMP the most fun experience ever.

III. COUNSELOR RESPONSIBILITIES.

- 1) Be vigilant for safety issues 24 hours a day.
- 2) Follow all Latham Springs rules and regulations as well as the Kidz Kamp instructions and guidelines.
- 2) There is to be NO river or lake access unless Latham Spring Personnel are present.
- 3) Many campers' "sicknesses" are due to not drinking enough water. Encourage three glasses of water or non-caffeine drinks at meals and frequent fluids at activities.
- 4) Please make yourself aware of correct body spill clean-up methods. Latham Springs keeps "Body Spill Clean-up Kits" in the First Aid Station. You can contact the nurse or camp staff to obtain a kit.
- 5) Know each camper in your group by name and foster a spirit of mutual accountability.
- 6) Counselors must maintain continuous supervision of their group at all times. **This is a Texas Department of State Health Services requirement.** Supervision is never handed over to Latham Springs staff. This requires cooperation with other sponsors to assure that no camper is overlooked. It is important to know your campers.

- 7) Please help be good stewards of God's resources at Latham Springs by keeping doors, closed, turning off lights and keeping air conditioner's thermostats **at 72** degrees. It will freeze up and not work at all if you turn it colder.
- 8) NO ONE is to remain in the cabins/lodges during scheduled activities.
- 9) Counselors are the wake-up service.
- 10) Counselors assure that their group is on time.
- 11) Counselors monitor their group during worship services and other meeting times.
- 12) Counselors bed 'em down and shut-em off at "lights out". (In other words, get them to sleep!)
- 13) Seek opportunity early in the week to talk with your campers individually about their relationship with the Lord. If you need assistance ask your church leader or camp staff. It is best not to talk with your campers during the invitation unless they ask a specific question.
- 14) LEAD your group to pray for the unsaved in the camp and especially in your group.
- 15) If transportation is needed, notify the Camp Director to make plans to transport patient while maintaining enough supervision for your Campers. The transporting vehicle must take the Transport Safety Bag in vehicle located in the Nurses' Station. (STATE LAW)

IV. CAMPER PROBLEMS:

- 1) Handle problems which you observe in behavior immediately. If you require assistance, include your church leader or camp directors. We're here to help. Let us know if you have situations where we can help you problem solving.
- 2) Personal problems which the campers bring to you need to be taken seriously and discussed with them as soon as is practical. However, you will not be able to handle all of their problems and may need to refer them to your church leader or camp director.

V. ILLNESS OR INJURY:

- 1) Camper must be taken to the nurse at the First Aid Station.
- 2) If situation warrants, the nurse will contact your Camp Director.
- 3) If your injured or ill camper needs transport to the nurse's station, get someone to notify your Camp Director who can then contact the nurse's station and get transport to the camper.

VI. CABIN CLEAN UP



Each morning before heading to breakfast you will need to set aside time for you and your campers to clean their cabins. A crew of judges will come around during breakfast time to check your cabins and a GOLDENT PLUNGER CLEAN CABIN AWARD will be given out each day of camp.

Child Protection Training

Notice of Additional Training Required by State

(Does not apply to weekend retreats)

As of June 1, 2006, a new state law requires every adult attending a state-licensed camp with minor children to successfully complete sexual abuse and child molestation training with a written test approved by the Department of State Health Services. This new law is in addition to the annual criminal background check and sex offender registration record check your church is already required to conduct on any adult who will be accompanying children to camp.

In order to help your church meet this new requirement, the Texas Baptist Camp Managers Conference, Inc., has written a training curriculum that was just approved by the Department of State Health Services on April 18, 2006.

The curriculum provides our churches with a statewide uniform course that complies with the new mandated requirements. Each adult attending camp with children must complete a minimum of one clock-hour of training (total) addressing the following topics:

- the definitions and effects of sexual abuse and child molestation;
- the typical patterns of behavior and methods of operation of child molesters and sex offenders that put children at risk;
- the warning signs and symptoms associated with sexual abuse or child molestation;
- the recommended procedures by youth camps to address, prevent, and report suspected sexual abuse or child molestation;
- ways adults can avoid putting themselves at risk for an accusation of sexual misconduct.

The test administered at the conclusion of the training must consist of a minimum of 25 questions and address the topics described in the training.

This curriculum is available for download, free to your church. The downloads include the training text, the 25-question test, and a certificate of completion. **Leaders only, may obtain an answer key by sending a request to info@lathamsprings.com.** Also, you may download the optional training video. The optional training video is useful resource, however, it is possible to successfully teach the course by using the training text only. The training text, and optional video, is designed for anyone to easily present to a group of adults.

This new training and certification of completion is mandatory for all adults and must be completed before attending camp. The certificates of completion, background screening, and adult registration forms must be presented at camp registration. If an adult attending camp does not have a certificate of completion, he or she will be required to attend training at Latham Springs on the first day of camp before they may have contact with minors.

Every Adult who attends camp during the summer must take Child Abuse Prevention Training Course. Please check with the group leader for your Summer Camp Week to find out when training is being offered. A link to the training materials can be found on the KidzKampTexas.com website.

CHILD ABUSE POLICIES AND PROCEDURES

A. FOR SUSPECTED CHILD ABUSE

1. If any person has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, the Camp Manager, the Camp Director, and the church leader of the persons involved **MUST** be informed at once and the suspected abuse will be reported to local or state authorities as required by state law.
2. To the extent possible, the name of the informant shall be kept confidential.
3. The child should be removed from ALL contact with the accused.
4. The Camp Mgr, Camp Director and Church Leader will work with local authorities to protect the child.
5. If any person has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, they shall report this to the proper authorities.

B. HELPING A VICTIM OF CHILD ABUSE

After it has been disclosed that a child has been abused, certain steps should be taken to help the child.

1. **Listen** — don't panic or overreact. Give the child permission to talk about his/her abuse to you. Listen carefully to everything the child says, and note his/her behavior. Do not fill in words for him/her. Do not ask leading questions. Have another adult present when you talk to the child.
2. **Believe** — Never criticize the child or claim the child has misunderstood what happened. Support the child for disclosing. It is not your responsibility to determine whether the allegation is true. Children seldom lie about abuse.
3. **Protect** — Take the child to a private place with the Camp Manager, Camp Director, Camp Health Officer, or the child's Church Leader. Discuss the situation only with these individuals. Try to avoid repeated interviews about the incident. **Never** promise everything will be okay. You **can** promise you will do what you can.
4. **Affirm** - Children who have been victimized may feel sad, angry, fearful, anxious, and depressed. Accept and understand the child's feelings. Avoid telling the child how he or she "should feel." Rather, emphasize the child is not to blame for what happened. Praise him/her for courage and honesty, and promise you will get help.
5. **Refer** — DO NOT attempt to handle the problem alone. This is important for the wellbeing of the child as well as for your own protection. As a child care custodian, you are mandated by law to report child abuse.

TEXAS CHILD ABUSE REPORTING LAW

This is provided as a partial help only. You need to make yourself aware of the full law and any changes.

Texas Family Code § 261.101. Persons Required to Report; Time to Report

(a) A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall **immediately** make a report as provided by this subchapter.

(b) If a professional has cause to believe that a child has been abused or neglected or may be abused or neglected, or that a child is a victim of an offense under Section 21.11, Penal Code, and the professional has cause to believe that the child has been abused as defined by Section 261.001 or 261.401, the professional shall make a report not later than the 48th hour after the hour the professional first suspects that the child has been or may be abused or neglected or is a victim of an offense under Section 21.11, Penal Code. A professional may not delegate to or rely on another person to make the report. In this subsection, "professional" means an individual who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, employees of a clinic or health care facility that provides reproductive services, juvenile probation officers, and juvenile detention or correctional officers.

(c) The requirement to report under this section applies without exception to an individual whose personal communications may otherwise be privileged, including an attorney, a member of the clergy, a medical practitioner, a social worker, a mental health professional, and an employee of a clinic or health care facility that provides reproductive services.

(d) Unless waived in writing by the person making the report, the identity of an individual making a report under this chapter is confidential and may be disclosed only:

(1) as provided by Section 261.201; or

(2) to a law enforcement officer for the purposes of conducting a criminal investigation of the report.

Texas Family Code § 261.103. Report Made to Appropriate Agency

(a) Except as provided by Subsections (b) and (c) and [Section 261.405](#), a report shall be made to:

(1) any local or state law enforcement agency;

(2) the department;

(3) the state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred; or

(4) the agency designated by the court to be responsible for the protection of children.

(b) A report may be made to the Texas Youth Commission instead of the entities listed under Subsection (a) if the report is based on information provided by a child while under the supervision of the commission concerning the child's alleged abuse of another child.

(c) Notwithstanding Subsection (a), a report, other than a report under Subsection (a)(3) or Section 261.405, must be made to the department if the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child.



BUILDING CLEANING INSTRUCTIONS & CLEANING TOOLS

Each building has

- mop and bucket - brooms
 - paper towels - small hand brush
 - cleaning solution - dust pan
 - vacuum cleaners may be checked out for 2 hours from the Welcome Center Office
 - squirt bottles
- Spray bottles: This mixture should be used for all surfaces (sinks, counters, toilets, showers).
Spray all surfaces and wipe with brown paper towels.

Mop Solution:

1. Fill mop bucket with water and add 3 caps full cleaning solution.
2. Mop all non-carpeted floors.

MEETING ROOM

1. Move all chairs back to the meeting room and stack them in stacks of 8 against the back wall.
DO NOT STACK CHAIRS UNDER THERMOSTAT.
2. Pick up all trash.
3. Vacuum the carpet.
(The vacuum is to pick up dirt only. Before vacuuming, pick up all other debris. For example, do not use vacuum to pick up items such as socks, other items of clothing, coins, paper, paper clips, rubber bands, bobby pins, or candy wrappers to name a few.)

DORM ROOMS

1. Mattresses moved and all debris swept on to the floor.
2. Floors swept and mopped (carpet – vacuumed). Give special attention to the space under the mattresses and beds.

BATHROOMS

1. Showers, sinks, and commodes wiped down.
2. Walls wiped down.
3. Floors swept and then mopped with solution.

OUTSIDE

1. Please police the area around the building to pick up all cans, paper, etc.
2. Assure that all trash is bagged and placed in or beside (when full) the outside trash can.

Please return all cleaning supplies to their places.

TAKE ALL PERSONAL ITEMS WITH YOU BEFORE DEPARTING

Everyone's cooperation is needed and greatly appreciated as we seek to make Christian camping available to the maximum number at the lowest cost.

Thank you SO much!

What Should I Bring to CAMP??

Personal Items

- bedding: sleeping bag/bedroll/twin size sheets, and pillow
- soap
- toothpaste, toothbrush, mouth wash
- deodorant
- grooming must-haves
- Q-tips
- towel, wash cloth (*Best to bring extra!*)

If ya want... rubber ducky, AXE body spray, etc.

What to Wear

**** Weather appropriate clothing ****

- extra clothes to get dirty - JUST in case!
- swimwear: if participating in water rec.
 - *Ladies, one-piece swimsuits. *Cover-up must be worn over two-piece.*
 - *Guys, swim SHORTS.
- pj's
- extra socks and under garments
- flip flops, comfortable tennis shoes
- hat, sunglasses

Anything Else?

**** Bible ****

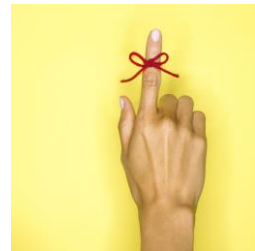
- notebook/journal, pen, worship materials
- alarm clock
- flashlight, camera
- ear plugs (*in case your neighbor snores*)
- nose plugs (*for waterfront activities is encouraged*)
- seasonal jacket
- sunscreen, bug spray
- medications (*and copy of insurance card for summer camp only*)
- money (*for gift shop or concession stand*)
- Don't forget your forms to participate in activities!

If ya need 'em... teddy bear or G.I. Joes!

Discouraged

- cell phones (*not a good signal out here anyway*)
- expensive personal belongings
- iPod/MP3 player

REMINDERS...



- At this time, Latham Springs is not equipped with a laundry room for the public.

- During Retreat Season, Latham Springs does not have a nurse in the First Aid station.

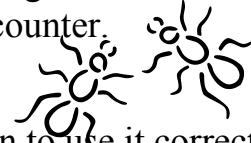
**** HOTEL ONLY...**

Linens are provided (towels and sheets) in the **Hotel only**. Guests in cabins must provide their own linens. Thank you.

Raccoons & Bees & West Nile OH My!

Appendix 23

In an outdoor environment you are going to encounter nature. Planning ahead and being prepared is your best defense against any animal or pest you may encounter.



BE READY FOR THE OUTDOORS:

- Wear bug repellent. Make sure everyone knows how and when to use it correctly.
- Wear long-sleeved shirts, long pants and hiking boots.
- Tuck your shirt into your pants and your pants legs into your socks or boots.
- Wear light-colored clothing to make it easier to see tiny insects or ticks.
- When hiking in woods and fields, stay in the middle of trails. Avoid tall grasses.

BEES, WASPS, ANTS, MOSQUITOS, TICKS AND OTHER BITING INSECTS.



How to avoid getting stung:

- If surrounded by a swarm of bees or wasps, move out of the way SLOWLY. Do not try to wave the insects away. Violent movements will only excite them and make them more aggressive and likely to attack.
- Never attempt to hit or throw any item at a wasp's or bees' nest because the insects will immediately attack.
- Stay away from things that attract insects, i.e. flowers, trees, bushes and piles of wood.
- Be extra careful if you are eating or drinking (especially sweet things) outside.
- Smells and bright colors attract insects. Avoid scented creams and strong perfumes if you are going to spend time outside.
- Long sleeves, long trousers, socks, shoes and gloves help protect you from stings.
- If you are outdoors for a long time, check yourself several times during the day. Especially check in hairy areas of the body like the back of the neck and scalp.
- Help prevent ants in your cabin by keeping floors dry and sweet food/drinks put away.



SNAKES

- Avoid walking in areas known to be populated with snakes.
- If you encounter a snake, look around, there may be others. Back away slowly and walk away on the same path you came on.
- Notify camp office and sponsors if a snake is spotted.
- In case of snake bite, notify camp ofc. & sponsors immediately. Keep person calm & still.



RACCOONS, FOXES AND OTHER ANIMALS

- Please do not attempt to feed or catch any wild animal.
- Make sure windows and doors on vehicles and buildings are closed and secured.
- All trash should be located in a trash receptacle. If trash receptacles need to be emptied, please notify Latham Springs staff.



MOSQUITOS: West Nile Prevention

- Apply insect repellent containing DEET to exposed skin and when possible treat clothes with DEET.
- The hours between dusk to dawn are peak mosquito biting times.
- To find out about West Nile activity, check www.cdc.gov/ncidod/dvbid/westnile.