



**Quaker Ridge Camp
&
Conference Center**

Summer Camp Rental Group

**Staff - Rules, Regulations, and
Emergency Policies Review**

GENERAL RULES FOR THE STAFF AT QUAKER RIDGE

1. Obedience to those in authority over you, and a desire to do your job correctly and with excellence will be key factors in your program being a success. We should all remember that we are here to serve the campers for the sake of the Lord. In addition, to have a just and fair environment, staff should not break rules that are expected of campers. **Set an example!**
2. Maintain Christian conduct at all times. You are an ambassador for the Lord, your Summer Camp co-workers, and yourself in every situation. Never do anything dishonoring to the Lord, yourself, your family, your ministry, etc.
3. Please dress modestly as an ambassador for Christ. No short or tight shorts for ladies or men; one piece bathing suits only for female staff members and shorts style swimming trunks for male staff (no "Speedos"). Kitchen staff (when applicable) must abide by standard Teller County Health Department codes for dress, footwear and sanitation.
4. Be conservative with water, electricity, food, and equipment. Please don't waste the camp's resources.
5. Be courteous, clean, and neat as much as possible. This includes your living quarters. Pick up after yourself and your campers, clean up your messes outdoors and respect your roommates.
6. No gratuity may be accepted from a camper or parent for any service rendered.
7. Speed Limit of campground--15 miles per hour. Open Vehicles —10 miles per hour.
8. The natural environment of the camp is not to be abused--unnecessary digging, trees mutilated or cut down, etc. What God has created we want to preserve as much as possible. Not being a litterbug is a good example of what we have in mind. Pick up trash whenever you see it.
9. For cleaning purposes, there will be no chewing gum by campers or staff on the premises.
10. Staff members are **not** allowed to smoke or chew tobacco on camp property. Alcohol may not be stored by, in the possession of, or consumed by rental group staff on Quaker Ridge Camp property.
11. Camper Discipline: At no time is any staff member or volunteer at Quaker Ridge Camp ever to use corporal or other harsh punishment, including but not limited to pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling, or any humiliating or frightening method of discipline on campers and/or guests. Verbal abuse and derogatory remarks about campers and/or guests is not permitted.
 - a) Discipline shall be constructive or educational in nature and may include such measures as diversion, separation from problem situations, talking with the child about the situation, or praise for appropriate behavior.
 - b) Children shall not be subjected to physical harm, fear, or humiliation.
 - c) Children shall not be punched, shaken, bitten, roughly handled, pinched, or subjected to any physical punishment.
 - d) Separation, when used as discipline, shall be brief and appropriate to the child's age and circumstances, and the child shall be within hearing of an adult in a safe, lighted, well-ventilated place.
 - e) No child shall be isolated in a locked room or closet.
 - f) No child shall be punished for toileting accidents.
 - g) Verbal abuse or derogatory remarks about the child, his family, his race, religion, or cultural background shall not be used or permitted.

- h) Meals may not be denied the camper as a disciplinary measure.
 - i) Authority to punish shall not be delegated to other children nor shall the camp sanction one camper punishing another camper.
12. Pool and pool area are off limits unless the QRC Lifeguard is on duty and declares the pool “open”. Respect pool rules at all times. Do not jump the fence to get in due to dangerous amounts of chemicals.
13. Bring any outgoing mail to the QRC main office and we will be able to get it out in the mail.

Summer Staff Policies

Serious Accidents - Accidents involving head, back, neck injury or the possibility of broken bones will be cause for notifying the Nurse (or first aid substitute in her absence) immediately as well as a member of the Quaker Ridge Executive Staff. In such cases the patient should not be moved unless authorized by the medical personnel. When a serious accident occurs, the NURSE should be notified first. It will be the job of the nurse to call for any emergency help, to notify parents or guardians and to notify the camp director. A report of the incident must be filed with the state Child Care Board. When in doubt – CALL 9-1-1!

Emergency Vehicle Policy - The Nurse or a QRC Executive Staff members will designate the official camp emergency vehicle as necessary on a case by case basis.

Near Drowning Policy - In case of a near drowning, the Head Lifeguard or Camp Nurse will be the primary ones to give C.P.R or emergency breathing unless unavailable. At no time should medical help be rendered without current Standard First Aid or C.P.R. certification. The Nurse should be notified immediately if such a situation should occur so that she might come and supervise any procedures taking place. A report of the incident must be filed with the state Child Care Board.

Horse Accidents - In case of this type of accident, (i.e.-being thrown, kicked, stepped on, etc.) the Head Wrangler will either examine the injured or designate someone to do so and determine the proper course of action. The state of Colorado requires that an official report be made of all horse related incidents.

Fire Procedure - In case of a fire in any building, clear the building in the safest manner possible first (or assign a responsible adult to do so) then immediately notify a QRC Executive Staff member. These people will determine the seriousness of the fire and decide whether or not to notify the local fire station and sound the “all camp” fire alarm. When the all camp fire alarm is sounded, all campers and counselors will assemble on the basketball court. Designated executive and facilities staff members will be the only personnel involved in fighting a serious fire. If you can’t immediately contact a QRC Executive Staff - member about a fire, then call 9-1-1 and report it, activate the all camp alarm, and then assign fellow staff members to direct emergency vehicles to the fire.

Fire Drill – In accordance with the Colorado Department of Human Services; Division of Child Care regulations 7.711.76(F), an “all camp” fire drill will be conducted within the first 24 hours of each new summer camp rental group’s arrival. The designated camp “Fire Marshall” (the Facilities & Maintenance Director) will sound the alarm. All guest group members must report to the basketball court immediately where the guest group leaders shall make a head count and report to the Fire Marshall with the time of response and any missing persons.

Unauthorized Persons on Campground - Any such person(s) should be reported immediately to one of the QRC Executive Staff. If vehicles are involved, license plate numbers and a description of the vehicle(s) should be noted by staff. All staff visitors must be approved by group leaders before they come up to camp.

Personal Firearms and Ammunition - No personal firearms, fireworks or ammunition will be allowed on camp without the direct permission of the QRC Executive Director. If allowed, when not in use, these items will be stored under lock and key by the Director. All hunting on camp property is prohibited.

Guys and Girls are NOT allowed in each other's quarters! Guys must stay out of the girls' cabins and girls must stay out of the guys' cabins.

Wildlife

Leave all wildlife alone. Do not harass, feed, catch, handle, follow, touch, throw things at or annoy the animals you may see at Quaker Ridge Camp. If you see a bear or mountain lion, stay calm, remain facing them and WALK to the nearest building or vehicle. Remain inside until the animal leaves the area. If you surprise a bear or mountain lion and find yourself in an accidental confrontation; do not panic and run. That will trigger the "chase" instinct of the animal. Do not climb a tree to try to escape. Bears and Mountain Lions climb trees better than you can. Make yourself as big as possible by waving your arms in the air over your head and screaming and yelling as loudly as you can. Repeatedly yelling, "I AM NOT YOUR SUPPER!" works as well as anything else. Do not bend over or turn away. Move laterally slowly away from the animal toward a safe building or vehicle. Avoid making the animal feel trapped. If all else fails and the animal attacks – FIGHT BACK! When a mountain lion or black bear attacks a human, it's for 2 reasons; to kill you and/or to eat you. Do not "play dead" or you may be. This is a myth concerning the North American Black Bear and mountain lions. Fight back with all you have and continue to scream and yell as loudly as you can.

Lost Camper/All Camp Emergency

The proper signal for these events will be to continuously and repeatedly ring the large church bell located between the Chapel and Clark Lodge. All camp staff, guests, campers, etc. will then immediately proceed to the basketball court area for a head count and further instructions from the QRC Executive Staff. For lost camper incidents, a report must be filed with the Colorado Department of Human Services; Child Care Division.

Thunderstorms/Severe Weather

Storms arise very quickly in the camp and camp counselors should be advised to take everyone indoors if lightning is in the area. Lightning can strike up to 10 miles away from the storm center. Sound travels apx. 1 mile in 5 seconds so count the time between the visible flash and the thunder to determine the distance. In the case of a violent wind storm, shelter must be immediately taken in the East basement wing of Clark Lodge. QRC monitors storm warning devices and will sound the All Camp Emergency bell in the event of approaching severe weather.

Safety and First Aid Precautions

Generally, the Nurse on grounds will care for the needs of the campers; however there will be first aid kits available in the Directors office, Wranglers Office, in the Infirmary and at the Low/High Ropes courses. The counselors of each group attending camp will be responsible for administering first aid to the campers. One must think, "What could happen to injure a person in this situation and what can we do to insure that injury will not occur?" If injury does occur, then means and methods should be applied not to make the accident any more serious than it already is, and to insure that it doesn't happen again. **Safe thinking is a necessity at camp.**

Hazardous Materials Plan

All hazardous materials/chemicals will stay in their original containers with labels intact. Do not put poisonous, toxic or harmful substances in anything but their clearly labeled, original containers.