Camp Doublecreek
Summer Day Camp
Training Manual 2006
Our purpose at Doublecreek is:
“Every camper feeling better about him/herself.”
This includes the staff as well, how can you expect the campers to enjoy it if you don’t.

Our Goals at Doublecreek are:
✦ Safety - The number one priority
✦ Every camper growing physically, emotionally and spiritually.
✦ If they learn a new skill then that is icing on the cake.

From Carter and Trudy:
When we were thinking of camp and what we wanted it to mean to campers we thought that we wanted them to love the camping experience but most of all we wanted them to enjoy themselves.

Farmers and Ranchers

Every Doublecreek camper is either a Farmer or a Rancher.

Parents’ Day is scheduled for June 23 and July 21, 2006.
History of Camp Doublecreek

Carter and Trudy’s youngest daughter, Jane, had been attending Lucille Roan’s wonderful Running R Day Camp. Trudy became friends with Mrs. Roan and worked at camp. She came home one day and said, “I could run a day camp.”

That little seed of an idea began to grow a few years later when they were looking for a business of their own.

Trudy was teaching school in Austin and Carter was head of operations for a great management development firm. Using tools from that job, they decided to build an ideal model of what they wanted to do the rest of their working lives. Two facts kept coming to the top: They both liked and enjoyed working with children and they wanted to live on a farm.

“After creating an ideal model the next step was to figure out how to get from where you are to where you want to be. After several false starts we decided drastic action was needed,” recounted Carter.

In January of 1970, Carter resigned from his job and spent full time looking for a farm. In March of 1970, the sales contract was signed for this place. They spent the next 15 months remodeling the old farm house and building camp facilities. When deciding what to name the place, they looked at an aerial photo of the farm and noticed two wet-weather creeks crossed the property and emptied into a stock tank. The names “Two Creek” and “Twin Creek” were mentioned, but just didn’t sound right. Then someone brought up “Doublecreek” and it sounded “just right.” Trudy kept teaching school until May 1971; and Camp Doublecreek had the first camp session that summer.

There was a road on the east side of the property that was thought to be a county road. It turned out to be an undedicated lane with no name, so it was named Doublecreek Drive. Carter and Trudy are always amused when sometimes the campers see the street sign and say, “Oh, that’s where you got the name for Doublecreek.”

Carter & Trudy summarized: “Here we are many years later with thousands of former campers, millions of precious memories and hundreds of counselors and former counselors who have meant so much to us.”

Camp Doublecreek is...

- a place where counselors believe in boys and girls—not some of them but all of them.
- a horse responding to aids given correctly.
- a basketball that finally went through the goal.
- the American crawl successfully mastered the length of the pool.
- strong adult hands over a child’s on a bat.
- a baby calf drinking from a bottle.
- a tennis ball that connected with the racquet at long last.
- a walk on the balance beam.
- a tomato proudly picked from a vine that has been watered and nurtured.
- a bull’s eye (or close) hit with an arrow.
- a work of art proudly taken home.
- special friends that may last a lifetime
Camp Doublecreek Staff Mission Statement

Love your kids! With some it is easy. With others it can seem impossible. Those “unlovables” are the campers who need you the most. As your campers recognize your love and concern for them, they will in turn respect you. They will demonstrate their respect by listening to you and doing what you ask them to. Campers don’t care what you know, until they know you care! You will know you have “arrived” when one comes to you for advice.

BE RELENTLESS ABOUT SAFETY EVERYWHERE!

Be conscious of what’s going on all the time. Be aware of any potential dangerous situations. Every counselor must personally accept responsibility and take action as needed. If you are unsure if a situation need attention, assume it does and take appropriate action. Appropriate action includes informing the office. An ounce of prevention...

AT LEAST ONE COUNSELOR is always, always with the group. Campers are never without counselor supervision - in the changing room, at activities, at snack, etc.

BE JOYFUL! HAPPINESS AND ENTHUSIASM ARE CONTAGIOUS.

LOVE THE UNLOVABLE child. Reach out to the unreachable child. Be a friend to the friendless child. Easier said than done but extremely important.

COMMAND RESPECT

Kids expect discipline; not necessarily physical discipline, but strict control and consistent guidelines. They need to know what is expected of them and know you mean it.

A KEY WORD IS AWARENESS: be on the alert for a camper’s frustration, unhappiness or loneliness as well as opportunities to expand your relationship with your campers.

REMEMBER

you are your camper’s big brother/big sister, parent, authority figure and friend. You can be one the most important influences in their life.

YOUR POSITION AS A STAFF MEMBER has the responsibility in synergy with the Directors to assure that the camp runs smoothly and on schedule.

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Camp Facilities

It is necessary that counselors have an accurate knowledge of all camp facilities and equipment. Be sure you can locate all these on the campus. (campus map in back of manual)

**The Building**
aka large red metal building
- main office
- First Aid (the nurse)
- Mini-campers’ room
- ice cream, juice, snacks, and soft drinks
- assembly room with 4 square areas
- restrooms
- sports closet (staff only)

**Volleyball Court**
**Gymnasium**
**Ball Diamonds**
**Soccer Field**
**Mini Shed aka Tumbling area**
**Joe Ray’s Office** (storage building behind Mini Shed-staff only)

**Garden**
**Animal Pens**
**BB Gun Range & Shelter**

**Tennis Courts**
- Tennis shelter
- Closet (staff only) containing
  - racquets & balls
  - shuffleboard equipment

**Pool**
Pump House (behind pool-swimming teachers only)
**Mini Campers’ Shelter**
5 “Cubbies”
- 4 Dressing Room Buildings

**Super Shed aka Riding Arena**
- Tack room (staff only except when riding teachers use it on rainy days)

**Little Blue House**
**Gazebo**
**Shuffleboard Shelters**

**Arts & Crafts Building** (also houses storeroom & an office)

**Archery Range**
- Archery shelter
- Archery storeroom (staff only)
  - bows
  - arrows
  - targets
Farmers and Ranchers

Every Doublecreek camper is either a Farmer or a Rancher (except counselors; they are the Indians). Each Monday, group counselors will assign new campers to whichever group will even up the sides. Former campers may want to be what they were last week or last year.

Since counselors are not on either “team” they cannot show partiality; they cannot play on either team. However, a little finagling to help a team that is losing big is acceptable— if the campers don’t notice.

Merits

The object is to get the most points for your team so that you will have a head start on finding money in the pool during Parents Week.

Merits are awarded as follows:

- Picking up drink cans—50 merits
- Picking up trash—50 merits
- Neat dressing room (clothes not on the floor)—100 merits
- Speed in changing clothes—100 merits
- Good attitude—a bunch
- Good manners, cooperation, helpfulness—you decide
- Competition—your discretion. Be reasonable.

Announce the merits before the game begins and be sure both sides are given equal opportunity to earn the merits.

Demerits

Throwing down drink can—100 demerits
Throwing down trash—100 demerits
Clothes on the floor—100 demerits
Non-cooperation—100 demerits
Cursing—500 demerits
Last one dressed and the entire group had to wait 3 minutes or more—100 demerits
Not respecting the rights and property of others—500 demerits (This includes “messing” with the bags in the dressing room)
“Picking on” other campers—100 demerits
Bad attitude—100 demerits
Absence from group without permission—500 demerits
Not arriving in time more than once to get canteen cards or lunch—100 demerits

Please record merits and demerits on office chart.

Many times peer pressure can help.
Tell the group when someone gets merits.
At times, it is OK if the group finds out who gets demerits.
Do not take pleasure in embarrassing a camper.
Try to “accentuate the positive” by emphasizing the merits.
MEDICAL & SAFETY POLICIES & PROCEDURES

MEDICAL EMERGENCIES

- In any emergency requiring medical aid, the chances are that you, the counselor, will be one of the first people on the scene. Therefore, it is imperative that you know what to do.
- We always have a trained medical person on the campus to assess and treat any situation requiring medical assistance.
- The medical person will let you know whether or not you need to stay in the office with the camper or you if you can return to your group.
- If you need to bring the camper to the office, never carry a camper. This is for both your safety and the camper's. If they cannot walk, send for the medical staffer and stay with the camper.

GENERAL GUIDELINES:

Stings or insect bites
- Bring camper to the office.
- Leave camper in the office and return to your group.
- We will apply any medication or ice and watch camper for 20 minutes.
- Follow this procedure even if you do not consider the sting/bite serious.

Head injury, possible broken bone, fainting
- Send someone to the office for medical person.
- If there are two counselors, obviously one comes to the office while the other comforts the camper.
- If there is only one counselor, send the most reliable camper or call for a counselor at a nearby activity.

Skinned knee
- Bring camper to the office for medication & TLC.
- Leave camper in the office and return to your group.

Stomach ache (real or imagined) & headache
- Bring camper to the office.
- Leave camper in the office and return to your group.
- Some stomach aches happen because the camper is anxious about an activity.
- Let the medical person assess the situation and decide what action to take.

OVERHEATED

This is potentially a very serious situation

Bring camper to the office.

Medical person will assess and treat.

IF YOU ARE ASKED TO CALL EMS

- State: I’m calling from Camp Doublecreek at Doublecreek Farm, 800 Doublecreek Drive
- State your name
- Briefly explain the emergency and what is being done.
- Do not hang up until EMS hangs up
- The most important thing to remember is do not panic.
Camper Conduct and Discipline Policies
• Camper contact with opposite sex is permissible if it is casual (little hug, brief squeeze, etc). What is not permitted is holding hands, arm-in-arm or “girlfriend/boyfriend” behavior.
• There are separate dressing areas for girls and boys. The dressing areas are also divided by age and group. Only those campers assigned to that particular dressing room may enter.
• All staff and especially activity counselors should encourage campers to drink water, before and after each period.
• Strenuous activities should mandate a water break in the middle of class.
• The office will not store food for campers or staff.
• Remember: discipline minus love equals rebellion and hatred.
• You “earn” the right to properly discipline a camper by spending much loving time with him/her and showing them you care.
• It is recommended to have a witness whenever possible while disciplining a camper.
• NEVER, NEVER lay hands on the campers in any way during a disciplinary situation. You can get into serious trouble for this. This action is grounds for dismissal.

It is Camp Doublecreek policy that a situation which requires discipline is a premium opportunity to get to the core of a camper’s problem. It is a great chance to find out why a camper is “acting out” or consistently violating the rules. The general rule is that counselors who have the best relationship with their campers including having their respect have the least amount of discipline problems.

GENERAL SAFETY GUIDELINES
✦ If you have an injured camper be sure and let the nurse know.
✦ Only certified drivers approved by Camp Director will drive camp vehicles.
✦ Only counselors are allowed to lift lids to the lost and found bins. A camper must be accompanied by his/her counselor in order to look in lost and found
✦ Always count your campers at each activity; accounting for each one of them every minute of the day. If someone is not present, find out where he/she is. If the camper can’t be accounted for then let the office know immediately.
✦ If you see someone you are unfamiliar with, introduce yourself and ask if you can help.
✦ Please have all visitors report to the office.
✦ Any suspicious activities need to be reported to the office.
✦ No one ever goes to Uncle Carter’s and Aunt Trudy’s house or into the carport by their house.
✦ Speed limit is 5 (five) MPH on the campus

State Regulations definition of supervision - “direct supervision in the immediate vicinity.”
Steps to Effective Disciplining

Discuss behavior with the camper, why it is not appropriate and re-direct with an appropriate action. If re-direction does not work then place camper in time out at the activity. If re-direction and time out at the activity does not work then bring the camper to time square at the office. You must come in and document the camper on the clipboard in the office.

Yelling at the campers is not an effective disciplining tool. Camp Doublecreek frowns upon yelling at the campers for their actions.

Homesick Camper

- Yes this does occur in a day camp. If you have a homesick camper, look at it as another opportunity to get close to a needy child.
- Love them unconditionally. Try to stand in place of his/her need for mom and dad’s love.
- Keep them busy. This takes work but can include playing games, telling stories and encouraging friendships with others in the group.
- See to it that they go to all activities.
- Don’t let them be alone.
- If all above fails - ask the directors they’ve been there before.

A WORD TO THE WISE

- Don’t “cut down” any camper
- No borrowing from your campers
- PDA is not acceptable behavior
- Take pride in Camp Doublecreek! If you see paper on the ground, please pick it up, etc. Help the campers take pride in the camp.
- Feel free to ask questions. We’d rather you ask questions.
- We are open to suggestions. We are in this together.
- The telephone/fax is for office use only.
- Any emergency requiring the use of a telephone call/fax needs to be cleared with Scott. Arrangements will have to be made for someone to be with your group while you are conducting your business. If you were not able to complete your business then you will have to talk to Scott again.
- Do not ask office personnel to make calls for you.
- Personal cellular phones are not allowed to be used on the campus or at a pick-up point.
- All (including personal) cell phones need to be turned in to the office each morning. Be sure they are turned off.
- If you are expecting a call, let the office know. Personal calls cannot be handled by the camp office staff.
Policies for Staff

Clothing

∙ Staff shirts are to be worn Mondays and on Parent’s Day.
∙ You are responsible for purchasing your staff shirt. They are available from the office personnel.
∙ Tennis shoes only
∙ No clothing with any objectionable logos, writing or pictures (i.e. alcohol ads, cursing, extreme violence, etc.)
∙ No spaghetti straps
∙ No underwear worn as clothing (i.e. sports bra worn as a top)
∙ No two piece bathing suits

Parking

∙ Head-in parking area is located on the main road beginning at the shuffleboard shelter east to the telephone pole
∙ Parallel parking is located on west side of tennis court beyond the silver Toyota pick-up
∙ Bus parking lot can be used but don’t block busses, they will leave before you do
∙ The Lester’s house can be used. Please don’t block driveway or other vehicles
EXCEPTION: Parents’ Day— all counselors park at the Lester’s house or at the tennis courts.
Please note: Camp Doublecreek is not responsible for any damage to your car.

Camper birthdays

Birthdays are special and we try to always recognize campers on their birthdays.

Counselors, please alert the office when a birthday is coming up. We have a badge for them to wear.

We like to sing to them at sing-song and have them run around the shed. Occasionally, however, a camper is too shy to enjoy this. We respect that so sometimes the campers will want the group counselor to run with them.

Special campers

All campers at Doublecreek are special. But sometimes we accept children with special needs: physical, neurological, emotional, etc.

We will make an indication of some kind on the group roll sheet. Some indications will be as simple as listing of food allergies or noting that an inhaler is in the office in case of an asthma attack.

If it is something other campers do not need to know, we will indicate that with “read reg” (shorthand for read the registration form).

There may also be the indication “nurse/counselor read reg.” This indicates the nurse is involved. In this case the nurse will need to visit with you about the problems.

Occasionally there is a situation that is unique or unusual. We indicate this with the notation “see Trudy, Carter or Scott.”

Sometimes other counselors also need to be informed of the problem. It is the group counselor’s responsibility to tell them. Making sure other campers cannot hear.

We will also indicate the most probable way to handle the problem.

If any of the above notations are on the group list, it is of the utmost importance that you read the registration form on Monday, ASAP.

There are times when we get problem children we are not told about. We need to know about any problems you have: discipline problems, troublemakers, very shy children, health problems, etc. Please bring these to the attention of Trudy, Carter, or Scott. We cannot overstate the importance of this.
Awards

∙ Ribbons are awarded on the week of Parents’ Day by activity counselors in horseback riding and swimming. These will be placed in the appropriate envelopes on Wednesday night.

∙ Any counselor (activity or group) may give ribbons for any accomplishment: reaching a certain goal, improving, having a good attitude, etc. Tournaments are another good reason for awarding ribbons.

∙ Group counselors give a white ribbon on Friday the first week a camper attends. Friday ribbons will be given out by the group counselor at the end of camp on that day.

∙ Please don’t limit ribbons to these times. Use your creativity. This is a great way to motivate campers. It maybe a good idea to give them out at sing-song. It is always good to give ribbons in front of the entire camp.

∙ One word of caution - refrain from awarding ribbons for anything that could potentially hurt a camper’s feelings. When in doubt - check it out with a Director or Scott.

∙ These ribbons are important - they are important both to the camper and their parents! Please see that they get home with the camper. This can be accomplished by putting the ribbons on the PUP clipboard or giving them to the group counselor. A camper cannot be expected to keep up with ribbons during activities.

∙ Put first and last names, group and pick up point on the ribbon. First names only will not suffice.

Equipment

∙ Only counselors may get equipment out of Joe Ray’s office (the little blue building by the Mini Shed.)

∙ Equipment (tennis, shuffleboard, basses, balls, archery, etc.) must not be left unattended.

∙ Replace all equipment in the closet or hand it to another counselor (if it is to be used immediately).

∙ Games or equipment from the game room (shelves in the room where you keep the lunches) need to be returned into the same basket or box.

∙ Leave it like you found it. Be sure to lock doors, replace boxes, etc.

∙ All equipment must be put up at the end of the day. Even if you did not get it out please put it in its right place.

∙ Violations can result in fines or other discipline.

Payroll Policies

∙ Paychecks will be issued no earlier than 4:00 p.m. the last day of each month.

∙ Paychecks are only delivered to the employee.

∙ If you have questions about your paycheck ask Scott.

∙ Paychecks are not to be discussed with other employees. This is grounds for dismissal.

∙ May paychecks will be distributed some time the first week of camp.
Professional Conduct Policies

These are the guidelines for any kind of physical contact at Camp. The goal of our instruction is love and education. If you keep this in mind at all times, chances are you will not have any problems with inappropriate conduct.

WITH CAMPERS

- Touching affectionately has become a problem because of the current climate.
- Even innocent actions can be misconstrued.
- Any touching will always be in the light and with other people around. The potential for misunderstanding comes in the dark and when alone with a camper. This rule will prevent almost all potential problems.
- Use good judgment. Think before you act.
- Examples of appropriate touching:
  - An arm around the shoulder
  - Girls walking hand-in-hand
  - Short congratulatory or greeting hugs.
  - A brief assuring pat on the head or shoulder. Caution: there are campers who feel it’s offensive to have his/her heads patted or hair fluffed.
- All other forms of touch are inappropriate and could be construed as problematic.
- No Kidding! This subject is so fragile and you never know who has been a victim (and that number is staggering) every staff member agrees not to kid around with the subject.
- If any questions ever arises, consult a Director or the Nurse.
- Violation of any of the above policies will result in immediate dismissal with no chance of rehire.

WITH PARENTS/VISITORS

- These apply on Parents’ Day (or any other time we have parents on campus)
- Be clean and clean shaven (do we really need to say this?)
- Act in your usual professional manner including being courteous and polite
- Ask them to check in at the office and if they resist remind them it is for our campers’ safety
- Remember that you represent Camp Doublecreek at the pickup point
- Observe all the above rules
- Remember to follow all security policies regarding checking driver’s license and noting who picked up camper
Causes for Immediate Dismissal

Much as we dislike addressing inappropriate and unacceptable conduct, past experience has taught us that certain policies have to be in place. Please note the following and know that these examples of conduct will result in drastic action. This is to promote the safety and security of our campers and maintain the high reputation of Camp Doublecreek.

✦ Verbal abuse. Any question about how to address a child, see Directors.
✦ Physical discipline of any kind. If you have a real “problem camper” see one of the Directors for help/assistance.
✦ Any touching of a child except for handshakes, short appropriate hugs. Never touch a child in an aggressive manner. (See Professional Conduct section)
✦ Frogging on the arms or legs with hands or objects
✦ Thumping the heads or other aggressive behavior
✦ Any cursing or other inappropriate language
✦ Examples of language/slang that is inconsistent with our goals: any use of the word “butt” or “tail,” “shut up,” “stupid,” “crap,” “butt head,” “you little jerks” “turkeys”, any other slang that can be used in a derogatory way
✦ The above examples may seem a little unrealistic considering what children can be exposed to in the media, movies, etc. However, at Camp Doublecreek we hold ourselves to a higher standard.
✦ Nudity, mooning or dropping of shorts (this is so obvious as to not need mentioning)
✦ Hair pulling - of anyone, staff or camper
✦ Food throwing, food fights or improper use of food other than eating it.
✦ Any type of “potty humor” -no bathroom chants, cheers, noises, expressions or anything of the kind.
✦ Comparing one child’s body to another.
✦ Failure to intervene on any negative verbal situations between campers. Including “picking” on or other type of derisive language.
✦ Failure to intervene in physical altercations.
✦ Homosexual innuendoes of any kind
✦ Racial put-downs or racial jokes
✦ Body piercing with the exception of females with ear rings.
**STAFF DISCIPLINE POLICIES**

- Any behavior/activity violating any of Camp Doublecreek’s Policy and Procedures as outlined in this manual or causing a negative reflection on the camp will be dealt with firmly, with possible fine and/or dismissal. Remember you represent Camp Doublecreek wherever you are - not just while on the campus.

- All staff of Camp Doublecreek should recognize that any deliberate breaking of rules would jeopardize chances of re-employment with Camp Doublecreek and/or negative recommendation for employment elsewhere.

- If you are in a unique and unavoidable situation that may constitute a problem for your employment a phone call to Camp Doublecreek with a follow-up meeting with the directors will leave the penalty up to the Director’s discretion.

- Pickup point counselors must have your phone on and in a place where it can be heard at all times. Violation of this policy is similar results in discipline similar to that of arriving late.

- Failure to turn in the cell phone issued to you by Camp Doublecreek in good working order results in a fee of $150.

- Failure to return equipment or supplies to their proper location may result in fines. The first violation will begin at $5.00.

- Drinking alcoholic beverages, use of tobacco products or illegal drugs on the campus at a pickup point or any function associated or sponsored by Camp Doublecreek will result in a fine ($100) and/or instant dismissal.

- Any sexual contact between staff and camper will result in immediate dismissal.

- No exposed tattoos. Must be kept covered at all times.

- Any staff member who is negligent or unsafe will result in warning, fine and/or dismissal.
Attendance policies

**Sign in.** We can not remember the comings and goings of every staff member. If you don’t sign in then it is assumed that you missed work that day.

Arrive at work on time. If you are late (either to camp or to pick-up-point) you will first be given a verbal warning, second violation may result in a written warning, third violation will result in your being charged the first hour of your pay, a fourth offense puts you jeopardy of losing your job at the Director’s discretion.

Staff should arrive at camp by 7:45 am - with the exception of pickup point counselors. They must be at their location by 7:30 am.

Training sessions are not optional. Any potential absence from mandatory training must be discussed in advance with Scott.

There is no paid leave of any kind.

Any request for time off is not guaranteed and is subject to staffing level.

Any request for absence from camp needs to be in writing to Scott and has to be approved in advance before the beginning of camp.

Any situation requiring absence after the first day of camp requires the approval of Scott at least 2 weeks in advance. The time off approval is dependent upon adequate staffing.

Employment the July 4th week is dependent upon the staffing requirements. If you are willing to volunteer to be off that week then please let the office know. You will be notified sometime the week before as to whether your services are needed that particular week.

Upon arrival staff is to check the sign in sheet (you are to place a check next to each job you perform).

Comp time will be used for the days you were not in attendance. Comp time is paid based upon your hourly rate. Comp time may be accrued by working outside regular camp hours excluding mandatory training sessions. Comp time must be approved in advance by Scott.

Comp time may be used anytime while Camp is in session. Any Comp Time not used by the last payroll period is included in the final check.

Any staff member with advance approval from Scott to leave early needs to sign out on the time sheet. The counselor will put the time they left.

Be sure to tell office staff that you are leaving.

Staff members leaving and returning during the camp day should place the time in and out on the sign-in sheet. Failure to sign back in will result in loss of pay for that period.

Violation of the above policies will result in fines beginning at $5.00 per incident.
Group Counselor Policies and Procedures
Monday mornings

- Make sure all campers have been introduced to each other and feel welcome.
- Every camper should hear their name called.
- Do some kind of introduction of campers but don’t bore the veteran campers.
- Enlist the veteran campers’ help with the new campers.

Explain the following to campers:
Group is to stay with you. (K-2)
Do not climb trees, shade shelters or flagpoles
Do not throw rocks
Do not go into tall grass, reach under things
Do not drink out of other peoples thermos, drink, etc (this also applies to counselors)

Make sure they understand the reason behind these rules

- Nocturnal animals. These are animals usually only out at night. If you see one during daytime it is probably sick. Leave it alone and notify someone.
- Farmers and Ranchers: Explain every camper is a farmer or rancher. Indicate on your group list with an F or an R.
- Restrooms - show campers where they are located. Explain to the group who they are to notify if they need to go to the restroom.

- Make sure every camper feels that they are the most important person at Doublecreek.
- Be sure to check bags for medications, money, contraband (toys, radios, weapons, etc) or notes
- Explain bags do not go home until Friday.
- Take group to your dressing area to put bags up
- Return to area for morning opening ceremonies

Occasionally there will be notes on your clipboard. If it is an announcement that applies to your group, be sure they are aware of the information.

Explain (show) where to get:
- Gatorade
- Bottled Water
- Ice cream
- Frito Lay Products
- Juice
- Soft drinks

How snacks are to be placed in lunch basket (leave in lunch box or to be placed in a plastic bag)

Breaks and Lunch

- Get canteen card from the office to handout to your group
- If camper thinks parents bought a card and you don’t have one for them, see the office. There might have been a mistake.
- Money sent on Monday for cards will not be made until afternoon or tomorrow.
- Return snack card to counselor immediately after having it punched
Every morning
*See back of manual for an example of the Group list/Lunch order form

Pick up from office and take to your group’s meeting location the following:
- clipboard with group list,
- lunch order,
- manila envelope & baggie plus
- your group’s lunch basket (from the canteen room).
1. Do roll call and lunch orders while group is seated
2. Call the roll. Put a check if camper is present. Leave space blank if camper is absent.
3. As you call each name, say, “Let me see your lunch.”
4. You then put that child’s lunch in the basket or
5. If camper does not have a lunch, ask what they want to order.

Lunch orders sent in an envelope
- Parents are asked to send lunch money in an envelope with the child’s name and lunch order written on the outside.
- Take the money out of the envelope, count it and put it into your baggie.
- If the amount is not correct, make sure you are ordering the correct item(s).
- If the amount is greater than needed for the order, you may make change out of your baggie or
- You may send the camper to the office to get change.
- Camper is to keep up with any extra money.
- Please be very sure you are ordering correctly
- Read carefully what the parent has written on the envelope.
- Sometimes campers order more than one item.
- Write item and amount ordered under each camper’s name.
- Write the total amount of money put into the baggie on the “amount” line under the child’s order.
- Leave the “amount” space blank if a child does not order.

Lunch orders by check
- Order the camper a lunch for the amount that is on the check.
- Write “ck” in the “amount” space.
- Place check in the baggie.

Pre-ordered lunches
- Parents may pre-order a camper’s lunch.
- The item(s) will be written in on your lunch order.
- Do not change the order unless it has been cleared in the office.
- The order is to be placed even if the child brings a lunch (let the office know because there might have been a mistake) or if the child is absent (they might come late).

Brought lunches
- If camper says that they brought their lunch make sure it is a lunch and not a snack or items to go along with a lunch.
- Sometimes parents put money in the lunch box and the child does not know and assumes since they brought the lunch box it is lunch.
- If the camper truly did bring a lunch on the lunch order line write “B” and leave the “amount” space blank.
No money or lunch
• If a camper forgets his/her lunch, order whatever the camper wants.
• In the space for amount write “chg” (charge)
• Order a lunch even if camper states that parents are bringing a lunch

Lunch count sheet
• Count the number of each item ordered.
• Write that number next to the item on the sheet.
• If a camper is absent and has something ordered be sure to include it in this amount.

Baggie
Count the amount of money in the baggie and write the amount on a scrap piece of paper and place it in the baggie.

Group List
• Count. Make sure the number of check marks on your group list is the same as the number of campers present.
• If you have an extra camper bring them to the office.
• Do not add names to the group list.
• If you have more check marks than campers, make the appropriate correction.
• Put the number of campers present at the bottom of your list.

Break - Morning and Afternoon
1. Pick up the canteen cards from the office for your group
2. Meet your group at your special place (probably where you checked roll). Not at the office doors!
3. Handout canteen cards
4. Remind campers where to get ice cream, juice, snacks, and soft drinks.
5. Campers return canteen card to you when they are finished.
6. Counselor brings cards back to the office.
**Lunch time**

**Pick up in the office:**
- canteen cards
- clipboard
- lunch order

**Hand out:**
- lunches from your basket (from the canteen room)
- canteen cards
- ordered lunches (pick up at the shuffleboard shelter)

**Return to the office:**
- Canteen cards
- Clipboard
- Lunch order
- Return to the canteen room:
  - Lunch basket

**Swim time**

- Campers remove clothes, shoes and socks worn to camp place these things in their bag.
- Put on sunscreen each swim period even if the camper is not swimming
- Explain the plan to your group
- Use only the sunscreen the camper brought from home. If they did not bring any, see the office for a note to send home and some lotion to borrow.
- Get towel from bag (Monday) or hook and take to the pool
- Explain where to wait for the lifeguard to instruct about entry into pool area. If there is a camper not swimming then one of the group counselors must play a game with that camper away from the pool.

**Swim Lessons**

- If camper wants to have swim lessons they must have written permission. If they want to swim at lessons and they do not have written permission tell them they may not swim until they bring a note from home signed by their parent(s).

**After swimming**

- Put clothes, socks, and shoes back on.
- Some campers will want to leave bathing suit on however some will want to change. If the camper is riding horses immediately after swimming they have to change because they can’t get on the horse with a wet swim suit.

**During lunch:**

- Eat with your group
- Encourage/enforce good table manners
- No throwing food, please
- No trading food (due to food allergies, etc)
- Keep up with trash and get it to a trash can
- Clean your area. Cleanliness is your responsibility, but an efficient counselor will see to it that campers clean up their own mess—at lunch, in dressing rooms, etc.
- Pour any liquid out of cans/drink boxes in bucket at the end of porch before throwing can/box away

**End of each day**

- Bags do not go home each day.
- Bags and everything brought in them (swimsuit, towel, sunscreen, etc.) will be sent home on Friday.
- Be sure everyone gets to where their PUP checks roll - especially Monday afternoon.
- If you do not have a PUP assist in getting all campers to where their PUP checks roll
- Wait until all busses leave before leaving camp.
Activity Counselor Policies and Procedures

Activity counselors are teaching counselors

You need to be able to answer the following before beginning to teach any class.

~ How do I begin the class? I must be aware of what information these campers already have, what they must know before I begin teaching and what the capabilities are for each age group.

~ How much time do I spend before action begins? How much explanation/teaching is needed?

~ How does the camper find out what is demanded this period? This includes safety rules, game rules, etc. Are these taught by words or by demonstration?

~ How much time is spent in doing? in listening?

~ How much time is spent waiting or wondering what to do next? (This would not include the counselor- just the campers.)

~ What tone of voice do I use? Does it differ with different campers?

~ Can I follow lesson plans that have been set forth for each group?

~ Have I spent time developing lesson plans?

Primary Responsibilities

Keep children safe
Have fun with campers
Teach

Achievement/proficiency levels

~ Doublecreek has specific levels for horseback riding and swimming. The counselors for these activities must be familiar with these.

~ Activities without specific levels need to determine what is the goal for each activity and how to achieve these goals in the time allotted.

AM bus duty
(Horseback Riding Teachers are exempt)
~ Greet the campers with a smile as they unload off the bus.
~ Assist in the unloading of campers from buses as needed.
~ Direct campers to their meeting places. This means accompanying the younger campers to their designated location.

Break and lunch duty assignments
~ Coke machine - Swim teachers
~ Ice cream- Tennis, Archery, and Gun Safety
~ Juice- Tumbling
~ Frito Lay- Joe Ray
~ Gatorade/Bottled Water - 1 group counselor closest to the unit

Canteen Cards
~ Can not be used for future days but can be used for previous days.
~ “One Snack” slips are used once and torn up.
~ Please be careful and punch only one dot when punching the canteen card.
~ Please be sure to punch out a dot and not anywhere else on the card.
Riding and Swimming teachers give either Blue or Red ribbons to every camper.

These are to be in the group envelopes in the office by Wednesday Night.

Other activity counselors give ribbons where appropriate. (The more the merrier.) (See below)

Ribbons
★Camper love to get ribbons. They are a means of encouragement and recognition.
★The camper does not have to be the best athlete in his group; recognition should be given for the most improvement, the most cooperative, etc.
★This does not mean that you can not give out more ribbons yourself. Check with a Director for approval.
★The ribbons need to have the campers first and last name, group, and pick-up point.
★Ribbons may be given in the presence of the group or at Sing Song in front of the whole camp.

Rainy Days
✦Plans are required for days when you cannot do your regular activity due to weather.
✦Try to make the project related to your activity - not just games.
✦Make a list of items needed to be kept on hand
✦On your plans designate where on the campus you would like to be.
✦After planning rainy day projects, submit them in writing to either Trudy or Joe Ray accompanied by your supply list and requested area.

Important Notes
噂What happens at your activity each period is ultimately your responsibility.
噂You will need the cooperation of the group counselors, but they won’t know what to do unless you tell them.
噂It is not acceptable for group counselors to sit and let you do all the work. Make plans for their help before they get there.
噂It will take the cooperation of all the staff at each activity to ensure that the activity meets the needs and expectations of the campers.
噂If there are too many campers for an activity, it is your responsibility to get the group counselor to lead another activity for half the time and switch in the middle of the period.
Pick-up Point Counselor Policies & Procedures

WHAT A RESPONSIBILITY. YOU ARE DOUBLECREEK TO MANY--THE ONLY STAFF SOME EVER SEE. YOU MAKE A FRIGHTENED FIRST-TIME CAMPER FEEL THAT CAMP MIGHT BE A GOOD IDEA AFTER ALL. WEAR YOUR FRIENDLIEST SMILES! AND ALWAYS YOUR DOUBLECREEK SHIRT ON MONDAYS AND FRIDAYS.

*SEE BACK OF MANUAL FOR AN EXAMPLE OF THE PICKUP POINT LIST

Morning arrival
✓ Arrive at your pick up point no later than 7:30 Doublecreek time (If you’re not sure check with the clock in the office).
✓ Your car is parked and you are ready with clipboard and phone on in hand to greet campers.
✓ You will need to call the office no later than 7:30 each morning.

Monday mornings
6. All new campers are to have on a nametag when they arrive at camp.
7. These need to be made by you over the weekend. Your list for the next week and name tags will be on your clipboard on Friday.
8. You will receive an updated list over the weekend via e-mail.
9. Please put the camper’s name (first and last), grade, and pick-up point on the name tag.
10. Place the name tag on the camper when they arrive at the pick-up point.
11. Please be sure that the list for the previous week stays on the clipboard so the office can file it on Monday morning.
12. Mondays on the way to camp talk about: color of bus and the safety rules (see “on the bus” section below for list of safety rules) and where their groups meets each morning.

As campers arrive
✓ They need a friendly greeting as do their parents.
✓ Be a courteous, helpful representative of Camp Doublecreek.
✓ Parents will have questions, please ask them to call the office.
✓ If parents want to add to the driver’s license list, make changes on camper’s schedule or if camper is leaving early, parents need to write a note and sign it. *Please tell parents that campers must be picked up by 3:00PM from camp.
✓ Please do not ask them to call and give information to the office. We may not take this information over the phone - it must be in writing.

PUP list
✓ Circle “X” under the corresponding day for Pickup Point
✓ When bus arrives put campers on it as soon as you have marked your list and envelope (see below)
✓ If campers name is not on the list, call Doublecreek.
✓ If the office personnel find they are indeed supposed to be listed, add them to your list (although rarely happens—probably they are not registered here and are supposed to go to a different camp.)
✓ Remind the secretary, Trudy or Scott as soon as you arrive at camp about added name(s).
**PUP envelope**

- Only kindergarten and first grade campers may give you their lunch money.
- Campers in second grade and above give their lunch money to their group counselors.
- It should be in an envelope with their name and lunch order written on the outside.
- On your manila envelope, write the date, name, grade, and the word “env” and put the camper’s envelope inside yours.
- If the camper hands you cash, write the date, name, amount of money and “lunch” and put the cash in your manila envelope.
- Please call these (lunch money for mini campers and first graders) to the attention of the secretary.
- You may need to assist second graders by showing them how to hang on to their money until they get to camp.
- All campers can give you tuition or canteen money. Follow the same plan as above, but indicate if the money or envelope is for canteen cards or tuition.
- You may also be given notes for staff at camp. Put these in your manilla envelope and write all the same information but indicate “note”
- If the note is something we need to know early in the day, please tell the secretary as soon as you get to camp.
- There maybe times that parents of future campers will drop off registration forms and tuition. Please follow the above procedures.

**On the bus**

- Your job is to take care of the campers so the driver can concentrate on his job.
- Situate yourself so you can see all the bus—front and back.
- Put young campers where they will be happy and not intimidated.
- Maintain discipline.

**Sing! Sing! Sing!** This is the easiest way to accomplish both maintaining discipline and having the campers enjoy the bus ride. See Doublecreek song book.

**Safety rules**

- Campers are not allowed to:
  - stand
  - move around while the bus is in motion
  - sit backwards in the seat
  - yell out the windows
  - put anything outside the bus—including arms, head, legs
  - throw anything—inside or outside the bus
  - pick on other campers

Should you need to stand, be sure to stand behind the line at the front of the bus.
Upon arrival at Doublecreek

- Place your clipboard on the shelf.
- Place your envelope on the secretary's desk.
- Be sure phone is turned off.
- Inform the office of:
  - Any name added to your list
  - Any notes that require early attention (leaving early, swimming, etc.)
  - Lunch money for Kindergarten or first graders in the envelope
- Take your Arts & Crafts box to the Arts & Crafts building

PM departure from Doublecreek

- Pick up your clipboard from the shelf after the last bell.
- If there is something on top of it (t-shirts, bags, medicine, etc) take that with you. It is for someone on your bus if for some reason it was put on the wrong clipboard please let the secretary know before you leave.
- Pick up the Arts & Crafts box for your PUP (you may have a camper assigned to go get box. Preferably one that is older. However, your are ultimately responsible that these items get home everyday.)
- Standing at your door of your bus, call roll and watch that camper get on the bus.
- Circle “X” under corresponding day for dropoff point
- Do not let campers off the bus.
- Tell your driver when all your campers are on the bus.
- Notes for your campers at your PUP will be on your clipboard.
- Please give notes and Arts & Craft items to the campers or his/her parents as they leave the PUP, not as they get on the bus.

On the bus

- Same rules as before
- And be sure you sing

Upon arrival at your PUP

- Stand just outside the bus door.
- Tell your driver how many you have and have the driver count as campers get off.
- When all your campers are off the bus and accounted for, tell the driver he/she may leave.
At the PUP
- Campers are to stay with you in a designated place.
- When each camper is picked up make sure it is the camper’s parents or someone authorized by the parent.
- You do this by checking the driver’s licenses of the person against the list under camper’s name.
- If the person is not listed they may not leave with the child until you are authorized from camp to release them (even if it is the parent).
- You will tell the person that you are not allowed to release the child without authorization and it will take just a few minutes until we can get this situation corrected.
- You will call the office with the following information: camper’s name, person picking up.
- Someone will call and let you know when you may release the child.
- In the mean time you have other campers to take care of.
- Acknowledge the arrival of the parent and assist the camper in gathering all his/her belongings, including notes and Arts & Crafts.
- Put a check over the “X” on the corresponding day under drop-off.
- **Note who picks camper next to the driver’s license on the list when camper is picked up.**
- Four square is appropriate at some PUPs. Make very sure the game is safe: no balls in the street, etc.
- No playing cards, no gambling, and no trading cards.
- Campers may not go into buildings or interfere at the entrance to buildings.
- Campers may not leave the PUP until an adult arrives to get them.
- If you still have campers at 5:40 call camp. You are entitled to collect $5.00 from a parent for the first 5 minutes they are late and $1.00 for every minute after. It is up to you to collect. If the parent wants to write a check then they need to make it out to you personally not Camp Doublecreek.

After all campers leave
- Call camp to let the office know all campers have been picked up.
- Get the 4 square ball
- Make sure there is no trash
- Bring to camp the next day anything a camper may have left

Saturday afternoon
- You will receive an e-mail with the names for your pick-up point.
- You will need to print this list to use on Monday morning to check roll.

Please note
- Your friends are not to visit you at the PUP
- Your dress and demeanor say “Doublecreek” to all who see you
- Handout Arts & Crafts and notes when parents come—not as camper get on bus.
- Leave Friday’s list on clipboard. The office personnel will take it off Monday.
- Be sure everyone is kind. The bus is to be fun. Don’t let older kids intimidate the younger ones.
- Sing
- We have instituted a policy of randomly asking campers what they sang on the bus.
Bus Driver Policies and Procedures

Safety Checklist Procedure - to be done before you drive the bus each time

- Check levels of the transmission, oil and radiator
- Check air pressure in tires (visually is fine unless they appear low)
- Check air pressure in brakes
- Check your lights including head lights & turn indicators
- Make a visible once over for obvious problems including broken/cracked windows, all parts (mirrors, etc) are intact
- These checks need to be made every day before you move the bus from its location to the pick-up point or before you leave pick-up point if you leave bus there over night.

Saturday afternoon
You will receive an e-mail with the names for your pick-up point(s).
You will need to print this list to use on Monday morning to check roll.
This is important to do as you never know what may happen on a Monday morning and you would need the list.

Morning Procedure
- Arrive at your first pick-up point by 7:30.
- Campers will be put on the bus as they arrive.
- You will need to watch campers on the bus while pick-up-point counselors check in arriving campers.
- PUP counselor will let you know when it is safe to depart PUP

En route to camp
- Safety first
- You are the captain. Concentrate on driving.
- Ask PUP counselors for any help you need including correcting distractions.
- Once you have started for camp, do not stop the bus for late arrivals to board, no matter how persistent parents are.

Arrival at camp procedure
- Stop your bus far enough around the circle so other buses can pull in behind you.
- Pick-up-point counselor is to get Mini campers off the bus first.
- Unloading your bus should be systematic-front to back. On Mondays, unload by grade.
TO QUOTE PREVIOUS BUS DRIVERS

“Take your time. There’s plenty of room outside. If you’ve passed a seat with someone in it, you’ve gone too far.”

(The campers have heard the last 4 four words so often they say it with him)

“Watch your step, please, watch your step. We don’t want you to fall and break your clavicle (femur, tibia).”

DEPARTURE FROM CAMP PROCEDURE

• Your bus will be brought to the circle drive during the last period
• Go ahead and board the bus to maintain discipline while PUP counselor is checking roll.
• A staff member will ask if all campers are accounted for and tell you when your bus can depart the campus.

AFTERNOON PUP PROCEDURE

• Ask counselor “how many?” and count as they get off the bus
• Leave the PUP only after counselor has assured you the children are safely off bus
• Walk to rear of bus after campers have gotten off to make sure no one is accidentally left on (campers do fall asleep on the ride home)

EN ROUTE TO PUP

Safety first again

LEAVING YOUR BUS AT NIGHT

• Park the bus at designated spot.
• Close windows.
• Check each seat for anything left on bus-especially sleeping campers!
• Turn off lights