



CAMPER HANDBOOK

Services & Activities Offered & Itemized Fee Schedule

San Juan Adventures: A 6-day, 5-night camp for campers going into or just completing 9-12 grade (ages 14-18). Campers will enjoy chapel, discussions with counselors, night games, and many off-site adventures including rock climbing/rappelling, kayaking, rafting, jeeping, hiking a 14er, and mountain biking.

Cost: \$400 (Room/Board: \$145, Program: \$255)

Homeschool/Open Camp Day: An interactive day for campers 3 yr old to 12th grade (ages 3-18) designed to teach cooperation and communication using the challenge course elements, initiatives, and zip line.

Cost: \$8 (Option for \$5 lunch)

Trekker Camp: A 3-day, 2-night camp for campers 5yr old through completion of 3rd grade (ages 5-9). Onsite, campers will enjoy chapel, counselor-led discussions, zip line, archery, team challenge course, night games, and rec games. Offsite activities include a nature hike and swimming.

Cost: \$260 (Room/Board: \$65, Program: \$195)

Pathfinder Camp: A 6-day, 5-night camp for campers going into or just completing 2-4 grade (ages 6-10). Onsite, campers will enjoy chapel, counselor-led discussions, zip line, archery, rifles, team challenge course, night games, and rec games. Offsite activities include hiking, swimming, rock climbing, and horseback riding.

Cost: \$400 (Room/Board: \$145, Program: \$255)

Journey Camp: A 6-day, 5-night camp for campers going into or just completing 5-6 grade (ages 9-12). Onsite, campers will enjoy chapel, counselor-led discussions, zip line, archery, rifles, team challenge course, night games, and rec games. Offsite activities include hiking, swimming, rock climbing, and horseback riding.

Cost: \$400 (Room/Board: \$145, Program: \$255)

Trailblazer Camp: A 6-day, 5-night camp for campers going into or just completing 7-8 grade (ages 12-14). Onsite, campers will enjoy chapel, counselor-led discussions, zip line, archery, rifles, team challenge course, night games, and rec games. Offsite choices for specific days include hiking, swimming, kayaking, horseback riding, Lake Night Horse, rock climbing, and rafting.

Cost: \$420 (Room/Board: \$145, Program: \$275)

Navigator Camp: A 6-day, 5-night camp for campers going into or just completing 9-12 grade (ages 14-18). Onsite, campers will enjoy chapel, counselor-led discussions, zip line, archery, rifles, team challenge course, night games, and rec games. Offsite choices for specific days include hiking, swimming, kayaking, horseback riding, Lake Night Horse, rock climbing, and rafting.

Cost: \$420 (Room/Board: \$145, Program: \$275)

Wilderness Backpack Adventure: A 3-day, 2-night camp for campers going into or just completing 7-12 grade (ages 12-18). Campers will follow experienced guides who lead them to encounter God's Creation up close. Time in the Bible, worship, and challenges and games around the campfire will round out the week.

Cost: \$300 (Food: \$200, Program: \$100)

San Juan Adventure Extreme: A 6-day, 5-night camp for campers going into or just completing 9-12 grade (ages 14-18) split between our home campus and camping in Buena Vista. Campers will enjoy chapel, counselor-led discussions, zip line, kayaking, night games, surfing the Great Sand Dunes, hiking 14ers, and rafting the Arkansas River.

Cost: \$420 (Room/Board: \$145, Program: \$275)

Ladies' Day: A day for women to craft and enjoy solid teaching, encouragement, fellowship, and delicious food.

Cost: \$20

Rental Groups: Groups of various sizes and character may rent the grounds of camp with or without food, housekeeping, and program services. Prices vary.

Unusual Scheduling

Leaving During the Week - There have been occasional requests for parents to pick up a camper to participate in a sports event during the week. If this is necessary, they should notify the camp director in advance in writing so all the right people are alerted to this fact.

Early Departures - If it is absolutely necessary for a camper to leave early, parents need to notify the youth camp director in writing in advance as to the time they will be picking up their camper. If possible, encourage campers to stay at least through the Friday morning session.

Fee Adjustments - There is no fee adjustment for late arrivals or early departures. They are taking the place of someone that could be here for the full time and paying the full fee.

Notifying Parents/Legal Guardians in Case of Illnesses, Accidents, & Injuries

As cases of camper illness, accident, or injury can range from a scraped knee to a broken leg, the nurse on duty will determine if the camper's legal guardians need to be made aware of the situation. If a camper has a fever or other illness in which quarantine is necessary, the nurse will contact by phone an approved adult to pick up the camper to recover at home.

Transporting Sick or Injured Persons for Medical Attention

San Juan Bible Camp will plan to transport sick or injured persons who need medical care beyond what our nurse can provide to the emergency room of the Cortez hospital unless requested by parents/legal guardians to transport to the hospital in Durango instead. If the camper to be transported to the hospital/clinic is a female, arrangements will be made to ensure another female goes with the transport.

Activity & Trip Choices

For all camps except Trailblazer, Navigator, and some rental sessions, all campers will be expected to participate in all activities as assigned in the schedule made by the director. The aforementioned camps have "option days" in which students may elect between a few activities. In these cases, students sign up through a sign up sheet facilitated by a camp staff member for their chosen activity. Specific staff are assigned to each activity to ensure adequate supervision. Assigned staff will communicate with one another and directors via personal cell phones or walkie talkies and will stay as close as possible to the designated timeframe to return to camp at the expected time.

Meals, Snacks, & Dietary Restrictions

Campers are fed three delicious meals each day, including fresh fruit and vegetables. During registration, campers and parents communicate to the nurse any special dietary restrictions or food allergies. The nurse will communicate with the food service director who will ensure kitchen compliance.

Campers may purchase snacks from the Snack Shack. Snack Shack is open up to once a day for 5th/6th grade camps and younger and up to twice a day for middle school and high school camps. Campers with dietary restrictions or food allergies are welcome to bring their own snacks which will be kept in Snack Shack or the kitchen. Food and beverages may be brought into the cabins, but may not be kept overnight in the cabins, except in sealed containers. This is to avoid attracting insects and rodents.

Special Needs Accommodations

San Juan Bible Camp is wheelchair accessible. Our cabins can accommodate wheelchairs and we have handicap accessible toilets and showers in the bathhouses. Our lodge can easily be accessed by wheelchair. As much as possible, we will work out special accommodations to

facilitate an enjoyable week for every camper. (Activities such as an overnight camp out might be hard to participate in since trails are rough that lead to the activity areas).

Supporting Campers with Challenging Behaviors

Counselors will use the following strategies to encourage campers with difficult behaviors to make better choices

- Gently redirect the camper to a positive behavior
- Calmly bring the camper's attention to the negative behavior and present a positive alternative
- Encourage the camper to be open regarding the root cause of the behavior (another person's actions, etc.)
- In the event that the student will not self correct, the counselor may have the student sit out of an activity to encourage them to make a better choice in the future

Discipline Policy

San Juan Bible Camp desires to offer every youth camper a positive and wholesome environment and experience. We strictly prohibit the possession, sale, or use of alcohol, tobacco, and other controlled substances (drugs) while involved in any camp-sponsored programs, on or off the premises. Camp intends to aggressively enforce this policy. Any camper suspected of the possession, sale, or use of these substances will be referred to the camp administration. The camp director reserves the right to search the camper's belongings if there is reasonable suspicion of prohibited items. Disciplinary action may include contacting the camper's parents/guardians, sending the camper home from camp, and/or referral to local law enforcement officials.

The purpose of this procedure is to establish guidelines for dealing with discipline issues. There are two issues related to this procedure:

- Illegal behavior, which includes the use of controlled substances (such as drugs and alcohol) and criminal behavior.
- Disruptive behavior, including activities which are deemed to be harmful or disruptive to other individuals.

Issue 1 - Illegal Behavior

The camp director will immediately confront the individual upon suspicion of illegal behavior, such as, but not limited to the following:

- Sexual harassment of other campers or staff
- Use of illegal drugs, alcohol, or tobacco products
- Criminal damage

If alleged behavior is confirmed, the camp director will attempt to call the parents/guardians of the individual. The camp administration reserves the right to discipline individual(s) as necessary and appropriate. The individual and their parents/legal guardians should know that a report might be filed with the local Sheriff's Department if any criminal activity or sufficient

evidence of illegal drugs, alcohol, or tobacco products is found. A follow-up letter will be written to the individual's parents/guardians. All telephone calls made by the camp administration will be recorded for a legal record, with at least two staff members participating in each call.

Issue 2 - Disruptive Behavior

Counselors will confront individual campers who are involved in any disruptive behavior (that is, behavior which is adversely affecting the camping experience of other campers or staff). If activity continues, the counselor, along with the camp director and/or an additional director will meet with the individual who will be told that this is their second warning and after the next warning, their parents will be called. If there is a further instance of disruptive behavior, the camp administration will take appropriate action as necessary, including the possibility of sending the individual home. If at any time the individual's disruptive behavior becomes illegal behavior, the administration will take the appropriate steps as listed above under Illegal Behavior.

Search and Rescue Procedures

In case it is discovered that a camper on the campgrounds appears to be lost or missing, the following procedure will be followed.

1. Contact all directors and the missing person's immediate supervisors for an immediate conference.
2. Gather all facts about the missing person regarding their recent activities, where they were last seen (i.e. waterfront, woods, in a car), their attitude when last seen, clothing, and any other pertinent information
3. Search crews with sound devices and radios (lights at night) will be organized as quickly as possible. At the discretion of the camp administration, bloodhounds may be hired and used immediately. Consult county or state police regarding how this may be carried out.
4. Officials: In case a runaway situation appears possible, local, county, and state law officials are to be notified and their directions followed.
5. If the missing person is suspected to be lost in the forest, local search and rescue will be contacted to aid in the search.
6. Parents/legal guardians of the missing camper will be notified as soon as the individual is confirmed missing.

Camper Transportation

All camps will require offsite transportation. Transportation will be provided by trained camp staff, aged 21 or older using camp vans or the bus (in the event that all vans are in use, trained camp staff may use their personal vehicles to transport campers with proper supervision). The bus driver will hold a current CDL on file. When available, all campers are required to wear seat belts throughout the duration of travel and must sit singly in their own seat. At least one other staff member besides the driver will be in the vehicle to help supervise the campers. Drivers of camp vehicles will not use a cell phone or eat while driving. In case of emergency, the driver will

pull off the road and assess the mechanical issue and contact appropriate agents to fix the vehicle or arrange for the campers to be transported back to camp in a different vehicle.

By registering for camp, parents/legal guardians of campers release campers to be transported in the manner stated above to all camp-related activities.

Release of Campers

Campers will only be released from the care of camp staff to parents or legal guardians listed on their registration forms and to any additional people specifically listed by their legal guardians on the registration form. Any individuals whose parents/legal guardians wish to add to the list of approved pick-up people after submitting registration must receive approval from the camp director writing prior to the time of pick up.

In the event of an emergency in which campers must be picked up, parents/legal guardians will be notified of the emergency (including hospitalization or other serious accident) and asked to come pick up their student as soon as it is safe to do so. In individual cases of emergency, a director will call the parents to explain the details of the emergency situation. If the emergency has required campers to be evacuated off-site to the Conoco in Mancos or to a local hospital, parents/legal guardians will be asked to pick up their campers there.

Medications, Delegated Administration, & Storage

All camper medications will be stored in the nurse's station in a secure location. The nurse, or a trained, delegated medication administrator will be the only ones to administer medication during the camp week. Inhalers and epinephrine auto injectors will be kept with all other medication except when campers have specific written permission to carry and self administer.

Storage of Camper Belongings & Money

All camper belongings will be stored in the camper's assigned cabin, with the exception of medication and money (see below). If a cell phone or other electronic device is brought to camp, it will be stored in the camp office and returned to the camper at the end of the camp week. All money will be turned in to the registrar during registration to be put toward Snack Shack and/or missions. If campers elect so, any money not used during the week will be returned to the camper at the end of the week.

Filing a Complaint

Contact the camp director at office@sanjuanbiblecamp.org.

To make a complaint to the Colorado Department of Early Childhood, call 303-866-5958 or write and mail a description of the complaint including name, telephone number and mailing address.

Mail written complaints to:

Complaint Intake, Division of Early Care and Learning

Colorado Department of Early Childhood
710 S. Ash Street
Denver, CO 80246

Child Abuse & Neglect Cases Procedures

For a child abused at San Juan Bible Camp:

- The camp director will be informed at once.
- As much as possible, the name of the informant shall be kept confidential.
- The child will be removed from ALL contact with the suspected abuser.
- The child will be reassured that they have done nothing wrong, and encouraged that it was right to report the incident.
- As much as possible, San Juan Bible Camp will cooperate with all agencies in this matter including the media. The camp director shall be the only spokesperson to the press regarding any possible incidents of child abuse.
- The camp director will
 - The executive director/camp director shall do a preliminary investigation, which may include talking to the alleged victim as well as other possible witnesses of the abuse.
 - If physical abuse or sexual intercourse is involved, consult with a physician for treatment, examination, and documentation as well as for possible assistance with reporting requirements.
 - Reassure the child that they have done nothing wrong, and encourage them that it was right to report the incident.
 - If reasonable suspicion exists, inform the alleged abuser of the accusations and discuss them with him/her in the presence of at least one other witness, carefully documenting meeting and times.
 - If the alleged abuser is a paid staff member, suspend him/her with pay while a confidential investigation is conducted. Carefully document investigation with parties involved, including the victim. Have a staff member escort the alleged abuser off the camp property, preferably to a staff member's home, in order to remove them from possible contact with the victim.
 - If necessary, consult with the camp's attorney as soon as possible to verify steps and for legal advice regarding compliance with reporting laws, carefully documenting conversation.
 - Inform the victim's parent/legal guardians of the abuse, carefully documenting the conversation.
 - Notify the investigating authorities and file the necessary reports within the appropriate time frame (Day – Montezuma County Human Services, Night – Montezuma County Sheriff's Dept.).
 - Share the situation with the rest of the camp as necessary, including staff, campers, and in particular the camper cabin affected, in order to eliminate rumors.
 - Notify camp's liability insurance company

- "San Juan Bible Camp is fully committed to the health of every camper and guest. The camp procedures clearly and explicitly forbid any kind of child molestation or abuse, and require all staff personnel (including part-time staff) to report any suspected incidents of abuse. The individual suspected/accused/involved in this incident has been reported to the appropriate authorities by the camp administration. The camp is cooperating fully with these authorities in their investigation."
- The executive director/camp director shall be the only spokesperson to the press regarding any possible incidents of child abuse.
- *The executive director/camp director shall have the prerogative to use his discretion to skip any steps as necessary and as circumstances dictate.

For a child abused before coming to San Juan Bible Camp (Determined to be an abused child, either by observation or through confiding in a counselor or other staff member that he/she has been abused):

- The counselor or staff member should counsel the child according to our training procedures, being careful to not guarantee confidentiality. It may be necessary for their safety to tell someone in authority.
- The staff member will inform only the camp directors of the situation.

* In the absence of camp directors, the program director shall be the designated staff member to act in his place.

The camp director will . . .

- After hearing of the report, do a preliminary investigation by meeting with the camper personally.
- If physical abuse or sexual intercourse is involved, consult with a physician for treatment, examination, and documentation as well as for possible assistance with reporting requirements.
- If necessary, consult with the camp's attorney as soon as possible to verify steps and for legal advice regarding compliance with reporting laws.
- Notify the investigating authorities and file the necessary reports within the appropriate time frame (Day...Montezuma County Human Services – Night...Montezuma County Sheriff's Dept. – 844-co-4-kids - Colorado Child Abuse & Neglect Hotline).
- Reassure the child that they have done nothing wrong, and encourage them that it was right to report the incident.
- Fully cooperate with the authorities in the investigation.
- Have a statement ready for the press:

"San Juan Bible Camp is fully committed to the health of every camper and guest. The camp procedures clearly and explicitly forbid any kind of child molestation or abuse, and require all staff personnel (including part-time staff) to report any suspected incidents of abuse. The individual suspected/accused/involved in this incident has been reported to the appropriate authorities by the camp administration. The camp is cooperating fully with these authorities in their investigation."

- The executive director/camp director shall be the only spokesperson to the press regarding any possible incidents of child abuse.

Emergency & Disaster Preparedness

FIRE

If a camper sees a fire they should report it to a staff member who will use a fire extinguisher and send for help. If the fire is out of hand, they will go for help immediately, plug in the fire alarm, call 911 and contact the director. Anytime the fire alarm sounds, everyone meets at the basketball court.

Evacuation of the Lodge: There are two ways of escape from the upper floor of the lodge. In each bedroom and hallway is a map directing the way to each egress escape. Egress fire escapes are to be used exclusively for that purpose unless directed by the camp director or his designee.

Evacuation of Cabins: Cabins will have a map displaying egress exits. Each cabin will be equipped with a fire extinguisher. Fire extinguishers will be regularly inspected and maintained by a certified fire protection provider.

When the alarm sounds, all persons shall exit all buildings. All people on site shall report to the basketball court. All available staff shall immediately report to the basketball court to get assignments from the camp director or leader (the person who holds the highest position on the flow chart at the moment) who shall assign tasks from the "Fire Emergency Checklist". The leader will always remain at the basketball court to take charge of the whole search and accounting process.

- Check upper and lower levels of all buildings and report back
- Shut off gas valves
- Check to make sure all persons (campers/staff/guests) are accounted for
- Send runners throughout camp if anyone is not accounted for
- Place call to fire department if necessary

Staff checking buildings will tell the leader whether or not a fire is spotted. If someone is missing, the staff member assigned by the leader to account for the campers will find out where and when that person was last seen. It is important that all staff leaders, family heads, counselors, and cabin leaders know who is missing from their group. *The leader will then determine the next course of action (additional area or building check, evacuation, etc.).* The leader will be the only one who gives the all-clear signal after he is satisfied that everything is clear.

FOREST FIRE

The Forest Ranger will be called and camp staff will use water, blankets, rakes, and shovels to battle the flames. The rakes, and shovels are in the tool shed.

EVACUATION PLAN

It will be the camp director's decision to evacuate the camp grounds. In the event that the grounds must be evacuated, campers and staff will be loaded in available vehicles and transported to Cox Conoco from which place parents will be notified. All students with

disabilities will be assigned a specific staff member to escort them with the group to safety. Students in wheelchairs may be transported in our wheelchair-accessible vehicle.

In the event that fire or other natural disasters block roads, all staff and campers will head North to the water ditch and then East to Joe Moore Reservoir. Everyone will stay on the opposite side of the water from a fire. In the worst case scenario, campers and camp personnel will be directed to get into the lake for safety. No one will return until permission from the proper authorities has been given. Parents will be notified as soon as danger passes and notification can be made.

TORNADO

Signal--blasting of car horns and ringing of camp bell at the same time. Campers and counselors will go to cabins, open EAST windows, and lie under lower bunk beds. Staff and visitors in the central camp area will go to the Lodge. Anyone on a hike out of the main camp area should get into a hollow area away from the danger of falling trees. The camp director will monitor the status of the storm and give the all clear signal when it has passed.

INJURY (Staff Steps)

1. Keep the person lying flat.
2. Give urgently needed first aid as trained.
3. Control severe bleeding.
4. One counselor or staff member stay with the person and send someone for the nurse.

LOST CAMPER

In the event that a camper cannot be found, the camp director will be notified immediately. The bell will be rung, all campers will gather in the chapel and a search party will be designated after proper information has been gathered. In the event that the camp's search party cannot locate the camper, their parents will be notified and the local search and rescue will be contacted.

DANGEROUS GUEST

In the event that there is a dangerous guest on camp, the bell will be rung and the fire alarm will be sounded. Staff will gather their group of campers together and keep a low profile, either in cabins or (if outside) behind natural barriers or buildings. Staff be on the lookout for anyone suspicious and take appropriate action as needed. When the bell is wrung by itself, that is the all clear and everyone will gather at the lodge.

In Case of Adverse Weather

In the event of adverse weather, directors will assess the situation and follow proper protocol. This includes snow storms, hail, and windstorms. Campers will find proper shelter with supervision. Heaters will be provided to each cabin or lodge room.

Parent Communication During Camp Week

- **Visitors**

Parents are encouraged to avoid visiting a camper during the week. It is best if they wait until Friday and then have their camper show them around camp. If a camper has a tendency toward homesickness, it makes it more difficult. Also, it breaks up the camper's week and some campers may feel left out if their parents don't come. All potential visits MUST be cleared through the camp director before arrival on site.

- **Phone Calls**

Parents are encouraged not to phone campers during the week. Campers are busy during the day and it may encourage homesickness. Campers do not have access to the phone, unless it seems to be necessary. Approval for phone use must come through the camper's counselor and a director. Parents should not encourage their child to phone home during the week.

- **Mail**

Friends and family are ENCOURAGED to send mail to campers. They may do so via snail mail or email.

Camp Address: 14260 Rd. 39.9, Mancos, CO 81328

Emails: campermailsjbc@gmail.com

Media Policy

Personal TV, movies, videos, music, personal electronic devices, and internet usage is strictly prohibited while at camp. On very rare occasions, campers will view a camp-approved movie with other campers under the supervision of camp staff. All camper phones are turned in to the office at camper registration.

Sleeping Arrangements

Campers will be placed in a cabin with up to 7-8 other individuals (depending on age) and one to two counselors. In general, campers will only be allowed to enter their assigned cabin. Cabin assignments are gender-specific and made shortly before campers arrive at camp. As far as possible, buddy requests will be honored with the following qualifications:

- Buddy must be someone almost the same age and grade
- If several friends request the same buddy, some friends may not be able to stay in the same cabin.
- Camp will not be able to honor requests made after the Wednesday leading up to the camp week.

Dress Code

Dress code applies to campers and staff alike. All clothing is to be modest and non-revealing (please, no tight-fitting clothes, low-cut necklines and backs). Shorts are to have at least a 4

inch inseam for both men and women. Clothes should not show any part of underwear (bra straps, tops of boxer shorts etc).

Swimming suits for women are to be modest, one-piece suits or two-piece "tankinis" that cover the midriff; suits should be made of non-revealing material, having bust support and without cutouts. Swimwear for men must be of the boxer trunk style; tight whites or stretch knit suits are not acceptable. Appropriate footwear is to be worn at all times.