

SAINT

2025 CAMP ST. NICHOLAS

STAFF MANUAL

NICHOLAS

THE
WONDER
WORKER

The Official Staff Manual for the Camp St Nicholas Staff of the Antiochian Orthodox Christian Diocese of Los Angeles.

All Staff are responsible for knowing the material within this manual and are responsible to implement the rules and guidelines contained within it.

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Hiring Policy

The Diocese of Los Angeles Camping Programs follow the 2,000 year old teaching of the Orthodox Christian Church that man was created in God's Image. He created all humans in His image and His likeness (Genesis 1:26-27) In Christianity we are united as one body, and as humans, one race. We therefore value all human life and find thoughts and acts of racism, prejudice, and any discrimination unacceptable. Our camp promotes and accepts the diversity of the Kingdom of God, and models the teachings of Jesus Christ, rooted in love and respect for our fellow man.

Our hiring practices reflect this understanding of humanity with the understanding that all members of our staff will comport themselves in a manner consistent with Orthodox Christian teachings and that they will respond to any camper questions on any topic in a manner consistent with the teachings of the Orthodox Christian Church.

Camp Staff Job Descriptions

CAMP DIRECTOR

- Provide an example of Christian behavior to all campers and fellow staff.
- Creates and manages the camp budget with collaboration of the Assistant Director.
- Review budgets with the Diocese Camping Board
- Accountable to the Diocese and Archdiocese for Winter, CSNU, Bridge Week, and Summer Camp seasons and any other diocese-wide youth camping program
- Oversees the daily operations of the camp throughout assigned sessions.
- Works with the Program Director, Assistant Director, Admin Director and Head Counselors to select staff.
- Direct supervisor of the Head Counselors and meets with them daily during the camping sessions.
- Advises the Assistant Director in the development of Afternoon and Evening programs for the camping sessions.
- Leads the Morning Program Coordinator in the development of workshops.
- Accountable for the creation of the Christian Ed Curriculum.
- Recruit and manage medical staff and Nurse Aid.
- Collaborates the Spiritual Director in communication with Priests.
- Accountable for the Summer Camp Training program. Participates with the Assistant Director and others as assigned to deliver staff training.
- Manage receipt of scholarships from parishes or St. Ignatius and update camper records accordingly.
- Receive and adjudicate all additional scholarship requests.
- Act as an escalation point for issues or concerns with campers or staff including disciplinary actions when required.
- Maintains standards for health and safety of staff and campers, instructs on all emergency procedures (including weather based) both during training and at each session of camp.
- Informs the local Forest Service about when camp will be in session.
- Liaison to parents and sees that they are notified of illness, injury or any other important matters regarding their child(ren).
- Promotes high staff and camper morale. Sets the tone and creates camp culture and way of life.
- Prepares reports on camp operations and activities and maintains/updates Staff Manual and Camper/Parent Handbook.
- Facilitates Parent/Director Q/A Session.

- Completes year end evaluation regarding the camp and submits to the Diocese Camping Council.
- Ensure Schedules and Parameters are entered into Registration Module and Staff Recruitment Module of CircuiTree, with the support of the Archdiocese Department of Camping.
- Use MailChimp to send notifications before registration and in advance of all major milestones.
- Provide timely response to all inquiries from parents, campers and staff going to the “Office” mailbox.
- Competitively source t-shirts.
- Approve trainers and fulfill contracts.
- Accountable for camper check-in and check-out processes including documentation and collection of medications and allergies and collection of electronic devices.
- Communicates reported facility issues to Facility Resident Manager.
- Point of contact for busses (if any) and emergency transportation vehicles.

ASSISTANT DIRECTOR

- Provide an example of Christian behavior to all campers and fellow staff.
- Assist the Camp Director in the development of plans for the Winter and Summer Camp seasons.
- Interviews applicants and participates in selection of all staff and counselors.
- Manages Program Coordinators and Program Assistant with the support of the Camp Director.
- Competitively source trainers for programs and secure these contracts in advance of camp.
- Supports Camp Director in managing the Head Counselors.
- Participates in the development and delivery of weeklong training for summer staff.
- Responsible for the execution of arrival and departure day.
- Works with the Program Coordinators to develop activities.
- Act as an escalation point for the program coordinators, and other staff under their scope of responsibility on issues or concerns with campers or staff including disciplinary actions when required. Any disciplinary actions being proposed must be reviewed with the Camp Director before going into effect.
- Develops task lists for set up and put away camp days.
- Assists Camp Director in being a Liaison to parents regarding their children.
- Promotes high staff and camper morale. Supports and encourages the camp culture and way of life.

SPIRITUAL ADVISOR (DIRECTOR)

- Collaborates in all Christian Education content and approves Christian Education Curriculum
- Authors communications to all parish priests as needed to market the camping program throughout the Diocese
- Recruits Session Priests and is their primary point of contact while at camp.
- Responsible for corrective actions as needed with session clergy.
- Produces the schedule of services.
- Liaison to parents regarding their children as part of Camp Leadership team.
- Ensures clergy presence for training and debrief.
- Point of contact for local hierarchy. Also, encourage participation at camp of local hierarchy.
- Provides leadership coaching and mentoring to Director and Assistant Director as needed.

PROGRAM ASSISTANT

- Provide an example of Christian behavior to all campers and fellow staff.
- Support the Program Directors in the Day-to-Day Operations of the Program with the support of the Assistant Director
- Plans Staff Activities with the support of the Camp Director and Assistant Director (4th of July, Food Runs, Debrief Weekend, end of training week gifts)
- Manages the Staff Cabin in Expediting meal service at the “condiment table” as needed.
- Assists the Camp Director and Assistant Director with check-in / check-out procedures at registration desk.
- Coordinates special Staff Cabin tasks (Camp-O-Grams, Wake-up Call, Cabin Clean-up for Cabins and Staff Cabin)
- Promotes high staff and camper morale. Supports and encourages the camp culture and way of life.
- Possible CIT Curriculum development and coordinating of our CIT’s in session
- Possible Cabin/Cabin Reflection Time Coordinator for Counselors

PROGRAM COORDINATOR (MORNING, AFTERNOON & EVENING)

- Provide an example of Christian behavior to all campers and fellow staff.
- Plans, develops and delivers the themes and activities for the programs they are responsible for producing, delivering activities and programs that will engage all campers. Provides requirements for equipment, supplies, and materials to Assistant Director in advance of camp for purchase or inclusion in the Amazon Wish List.
- Communicates and collaborates with the leadership team, keeping them updated on progress and content of programs.
- Prepares and instructs the counselors and staff to support the program activities (during training week).
- Inspects all equipment to be used in each day’s activity to confirm all equipment is in good repair and safe working order. Any defective equipment is to be removed from service and logged in the inventory as needing replacement.
- Arrives at the activity area on time and is prepared to lead the program with enthusiasm, motivating camper and counselor participation.
- Participates fully in the other activities and events going on during the camping session. Available to assist other camp staff as needed at times when their own programs are not being set up or run.
- Demonstrates good character, flexibility, enthusiasm, sense of humor, maturity, adaptability, integrity, patience, and self-control.
- Promotes high staff and camper morale. Supports and encourages the camp culture and way of life.

HEAD COUNSELOR

- Coach and supervise the work of all camp counselors.
- Participate with Camp Leadership in counselor recruitment, interviews and selection.
- Lead assigned training sessions during training week.
- Participate with Leadership in assigning counselors to cabins each week and establishing the weekly work assignments.
- Round with each counselor daily. Observe all activities throughout the day.
- Provide immediate feedback and support where needed.
- Participate in daily counselor meetings.
- Communicate daily with leadership team on issues, concerns and successes.
- Perform assessments of camp counselors weekly and participate in the end of camp final reviews.

COUNSELOR

- Desired Qualifications
 - Ability to work well with children in a camp environment, relate to one's peer group and accept guidance and supervision
 - Ability to teach skills to other staff members and campers of all ages
 - Possess good character, integrity, adaptability, enthusiasm, maturity, sense of humor, patience and self-control
- General Responsibilities
 - Provide an example of Christian behavior to all campers and fellow staff.
 - Guide the cabin and individual campers in participating successfully in all aspects of camp activities
 - Identify and meet camper needs
 - Develop camaraderie within the cabin
 - Teach and lead activities as assigned
 - Be an example and role model for the campers
 - Provide opportunities for the campers so that each individual experiences a successful and enjoyable time at camp
 - Oversee and supervise all assigned aspects of the camper's day; this includes cabin clean-up, meal times, church, cabin and quiet times, getting ready for bed, and all other assigned duties.
 - Enforce all rules and regulations of the camp. The best way to enforce a rule is by example.
 - Maintain morale and excitement of campers. The campers will do anything that the counselors are doing including following the rules, being excited (or not excited) for an activity, and having fun while at camp.
 - Adhere to policies and guidelines in the Camp St Nicholas Staff Manual.
 - Guide your CIT, if your cabin is assigned one.
 - Promotes high staff and camper morale. Supports and encourages the camp culture and way of life.

NURSE AID

- Provide an example of Christian behavior to all campers and fellow staff.
- Recommended qualifications include study in some medical field and at least basic first aid, CPR and AED certifications.
- Assists the camp medical professional as requested.
- Collects medications at check in.
- Partners with medical professional to dispense medications during med call.
- Rounds on camp in session outside of med call hours with a first aid kit to assist in triaging any medical needs.
- Support other program directors as needed when not performing other duties.
- Promotes high staff and camper morale. Supports and encourages the camp culture and way of life.

CAMP PHOTOGRAPHER

- Provide an example of Christian behavior to all campers and fellow staff.
- Build an execute a daily plan to take pictures and video of all camp events each day of camp.
- Each day, edit the photos to remove duplicates or blurry shots and upload remaining photos to the Flickr site.
- Produce a video for the end of each session to be played the last night.
- Produce a video at the end of the training week to introduce the staff to the campers.
- Leverage social media platforms (Instagram, Facebook, etc.) to promote camp with great photos prior to and during camp.
- Expedites meal service at the "condiment table" as needed.
- Promotes high staff and camper morale. Supports and encourages the camp culture and way of life.

MESS HALL COORDINATOR

- Provide an example of Christian behavior to all campers and fellow staff.
- Coordinates all activities in the Mess Hall for the duration of the camping program.
- Establishes the KP Schedule and enforces proper setup and cleanup activities.
- Assists at meal time to expedite campers through the food lines.
- Assists kitchen manager in identifying campers who have special meal requests.
- Works with Morning and Evening Program Coordinators to ensure the Mess Hall is properly setup to support the activities underway during those sessions.
- Assists in the kitchen should additional staff be required.
- Staff the Canteen during operating hours and make sure all purchases are logged to camper accounts.
- Promotes high staff and camper morale. Supports and encourages the camp culture and way of life.

ADDITIONALLY, FOR ALL CAMP ST NICHOLAS STAFF ROLES:

- LISTENS actively
- ARRIVES on time for activities
- ACCEPTS direction, suggestions, and feedback
- RESPECTS, SUPPORTS, and ENCOURAGES fellow staff members
- CONFRONTS person directly if there is a problem rather than gossiping
- UTILIZES time efficiently and effectively assisting other Program Directors when necessary

Supervisory Roles and Termination Policy

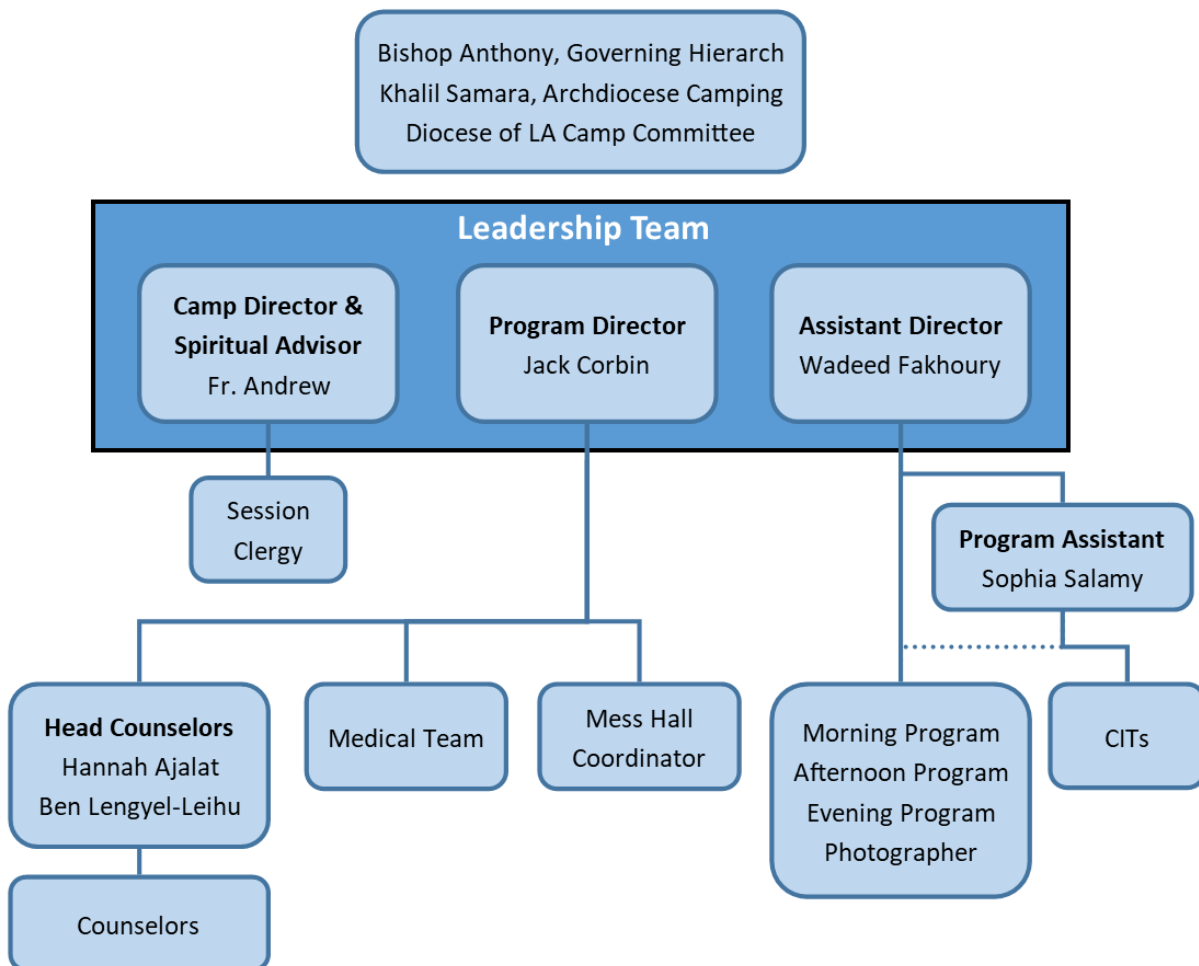
The Camp Leadership Team takes all direction from the Diocesan Bishop, the Archdiocese Department of Camping, and the Diocesan Camping Committee.

If an issue arises with a camper, work with your co-counselor to decide how to resolve the issue. If this does not resolve the issue, ask assistance from the appropriate Head Counselor. If the Head Counselor needs assistance, they should consult the Program Director. If there is an emergency in the middle of the night, WAKE UP THE HEAD COUNSELOR(S), PROGRAM DIRECTOR AND/OR CAMP DIRECTOR! Bring the issue, and its resolution, to the next staff meeting.

If an issue arises with another staff member try to resolve the issue with the staff member directly. If this does not resolve the issue, ask assistance from the appropriate

supervisor based upon the organizational chart below. While it is best for each staff member to approach the head of their divisions directly, no staff should ever feel that they may not approach any member of the Leadership Team.

All staff will be given on a regular basis, feedback of their performance by the head of their division. If a staff member if found to not be living up to the standards necessary to perform their positions adequately, they will be given a verbal warning that their behavior is unacceptable. This is documented and the staff member should consider themselves warned to not engage in any more negative or disruptive behavior. If the negative behavior persists, the staff member may be subject to termination. The Director reserves the right to terminate staff upon the first offence for egregious violations of camp guidelines.



Camp St Nicholas

Mission Statement

Camp St. Nicholas transforms lives and nurtures faith in Jesus Christ through Orthodox Christian community living, worship, education, fellowship, and love. To realize this mission, we will:

- Die to ourselves daily for the sake of Christ and our neighbor
- Be willing to repent and forgive
- Aim to be our authentic self, created in the image and likeness of God, and see the image of God in each person we encounter
- Model our faith in our actions and words
- Experience God's creation and our role as its steward
- Embrace every person's role as an integral part of the community; we are one body of many parts
- Be a servant leader
- Work together as a community that demonstrates what it means to be IN the world but not OF the world

The Good Counselor

I am the good shepherd; and I know My sheep, and am known by My own.

As the Father knows Me, even so I know the Father; and I lay down My life for the sheep.

And other sheep I have which are not of this fold; them also I must bring, and they will hear My voice; and there will be one flock and one shepherd.

Therefore My Father loves Me, because I lay down My life that I may take it again.

No one takes it from Me, but I lay it down of Myself. I have power to lay it down, and I have power to take it again. This command I have received from My Father.

—John 10:14-18

Though there can be no complete list of attributes of the “Good Counselor,” the material contained in this manual and in the staff training binder provide you with our expectations, guidelines and tools to enable you for success as a Camp St Nicholas staff member.



Basic Guidelines

EXPECT THE CAMPERS TO DO ANYTHING AND EVERYTHING THAT WE DO. This includes the way we act, our attitude, and our time management skills.

1. If counselors are on time for meals or church services, then campers will be as well.
2. If counselors have a positive attitude toward an activity or enjoy the food that we have been given or say positive things about another counselor, then the campers will have the exact same attitude and say the exact same things.

“A new commandment I give to you, that you love one another; even as I have loved you, that you also love one another. By this all men will know that you are my disciples, if you have love for one another.”

Jn 13:34-35, RSV

CABIN ATMOSPHERE

Camp is an opportunity to escape the everyday distractions of life at home. Counselors are to maintain a Christian atmosphere in their cabins. This atmosphere should be free of foul language (in English and any other language for that matter), put-downs, and all distracting electronic devices, (radios, walkmans, CD players, iPods, Gameboys, etc). Do not make being their friend your goal and do not try to be popular with the campers. Instead, be what they really need: their counselor. Give the campers the best experience possible, free from these worldly distractions.

CABIN SAFETY

Prior to campers arriving each session, counselors should make a thorough safety check of their cabins, ensuring the following:

- Clean, disinfected and dry floors
- Disinfected bathrooms
- Operational Fire Extinguishers and Smoke Detectors
- All primary and secondary exits are accessible
- No safety hazards present (broken glass, poisonous or hazardous materials, etc.)

Throughout the session, a continuous awareness should be maintained so as to keep your cabin a safe environment. This includes making sure that all campers are sleeping in appropriate arrangements and that exits are not blocked by beds, luggage, or other obstacles. Any facilities issue must be reported to the Camp Director as soon as they are identified.

CHECK-IN DAY

The first day of each session, counselors and staff should be very welcoming and friendly to all campers and parents that arrive. All staff must be in staff shirts. Remember the Head and Shoulders commercial: “You never get a second chance to make a first impression.” First impressions of camp, especially camp staff, can lead to or prevent homesickness. Here are 4 specific steps that we should remember on the first day:

1. **Hello!** Greet everyone you see, both parents and campers. Welcome them to camp. Shake their hand. Be excited, energetic, and friendly. Consider the person you’re meeting (e.g., if the camper is 9 years old and only 3 feet tall, crouch down to their level and introduce yourself, rather than standing as an intimidating figure looming over them).
2. **You Can Do It!** Stay positive. Registration day can be hectic and sometimes overwhelming. Stay strong, focused, and support each other.
3. **Friends.** Get to know the campers and find things you have in common with them. While it is your job to be their counselor first and foremost, you should also be a friend to them when appropriate. This will allow the camper to feel a connection to you and help them adjust to the new surroundings.
4. **Introduce and Involve.** Introduce campers to other campers and other counselors. Remembering campers’ names can be difficult, but it means so much to call a camper by their first name. Everyone will have a name badge on the first day to help us all learn each other’s names. Play sports and games with them or do anything to involve them with other staff and campers and to help them feel at home.

Unloading Procedures

Those of you who have been assigned registration tasks by the Administrative Director, please be at your post and always prepared. If you need a break, secure your backup before you leave your station.

Parents / busses should park in front of the Mess Hall. Campers should place all their luggage in the designated pile. Counselors will use trucks to haul all luggage up to the quad between the two cabin buildings. Campers will collect their luggage from that quad and transport the items to their cabins.

Parents will stay with their campers until they have cleared medical. After that, parents must depart camp. For safety, security, and minimal chaos all parents are asked to depart as soon as their camper is checked in. There are restrooms in the chapel available for drivers to use prior to their departure down the mountain.

Check-In Station #1 – Arrival Check & Assignment

At this station, with parent / guardian present, we will confirm that all pre-registration steps are complete, all payments are made, and the name of the person who will be picking up the camper at the end of the week. We will also confirm whether they are turning in medication and if their allergy and dietary restrictions are correctly documented in the system. We also ask them if they are experiencing any cold or flu symptoms.

If they have medication to turn in, their allergies or dietary restrictions aren't correct, or they are experience cold / flu symptoms they are directed to the Medical Station.

Check-In Station #2 – Medical

No parent may leave camp until their campers have cleared medical. Here we will confirm all their medical information is accurate and we will secure all their medications. The Medical station will also know if any campers have unpaid balances and these will be resolved with the Administrative Director before the parents depart.

Check-In Station #3 – Electronics and Name Badges

Any camper who brings a cell phone, MP3 player or any other form of electronic entertainment will surrender those devices to their parents or to our crew who will bag and tag them for return at the end of the camping session. This station will also provide the campers with their name badge and cabin

assignment and will call the counselors over to meet their newly arrived camper. After all check-in steps are complete, the counselors will greet the camper and bring them over to their cabin group to meet their cabinmates.

Orientation

The first night of each session will be reserved to explain the rules of camp, emergency procedures including emergency bells, and to do ice breakers so the campers get to know each other. Remember, you CAN be firm and friendly at the same time. It is always easier to be stricter with your cabin at the beginning of the session and to loosen up as the session progresses, but nearly impossible to get stricter as the session goes on. Take time to explain the schedule for the day or the week to the campers so they have an idea of what to expect (this works best by posting the schedule in the cabins).

REGARDING ABSENTEE CAMPERS

The camps official policy regarding absentee campers is to contact, immediately, the parents of the camper to notify them that their camper has not checked in. Calls must be made until the status of that camper is reasonably affirmed with their parent, guardian, or emergency contact. The safety of all campers is the priority.

CHECK-OUT DAY

Day before departure

There will be a lot of logistical things to handle during the last 24 hours before the campers leave. Remind the campers to collect their scattered belongings. These might include art projects, towels at the pool, items left in the church, or items in the mess hall. The last couple of nights, you may want to hold a cabin time that is a “wrap-up” of the session. This will help them to take all the things that they have learned throughout the session and see how they can apply it in their daily lives back home.

The Night before departure

Before going to bed that night, have your campers packed and ready for the morning. This is the time items often get lost and not packed. Check under beds, in the bathroom, and in other “hidden” places. Finish the night with a reflection on their time at camp and to wrap up their time as a cabin.

Departure Day

After breakfast is completed, you may find that your campers will be leaving at scattered times. While departures are taking place, make sure your remaining campers are supervised. Make every effort to talk with parents when possible. Share your camper's successes and thank the parents for entrusting their children to you. Also, be aware of the parent's feedback that they may wish to offer us. Fight the feeling of being insulted and simply listen to their concerns. Also encourage them to voice their opinions to the director as well. When it is time for your camper to depart, the Administrative Director is responsible to sign them out to the person picking them up.

Loading Procedures

The same rules for parent vehicles during drop off are in place at pick up. Please assist in keeping the pickup line moving if you are not directly supervising campers. Please notify the driver of a vehicle immediately if they are parked in a fashion that is unsafe or inappropriate.

Cabin Clean-Up

"First cleanse the inside of the cup and of the plate, that the outside also may be clean." (Matthew 23:26)

Campers will be responsible for their own cabins and the porches. Duties should be divided fairly among the campers for the daily cabin cleanup, which takes place after breakfast each day. Use discretion in delegating age-appropriate chores. (Age ten and under should not be handling bleach, etc.). Duties include:

1. Clean windows (dust, cobwebs and bugs),
2. Clean Main Room (bunks, floors, and replace trash liner - if needed).
3. Disinfect door handles, light switches and high traffic surfaces. Disinfect bathroom surfaces.
4. Clean bathrooms (mirrors, sinks, showers, toilets, trash).
5. Front porch – trash and sweep
6. Supplies – TP, trash bags and cleaning supplies

One of our Camp's traditions is creativity when it comes to cabin decoration. Plan ahead for themes. Believe it or not, decorating the cabin actually improves cabin discipline and cleanup. Building pride in the 'home' brings the campers together as a team.

There will be 2 daily winners – the highest scoring female cabin and the highest scoring male cabin. At the end of the week, session totals will be counted and the two groups (one male, one female) with the highest totals will receive a special prize after the evening program on Friday night.

MEALS

This is an often-missed opportunity for cabin group building. When in the Mess Hall during meals, keep focused on your campers, not your friends on staff. Everyone must be sitting at their cabin's table in community and not moving around to other tables. The cabin doing KP will sit at the booths. Please follow all mealtime procedures for receiving food and for bussing your dishes at the end of the meal. These will be discussed at dinner on the first day of camp. **Please note that the cabin doing KP is also responsible for cleaning the Mess Hall bathrooms.**

DISCIPLINE OF CAMPERS

No camp staff shall engage in any physical punishment or any punishment that poses undue emotional stress on campers. Any "out of the ordinary" discipline problems should be handled with the assistance of your Camp Director, Assistant Director and Head Counselor. While all disciplinary action will be taken to attempt resolution on site, the Camp Director reserves the right to dismiss campers for gross violations of camp rules and conduct, which will be clearly outlined and enforced during the camping session, for the campers safety and security. Parents will be responsible for arranging and covering the costs for their child's early departure.

Regarding all other minor infractions, we utilize a progressive disciplinary process. This usually involves time out, building maintenance (sweeping or light cleaning), or general property clean up (trash pick-up). These measures are meant to demonstrate to our campers the importance of both appreciating and maintaining our Diocesan camp. Camp St Nicholas and her staff do not engage in or allow in any way the use of corporal punishment.

MORNINGS

The best way to get cooperation is to model good behavior. Start the day positively and with enthusiasm. Counselors should be awake before the first camper is awake. Some campers may wish to wake up a little earlier, however, they are not permitted to disturb the other campers who want a little more sleep. Be sure to leave enough time to wake up and be prepared to arrive on time for the morning service. **Remember, early is on time, and on time is late!**

LIGHTS OUT

Just before it is time for lights out, each cabin should say their Evening Prayers. After the lights are out, all campers must be in their beds, and the counselor should be in the cabin with them.

It is critical that lights out be enforced. We realize that this can be difficult but the only way to make it happen is for you to be serious about it. Many campers will want to stay up until the wee hours, but quite a few campers really want their rest. Out of respect for those who WANT to sleep and because we know better that all the campers NEED to sleep, it is the counselor's responsibility to enforce lights out. Note that reasonable exceptions can be made for the last night of camp.

After most, if not all, campers are asleep you may spend time on your porch but may not leave the cabin premises. Counselors are only allowed to leave their units at night for emergencies if they have the permission of their head counselor and have arranged for coverage of their cabins. Additionally, if there is an emergency, the counselor must notify the campers that they are leaving and identify who is covering in their place.

SPECIALIZED AREA RESTRICTIONS

The pool area must remain closed and locked when the lifeguard is not present. No one may access the pool area without a lifeguard present and stationed appropriately to monitor water safety.

No one is allowed to cross into the archery area (especially when archery is in session). No archery equipment will be at the archery area unless the trained archery instructor is present.

PERSONAL VALUABLES

It is advisable not to bring personal sports equipment, expensive jewelry or any valuable possession to camp. The Camp accepts no responsibility for any such items brought and somehow lost or stolen. If any personal items such as bats, balls, or other equipment that may be a safety hazard to others are brought to camp, they will be stored in the camp office for the protection of all. Campers and staff who bring musical instruments should place them in a sturdy case when not in use and are responsible for the care of their instruments.

Campers should not bring any cash to camp. If they do, we will hold it for them (like we would a cell phone) and return it at the end of the session.

PERSONAL VEHICLES

All cars must be parked in the camp parking lot with the exception of a small number of vehicles that may be parked behind the Staff Cabin or at the Mess Hall for use in case of emergencies or to haul heavy items up and down the hill. These vehicles will be parked outside the main parking lot only with the Director's permission.

No food (even if sealed) should be stored in parked cars, as bears will smell food even inside wrappers and can smash your windows to get to it. Campers, even if licensed to drive, may not have access to any vehicles while at camp.

Camp St Nicholas assumes no responsibility for any damage to the personal vehicles of our program counselors and staff. Use your vehicle at your own risk. We will leverage camp owned vehicles for tasks such as bringing luggage up the hill the first day of each session.

CAMP STORE (CANTEEN)

The camp store (Canteen) will be open daily at designated time. The store will have books, and other Orthodox focused items. It will also have basic camp sundries such as chap stick, water bottles, socks as well as candy and frozen snacks. Campers may only purchase from the store during the designated times and only if their parents have put funds on account at the camp store. No cash or cards will be accepted for camper purchases.

St. Nicholas Summer Camp Standards

- As members of a Christ-centered community staff and counselors will strive to bring out the best in each other, build each other up, and treat each other as fellow children of the Lord.
- Campers are to stay with their assigned counselors at all times and remain at their scheduled events.
- All food will be stored and consumed in the mess hall eating area.
- Girls and boys will remain in their respective areas of the quad. Girls will only go inside girls cabins and boys only inside boys cabins. Porches are considered part of a cabin.
- All camp and personal property will be respected and treated as part of the community. As active participants in this community, raiding and any other mistreatment of camp and personal property will not occur.
- Caution will be used when playing outside or inside cabins.
- Campers and staff are not permitted in the pool area without a lifeguard on duty. Campers and staff are not permitted in the Archery Range without a qualified instructor.
- Alcohol, tobacco, drugs, substances containing THC or nicotine, weapons, and any flammable substances (like matches, flares, charcoal, or fireworks) are not permitted to be in the possession of campers at Camp St Nicholas.
- Each member of the community will participate in all church services, wearing appropriate attire.
- Staff members will follow proper procedure when leaving campgrounds.
- Closed-toed shoes will be worn at all times when outside to avoid injury.
- Wear practical and comfortable clothing. Shirts will cover the midriff area and shorts will be the appropriate length. Girls will wear a 1-piece swimsuit. Guys will wear swim trunks or shorts.
- According to the Fire Marshall, smoking is permitted ONLY on the gravel in front of the Mess Hall. No smoking will be permitted in the presence or sight of campers. As such, staff who wish to smoke on their breaks while camp is in session must drive off property to smoke. If staff need to smoke between sessions, the only smoking area is the gravel in front of the mess hall (by the flag pole).
- While camp is in session, staff cars will be parked in the parking lot, with the exception of a couple of emergency vehicles parked behind the staff cabin.
- Couples who are in a relationship during camp are encouraged to interact with and support each other in a Christian manner. Said relationship should not be apparent to other staff or campers.
- Conflicts that arise between campers and/or counselors will be approached and addressed in a Christian manner, with love and understanding from all sides. Just as fighting, swearing, and other such behavior is unnecessary and brings down the community, discipline must also be based upon Christian love and a need to redirect inappropriate or unsafe behavior.
- Camper cell phones and cash should be left at home. If not, they will be collected at the beginning of the week. They will be kept in a safe place and returned to the camper at the end of the week. Staff with cell phones will never use them unless on break and outside the presence of campers.

Important Things To Know

MAINTENANCE

Our Maintenance Staff work very hard to keep the camp in excellent condition, and we need to help keep the camp in good shape. Counselors are responsible for reporting any maintenance concerns or problems by filling out a Maintenance Request Form in the Mess Hall. If it is something that you can fix yourself, do it. Cabin supplies (toilet paper, light bulbs, etc) are available in the mess hall or from the camp manager. Counselors must pick up supplies for their own cabin. All cabins have safety equipment (fire extinguisher and smoke detector). Each counselor is responsible for the equipment in his or her cabin.

INSECT, RODENT AND ANIMAL CONTROL

Campers will be advised on arrival day on the hazards of insects, rodents and animals in the forest. Notify the Director and Camp Manager if you find a sick, dying, or dead animal. Never touch or go near them! They are an extreme health hazard. If you have mice in your cabin (one sure tell-tale sign is shredded spare toilet paper rolls, ask for additional mouse traps. The last few years we have a higher-than-normal number of rodents on the mountain.

THE FOOD CHAIN

Camp St Nicholas is the home to many mountain lions, deer, bears and other animals. We attempt to live in a symbiotic atmosphere with these creatures (into whose home we are encroaching). These animals are attracted to human food and will seek it out for a tasty snack. Food in the cabins encourages the presence of mice, which encourages the presence of snakes, which encourages the presence of bears which can eat campers. Please respect the requirement that all food be in the mess hall. There are several places in the mess hall to securely store both camper and staff “bonus food”. This restriction applies to all staff and all buildings other than the mess hall (with the exception of emergency drinks or snacks to be stored in the infirmary refrigerator as needed to treat camper dehydration or other conditions).

DEHYDRATION

Everyone should drink plenty of water throughout the day. All campers and staff should drink at least three full glasses of water at each meal. At camp, we are always on the go, we are outside in the sun at high elevation, and much more active than we are in our normal lives, so we must drink plenty of water to keep our bodies hydrated.

LAUNDRY

There is one washer and one dryer at Camp St. Nicholas, located in the kitchen. This is for kitchen staff use, as well as for other emergency uses, such as bed-wetting, etc. Laundry days for staff will be Saturday after campers depart. Our camp staff typically takes their personal laundry to one of the two Laundry-Mat locations in Frazier Park. It is recommended that everyone bring their own soap and softener. The new Laundry-Mat in town has very large machines, takes coin and web-based purchases. The older one is cheaper, with smaller machines but takes coin only.

VISITOR'S GUIDELINES

As a general rule, we do not allow visitors at camp. Rare exceptions may be made on an individual basis. All visitors must receive permission from the Camp Director (and only the Camp Director) before their visit. If you have someone who wants to visit, please ask the Camp Director.

UNKNOWN PERSON ON CAMP PROPERTY

In the event that an unknown person enters the campgrounds please observe the following policy: Never approach a suspicious person or stranger alone. A pair of staff members should welcome them warmly to the Camp. If the visitor was not pre-authorized to be at camp, personally escort him/her to the Director for further assistance (or arrange for them to be escorted by another staff member if that would mean leaving campers unsupervised).

Regarding Campers

PHONE CALLS HOME (CAMPERS)

Camper phone calls may only be made with the permission of the Camp Director. Phone calls often cause more homesickness. Requests to call home must be approved by the Camp Director or Program Director in advance. In most cases, it is better for the camp leader to contact the family (especially in cases of home sickness) as oftentimes just hearing the parent's voice will trigger a more acute homesick response. Campers must never call home on their own or be unsupervised when making an approved phone call. Phone calls should be short.

PERSONAL PHONE CALLS & MAIL

No personal phone calls are to be made on camp telephones in the Camp Office or Infirmary without the consent of the Program Director or Camp Director. When personal calls are received on the camp line, a message will be taken and delivered with the mail (except emergency calls). Mail is delivered each night at dinner. Outgoing mail can be dropped off in the box in the Mess Hall.

RELEASE OF CAMPERS

No camper is to be released to anyone outside of camp without the verified knowledge and consent of the Camp Director. Anyone taking a camper from camp property, including the last day of the session, must sign the camper out.

At the end of each session, parents, guardians or those designated by the parent / guardian (as documented in our electronic registration system must sign their campers out at the check-out desk. If an alternate person comes to check out a camper who has not been previously identified to camp staff, parents must be contacted to confirm that release is at their direction. Identification of authorized release will be made by the Camp Director or delegate.

SUPERVISION OF CAMPERS

Campers are never to be left alone at any time. If you see a camper by him/herself, go to them and see what is wrong or direct them to the proper place to be. If a camper is missing from a session that you are supervising, alert another staff member who can locate the camper. If the camper is not found within a few minutes, follow the Lost or Runaway Camper procedure below. At least one counselor must be in the cabin with the campers AT ALL TIMES. A 17 year old CIT does not count as a counselor for this purpose.

LOST OR RUNAWAY CAMPERS

Lost, missing, or runaway persons are an ever-present possibility in the camping situation. Counselors should be reasonably sure where their campers are at all times. If a camper is missing or known to be lost, the staff member who discovers a child is missing should:

- 1) In all cases, report the situation to the Camp Director immediately, either directly or through another staff member.
 - a. Remain calm - hasty judgments and actions may compound the problem.
 - b. Do not send a camper out on a search or after another runaway camper.
 - c. Keep information as private as possible – help keep the excitement level down.
 - d. Collect any information that may be pertinent from other campers.
- 2) Camp Director will organize search parties at their discretion.
- 3) After a period of time set at the discretion of the Camp Director, but not to exceed one hour, law enforcement authorities should be contacted. Parents should be notified no longer than two hours from the time the disappearance was first noticed.

Staff Responsibilities to Monitor Camper Health

CAMPER ASSESSMENT

When Campers arrive, observe them in their cabin. Also, observe the campers for possible health problems, such as an elevated temperature, cough, athlete's foot, lice, rash, etc. Notify the nurse if any potential health problems or concerns are suspected. No medications or aerosol sprays are to be kept in the cabin except for inhalers for Asthma, with the permission of the Nurse.

HYGIENE

It is the counselor's responsibility to make sure the Camper takes a daily shower (remind the young ones that this involves getting wet AND using soap!) and brushes his or her teeth at least twice daily. If a Camper needs items for personal hygiene such as toothbrush, toothpaste, shampoo, or deodorant, see the Nurse.

NUTRITION

Watch for eating problems: not eating at meals, overeating, not drinking enough fluids. A glass of water must be drunk before juice is given, and push fruit consumption. Regular meal schedule and increased activity tend to make the overweight child lose weight and the underweight child gain weight. If you detect a nutrition or weight problem, contact the Nurse. Provision can be made to encourage these children at meals and snacks.

BOWEL IRREGULARITY

If there is suspicion of constipation, have the child drink fluids and eat bran cereal, fruits and vegetables. If the problem continues, have them see the Nurse.

ELEVATED TEMPERATURE, COUGH, COLD

Take the child to the Nurse immediately. No medications should be given to campers from any staff outside the infirmary, such as aspirin, Advil, Tylenol, or Motrin as all medications are to be kept in the Infirmary. Some exceptions are made for inhalers of asthmatic campers and staff.

EARACHES

If the child complains of an earache or has ear drainage, take them to the Nurse. You will be notified if your Camper has an ear infection or swimmer's ear. Do not allow the child to get into the pool until approved by the Nurse.

NOSEBLEEDS

To stop the bleed, have the child sit, lean forward, and apply pressure by squeezing the nose. Take the Camper to the Infirmary.

BEE STINGS

If the Camper is allergic to bees, have them sit quietly, and call for the Nurse.

FEELING FAINT OR DIZZY

Have the Camper sit or lie down in a cool area and call for the Nurse.

ASTHMA ATTACK

If the Camper is having difficulty breathing, have them sit in a cool area and use their inhaler. If they improve, accompany them to the Infirmary. If they do not improve call for the Nurse.

CHOKING

Have the child stand or sit erect, raise one arm and cough. This helps to straighten out the trachea. If the Camper is unable to cough or speak, perform abdominal thrusts and call for help.

HEAT CRAMPS/EXHAUSTION

Symptoms may include painful muscle spasms or cramps in the abdomen or legs, moist, pale or flushed skin, headache, nausea, dizziness, weakness, and exhaustion. Treatment includes rest in cool area out of the sun; apply cool, wet cloths to the skin; give fluids to drink if conscious.

COMMUNICABLE DISEASE

Prevention is the key. Insist on frequent hand washing, especially before meals and at bedtime. Have Campers sleep with the greatest distance between their heads. “Sneeze on the toes, not on the nose”. Any sign of sore throat, cold, cough, rash, or “red eye”, take the Camper to the Infirmary for assessment.

UNIVERSAL PRECAUTION

Use a barrier when treating all injuries and open wounds. Federal regulations mandate the use of barriers, (masks, gloves, etc.), hand washing, sanitizing and disinfecting procedures and appropriate waste disposal. Masks, gloves, and leak proof containers are found in the Infirmary. Gloves and

face shields are found in first aid kits. Gloves and goggles are found in each unit. Gloves are to be worn when cleaning up body fluid, or blood. Waste material is to be placed in a sealed (leak proof) container for disposal. The area should then be sprayed with a disinfecting solution found in the Infirmary, allow disinfecting solution to sit for one minute before wiping dry. Report the incident to the Nurse. All medical waste is to be placed in a sealed container that prevents leakage of fluids. These containers may be found in the infirmary. “Medical Waste” includes such things as syringes, needles, or dressing wet with body fluids or blood.

Disinfecting Solution: one-fourth cup of bleach added to one gallon of tap water. This solution cannot be used on food surfaces. Never mix with other solution or fluids.

Regarding Staff

TIME OFF

All staff will receive two hours of time off each day, either during morning program or afternoon program. While there is no prohibition for staff to continue to engage with camp activities during their time off, we recommend that they use that time for their personal needs.

STAFF REFRIGERATOR IN THE MESS HALL

If staff wish to use the staff refrigerator in the Mess Hall, they must clean up after themselves and remove their own food from the refrigerator before it becomes a science experiment. Soft drinks and waters may also be stored in the infirmary refrigerator, but all food must be stored in the mess hall.

TIME OFF BETWEEN CAMPING SESSIONS

In between camp sessions, staff will have time off from approximately 12:00 PM on Saturday until 10:00AM on Sunday. Once the campers leave, counselors must thoroughly clean their own cabin.

To be sure we properly account for all people at camp in the event of an emergency during the time off between sessions, please let the leadership know when you are planning to be off the mountain. Staff members are expected to attend the Divine Liturgy at 10AM on Sunday in the chapel.

After the final camping session, the staff will hold debriefing sessions on Saturday and Sunday, will celebrate the closing of camp with a fancy dinner Sunday night and will depart home on Monday morning.

Packing List for Staff

Shirts

- Bring plenty of t-shirts
- No crop t-shirts; no low-cut sides or spaghetti straps on tank-tops. Tank-tops with thicker straps are welcome

Shorts

- Be mindful of the length
- Let's keep ourselves covered

Pants

- Long pants for evenings (it gets cold). Bring enough in case clothing gets wet or soiled

Undergarments and Outer Garments

- Lots of underwear!
- Plan for two pairs of socks per day
- 2-3 jackets, sweaters, and/or sweatshirts (it can get cold at night)

Closed-toed shoes

- Open-toed shoes for pool/shower (if desired)
- No high heel shoes
- Athletic shoes for Afternoon Program. No crocks or sandals at basketball.

Church clothes

- Long pants for men. Women may choose to wear long pants, skirt, or dresses.
- Shoulders should be covered. Be mindful of the length. Nicer outfits for Liturgy

Modest swimsuit

- For Females: One piece swimsuits or tankinis that cover midribs and/or boy cut shorts.
- For Males: Swim shorts (no speedos).

Toiletries

- Shampoo & conditioner; body wash and face wash.
- Hairbrush or comb
- Deodorant, toothbrush & toothpaste
- Bug spray, sunscreen, LOTS of chapstick!
- Towel & washcloth (separate towel for the pool)
- Feminine products

Other Items

- Reusable water bottle
- Pillow, Sleeping bag or Sheets and blanket
- Flashlight
- Laundry bag for dirty clothes
- Theme night clothing
- Prayer Book, Bible

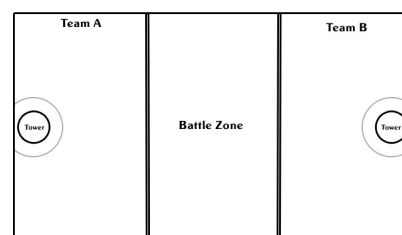
Rules for Athletic Activities

ARCHERY

- The proper use of the archery equipment must be demonstrated before the activity is begun.
- No dry-firing of bows is permitted.
- No camper or staff member is permitted to shoot arrows by himself/herself without a trained staff member at the activity.
- No camper is permitted to aim or shoot an arrow when a person is in front of them or at another person.
- All campers must wear protective gear as designated by the archery instructors.
- No campers are permitted to be in front of those people who are shooting arrows.
- Only the number of people specified by the instructor may shoot at one time.

TWO TOWERS

The point of the game is to knock your opposing team's King from their tower using a rubber ball. Each successful attempt is worth one point. The winner of the game is the team that achieves the predetermined score. (Ideally, this will be 7 points.) Keep in mind that it plays a little like dodge ball. Depending on the size of the group, there will be any number of balls in play at the same time.



PLAY:

- The field will be divided into 3 equal parts. The middle zone is considered the “battle zone”. At the end of each team’s zone, is the tower.
- In attempting to knock of the King, at no point can team members cross into the other team’s zone.
- If a player in the Battle Zone gets hit by a ball, they are out for the round – even if the hit is from “friendly fire”.
- If a player in the Battle Zone catches a ball that is thrown at them from the opposing team, the ball thrower is out for the round.
- Players in the Battle Zone may throw the ball at another player also in the Battle Zone.
- Stealing the ball from another player in the Battle Zone is not allowed.
- No players can get hit while they are in their own zones.
- All balls must be thrown while in-bounds.
- You may throw the ball at your opponent’s king from either the Battle Zone or your own zone.
- Any thrower that hits another player in the head is out. (No throwing at heads!)
- If the King is knocked off of the tower due to the ball hitting the post, it is not a point. The ball must either hit the King directly or the dish to knock it off.
- No player may be within 5 feet of their tower. This will prevent any “goal tending”.

POOL

Use of the Pool by the campers and staff is strictly regulated by our Lifeguards as well as by the guidelines of the American Red Cross. Daily pool usage is monitored and overseen by the Camp Director and the Lifeguard. Lifeguards must be present during swim activities. Campers who want to use the pool must complete a swim test and will be assigned arm bands indicating their qualification for shallow or deep end swimming. At all other times, the pool area is locked. While the pool is open, staff must comply with all the rules and regulations, regardless of whether campers are in the pool area.

Responding in Difficult Situations

Any accusation or talk of any type of abuse at home or at camp must be reported to the Camp Director immediately. This includes parent to camper, staff to camper, or camper to camper cases of abuse. All comments regarding abuse should be taken with the utmost seriousness and addressed immediately.

Warning signs that one should look out for are unusual bruising or scarring, inappropriate social interactions such as excessive physical contact or aversion to physical contact, unusual comments about parental authority.

RESPONDING TO “HEAVY TOPICS”

- If they come to talk to you, you’re already doing something right. Continue to keep the situation comfortable. Don’t be shocked by what they are telling you. Rather, commend them for their courage and tell them that you are glad they want to talk about it.
- Let them tell you why they came to you. React to their emotions. For example, “It seems like you are feeling_____ about this. What can I do?”
- Lead them to discover the right answer to their own questions. It’s better to ask more questions than to give answers. If they came to you, it’s likely they know what is best and healthiest for them.
- The “I believe...” approach is much more effective than the “You’re wrong because...” approach. If someone doesn’t feel judged and accused, they are much more likely to be open to positive guidance.
- It’s critical that your response be in the context of what the Church teaches, even if it may conflict with your personal opinion.
- Listen without judgment, problem-solving, or agreeing or disagreeing. Fight the urge to share a personal experience while someone is disclosing. That’s the last thing you would want.
- Explore the options of transforming an unhealthy situation to a healthy one. If they are engaged in unhealthy behavior, it’s good to empower them and remind them of their capabilities.
- Tell them that the answers are simple, but not always easy. They are supported and loved and will be helped through the process of healing.

RESPONDING TO AT RISK BEHAVIOR OR SUICIDAL IDEATION

If a minor discloses something that is a LIFE AND DEATH SITUATION, OR INVOLVES ABUSE, SUICIDE, it is your responsibility to make the Camp Director aware immediately so that proper response, including notifying parents and/or authorities can be made. Make the process as structured and compassionate as possible.

- Tell them they have done the right thing by talking with you.
- Never promise you won’t tell anyone. Instead say: I can promise that you can trust me and I’ll do what’s best for you.
- Use the listening tools we’ve discussed to allow them to share openly.
- When the conversation is done, tell them exactly what will happen next and why.
- Offer them choices that they have. They don’t have the choice not to tell their parents. BUT, you can offer them this choice: “I am happy to talk with your parents, or we can talk with them together.”
- Ask them if they have any questions.
- Give them an idea of what might happen next

YOUTH PROTECTION POLICY CODE OF CONDUCT

This Code of Conduct reflects the Houth Protection Policy and Procedure, published by the Antiochian Orthodox Christian Archdiocese of North America in September 2024.

This Code of Conduct cannot capture all behavior constituting sexual misconduct or abuse. Youth Workers and Volunteers must ensure that their conduct is caring and proper given each situation and that reasonable boundaries are maintained. This Code of Conduct is for the protection of youth, but adherence also protects adults from false allegations and accusations based on misunderstandings. Youth Workers and Youth Volunteers who violate the provisions of this Policy are subject to disciplinary action, up to and including termination and expulsion from the parish/camp.

Prohibited behavior

Youth Workers must use good judgment and always act above reproach, striving to avoid even the appearance of impropriety. Youth Workers are representatives of God and should act as such. The following are prohibited behaviors with youth.

Inappropriate Physical Contact

Youth Workers are prohibited from engaging in any sexual activity with youth regardless of the age of the youth or the proximity in age of the Youth Worker to the youth. Prohibited physical behaviors include, but are not limited to:

- Sexual contact or touching a youth's breasts, legs, genitals, buttocks (other than for diapering or toileting of infants and toddlers)
- Kissing the mouth or any other body parts, other than culturally appropriate kisses on the cheeks
- Any physical contact that the youth previously has indicated is unwelcome, unless such contact is necessary, e.g., to protect the safety of the youth or others;
- Inappropriate or lengthy hugs or other signs of affection
- Having children over three years old sitting on the lap
- Wrestling, tickling, massaging, horseplay, or other prolonged physical contact
- Occupying a bed or lying together
- Snapping bras or giving wedgies or similar touch of underwear

Inappropriate Verbal Interactions

Youth Workers must not speak to Church/Camp youth in any manner that is unbecoming of a representative of Christ, including but not limited to:

- Flirting, making sexual advances, and seeking romantic or sexual relationships
- Conversations or comments of a sexual nature (except as part of a legitimate ministry discussion)
- Compliments or comments relating to physique or body development
- Making sexual or derogatory comments, gestures, or jokes
- Cursing, using profane language or taking the Lord's name in vain
- Name-calling, shaming, demeaning, or belittling others
- Telling secrets or gossip or instructing youth to keep a secret
- Threatening violence

Other prohibited behaviors

Possessing Sexually Oriented Materials - Youth Workers must not view or possess any sexually oriented videos, websites, photos, media, or intimate clothing of the opposite sex, etc. (except as part of a pre-authorized educational program).

Controlled substances - Youth Workers must not use, possess, distribute, or be under the influence of alcohol, illegal drugs, or other controlled substances.

Discrimination and Favoritism - Youth Workers will avoid favoritism among youth and should endeavor to interact equally with all youth, regardless of sex, race, religion, sexual orientation, culture, or socio-economic status.

Harsh Verbal Interactions - Youth Workers shall not speak to youth in a way that is, or could reasonably be construed to be, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Physical Punishment - Youth Workers must not use physical punishment in any way on youth. However, force may be used only to the extent necessary to stop a behavior that may cause immediate harm to the youth, him/herself, or to others.

Immodest clothing - Youth Workers should set a good example by wearing clothing that is not sexually suggestive.

Encouraged behavior

Youth Workers should regard their relationship with Christ seriously and cultivate it on an ongoing basis. Everything a Youth Worker says and does in the presence of youth should be meant to exemplify Christ and model a godly lifestyle.

Appropriate Physical Contact

All physical contact should be brief and unambiguous in meaning. Examples of appropriate physical contact include:

- Friendly hugs and arms around shoulders
- Pats on the shoulder or back
- Handshakes, high-fives, hand slapping, and fist-bumping
- Light touching of hands, shoulders, and arms
- Holding hands in appropriate situations (e.g. escorting young children; dance classes)
- Sitting beside young children without contact
- Kneeling or bending down for hugs with young children
- Kissing of cheeks when culturally appropriate

Appropriate Verbal Interactions

Examples of encouraged verbal interactions include:

- Positive reinforcement
- Appropriate jokes
- Encouragement
- Verbal Praise

BULLYING

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: using e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion. **At Camp St Nicholas, bullying is inexcusable, and we have a firm policy against all types of bullying.** Our Camp philosophy is based on our mission statement, which affirms that every camper must be given the opportunity to develop spiritually, emotionally, and physically. We must work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories. Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience and between camp seasons. Every person has the right to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at Camp St Nicholas.

Alcohol, Nicotine Containing Products and Drug Use

Alcohol, tobacco and cannabis use may be legal for some staff members due to age requirements but to protect the safety of our campers and the reputation of the Camp St Nicholas and the Diocese of Los Angeles, the following policies govern the use of these substances for the entire camp season, including time off and weekends off. The following are forbidden:

- Possessing, distributing, or drinking alcoholic beverages or mind-altering substances (legal or otherwise) on camp property, in camp vehicles or while in the presence of campers.
- Being under the influence of any amount of alcohol or other mind-altering substance while on duty.
- Consuming alcoholic beverages to the point of intoxication as defined by the State of California.
- Consumption of any alcohol, nicotine based or mind altering substance below the legal age to consume such substances.
- Using, possessing, distributing, or furnishing any alcohol or drugs to any other person.
- No use of tobacco (in any form) is allowed on the campgrounds or anywhere in the presence of campers.
- Campers who present nicotine addiction issues to staff can be referred to the Camp Director or Camp Nurse.
- Staff members who are smokers are encouraged to use the summer as an opportunity to quit. Camp St Nicholas is a drug free zone, meaning no drugs, alcohol or tobacco will be permitted on the property.

“In a word, a real faster is one who withdraws from all evil. As much as you subtract from the body, so much will you add to the strength of the soul.”

St. Basil the Great

Cabin Time

There are certain parts of the daily schedule which occur when campers are in their cabin with their counselors. The result is often cabin unity, bonding and preparation for upcoming activities. As a counselor, be aware that these times are important and make the most of them. Here are some sample activities you could try during cabin time.

- Funny Talent (Ice Breaker)
- Discussions around a topic: love, friendship, creation, truth.
- Bring in one counselor who can play the guitar and discuss the meaning of the song.
- Appreciating God's creation by going to the basketball courts and looking up at the stars.
- Play card games (no gambling!).
- Question and Answer session with a priest; let the kids ask any type of question.
- Prayer/Game Combo: Write verses of a prayer, Psalm, etc... Give each camper a piece of the prayer and have them put it in order, then say the prayer.
- Have your campers write something they like about each person in the cabin. They will each do this on their own sheet of paper. (There is a story in the 1st Chicken Soup book called "All the Good Things" that goes along with this activity.) This also works GREAT if you do it on one of the last nights. Collect the sheets and write each person's name on a separate sheet and list all the things that people wrote about them. Older and younger campers love this!
- Discussion about miracles. You can do this in the church, it's a good alternative to ghost stories; talk about how faith creates miracles, not vice versa.
- Have a night of beauty where you do facials and paint your toe nails (teens.) Talk about how inner beauty is most important.
- Have a question and answer box in your cabin and you can pull one out for cabin time discussions.
- Pass out glow in the dark stars. Each star represents a person they want to pray for; hang the stars up near your bunk. Also, the stars could represent a goal, wish, or accomplishment that they hope to reach while at camp.
- Write a quote or a funny thing that happened to you. They each try to guess who was who.
- What is Love? Cabin time...Love as an action etc...(16 yrs)
- Discussion about angels and demons
- Cabin Gratitude List: Each person writes something on the list each day that they are thankful for.
- Post an "Ask Aboona" sheet in your cabin and anytime a question comes up that no one knows the answer to, you can remember to ask the priest.
- Coloring name tags for your bunks
- Memorizing a prayer a little each night that would be fully memorized by the end of the session.
- Praying for each other out loud, before you go to bed. Each person prays for the person to the right or to the left.
- Dance Lessons before the dance.
- Anything you've ever wanted an honest answer to night: Campers ask so many questions – even silly things – they will be really impressed with the honest answers you will give.
- Have cabin prayer lists.
- Learn about each camper's patron saints.
- Share the most embarrassing or the scariest moment in your life.
- Go around in a circle and say why we know we believe in God (14 yrs)
- Ask everyone what one thing they learned that day, then talk about the things they learned.

Emergency Preparedness

EMERGENCY EVACUATION PROCEDURES

The Director makes the decision to evacuate the camp. In their absence, the Camp Manager, Camp Priest, or Assistant Director shall be designated in charge. A fire, earthquake, or other crisis identified by the Sheriff's Department or Department of Forestry could be cause for evacuation.

In accordance with camp policy, all vehicles in camp will be ready to use in the case of evacuation. This means that all owners of vehicles will have pre-authorized the use of their vehicles for evacuation of participants in the case of an emergency. These vehicles will be used to shuttle participants under the coordination of the camp director, using the guidelines to establish the order of evacuation.

The path of evacuation will be determined by the direction(s) of the impending danger. The most viable path of evacuation would be via the site's main entrance from the highway. From this location, the evacuation can proceed in either direction to a designated safe area. The rendezvous point will either be the Sheriff's Station in Frazier Park or the Fire Department Station in Pine Mountain Club.

Before Departing

- Head counts and specific names should be taken both upon leaving camp and before returning, in order to make sure that everyone is present.
- Medical History and Examination Forms will be carried off camp at the discretion of the Camp Nurse.
- Visually check the vehicle for tire pressure, working headlights, horn, and gas levels for appropriateness.
- Each vehicle should have either a phone or a two-way radio.
- Staff members will review safety and evacuation procedures with the campers before departing.

Loading/Unloading Vehicles

- The only vehicles to be used are those that have been permitted for use by the vehicle owner through a signed permission form.
- Only approved drivers are to drive vehicles.
- There must be a First Aid trained staff member in each vehicle excluding the driver.
- Each passenger must have their own seat belt.
- In order of evacuation:
 - Medically critical with medical support personnel
 - Persons with limited mobility with attendants
 - Persons with special physical and/or developmental needs with assistants
 - Youngest participants
 - Adult participants
 - Remaining staff

En Route

- At least 2 staff members will accompany each emergency vehicle. If special circumstances require additional staff members, more staff members will be assigned. The non-driver(s) will follow the following safety procedures:
 - Maintain good order among the campers to ensure that the driver is not distracted and to stop any unsafe behavior (campers out of seats while van/bus is moving, hands out of window, etc.)
 - Verify that vehicle capacity is not exceeded.
 - Verify that all campers are present and accounted for
 - Maintain safe and orderly loading and unloading of campers.

Convoy Procedures

When the vehicles are going to the same destination, the following convoy procedures should be followed:

- Drivers need to keep together at all times. If one vehicle needs to stop for any reason, the other driver must stop also. No driver is to depart from the sight of the other, take an alternate route, or drive in a manner to out-run the other at any time in the course of the trip.
- Before the trip commences, one driver will be designated head-driver. He or she will make all final decisions in regard to travel during the evacuation.

EMERGENCY PROCEDURES IN CASE OF AN ACCIDENT OR INJURY

In case of accident or injury while on a trip, the following procedures should be followed:

- Stay Calm.
- Staff members should employ standard First Aid procedures.
- Contact the nurse via phone or two-way radio.
- If deemed necessary by the Nurse, the nearest emergency personnel should be contacted by having the Director or an Assistant Director call 911.
- No campers should be left unattended.
- An Incident Report should be filled out when the situation is under control, including the names of any available witnesses.

GENERAL EMERGENCY PLAN

In the event of any emergency, a staff member will inform the Camp Director or Camp Nurse directly, or via two-way radio or camp phone. In the event the Camp Director is not available, the Assistant Director will assume the responsibility for contacting emergency personnel. No other camp staff should contact emergency personnel unless reaching the Camp Director, Program Director and Camp Nurse proves impossible. Closest hospital is Henry Mayo Hospital: 23645 McBean Parkway in Newhall: (661) 253-8000.

COMMUNICATIONS DURING EMERGENCY

During emergencies, all communication with Media and/or Parents should be done via the Camp Director or their designate, and not by any other camp personnel. If the media or some stranger is on camp grounds, direct that person(s) to the camp office, and notify the Camp Director immediately. In non-emergency situations, parents should only be contacted with the prior approval of the Camp Director.

The following process shall normally be followed:

- **Control the Flow of Information**
 - All phone usage will be monitored. Until the situation is fully understood, the phone shall be staffed 24 hours by personnel briefed with the details of the situation as instructed by the Camp Director.
 - All related law enforcement agencies and emergency services should be notified and kept advised of the situation.
 - As soon as possible, a written or tape recorded record of the incident (before, during, after) should be made in order to determine the chronology of events, action taken, and follow-up utilized. When possible, include pictures, the names and addresses of witnesses, and anything that might be used as evidence.
- **Notify the Parents or Family**
 - Depending upon the nature and severity of the crisis, it is the responsibility of the Director or Camp Priest to communicate, directly with the parents/families of those involved: the nature of the incident, the action taken, and the accurate information, which will avert false information or rumors, which very rapidly spread.
 - If an injury has taken place, the nurse, Camp Director, or Camp Priest will notify the parents.
 - In the event the crisis involves the loss of life, the next of kin should be notified in the following manner:
 - If possible, the Camp Priest will personally accompany the victim's pastor and police officer from the city or town to the home of the deceased.
- **Communication and the Camp Community**
 - The Camp Director is responsible for communicating the situation to camp staff, and then to the campers. Again, it is important that complete and accurate information be shared in order to avoid uncertainty and suspicion.
 - Depending on the nature of the crisis and who has been affected, resumption of the regular camper and staff activity is of vital importance. This is not only helpful and reassuring, but will also contribute to lessening the negative impact of the incident upon all concerned.
 - The Camp Director needs to carefully monitor the physical, psychological, and social impact of the crisis upon the camp community so that the situation can be constructively evaluated, updated and dealt with.
- **Camp Attorney and Insurance Company**
 - As soon as possible, the camp attorney should be notified and appraised of the situation. All activity plans, as well as printed material, should be carefully checked by legal counsel. Nothing should be taken for granted.
 - The insurance company should also be contacted. Be certain to have a full understanding with the insurance company of what we are permitted to do and say. Again, take nothing for granted.
 - The written report of the crisis should be forwarded to both the attorney and insurance company.

EMERGENCY BELL RINGS

If emergency merits gathering of the entire camp, one of the following bells will ring (note, an alternative to a bell is the camp air horn – which in many cases is easier to hear than the bell):

- **Lock Down** (2 rings, pause, 2 rings, pause, and repeating OR “LOCK DOWN” being repeated over camp loudspeaker). This would be used if any dangerous individuals or animals were found on camp. All campers and staff should immediately proceed to closest indoor location, with doors locked if possible.
- **Fire Bell** (3 rings, pause, 3 rings, pause and repeating). This would occur during fire or any emergency requiring gathering of entire camp when no hazards exist for doing so.
- **Take Shelter** (4 rings, pause, 4 rings, pause, and repeating). This would be rung in case of severe weather. All campers proceed to the Mess Hall.

SPECIFIC EMERGENCY PLANS

Fire

Fire is the #1 safety threat to campers at St. Nicholas Summer Camp. The Angeles Forest, in which the camp is located, is extremely dry during the summer.

IF YOU ARE THE FIRST PERSON TO DISCOVER A FIRE:

1. Remove all campers from the area of danger.
2. Send another staff person to sound the alarm, call 911 and notify the Camp Director or Camp Manager (If no reliable person is available to do the preceding, do it yourself.)
3. If possible, extinguish the fire. Fire extinguishers are located on the ends of the dorms, hallway of Staff Building, entrance of Chapel, within Lodge and Pool Lodge.
 - a. Pull the pin.
 - b. Aim at the base of the fire.
 - c. Squeeze the trigger.
 - d. Sweep from side to side.
4. Clear vehicles, combustibles, and flammable materials from area of fire.

Sounding the Alarm

The Alarm Pull-Boxes are red and located on the uphill and downhill side of the Upper Dorm buildings and at the entrance to the Staff Cabin, Chapel, Mess Hall and Pool House.

If the Alarm is not working, there is a backup air horn located at the Mess Hall kitchen door. Depress handle on the CO2 canister after removing the safety pin to emit long blast. Make evacuation command over the Camp intercom system located on the opposite side of the door from the CO2 unit. When sounding the CO2 unit, use repeated blasts of three. If backup CO2 unit fails, the staff will be assigned to sweep the camp.

UPON HEARING THE FIRE ALARM INTERCAMP SYSTEM and/or THREE BLASTS FROM BACKUP HORN:

1. Campers are to proceed immediately to the Flag Pole Assembly area (no running) under the direction of counselors.
2. Each group will stand together, apart from other cabin groups, in the Flag Pole Assembly Area.
3. Each counselor is responsible to account for all their campers
4. The Director then accounts for all campers and staff and makes decision how to locate any missing campers/person.

When the Fire Department Arrives

1. Keep the road open once the fire department has been recalled.
2. Be sure all gates are unlocked.
3. Only director or designate talks to the fire officials.
4. Report whether or not all campers are accounted for.
5. Give location of fire if not obvious.

Staff Responsibilities During a Fire Emergency

1. Camp Director coordinates all activity.
2. Program Director(s) responsible for camper and counselor safety.
3. Staff responsible for following directions.
4. Cabin counselors/group leaders are responsible for camper accountability and safety. Once your group is accounted for, DO NOT leave the Flag Pole Assembly Area unless directed to do so by Director.
5. Health Care Supervisor: treatment of injured campers and staff.
6. Everyone is to remain at the Flagpole Assembly Area for directions from Director.

Fire Within Buildings

1. If fire is small and localized, use the fire extinguishers available in buildings.
2. Hold the extinguisher upright and pull pin.
3. Start back about 8' and aim at base of fire.
4. Squeeze the lever and sweep side to side.

In case of grease or similar fire that occur in the kitchen, a staff member or cook should make the attempt to extinguish such fires with the extinguisher hanging in kitchen. If such fire is out of control, the staff member shall proceed with the measures listed above.

Fire Within The Forest Areas

In the event of a fire within the forest surrounding St. Nicholas Camp, call the Kern County US Forestry Department at (661) 245-3731. Fight fire under the direction of the Site Director or Program Director. Use the fire tools located in the red fire boxes. Remember, fires spread uphill and down wind. Do not try to outrun a fire. Move across its path and out of the way.

US Forest Service Fire Prevention Policies

The USFS requires the Camp Director to make periodic inspections to keep the camp free from hazards. Camp must maintain several red tool boxes throughout the camp to be used for fire suppression purposes. Each box contains: Five (5) long handle round point shovels, two (2) pulaskies or axes, three (3) McCloud tools, one (1) backpack pump 5 gallon capacity.

Thunderstorms and High Winds

At first sign of electrical activity in the immediate area while campers are on the field, campers should be moved immediately to the Mess Hall. Announcements may be made to direct campers where to go. Counselors should remain with the campers in their care at the time the announcement is made. Follow these precautions:

- Do not shower during a thunderstorm as water and metal can conduct the electricity of lightning.
- Do not use telephones except for emergencies.

After the storm has passed, and it is safe to walk around the camp area, the Camp Director will designate a staff member to confirm that all electrical wires and phone lines are still standing. The Camp Director will contact the Maintenance Staff to survey the area to check for downed wires. If wires are down, contact Southern California Edison at 800-611-1911 to respond to the emergency. All campers and staff should stay where they are (Lock Down) until the Camp Director or a designated staff member says it is safe to leave the building.

Earthquake

If in the building, get under table, bunk or stand in a doorway (beware of closing doors!) until a lull. If outside, make attempt to move to open areas. After the quake, move to the flag pole assembly area as in fire drill and await instructions. If possible, move injured away from structures and notify Director and Nurse, administering first aid as necessary. The Nurse or Physician on duty is in charge of first aid. Each Counselor or group leader shall be in charge of their own cabin (campers) and assist the Nurse. All other staff shall report to the Director or persons highest in the chain of command. The Director or Manager will appoint staff to:

- Check for fires.
- Check utilities and turn off gas at Propane tanks if there is any sign of leakage, or close gas valves at appliance location.
- Turn off electricity at main box located in the food storage room in the kitchen if any shorts or exposed wires exist.
- Check for leaks or running water. Turn off main valve located at water storage tank above the upper dorm, or on the water boxes to each building.
- Check septic sewer lines before using toilet.
- Inspect for damage or cracks before using wood stoves or fireplaces.
- Stay with campers and maintain a calm demeanor.
- Prepare for aftershocks that will occur.
- Stay away from weakened structures, falling glass, or balcony, etc.

When all clear is established by Director, announcement will be made for campers and staff to return to normal activities.

In preparation for earthquakes the camp maintains the following:

- A transistor radio with good batteries shall be kept on hand in case of emergency.
- Keep the 10,000 gallon water supply tank full.
- Have at least 2 weeks of emergency food staples on hand.
- Have flashlights and/or candles available.
- Have available a back-up heat system independent of electric and LPG.
- Stay outside if situation requires.

Intruder or Active Threat

Many of these incidences are often over in a very short period of time—ten to fifteen minutes. You need to assess your situation and take responsibility for your personal safety and security. Try to stay calm. Trust your instincts, and use care when making decisions. It is important to understand that any action taken or not taken during an active intruder incident may involve life-threatening risk.

Incident Occurring Inside of Buildings

If a firearm is involved, the first warning may be observation of the armed intruder(s). The intruder(s) may have one or a combination of weapons and/ or explosives. You may also be alerted by shots fired, or the sounds of people in distress.

- **Figure Out**
If you hear shots fired or a commotion that leads you to suspect danger is near, trust your instincts. Investigate, where safe to do so, and try and determine what is happening around you and if you are in danger, but do not put yourself at risk. Take care of yourself and then assess the best way to help the campers around you.
- **Get Out**
In the event that you witness a person(s) with weapons and /or a situation where it appears that danger is imminent, you must first consider your own safety. Determine if you can leave the area safely. If you have not been detected, and you have an escape route, your best option may be to leave. Move as quickly and quietly as possible to a safe area. Call 911. As soon as you can, alert the Camp Director. If you are not able to leave safely, you may have to seek shelter.
- **Hide Out**
The purpose of sheltering yourself is to protect you and others from the intruder(s). If you cannot leave safely, you must seek shelter from an armed intruder(s).
 1. Immediately move to the nearest room you feel is safe with as many people as possible.
 2. Lock and / or barricade the door. Block the door with desks, chairs, etc. to make it very difficult for the intruder(s) to enter and cause you harm.
 3. Turn off lights and / or maintain minimal lighting.
 4. Close / lock and stay away from all windows and blinds.
 5. Lie flat on the floor or take adequate cover out of sight.
 6. After contacting Police, turn off or silence your cell phone.
 7. Remain calm and quiet and do not attempt to leave.
 8. Comfort others who may be panicking and assist injured if necessary.
 9. Consider making a plan in case the intruder(s) gains access to the room.
 10. Do not attempt to leave until police arrive and tell you it is safe.
 11. When police do arrive, show your hands slowly. Do not run towards them. Wait for police to approach you and follow their instructions.
- **Get the Word Out**
Report what is happening: Immediately call 911 and report the incident. It is important to give as much detail as possible about the situation and the intruder(s), such as physical description, type(s) of weapon(s) involved, and the location of the incident.
- **Wait Out**
Wait for police to arrive. Do not enter hallways, stairwells, etc until instructed to do so. Upon arrival of the police, obey their instructions. Do not make any quick movements, wait for their instructions. Slowly show your hands. The police

do not know you and they have to be satisfied that you are not a threat to them. They may hand cuff you, search you or ask you to remain still. These are routine measures until they believe they have the situation under control.

Incidents Occurring Outside of Buildings

- **Figure Out**

If you hear shots fired or a commotion that leads you to suspect danger is near, trust your instincts. Investigate, where safe to do so, and try and determine what is happening around you and if you are in danger, but do not put yourself at risk.

1. Move quickly to a safe place where you can take cover and/or seek protection.
2. Use whatever cover is available to protect you (vehicles, trees, etc.)
3. Run, walk quickly, or crawl to safety. Try to put as much distance as you possibly can between you and the active intruder(s).
4. Once you feel you are not in immediate danger, report what is happening by calling 911. It is important to give as much detail as possible about the situation and the intruder(s) such as physical description, type(s) of weapon(s) involved, and the location of the incident. The operator may ask you to stay on the line. Once finished with 911, make sure to let the Camp Director know asap.

Mass Notification

Upon notice of an active intruder(s) on camp, the Camp Director will decide when and how to notify the other on camp and the parents of the campers. The notification may inform the community that police are on route or are already on site. It may also advise you to secure your area and/or hide out. All communication outside the camp should be made by the Camp Director, unless he/she is unable. In this case, the Assistant Director will handle all communication.

Police Response

The police will be the primary responder to an active intruder incident. They may control entry and exit and movement within a facility to allow them to better respond to the situation. Once police have contained a situation, they may determine that it is safe and necessary to evacuate the building. If instructed to evacuate a building follow these instructions:

1. A designated person will lead the evacuation in orderly fashion taking a specific safe route away from the danger area. Police and/or CEP may also be involved in this process.
2. Where possible, assist those requiring assistance.
3. Do not interfere with any physical evidence.
4. Move orderly and quickly to designated assembly points. You may have to provide your contact information to the police personnel and/or be interviewed. What you know may be of critical importance to the police.

FOLLOW UP ACTIVITIES AFTER ANY EMERGENCY

An incident report will be completed by the Camp Director. The Camp Director, or their delegate will be the single point of contact for any inquiries coming to the camp about the incident. After the incident is resolved, follow-up discussions should take place between qualified persons and campers. Emergency situations often cause emotional trauma. If the emergency requires evacuation, release campers to parents only if safe and roads are passable.

St. Nicholas Summer Camp

