CAMP BEAUSITE NORTHWEST

CAMP Staff Handbook

SUMMER 2024

Empowering People of All Abilities Since 1989

Updated 5.26.2024

Camp Beausite NORTHWEST

CAMP & RETREAT CENTER

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INTRODUCING CAMP BEAUSITE NORTHWEST

Letter From Executive Director
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Letter From the Executive Director

Welcome and CONGRATULATIONS on joining the Camp Beausite Northwest Camp Family!

We are so incredibly excited to have you with us. For many of you, this will be a job like no other. Every session will be different, every camper is different, every activity will be different – but the support that we give, will be excellent every time.

It is important to understand why we are doing what we are doing. This isn't just about going to camp for our campers. While camp is what we do and such a huge part of who we are. There is so much more to it. Every aspect of our programming is intentional. We are creating programming and opportunities that develop and strengthen all kinds of skills. And we are not just talking about our campers 😊

Additionally, our parents, guardians, and caregivers benefit tremendously from our summer programs. These incredible people have been dedicated to the care of their camper for years. We have some parents who are in their 80's dropping off their 56-year-old child to camp. Many of our older campers, their care has shifted to a sibling or a different family member. And so many of our campers need 1:1 or 1:2 constant care. There is a lot of love that goes into raising a human, and a whole lot more when they need help meeting their needs on a daily basis. That is where Camp Beausite Northwest comes in and tries everything in our power to help and offer a resource called Respite.

Our campers come to camp to have a great time, socialize, learning things, make new friends, and do all kinds of super fun activities. THEY LOVE CAMP! We do too! And while our campers are loving camp, our families get a moment for themselves, which is so incredibly important so that they might be able to keep doing what they have been doing for years or even decades – caring for their loved one. Providing camp for our campers is one incredible level of achievement. Being able to provide respite for their families – adds a whole different level of awesome.

There are going to moments when things are hard, or tough, or messy. There might be moments that you are questioning why you signed up for in the job (although that rarely happens)? Whenever those moments happen – step back and remember why you are here and how your effort and energy is making a HUGE difference to each of those campers, and probably 3 or 4 family members or caregivers at home.

Your presence and impact go way beyond the cabins, activities, and the dedicated time at camp. It is so needed and so scarce, you being here is what makes this all happen. We could not do this without you, and we are so grateful that you have joined us.

Remember, if you are ever unsure of anything – just ask. The doors are always open, your directors and fellow staff members are here to support you. We hope that this great team will become your family. We will work hard and play hard – it is going to awesome.

Welcome to Camp Beausite Northwest!

Yours in Camping,

Raina Baker
Executive Director

Mission Statement

Camp Beausite Northwest has been mission-driven since 1989 to provide an inclusive camp experience for people with special needs and their families.

History of Camp Beausite Northwest

Camp Beausite Northwest (CBNW) – originally known as the NW Kiwanis Camp – has been providing camp services to adults and children with disabilities since 1989. We are a 501(c)(3) nonprofit organization funded through the generosity of our local community of individuals, groups and organizations. CBNW is able to create year-round programming for campers and their families through various fundraising events, camper fees, facility rentals, grants, and support services through the Department of Health and Human Services.

CBNW first opened its tent flaps in 1989. The camp was started by a Kiwanis Club in Sequim, WA to give children with disabilities the opportunity for the camp experience. In the beginning, the camp did not have a permanent site and between 1989 and 1993 camp sessions were held at various campgrounds around the Olympic Peninsula offering 1–2 weeks of camp programming during the summer.

In 1993, four more Kiwanis Clubs joined the original group and the Northwest Kiwanis Camp was incorporated with the goal of locating, acquiring, and developing a permanent camp site. That same year, Jefferson County offered the group a long-term lease on a 55-acre parcel in Chimacum, WA. The site included a 5,000-square-foot lodge and a caretaker's cottage. For the first several years, our campers came to camp during the summer for 3 weeks of summer camp and stayed in army tents and slept on cots. Recognizing the need for a name that better reflected the growth in the scope of services we provide and the diversity of our supporters, the organization officially changed its name to Camp Beausite Northwest in 2011.

Over the years – through the efforts of so many within our community – CBNW has been able to build and create the facility that we have today. The first phase was started in 2009 when construction began on an 1,100-squarefoot bathroom, shower, and laundry facility to support the needs of our campers. Phase 1 was completed in 2016 with the installation of a commercial kitchen in the lodge. Phase II began in 2017 with the construction of the two bunkhouses that would ultimately house up to 40 campers and staff, along with fully accessible bathrooms. Phase III began in 2018 with the construction of the Edmondson Lodge which was completed just in time for summer camp in May of 2019.

2020 and 2021 would prove to be an incredibly difficult couple of years for Camp Beausite Northwest and their camp families due to the COVID 19 pandemic, which would ultimately halt all in-person programs. While making the best of an incredibly difficult situation, CBNW was able to pivot to at-home camp programming and virtual camp programs to offer to our campers through the generosity of local grants. The blessing of time has given CBNW the opportunity to develop our programs and funding processes, along with facility development, in order to bring our campers back to an even better camp experience than before. There is much left to do, facilities to build, programs to expand, and funds to raise to continue to see the dream come to fruition that was envisioned by the Sequim Kiwanis Club in 1989.

Abbreviations, Vocabulary & Definitions

Diagnoses: Disabilities	Diagnoses: Secondary	Diagnoses: Medical
ASD: Autism Spectrum Disorder DS: Down Syndrome/Trisomy 21 CP: Cerebral Palsy DD: Developmental Delay or Developmental Disability ID: Intellectual Disability or Intellectual Delay APD: Auditory Processing Disorder SPD: Sensory Processing Disorder TBI: Traumatic Brain Injury BPD: Bipolar Disorder MR: Mental Retardation	PTSD: Post Traumatic Stress Disorder ADHD: Attention-Deficit/Hyperactivity Disorder OCD: Obsessive Compulsive Disorder ODD: Oppositional Defiant Disorder GD: Global Delay	DM: Diabetes Mellitus HTN: Hypertension HOTN: Hypotension OH: Orthostatic Hypotension
Medical/ADL Abbreviations	**Other Abbreviations**	**Vocabulary**
EPI: Epinephrine G-Tube: Feeding tube HS: Hour of sleep (Bedtime) **NPO: Nothing by mouth** (no food or drink) O2: Oxygen PEG Tube: Feeding tube PO: Oral medication WC: Wheelchair WNL: Within normal limits BP: Blood pressure r/t: Related to	AM: Morning PM: Evening ASL: American Sign Language H2O: Water ADL: Activities of daily living	Hoyer: Hydraulic lift to transfer campers Pediatric: Under the age of 18 Brief: Diaper Pull Up: Diaper without straps Shirt Protector: Bib (for eating) PICA

Definitions

ADHD: Attention-Deficit/Hyperactivity Disorder
Anxiety
APD: Auditory Processing Disorder
Aphasia:
ASD: Autism Spectrum Disorder
Ataxia:
BP: Blood pressure
BPD: Bipolar Disorder
DD: Developmental Delay or Developmental Disability
Depression
DM: Diabetes Mellitus
DS: Down Syndrome/Trisomy 21
Dysphasia:
CP: Cerebral Palsy
EPI: Epinephrine
G-Tube: Feeding tube
HOTN: Hypotension
HS: Hour of sleep (Bedtime)
HTN: Hypertension
ID: Intellectual Disability or Intellectual Delay
MR: Mental Retardation
NPO: Nothing by mouth (no food or drink)
OCD: Obsessive Compulsive Disorder
OH: Orthostatic Hypotension
PEG Tube: Feeding tube
PICA: Non-Food consumption
PO: Oral medication
PTSD: Post Traumatic Stress Disorder
SPD: Sensory Processing Disorder
TBI: Traumatic Brain Injury
WC: Wheelchair
WNL: Within normal limits

HUMAN RESOURCES

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Executive Director
Board of Advisors
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Feedback & Evaluations
Grounds for Dismissal
Discipline Policy
Smoking Policy

At Will Employment

Camp Beausite Northwest hopes that every employee will find the employment relationship satisfying and rewarding in all aspects. However, we realize that employment relationships are not always mutually satisfactory. To protect the interests of both the employee and Camp Beausite Northwest, all employment with the organization is at will. Accordingly, employment can be terminated at will, with or without cause and with or without notice, at any time, either at the option of the employee or Camp Beausite Northwest. No employee or representative of CBNW has the authority to modify the at will employment policy except for the executive director, and any such modification to the at will employment policy must be in a written agreement signed by both the employee and the executive director. This constitutes an integrated agreement with respect to the at will nature of the employment relationship, and there may be no implied or oral agreements that in any way modify the at will employment policy.

Equal Opportunity Employer

- In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Camp Beausite Northwest will be based on merit, performance, qualifications, abilities and attitude.
- We do not discriminate in employment opportunities or practices on the basis of race, color, ancestry, national origin, age, disability, medical condition, religion, sex, marital status, sexual orientation, veteran status, political affiliation or any other characteristic protected by law.
- We will comply with all applicable equal employment opportunity laws.
- Camp Beausite Northwest adheres to all Washington State laws for employment practices.

Harassment

- We are committed to providing a work environment that is free of discrimination and harassment. In keeping with this commitment, Camp Beausite Northwest maintains a strict policy prohibiting all forms of unlawful harassment, including sexual harassment and harassment based on race, color, natural origin, ancestry, age, gender, sexual orientation, marital status, religion, disability, medical condition, pregnancy, political affiliation, or any other characteristic protected by state or federal law.
- This policy applies to all employees, including supervisory and nonsupervisory employees.
- Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either (1) submission to such conduct is made an explicit or implicit term or condition of employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
- Employees who believe that they have been harassed by a co-worker, supervisor, or agent of CBNW should promptly report the incident in writing to their supervisor and/or director. Supervisors should immediately report any incidents of unlawful harassment to the executive director. We will investigate claims of unlawful harassment and will take appropriate corrective action, including disciplinary action, up to and including termination.

Insurance

- Worker's compensation insurance is carried by Camp Beausite Northwest on each employee for work-related injuries and/or illnesses. This insurance does not cover nonwork-related injuries and/or illnesses.
- It is highly advisable that you maintain personal health insurance, as Camp Beausite Northwest will not pay for any personal health care related expenses.
- Liability insurance is carried by Camp Beausite Northwest, which covers each employee when carrying out assigned camp responsibilities, as long as the employee is not negligent in carrying out those responsibilities, is following the policies and procedures of CBNW, and acting within the authority of their job.

Benefits

- Meals are provided for the staff three times daily during camp programs. SNACKS! The kitchen will do their best to accommodate any special dietary needs as possible.
- Housing is provided while camp is in session.
- Utilities – power, water, sewer, garbage, and internet.
- Free use of laundry facilities and supplies
- BEST. JOB. EVER!

Dress Code

Whether you're 16 or 64, we staff are adults and deserve an equitable level of respect and autonomy. We trust our staff to make appropriate choices regarding appearance at camp and being prepared for the activities of the day. Here are a few hard-and-fast policies which all staff are required to adhere to:

- **Check in / Check out days:** All staff (counselors, nursing, kitchen, program, admin) will wear their camp-issued staff shirt and name tag on Mondays and Saturdays. This ensures we appear as a united front, and that we look as awesome as we are!

- **Tattoos/Body Art:** We respect and welcome all forms of self-expression. Where your tattoos loud & proud, as long as the following are satisfied: no politics of any kind, no religious symbols/text/art, no weapon/drug references, no profanity, nothing that may offend **any** population of people we interact with, and lastly, no tattoos that could be graphically disturbing to our campers (gore, blood, weapons, etc.). Please ask a director if you're unsure of your tattoos and keep them covered during camp if they don't align with the above policies.

- **Hygiene:** We exist in the awesomeness of a close-knit community with shared living spaces. With that, we all carry the responsibility to practice good hygiene practices. Your campers look up to you and will follow your lead, so make it a regular routine to use deodorant, brush teeth and hair, and shower!

- **Shoes:** We want to keep this policy simple, so we ask that staff use common sense and good planning for shoes. Going for a hike in the woods? Opt for sneakers instead of flip flops. Hanging out on the lawn, or heading to the showers? Flip flops are great for both! We recommend sandals or shoes with a heel strap, but we encourage staff to wear what they're most comfortable with.

Contact Information

To receive mail (envelopes), please use the following address:
[Your Name]
c/o Camp Beausite Northwest
PO Box 1227
Port Hadlock, WA 98339

To receive packages (boxes), please use the following address
[Your Name]
510 Beausite Lake Road
Chimacum, WA 98325

Physical Address
510 Beausite Lake Rd
Chimacum, WA 98325

- If somebody needs to reach camp, use our office phone: **(360) 732-7222**
- Raina Baker (Executive Director): **(360) 837-0560**
- Amy Schmidtzinsky (Program Director): **(360) 837-0561**
- Kaylee Ellis (Assistant Program Director): **(360) 640-4145**

Compensation/Paychecks

All staff are paid every other Friday. We typically use direct deposit, meaning you'll provide us with your bank account and routing number. Every two weeks, you'll receive an email a few days prior to payday with the details of your pay stub. On payday, you'll receive a direct deposit into your bank account in the amount as stated on your contract. These deposits typically deliver into your account late at night the day before payday. CBNW is more than happy to issue a paper check if you would rather not participate in direct deposit.

Volunteer Counselor & Junior Counselor

This position is held by volunteers or staff under the age of 18. These awesome staff are huge assets to our team! Their primary responsibility is to help the counselors with the campers, help with program set up, and be an extra set of interactive and caring eyes and ears for the campers. They will participate and engage as all other staff do with the campers. They are a part of the team. There are few things that they cannot do:

- They **may not** help/participate with any medical needs – dispensing of medications/first aid/CPR/emergency services etc.
- Full showering assistance, bathroom transfers, bathing, brief changing etc.
- Be in direct charge of a camper(s).
- Respond to escalated/injured campers.
- Be the sole staff member directly supervising campers.
- Lift campers beyond emergencies.

Counselor

Any paid staff member above the age of 18. They are in direct charge of the camper's care and well-being. It is their job to support the needs of their assigned campers and utilize the help of their junior counselors and volunteer counselors to ensure the safest, and most fun camp experience for our campers.

- If you feel a guardian needs to be contacted, please alert your head counselor for additional support.
- If a camper is having any medical issues, alert the nurse immediately.

Head Counselor

CBNW has head counselors that are in charge of supporting operations at camp during the summer. They ensure that all of their staff and campers in the cabins are taken care of, have everything that they need, and most importantly are the connecting liaison to the Assistant Program Director and the Program Director. Head counselors are typically over the age of 21 and have at least a year of camp experience on their resume.

They are the support systems for the Jr. Counselors, Volunteers, and Counselors. They are a part of the Leadership Team for the summer and undergo additional training for this position.

When in doubt - Ask your Head Counselor what you should do.

Assistant Program Director

This position is in support of all things program and operations. They are here to ensure the smooth operations of programs, do some heavy lifting, and support our staff in all of their needs. They're your go-to support system for program supplies, care needs, camper or staff conflict, etc.

The APD is a part of the leadership team and a huge resource for all positions.

Program Director

Please communicate any of your needs or questions to your Program Director. They are here to support all of our staff and volunteers. It is their job to help you with whatever you need. They are your first line of communication for anything. They are in charge of the schedule and keeping things running and having fun! They oversee the activities and ensure that everyone is where they are supposed to be. They are everyone's support system.

Nurse

Our nurse is here to ensure that our campers medical needs are taken care of. They administer medications, treat campers and staff as needed, and decide on any medical protocols that may be needed. They oversee the record keeping of all dispensed medicines. Additionally, they are a resource for you to obtain support on the care of your campers.

Kitchen Staff

This part of our team ensures that the kitchen runs smoothly and that everyone has what they need. They are an incredibly valuable part of our camp family and will do everything in their power to ensure staff and campers have everything that they need from the kitchen. The Kitchen staff report directly to the Food Service Director.

Food Service Director

Our Food Service Director is at the center of all things camp. They oversee making sure we all have everything we need for any and all dietary needs. If you have any special requests, please speak with the program director so that we can streamline all requests. Please pitch in and help with dishes, clean up, and clearing tables.

Facilities Manager

Our facilities manager is a full-time staff member who is overseeing all things regarding camp and facilities. With that being said, this staff member is NOT employed to clean up after staff and campers. It takes a WHOLE village to create a clean and safe environment. Our facilities managers primary responsibility is to respond to maintenance needs, landscaping, and overall repairs. Please do you part to help camp out every day.

If you come across any items that need to be fixed, first, decide if it is an emergency; is something on fire or flooding kind of thing? If it is an emergency! Speak to the facilities manager or a director immediately. If it is not an emergency, there is a clipboard outside of the facility managers office where you can write down what needs to be taken care of. The items on the list will be taken care of based off priority timing and project management.

As for cleaning, we are all responsible for maintaining the cleanliness of our facilities and home. Please be aware that we will all be cleaning every day in order to keep camp safe and taken care of.

Executive Director

Oversees all aspects of camp. Operations, maintenance, programming, facilities, funds development, grant writing, marketing, human resources, and more. It is the executive director's job to support all of your hard work and to be there as your support system. The ED is all things camp but is also the most removed from camp programs as their responsibilities lie outside of the realm of program.

On any given day during the summer – the ED could be off site at meetings, running camp errands, writing grants, doing fundraising and funds development, among other things. Just because you might not see the ED as much as you might think you should – they are always there and available.

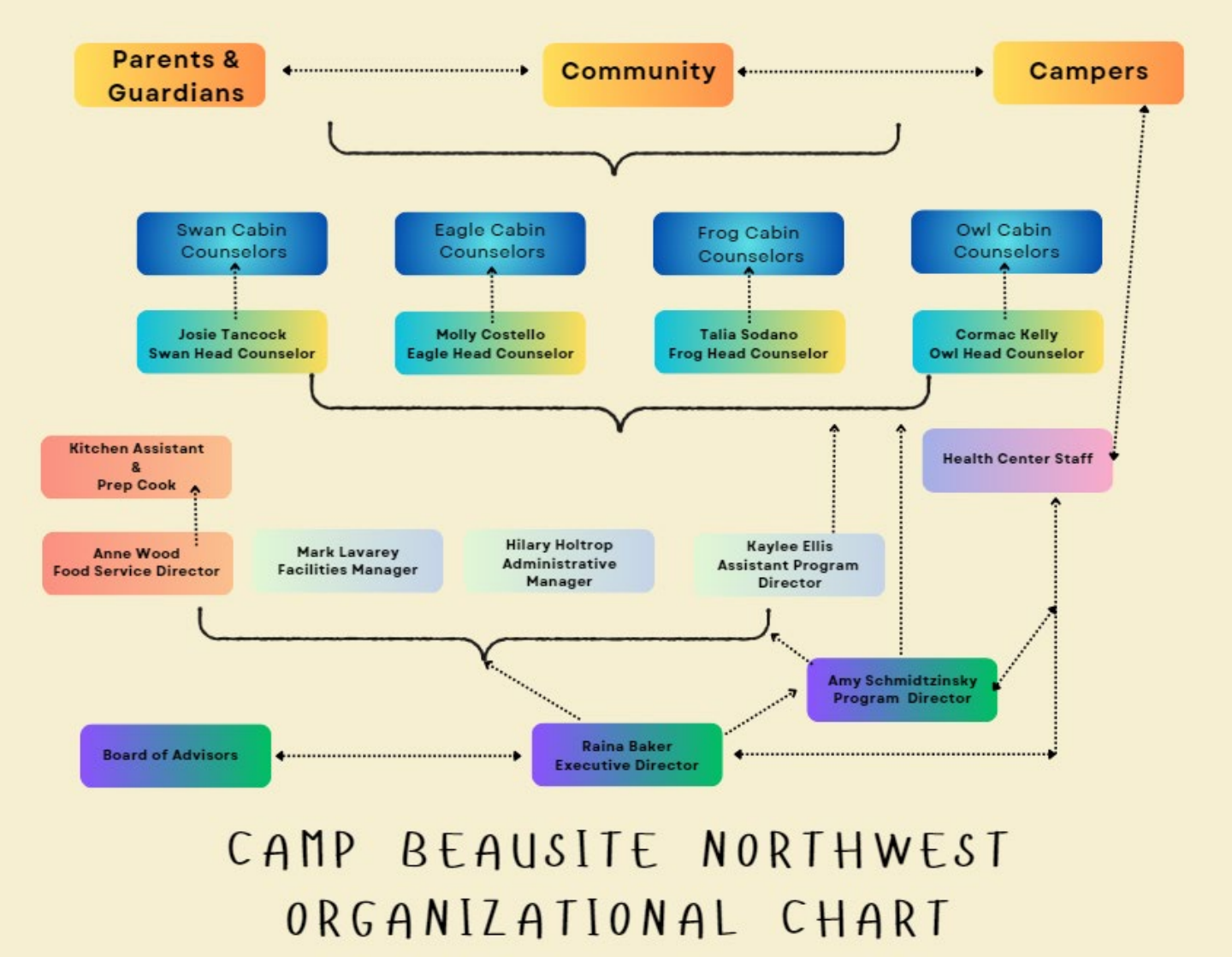
Board of Advisors

The board of advisors are an incredible group of volunteers that are dedicated to the mission of Camp Beausite Northwest. They serve on the board and on committees to support the financial responsibilities of CBNW as well as the facilities, programs, and community involvement.

Chain of Command/Grievance

CBNW has a great team of leadership whose primary role is to support staff and campers. If you have a question or concern, bring it to the person directly below you on the chain of command. This ensures proper channels are being utilized, which then ensures you'll get the most accurate and timely support.

It is important to note that there is protocol to follow for chain of command. Please ensure that your needs are traveling the chain, as support can come from a great many directions. Please start with your needs with your immediate supervisor, unless your grievance is with them, and you feel as though you need a different form of support. Then reach out to a different position that you feel comfortable with.



Feedback & Evaluations

It is important to understand that CBNW is truly dedicated to the support and betterment of our staff. Every summer staff member will receive an evaluation twice from your immediate supervisor. These evaluations will be relatively informal and will happen at two points during the summer. These evaluations will give you the opportunity to not only give feedback to camp, but also to receive feedback on your performance and growth.

Please take these opportunities to learn and grow vs being nervous or scared. They are meant to support you and give you a place to share.

Grounds for Dismissal

This is our least favorite topic. However, we believe that it should never be a surprise to anyone when they are dismissed from employment at CBNW. You need to know what our hard line is, so that you are super clear.

1. Drinking alcohol on camp property, or coming back to camp intoxicated
2. Doing drugs on camp property, or coming back to camp under the influence
3. Abuse of a camper or any other person
4. Falsification of application materials
5. Unethical conduct – dishonesty, fraud, slander, and theft
6. Intentional damaging of company, staff, or camper property
7. Constant and continual disobedience
8. Being absent from duties without permission
9. Possessing on-site explosives, firearms, weapons, or other similar items
10. Consistent unsatisfactory performance without improvement

Discipline Policy

The CBNW discipline policy is very simple and created to be clear in order to set expectations and understanding.

Step 1: Verbal Communication – this is an opportunity to discuss an issue and a way to improve that issue. Verbal communication will be documented in an employee's file, regardless of who initiated the communication.

Step 2: Written Documentation – It is important that CBNW documents any incidents of behavior that need to be addressed beyond the first conversation. A form will be created and signed by CBNW and the staff member and the form will be placed in the staff members file. Additionally, this is where a Performance Improvement Plan (PIP) will be implemented to ensure clarity of steps that need to be taken in order to improve and grow within the workplace.

Step 3: Dismissal – When all steps have been taken to support a change of behavior or process for a staff member, but it is ultimately unsuccessful, a dismissal may be necessary. All staff are given the opportunity to rectify their behavior and to be made aware of the issues so that they may rectify them, prior to being dismissed from employment. Dismissal should never be a surprise to any of our staff and we will be clear about every step and will do everything we can to help support the growth and development of our staff vs. an unexpected dismissal.

It is important to note that all staff are made aware of the items that are immediate grounds for dismissal during the hiring process as well as during staff training. All staff are given a copy of the staff handbook.

Smoking Policy

Smoking/vaping is allowed only in a designated area of the camp property. Please do not smoke in front of campers. You will have limited opportunities to smoke throughout the day, if the idea of only having 1 or 2 cigarettes/vaping a day sounds difficult for you, this position may not be the right fit.

- All smoking needs to happen out of sight of campers.
- Dispose of butts in the dumpster after properly putting them out.
- Please wash your hands and cover the smell, before you return to work

CAMPER MANAGEMENT

Camper Classification
Ratios
Camper Rules
Homesickness
Enuresis & Bowel Incontinence
Sensitive Issues

Behavior Management
Ages & Stages
Person-First Language
Who We Serve
Building Quality Relationships
How Do We Participate?

Camper Classification

CBNW adheres to a very basic system for categorizing our campers needs as well as the category of care that they fall into. We reference this across the board, but it is a fairly new system for some of our camp families. This system is based on how much control our campers have over their own Activities of Daily Living or ADL's.

Campers are ranked once for behavior support needs, and once for physical support needs.

- 1 to 1: This means that these campers need specific and direct one on one care. They need assistance in all areas of their daily living activities and care. Their care can be nothing less than 100%.

- 1 to 2: This means that these campers need a little less specific care, but still are very reliant on their staff member for support. Perhaps they are in a wheelchair and need help with transfers but are completely self-sufficient in eating and drinking. The 1 to 2 ratio essentially means that there is a combo of support and sufficiency that exists in this type of camper.

- 1 to 3: These campers are pretty good at taking care of the ADL's. They might need some friendly reminders, but they should be able to shower, toilet, eat, dress, etc. on their own. This group may have a little dexterity delay, might need help with a zipper or buttons, but over all are able to support themselves.

- 1 to 4: Our most self-sufficient campers. They are in full control of their own ADL's and are great at helping other campers with theirs as well.

Example: Sam is a 1:1 for behavior, and a 1:3 for physical support.

Example: Julie is a 1:2 for behavior, and a 1:4 for physical support.

Example: Jeff is a 1:4 for behavior, and a 1:1 for physical support.

We do have some limitations in our admittance. For example, we only have room for 4 wheelchairs per session, because that is all that our emergency transportation can accommodate. Additionally, we ensure that each cabin has diverse and realistic ratio needs, so that there is a mix of everyone.

Weekend Camp Ratios are a little bit different; set to be 1:3 and 1:4 levels of campers. We typically have a few less staff, and not as many staff trained on the full gambit of ADL care. As our programs grow and develop this may change, and we are hopeful of that. We do hold a space or two for a camper in the 1:1 or 1:2 ratio groups for weekend camps. We accept them on a case-by-case basis, and only if we have the staffing to support it.

Ratios: Two-Deep Staffing

The concept of two-deep staffing is to ensure that EVERYONE is safe and that a staff member is never completely alone with a camper and vice versa. The rule is to never be in a situation where you are one-on-one alone with a camper. The way that this is achieved in the simplest of terms is the following:

- If a camper needs bathroom assistance, take a buddy – a staff member or a camper will suffice
- Prop doors open so that there is still privacy, but staff and other campers are within sight/and are in the know etc.
- Request support from a fellow counselor or director

Always be on the lookout for each other – is the cabin group getting ready to leave? And everyone is starting to make their way to the door, getting antsy, ready to go. But Suzie camper is needing extra time as she is still dressing. Don't leave with the other staff and campers, leaving a staff member alone. Be aware. Help each other out. Call out to the staffer who is leading the group in the front that you are going to stay behind and support or ask a helpful camper or two to hang back.

Most often we see the one-on-one conundrum arrive with the most sensitive of things that we do at camp. Showering, changing, toileting, sleeping and the like. We combat many of these daily situations, by doing things together as a group. Bathroom breaks for the whole cabin work great. Shower time – get a group together that wants to shower, and everyone goes at once. Everyone is getting dressed together in the mornings or getting ready for bed in the evenings.

Let's talk through a specific situation that is likely to happen at camp. Johnny camper was hanging out with friends during fiesta just after dinner, sitting in the pavilion. Everyone is getting up to head to the campfire for some fun, and he doesn't really want to get up/move (that is your first sign). You notice that his pants are wet. You know that he needs to head to the cabin, discreetly, and get himself changed and cleaned up – he may even need a shower. You look around and notice that most of your cabin, other campers, and fellow staffers are headed down to the campfire area. Your gut instinct is just to jump into action, help him get comfortable again, and get him to program. This scenario definitely happens at camp. It is OK to take a moment, to find some help. Johnny camper is fine to hang out for a moment – in sight of everyone, while you find support to ensure everyone's safety and comfort. Tell Johnny camper to hang tight and stay there. You are going to be right back. Walk down, grab a staffer, and ask them to come help – the three of you head to his cabin and get his needs taken care of. In the meantime, everyone down at the campfire, is helping to support camper needs and watch the group as a whole, while two staff are helping Johnny.

Camper Rules

Just as staff have policies and procedures to adhere to, campers are expected to behave in a fashion that is safe and appropriate. Regardless of a camper's cognitive or intellectual stage, CBNW has expectations pertaining to camper etiquette and behavior.

Reportable behavior: Any display of the behaviors listed below need to be immediately reported to a director in the form of a verbal description and an incident report and will be taken very seriously. CBNW may provide verbal warnings to campers for the following behavior, but will be ultimately handled on a case-by-case basis:

- Inflicting harm upon staff, volunteers, or peers
- Inflicting harm upon themselves
- Destruction of camp property, camper property, staff/volunteer property

- Intent to harm/threats of any kind
- Endangering behavior

Endangering behavior puts individuals at risk for physical, sexual, or physiological harm. Behaviors can include spitting/violating hygienic integrity, dangerous pranks/traps, and reveal/creation of weapons.

Campers have additional expectations which are not quite as urgent, but still very important to enforce:

- Verbal abuse will not be tolerated – this can include name-calling, mockery, yelling at/talking down to campers or staff
- Campers are not permitted to touch the belongings of other campers, staff/volunteers. This includes maneuvering wheelchairs without consent of the rider, touching/sitting on/laying on other beds, and so on. Staff should praise the camper for attempting to help and assist them to gain the appropriate consent.
- Snacks and drinks are not permitted in the cabins – we WILL attract unwelcome visitors!
- Camper cell phones, tablets and MP3 players are permitted in the cabins only. Many of our campers are very dependent upon daily routines, which are disrupted by our own camp schedule. Because of this, campers will often turn to electronics for comfort, regularity, and as an escape from the chaos of camp. Staff should report any excessive or disruptive use of electronics to a director. Earbuds and headphones are a must.
- Campers must wear shoes at all times. Exceptions include shower time, when in cabins, beach time, and campers with WCs who do not regularly wear shoes.

Homesickness

Homesickness happens to the best of us, often unpredictably. Campers often grieve the temporary loss of their own bed, their own space, their own caregivers, their own activities, etc. “Homesickness” is an umbrella covering a plethora of emotions attached to being in a new environment. Campers may feel stressed, overstimulated, angry, sad, confused, anxious… the list goes on. Rather than treating homesickness as its own isolated problem, staff should attempt to identify the element of home that the camper is missing. This will help immensely when formulating solutions.

Excellent activities to distract, redirect, or comfort homesick campers:

- Write a letter to home; program staff can send mail during camp
- Offer to share the day’s schedule to award the camper ownership over activities
- Go for a nature walk and search for slugs & flowers
- Play a board game, do a puzzle
- Make a craft for a loved one
- Give the camper tasks to complete around camp; everyone loves feeling helpful and useful!

Campers are not permitted to call home during camp, as this historically exacerbates negative emotions. Redirection is the best way to revert a camper back to their day at camp. Please let the program director know that your camper is struggling so they can call home for ideas.

Enuresis & Bowel Incontinence

Bedwetting, also called enuresis, refers to involuntary urination. Nocturnal enuresis is involuntary urination while sleeping. Our campers may already be enuretic at home on a regular basis. Others may experience random bouts at camp due to overstimulation, unfamiliar environment, stress, anxiety, increased activity/hydration, etc.

Campers may also be incontinent of stool. This is also known as bowel incontinence. Bowel incontinence typically only occurs if a camper regularly experiences the issue at home as well. For this reason, nursing staff should be made aware of any odd bowel incontinence. Diet or fluid intake may need to be adjusted.

In the event a camper awakes having been enuretic or incontinent of stool, staff should ensure that the camper has their hygiene, clothing, and bedding needs met. Staff should discreetly direct the camper to a bathroom and provide appropriate hygiene (wipes, shower, etc.). **Wipes must not be flushed down any toilets.**

All soiled items should be placed into a trash bag, camper name written on the bag with Sharpie, and then placed outside the cabin. Staff should wear gloves as well as any additional warranted PPE throughout this process. Let a program staff member know if the camper is running low on bedding or clothing.

Sensitive Issues

Our primary goal as staff is to create a safe, comfortable environment for campers. As we exist with our campers through meals, sleeping, bathing, and so on, sensitive issues are random and inevitable. Staff should approach these situations with as much compassion and discretion as possible.

Some telltale signs that something sensitive has happened, is happening, or is about to happen include the following:

- Your camper remains seated when everyone else has stood up
- Your camper is hiding laundry or bedding
- Your camper removed themselves from an area or situation.

Staff should approach the camper discreetly and at an appropriate time. Offer to change their bedding when the cabin is empty, offer to grab them a change of clothes, offer to retrieve the nurse or someone they're comfortable with. Assure your camper that they're safe and that you'll be super secretive around their cabin mates.

Common sensitive issues: incontinence, menstruation, behavioral difficulties, struggling to keep up with cabin mates, homesickness.

We as staff have a tendency to overcompensate and project even more concern than our campers, who typically deal with these issues on a regular basis. This is their normal; we're here to support them.

Behavior Management

It can be tricky to discern typical acceptable behavior from behavior that warrants managing. Generally, behavior that needs management falls under the **Camper Rules** section.

So, you've identified a behavior that needs management. Within the population we serve, negative or unusual behavior usually stems from a need. A need for space, a need for one-on-one attention, a need for quiet. Behavior is easiest to manage by identifying the source. Staff should approach the camper just as you'd approach a sensitive issue. Make sure they feel safe, that they have the space and quiet they need, and that you've got their back.

Some common examples:

- Camper is pacing back and forth, messing with everyone's crafts. Possible sources of behavior: Under stimulation, overstimulation, feels left out, has excess energy, needs the bathroom.

- Camper is verbally bullying campers. Possible sources: camper was previously a victim of bullying, needs an activity, insecurities.

Counselors may NEVER punish a camper for any reason. This includes time-outs as well as revoking privileges, property, meals, and activities. Staff may not use abusive or derogatory language. **Staff may not, under any circumstances, hit a camper.**

Never feel like an occurrence is too small to bring to the attention of a director – tracking behavior is crucial for best supporting our campers. Counselors are the Chaos Captains and Magic Makers of camp, not the bad guys, so leave the hard parts to us. In the meantime, counselors should continue to support and advocate for each camper and staff member. A director will conduct thorough investigations and take appropriate actions that are equitable and within the scope of standard practice. If applicable, incident reports should be submitted. When in doubt, fill it out!

Ages & Stages

Let's say you're 32 years old. Do you always act like a 32-year-old? Does anyone even know how a 32-year-old should behave? Society has attached "normal" behavior to every age and event of life.

But when you're playing video games, maybe you behave more like a 15-year-old. When we go to a funeral, we behave like every other person in the building, regardless of age, because that's not the time to get creative with our behavior. When we hang out with our best friends, we probably act just a bit younger. When a 16-year-old goes to a job interview, they will likely behave more like a 20-year-old.

Maybe you're assigned a camper, David, who's 38 years old. We've been conditioned to expect certain behavior from him, before even meeting him. His diagnosis is autism. Does this sway your expectation? Our guts might tell us that he'll probably be quiet, antisocial, and maybe smart enough to perform calculus equations in his head.

The reality is that we have ZERO idea how he'll behave based on his age and diagnosis. This is why parents, guardians, and veteran staff are extremely valuable in that they can provide you with historical insight into his cognitive age. A cognitive age refers to the estimated age which the camper behaves.

So, you've been informed that David's cognitive age is 3 years old. What does this mean? It means David does one or several of the following:

- Feels like a three-year-old
- Favors tasks and interests normally favored three-year-old
- Best performs tasks of three-year-olds

How do we interact with and support David? Three-year-olds can't walk perfectly, but maybe David can. They also can't perform math, but maybe David is a rockstar at it. They can't determine that they need to mix yellow and red to make orange paint, but maybe David knows even more color theory than you. They can't solve complex problems, but maybe David is so great at it that he can help you figure out why your backpack's zipper keeps falling off.

We want to treat David with as much dignity and respect as you would your boss, your grandma, and yourself. Cognitive age simply means that we shouldn't inherently set expectations for David that we should set for a 38-year-old. We'll give him expectations tailored to three-year-olds and go from there.

Person-First Language

Cancerous person. Infected person. Defective person. These all sound awful, right? That's condition-first language, and it's pretty terrible. Instead of cancerous person, we consider them a person with cancer. A person with an infection. A person with a birth defect.

Harold has a birth defect, but that's not his descriptor. It's not what he's known for, it's just something he has. Just like he has blonde hair, short fingernails, and a fear of open water.

- Instead of "John **IS** autistic", we'd say "John **HAS** autism"
- Instead of "Donna **IS** wheelchair-bound" we'd say "Donna **USES** a wheelchair"

Bottom line: 'Our campers **HAVE** disabilities', not 'Our campers **ARE** disabled'. This is something they carry with them; it does not make up their entire identity. While we're on language and vocabulary, **we are caregivers, not caretakers.**

How Do We Participate?

Yes, we as staff should be supporting and assisting campers as much as needed, but our campers are most comfortable and interactive when you're participating with them on level ground! Our big job is to model for our campers.

Example: Everyone is painting rocks. You've set up your camper with rocks, brushes, and paint. Rather than 'supervise' and 'help' your camper, they would probably be stoked to see you paint a rock right alongside them. Rock painting isn't your strong suit? Ask your camper for tips! Ask her to teach you! As 24-hour caregivers, we're asking our campers to be quite vulnerable with us and there's no reason that we shouldn't be vulnerable with them as well.

Example: Its dance party time! You're energetic and love to dance, but your camper has been sitting on the sideline the entire time. The question is not "How do I get Hannah to dance?", its "How do I engage Hannah in an activity?". Hannah might want to be invited to dance. She might want to take a lap around the lodge. She might want you to sit next to her and admire everyone's costumes and dance moves.

Example: Your nonverbal camper is sitting at his own picnic table. We might assume he needs an activity. However, maybe he's homesick and needs to process his feelings. Maybe he's enjoying the quiet sunshine and is right where he wants to be. Offer to join him. Ask him to help put stickers on your notebook. Ask him if he's happy, ask him if he's sad.

Building Quality Relationships

As awesome and fun as our programs are, the real essence of CBNW is the relationships and social atmosphere forged by ALL members of our camp community. A portion of our campers remain at home all year, waiting eagerly for camp, often considering it their annual vacation.

As staff, it's important for us to facilitate quality relationships for and with our campers – they'll likely remember their experience for years to come. More often than not, returning campers will remember exactly who you are the next time they come to camp.

Who We Serve

We serve folks with an extensive range of disabilities and see some of the rarest ones of the country here at CBNW. We could write an entire manual for each disability; there's always more to learn. While it's important to educate ourselves in various disabilities and their manifestations, its best to become familiar with the most common ones – you'll continue learning from experience, parents, guardians and directors as you meet new campers. Disabilities you're likely to come across:

- Down Syndrome
- Autism
- Developmental / Intellectual Delay
- Cerebral Palsy
- Angelman Syndrome
- Schizophrenia
- Bipolar Disorder
- Spina Bifida

In addition to the camper's primary diagnosis, we always ask about any secondary or tertiary diagnoses. These often include conditions that aren't classified as disabilities but have major effects on their primary diagnosis. These often include:

- Epilepsy
- ADD / ADHD
- Auditory processing disorder
- Sensory Processing Disorder
- Anxiety
- Depression
- TBI (Traumatic Brain Injury)
- Stroke
- PICA
- Dysphagia
- Aphagia

HEALTH & WELLNESS

Summer Health Services
Health Care Policies
Health Care Procedures
Camper Abuse
Camper Welfare
Mandated Reporting
Staff COVID Policies

Summer Health Services

CBNW always has a nurse or health officer on site. Health services provided by CBNW are generally provided by the nurse. Services include:

- Camper medication storage, administration, and documentation
- Over the counter medication administration for both campers and staff
- Charting of administered meds
- Performance of skilled nursing procedures such as PEG-tube feeding, blood glucose management, injections
- Assessment & treatment of campers and staff on an as-needed basis

Health Care Policies

Only health care staff and directors may handle camper medications of ANY kind.

- Staff medications, over the counter meds, and supplements must be stored in the Health Center. Staff will have 24/7 access to their own medications.
- Staff must submit to testing and basic screening when deemed necessary by nursing staff or a director
- Staff must uphold COVID-19 guidelines as outlined in the COVID-19 Handbook

Health Care Procedures

Testing for COVID-19: **We will test at any time that there might be a need to do so for campers and staff.** Staff maybe asked to rapid test upon return from weekends off.

If more testing is deemed necessary by a nurse or director, additional tests may be administered. Nasal swabs will never be deep or invasive.

ADL's: ADL stands for activities of daily living. When supporting campers with ADLs, staff should keep the following in mind:

- Oral hygiene is important and often overlooked
- Offer to perform an equivalent ADL on yourself and encourage your camper do perform their own, make it fun!
- ADLs campers (& staff!) should perform at least once daily: oral hygiene, change underwear, deodorant (for most campers), change socks, etc.
- Transfers: Weekends typically don't warrant many transfers. However, staff should keep the following in mind in the case that they need to receive transfer training:
- If a hoyer is provided to a camper, it MUST be used for each transfer
- Belt loops are never an acceptable component to moving or lifting campers

• We as staff may suffer from fatigue, back injuries, wrist injuries, orthostatic hypotension, and so on. If you're not feeling 100%, tap in another staff member. Nurses, directors, program support, we're all thrilled to lend a hand.

Seizure First Aid: A large portion of our campers have epilepsy as a secondary or tertiary diagnosis, which can present in many ways. Key points to keep in mind:

• A nurse needs to be alerted immediately of any seizure activity that is outside of the realm of normal for the camper, which can include rapid eye movement, twitches and tremors, vocal ticks, focal stares, rocking, jolting, shaking, spasming.

• If available, a nearby staff member should time the duration of any seizure activity.

• A nurse or director will call 911 for seizures lasting more than 2 – 5 minutes, unless seizure activity is within normal limits for the camper.

• Never attempt to insert anything into the mouth of a seizing person, even if they've bitten their tongue.

• Never attempt to restrain the limbs of a seizing person, this can and will result in fractured bones.

• If not on the floor, a seizing person should be gently lowered to the floor and placed on their back. In the event that they start to vomit, they should be placed on their side.

Camper Welfare

Campers are entitled to the following while at CBNW: All meals & snacks, water at any time, physical freedom to move, the right to express concerns directly to any staff inclusive of the nurse and directors.

Camper Abuse

Any signs or suspicions of camper abuse or neglect should be reported to the Program Director immediately. Common red flags include:

- Oddly placed or symmetrical bruises at varying stages of healing
- Multiple similar cuts, burns
- Shying away from opportunities for physical interaction, severely jumpy, severely apologetic
- And of course, a camper may directly communicate an unsafe situation or event to a trusted member of the staff
- It isn't our job to decide if abuse is happening. It is our job to report a concern around possible abuse, so that the proper authorities can follow up.

Mandated Reporting

As an employee of Camp Beausite Northwest, you are deemed a Mandatory Reporter by the state of Washington. It is our job to be aware that vulnerable populations can be abused. If you have any reason to believe that a camper is being abused immediately report to the program director for further discussion and steps to report a potential incident.

Staff COVID Policies

It is imperative that staff follow these expectations during the summer in order to keep our camp family safe and healthy. Please remember that our campers have comorbidities and compromised immune systems. An outbreak at camp could shut us down for the whole summer and could have massive consequences.

On your time off over the weekends, please make good choices about your activities.

- Choose activities that are outdoors and that are not in big cities or in big crowds.
- Use your hand sanitizer – sanitize in and sanitize out.

If you are feeling ill at all, any sort of symptoms – please notify a director at once so that we can assess your symptoms and get you a rapid test. If you test positive you will need to quarantine in the lodge where one staff member will be assigned to your care.

Camp is stocked with rapid antigen tests for the summer, please reach out to us at any time for a test to ensure everyone's safety – including your own.

SAFETY

Emergency Communications
Medical Emergency/Calling 911
Earthquake
Building and Wildland Fire
Missing Camper
Evacuation of Camp
Visitors
Dangerous Intruders
Risk Identification
Incident/Accident Reports
Maintenance

Emergency Communications

Emergency communications will happen via the Band app. All leadership staff are required to have their phones charged and with them at all times during camp. If a head counselor is on their time off, the assistant program director and program director are designated to respond for a specific situation or cabin.

Code Green

1. This code can be called for various reasons such as missing camper, earthquake, or fire.
2. Report to covered eating area with all campers and staff immediately.
3. If covered eating area is compromised, report to main parking lot.
4. Head counselors must account for the whereabouts of all campers, staff, and volunteers in their cabin and report their head count to the program director.
5. If someone is missing, this needs to be reported to the program director immediately and then await further instructions.

Code Red

1. This code could be called for many reasons such as a weather issue, wild animal sighting or an intruder
2. All campers, staff, and campers are to shelter in place, inside of a building.
    - Close and lock all doors and windows
    - Close all curtains
3. Head counselors must account for the whereabouts of all campers, staff, and volunteers in their cabin and report their head count to the program director.
4. If someone is missing, this needs to be reported to the program director immediately and then await further instructions.

Code Blue

1. This code is called for a medical emergency only
2. When the call is being made – a location must be given.
3. The nurse will respond immediately to the location of the medical emergency
4. A director will remain in the lodge to receive information in order to call 911.
5. Medical Emergency (anaphylaxis, unconsciousness, life-threatening injury, cardiac arrest, etc)

Medical Emergency/Calling 911

In the event that 911 needs to be called it is the decision and duty of a director to call 911.

- If a camper or staff member needs to be transported to the hospital the following needs to occur
    - Director calls 911
    - The camper or staff file will be pulled immediately
    - A go bag will be packed with any needs (medications, adult diapers, wipes, an extra pack of clothing, etc)
    - A copy of the camper/staff MAR (medical administration record) will be placed in the file
    - A director will follow the ambulance to the hospital to support the camper/staff member and advocate for their needs.
    - A second staff member will be assigned to go to the ER/Hospital with the director.
- A director is the ONLY point of contact with EMS, once the nurse has communicated with them
- Only staff directly involved with stay as a part of the support for the situation
- All other staff will move campers away from the area.

- If the emergency happens in the cabin in the night, if it is appropriate to move the camper out of the cabin, the decision will be made by a director.

Earthquake

If an earthquake happens while at camp – STOP ALL ACTIVITIES, do not panic, and use good judgement.

If Indoors:

1. Remain in the building, don't run outside.
2. Drop, COVER, and Hold On – Drop to your knees, get under a sturdy table or furniture, place head close to knees and clasp hands behind your neck. Against and at the base of a wall is BEST.
3. Campers in wheelchairs get next to a wall (triangle of life), place brakes on, protect head and neck with hands or pillow.
4. Get everyone away from falling objects, and face away from glass windows and masonry.
5. Once the shaking has stopped evacuate the building to the covered eating area or to the main parking lot.
6. Listen/wait for instructions from directors.

If Outdoors:

1. Seek an open area away from trees, branches, buildings, and electrical wires
2. Drop, cover, and hold
3. Do not enter any buildings at any time
4. Once the shaking has stopped evacuate to the covered eating area or to the main parking lot
5. Listen to walkie talkies for instructions from directors

Fire

If a fire happens while at camp – STOP ALL ACTIVITIES, do not panic, and use good judgement.

Building Fire

1. Evacuate from the building utilizing the safest exits possible, away from the fire
2. Close doors and windows behind you as you exit buildings
3. Follow Code Green protocols
4. Listen/wait for instructions from directors

Wildland Fire

1. If it is safe to evacuate from camp and go down the camp road, all campers and staff will be loaded into the camp vans and will be evacuated to H.J. Carroll Park located in Chimacum, WA
2. All camp van drivers are trained in the location of this evacuation location.
3. If the camp road is compromised due to fire, all campers, staff, and volunteers, are to shelter in place in the open field north of the lodge.

Missing Camper

If a missing camper

happens while at camp – STOP ALL ACTIVITIES, do not panic, and use good judgement.

1. Search your immediate area for 1-2 minutes
2. Check with other staff and volunteers in your area
3. Use your phone to call/text a director – ask them to come to your location for immediate assistance.

4. Call for a CODE GREEN
5. Determine the following information:
    a. Who saw the camper last
    b. Description of the camper, what they were wearing
    c. Is there a history of elopement
6. All Counselors will remain with campers in the covered eating area or parking lot along with the head counselor from Swan – to entertain/watch/care for campers
7. The rest of the Leadership Team will do a systemic check radiating out from the last known location of the camper starting with all buildings.
8. After a building is cleared – the building is locked by a director
9. Once the building is cleared and locked, a call is made to the director in charge to check off the locations.
10. If the camper is not found within the buildings and immediate area of camp within the first 30 minutes of the search – 911 must be called in for search and rescue assistance to cover the surrounding camp grounds.

Evacuation of Camp

In the event that we must evacuate from camp all campers and staff will load the camp buses as swiftly as possible.

1. All camper files and staff files will be loaded by the Program Director or Executive Director
2. All medications and equipment will be loaded by the onsite nurse
3. Any necessary camper or staff items will be loaded by counselors
4. If there is a fire and we are unable to evacuate via the camp road, then we shelter in place or shelter in the wide open grass area north of the lodge or in the lake if it is necessary
5. In the case of evacuation, and unless otherwise announced, we will all meet at HJ Caroll Park
6. A list of designated drivers will be created and trained for such an instance.
7. All van keys are located in the first camp office hanging on the wall of the facility managers desk area.

Visitors

All unknown persons/visitors **must** check in with a director at the camp office in the lodge.

1. Any individual unknown to the group, should be asked if they need assistance, and escorted to the office to check in. If unable to leave your area, text/call a director for assistance.
2. For individuals without camp business, inform them that they are on private property and offer to escort them to the closest exit. If there is trouble, try to keep a person in sight while someone texts or phones for assistance.
3. Keep all campers and staff out of danger.
4. Allow the Directors to handle the situation.
5. Report all thefts or acts of vandalism to a director immediately.
6. If an intruder is in camp at night, use caution in approaching the individual(s).
7. Inform the intruder they are on private property and escort them to the closest exit.
8. Contact a director if assistance is needed.

Intruders

If a dangerous intruder is at camp – STOP ALL ACTIVITIES, SHELTER IN PLACE, do not panic, and use good judgement.

1. Shelter in place and hide
2. Communicate via text message system
3. Call 911 if you are able
4. Protect yourself and others
5. Lock doors and stay away from windows

Risk Identification

This is super important for all staff to develop and utilize as they go about their daily duties caring for campers and participating in the awesome at camp. Risk Identification is the process of identifying or assessing a threat. A prime example at camp is you are going for a hike, and you see a hole in the trail. You then point it out to the group, tell them to walk around it, and you continue on. That is risk identification.

We ask that you are always using an "educated eye" and being aware of your surroundings. Be present enough to see the risk and then communicate that to your campers, other staff, as well as your directors – so that they might be able to mitigate the risk in the future.

• Risk Identification: The purpose of risk identification is to reveal what, where, when, why, and how something could affect an organization's ability to operate. For example, a camp located in eastern Washington might include "the possibility of wildfire" as an event that could disrupt operations.

• Risk Analysis: This step involves establishing the probability that a risk event might occur and the potential outcome of each event. Using the Washington wildfire example, directors might assess how much rainfall has occurred in the past 12 months and the extent of damage the camp could face should a fire occur.

• Risk Evaluation: Risk evaluation compares the magnitude of each risk and ranks them according to prominence and consequence. For example, the effects of a possible wildfire may be weighed against the effects of a possible mudslide. Whichever event is determined to have a higher probability of happening and causing damage, it would rank higher.

• Risk Treatment: Risk treatment is also referred to as Risk Response Planning. In this step, risk mitigation strategies, preventative care, and contingency plans are created based on the assessed value of each risk. Using the wildfire example, risk managers may choose to house additional network servers offsite, so business operations could still resume if an onsite server is damaged. The risk manager may also develop evacuation plans for employees.

• Risk Monitoring: Risk management is a non-stop process that adapts and changes over time. Repeating and continually monitoring the processes can help assure maximum coverage of known and unknown risks.

Incident Reports

Staff will be required to fill out a CBNW incident or accident report any time they are a participant witness to a situation that warrants a report. These forms represent recording and documenting any incident or accident that may need to be recalled later.

Maybe a parent wants to know about the bruise on camper Katy's hip. Or the Executive Director wants to understand how that dent got in the camp bus. Additionally, we use it for more significant situations like what happened, when counselor George broke his arm.

Reports must be submitted to the Program Director within 12 hours of the incident/accident occurring. Please write legibly, use your full name, and clearly state what you saw and how it all happened. An example of this form is found in the back of your handbook. Forms are available from the Program Director.

Maintenance

There are always things that need to be fixed around camp. We rely on everyone to keep an eye on things around them and speak up if they see anything that needs fixing. Please communicate any issues that you might find with the Facilities Manager or the Program Director **AND** record the issue on the facilities clipboard.

COUNSELOR EXPECTATIONS

Counselor Expectations
Counselor/Camper Interaction
Jr. Counselors
Camper Checks
Sleeping Arrangements
Camp Culture

Counselor/Camper Interaction

Campers should always be spoken to directly, whether we know their capabilities or not. Ask questions to the camper, not the guardian. If the camper can't answer, the guardian will. Continue speaking to the camper, nonetheless. If a camper is more than a few feet below your eye level, put yourself on their level.

It may seem normal to call your friends insane after they do something ridiculous. At CBNW, we have campers who have had a clinical diagnosis of insanity. We do our very best to emit diagnoses and offensive slang from our casual vocabulary. Words to avoid in casual conversation:

• Retarded

• Insane

• Psychotic / Psycho etc.

• Crippled

• Crazy

• Dumb

• Stupid

• Lame

• Slow

It is equally important that we don't make fun of ourselves or other staff using these terms. Calling your co-counselor crazy may evoke a negative response from a camper who was called crazy when insane asylums were still around, and they were a 'patient' at one. (Yes, we get campers who've been through that)

We are caregivers and it is important for us to be aware of what is appropriate when it comes to interactions and touch.

• Staff and volunteers need to be sensitive to each person's need for personal space.

• Camp Beausite Northwest encourages appropriate and respectful touch and communication between all participants and staff in our programs.

• Please be aware of others needs and space and maintain appropriate distances and relationships.

• Do everything in your power to never be alone with a camper – two-deep policy.

• Staff need to interact with campers, families, and volunteers with professionalism and kindness at all times.

Appropriate touch guidelines:

• On the hand, shoulder, or upper back is appropriate places of touch and physical interaction

• Side hugs are great hugs!

• Never against the campers will unless there is clear and present threat self or others

• In the company of other staff/adults

• Never in a place on a camper's body that is normally covered by a swimsuit unless for clear medical necessity, and only then with another adult

• Physical restraint is utilized ONLY as a last resort, with the presence of other staff, and preferably by the Program Director or Executive Director if at all possible. Ask for help.

• Campers should never be lifted off the ground, or in the lap of staff. Exceptions to lifting a camper include transfers and removing a camper from immediate danger.

Jr. Counselors

This position is held by volunteers or staff under the age of 18. These awesome staff are huge assets to our team! Their primary responsibility is to help the counselors with the campers, help with program set up, and be an extra set of interactive and caring eyes and ears for the campers. They will participate and engage as all other staff do with the campers. They are a part of the team.

There are few things that they cannot do:

- They may not help with or participate in any medical tasks
- Directly respond to incidents (seizures, calling 911, escalated campers, aggressive campers, etc)
- Full showering assistance, bathroom transfers, bathing, diaper changing etc.
- If they are under the age of 18, they may never be in direct charge of a camper.

Camper Checks

Occasionally a guardian will call to camp to check in on their camper to see how they are doing or adjusting to camp life. You may be asked by one of the leadership team for a short report on how they are doing. This is just a good thing to be aware of as families and caregivers want to make sure that their camper is having a great time and their needs are being met.

Sleeping Arrangements

While here at camp, staff sleeping arrangements are curated by leadership staff and are very intentional. There will be opportunities to sleep in the lodge as well as in the cabins with the campers. The leadership team will take into consideration your requests and needs as assignments are being made.

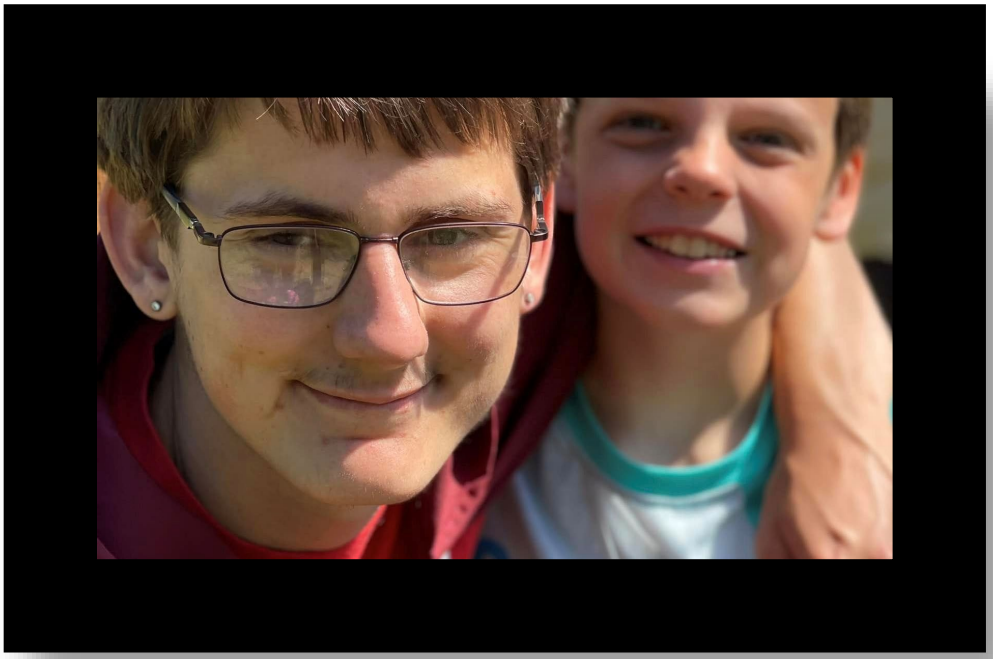
Our goal is to create a cabin team that will work together for the whole summer. One head counselor and three to four counselors and jr. counselors for every four to six campers. There may be occasions where we need to move a staff member for a week to accommodate a camper's needs. Ultimately, staff need to be aware and flexible each week to accommodate camp needs.

Camp Culture

Positive camp culture is created when the right conditions exist in our programs — when we practice caring relationships with our staff members and campers and set high expectations, wherein everyone meaningfully participates in every aspect of camp life with great purpose and a measure of autonomy. Positive camp culture is creating a family at camp.

Positive camp culture is cultivated when all camp staff and campers are physically safe, feel emotionally secure, are respected, and are expected to contribute regularly to the community. Every camper and staff member deserves to feel powerful, challenged, and have the opportunities to master diverse skills.

When a camp builds a tradition of nurturing a high-performing camp culture every season, both campers and staff have life-long stories to share: the kindness and empathy they've learned and practiced; how much more resilient and determined the experience made them; and how much more open, flexible, and curious they became. These life-transforming experiences translate into critically important 21st century life skills, such as collaborative problem solving, critical thinking, reflective self-awareness, cross-cultural agility, aspiration, and life-long everyday learning abilities.



CAMP PROGRAMS

Check In Day
Camp Schedule
Core Classes
Electives
All Camp Activities
Siesta Time
Fiesta Time
Evening Activities
Cabin Points
Check Out Day

Check-In Day

Campers check in at 4pm on Mondays. Staff will need to be onsite by 1:00pm on Monday's unless otherwise specified previously by a director. All staff and volunteers are welcome to be at camp over our weekend breaks – just know that work starts again at 1:00pm on Mondays.

We will have an all-staff meeting starting at 1:00pm – this will give us a chance to go over all of our camper files, share information about the week regarding the theme and activities, and to make sure everyone is clear for the week ahead. Staff and volunteers working the session will need to park in the upper lot or along the road passed camp towards the cottage where the program director lives on check in and check out day. This will allow for us to accommodate our families in the parking lot for check in. You are welcome to park in the main parking lot after check in.

Tasks to complete:

- Set up four tables, with 2 chairs at each table along the walkway by the cabins
- Set up the four shade tents over each table along with the designated banner
    - Set up tables in order from the parking lot towards the last cabin:
        - Camper Care Table 1
        - Food Service Table
        - Health Center Table
        - Camper Care Table 2
- Make sure you have activities set up on your tables in your cabins for when campers have arrived
- Set up signage in the parking lot
- Draw chalk art on the sidewalks and on the chalk board welcoming campers
- Set up flags at the bottom of the road, along the camp road, and at the entrance to the main parking lot
- Close the camp gate to make sure we don't have families trying to check in early
- Set out Country Flags in parking lot to display our international pride!

At 3:55pm, we will all head to the parking lot to sing the welcome song LOUD and PROUD!!!! Then all staff need to go to their designated check in locations:

- **Assistant Program Director:** Gate entrance; opens gate, hands out check in sheet, welcomes families
- **Facilities Manager:** Parking lot guidance and support (where to park), welcome crew!
- **Junior Counselors:** Welcoming crew & luggage help to cabins
- **Counselors:** You are located at the entrance to your cabin, or inside your cabin, welcoming and helping our campers and families get settled.
- **Head Counselors:**
    - Swan & Eagle HC's will be seated at Camper Care table 1
    - Frog & Owl HC's will be seated at Camper Care table 2
- **Health Center Staff:** Will be seated at the health center table
- **Program Director:** Will be floating in main check in area, supporting camper care communication specifically, among other things.
- **Food Service Staff:** Will be in the kitchen prepping dinner and one of them will be at the Food Service Table to receive any information about dietary needs/ask questions. Hand out dietary needs bracelets. RED = This camper has a special dietary need and GREEN = This camper has no dietary requirements.
- **Executive Director:** Will support the health center and food service staff at their tables

Cabin staff should help campers get set up in their cabins, make their beds, then settle in to make name tags & hang out. All cabin staff and campers can hang out in their cabins or under the pavilion until check in is completed.

After check in – head counselors and cabin counselors will do a cabin orientation, camp tour, and get to know you activities. Then everyone can dress up for dinner and head to circle up at 5:20 and dinner starts at 5:30.

We will have our first FIESTA after dinner for some good hang time that allows our campers to settle or let go of some steam. This time is really important for everyone to spend getting to know each other, needs, and making sure everyone is feeling comfortable and safe.

Starting at 7:00pm we will do evening activities that will change each day. This activity will be facilitated by your head counselors or a director and will be communicated to you at circle up before dinner, where to meet and what is happening. At 8:30pm campers and staff will head back to the cabins and get campers ready for lights out at 9:30pm.

Camp Schedule

We do everything in our power to stay to the schedule, but it is important that everyone is aware that's not always possible. Examples: the cabin might sleep in, a campers behavior escalation, someone could be in the bathroom, or weather conditions could cause us to adjust the schedule.

2024 Summer Camp Schedule

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday - Sleep In		Sunday
		8:00am	Wake Up	8:00am	Wake Up	8:00am	Wake Up	8:00am	Wake Up	9:00am	Wake Up	
		8:25am	Circle Up	8:25am	Circle Up	8:25am	Circle Up	8:25am	Circle Up	9:25am	Circle Up	
		8:30am	Breakfast	8:30am	Breakfast	8:30am	Breakfast	8:30am	Breakfast	9:30am	Breakfast	
		9:15am	Cabin Clean Up	9:15am	Cabin Clean Up	9:15am	Cabin Clean Up	9:15am	Cabin Clean Up	10:00am	Packing & Clean Camp	
		9:30am	Core Class Rotations	9:30am	Core Class Rotations	9:30am	Core Class Rotations	9:30am	Core Class Rotations	10:30am	Camper Pick Up	
		10:15am	Core Class Rotations	10:15am	Core Class Rotations	10:15am	Core Class Rotations	10:15am	Core Class Rotations	11:00am	Camp Clean Up	
		11:00am	Core Class Rotations	11:00am	Core Class Rotations	11:00am	Core Class Rotations	11:00am	Core Class Rotations	12:00am	Staff Meeting	
1:00pm	Staff Meeting	11:45am	Core Class Rotations	11:45am	Core Class Rotations	11:45am	Core Class Rotations	11:45am	Core Class Rotations	12:30pm	Staff Dismissed	
1:30pm	Camper Files	12:25pm	Circle Up	12:25pm	Circle Up	12:25pm	Circle Up	12:25pm	Circle Up			
2:30pm	Camp Prep	12:30pm	Lunch	12:30pm	Lunch	12:30pm	Lunch	12:30pm	Lunch			
3:50pm	Parking Lot SONG!	1:30pm	Electives	1:30pm	Electives	1:30pm	Electives	1:30pm	Electives			
4:00pm	Check In	2:00pm	Electives	2:00pm	Electives	2:00pm	Electives	2:00pm	Electives			
4:30pm	Cabin Orientation	2:30pm	Electives	2:30pm	Electives	2:30pm	Electives	2:30pm	Electives			
4:45pm	Camp Tour	3:00pm	All Camp Activity	3:00pm	All Camp Activity	3:00pm	All Camp Activity	3:00pm	All Camp Activity			
5:10pm	Dress for dinner	4:00pm	Siesta/Showers/Quiet	4:00pm	Siesta/Showers/Quiet	4:00pm	Siesta/Showers/Quiet	4:00pm	Siesta/Showers/Quiet			
5:25pm	Circle Up	5:25pm	Circle Up	5:25pm	Circle Up	5:25pm	Circle Up	5:25pm	Circle Up			
5:30pm	Dinner	5:30pm	Dinner	5:30pm	Dinner	5:30pm	Dinner	5:30pm	Dinner			
6:15pm	Fiesta	6:15pm	Fiesta	6:15pm	Fiesta	6:15pm	Fiesta	6:30pm	Awards Ceremony			
7:00pm	Camp Game	7:00pm	Skit Night Prep	7:00pm	Dress for the Dance!!!	7:00pm	Talent Show Prep	7:00pm	Closing Campfire			
7:30pm	Opening Campfire	7:30pm	Skit Night	7:30pm	Dance Party	7:30pm	Talent Show	7:30pm	DriveIn Movie Night			
8:30pm	Back to Cabins	8:30pm	Back to Cabins	8:30pm	Back to Cabins	8:30pm	Back to Cabins	9:30pm	Back to cabins			
9:30pm	Camper Lights Out	9:30pm	Camper Lights Out	9:30pm	Camper Lights Out	9:30pm	Camper Lights Out	10:00pm	Camper Lights Out			
11:30pm	ALL Staff On Duty	11:30pm	Staff Lights Out	11:30pm	Staff Lights Out	11:30pm	Staff Lights Out	11:30pm	Staff Lights Out			
HCOD	All	HCOD	Talia	HCOD	Josie	HCOD	Cormac	HCOD	Molly			
LOD	Amy	LOD	Kaylee	LOD	Nurse	LOD	Kaylee	LOD	Nurse			

Staff Off

Staff Off

Staff Off

Core Classes

The first half of the day will be spent in core class. Each day will have a different set of activities that you and your cabin will be attending together. Each of the activity areas will be set up for you by your program team and head counselors. Once it is time to go to your first activity the head counselor and staff will be in charge of running that program for the cabin. All staff will go through training on how to do the activities and there will always be program staff to help you if you need instructions.

Electives

In the afternoon there will be elective classes for the campers. Each cabin will be in charge of one activity area. ALL campers will have the opportunity to choose where they want to go and what they want to do. One staff member from each cabin will be in charge of the activity area, and the rest of the staff will spread out to support campers in all of the class areas. There will be FOUR classes offered for electives each day, and campers can move around to those classes for the duration of the one and half hours those activities are offered.

All Camp Activities

These will happen in the afternoon after electives! EVERYONE will meet at a designated location for the all camp activity. This could be capture the flag, H20 rodeo, a scavenger hunt, gold rush, counselor hunt etc. This is an all-hands-on deck activity and we will need everyone to support and participate. All camp activities will be led by our assistant program director each day.

Siesta Time

Simply put – REST TIME! Awesome. At any point we may postpone, shorten, or cancel our programming in order to get a little siesta time in. We have a little time scheduled into the schedule for a little siesta time. There are basically two ways that a siesta is going to arrive in your world – either individually, where one camper needs a break or the whole camp takes a break together.

Solo Siesta
We want to make sure that our campers can go lay down at any time in their cabin if they need too. We always want to have eyes on our campers when this occurs. As a cabin you will decide who will go and monitor. If we are outside playing games and you have a camper taking a siesta, open the cabin door and prop it cracked open, grab a chair and sit at the door. This is the perfect balance of one staff member keeping an eye on a camper, while not being alone with them.

Group Siesta
This is a moment for everyone to lay down and rest. Not every camper will want to go to sleep. Which is totally fine. Most of the time they do, but sometimes quiet time is just as rejuvenating as taking a sleep. Create siesta choices for your cabin. You can sleep, lay down, read, or quietly draw at the activity table. But no talking. That sort of thing. Sometimes our campers really just want to sit in a chair outside. Prop the door open and keep an eye on them. Let them know they can't leave but they can hang out in the chair or spot you designate. If you have a camper outside, that means that staff need to be watchful and aware.

Shower Siesta
If you are campers are wanting (or needing) to shower, this is a great time to have a shower party. There are a few times in the day that this works out for everyone. During Siesta Time and also in the evening before lights out.

If coverage is there, you are welcome to take a break yourself. We encourage it. You could actually take a nap if there is coverage. Just communicate with your fellow cabin counselors to make sure that everyone is on the same page. Rotate. If you took the last break off, make sure you work the next one. We help and support each other.

Fiesta Time

This is a moment found directly after a meal, although, by nature, it is typically located after dinner. It is the break between finishing dinner and the start of evening activities. This is a great social time for our campers. They love hanging out together under the pavilion, in the lodge, in the sandboxes, or in their cabins. All of these options are great. We not only encourage you to be ever watchful and present during this time, but it is also another time like siesta that you and your fellow cabin counselors can share moments for a break.

We also suggest if you have an active cabin to take them for a walk or short hike, get the balls out and shoot some hoops, go on a scavenger hunt etc. This time can be very chill and relaxed or higher energy depending on the needs of your campers. It is the responsibility of each cabin to decide what their fiesta time will look like – and it is totally OK to change it up every day.

USE INSTANT PROGRAMMING!!!!!! This time doesn't mean you hang out on your phone! It means that you all get to do some fun things together that aren't scheduled or scripted. PLEASE use this time wisely. Our campers don't want to just sit around.

Evening Activities

After dinner, we'll have an evening activity where we all come together. Evening activities are all camp activities and are so much fun! These are well organized and tend to be some of our favorite moments at camp, where we are all coming together as a camp family having fun and making memories. All staff are expected to not only participate but to create camp culture. Sing out loud, dance like no one is watching, and be a part of the things that are happening around you. Bringing your passion and energy to evening activities will help make your summer and your camper's summer – the best summer ever.

Monday Night: Camp Game and Opening Campfire

Tuesday Night: Skit Night

Wednesday Night: Dance Party

Thursday Night: Talent Show

Friday Night: Awards Ceremony, Closing Campfire, and Drive In Movie Night

Cabin Points

Cabins will be earning cabin points throughout the week! Everyone LOVES a good competition where winning cabins will get a special prize at the end of the week. There will be a Leader Board that will be updated each day with the totals for the day and who is in the lead! There are TONS of ways to earn cabin points:

- Daily cabin clean up – cabin inspections (Mark)
    - Each day the cleanest cabin is awarded the Golden Plunger and gets dismissed to dinner first
- Mealtime clean up
- Spirit points
- Activity points
- Camper Service Elective
- Camper competitions

Spirit points (awarded by Kaylee, Mark, Anne, Amy, and Raina)
Friendship points (awarded by Kaylee, Mark, Anne, Amy, and Raina)
Camp Service points (awarded by Kaylee, Mark, Anne, Amy, and Raina)

Check-Out Day

First of all, we get to SLEEP IN!!!!! We will have **Sleep in Breakfast** and won't need to get up until 9:00am! Head counselors will head to the kitchen to grab breakfast and you and your cabin get to go have breakfast wherever you want! IN bed? OKAY!!!! At the pavilion? Definitely! Picnic blanket breakfast? Awesome!!!! After breakfast, each cabin will need to clean up and return their breakfast box back to the kitchen! Then it will be time to get dressed, clean up our cabins and camp, and pack up! We need to be ready to go and in our cabins by 10:25am for Check Out. Afterward, there will be a staff meeting and we'll reset camp for the next session, before we are off for the weekend.

Be prepared to be at camp until as late as 1pm on check-out day. HOWEVER, as we get good at our processes, we will do everything we can to get everyone on their weekend break as soon as possible.

TECHNOLOGY POLICIES

Electronic Communications
Photo Use
Social Media Policy
Technology Policies
Inappropriate Content
Factual Content
Public Communication Only
Report Communication/Connections/Contact
Photo Use
Cell Phones
Staff Represent Us

Electronic Communications

- Facebook, Instagram, Twitter : No sending or accepting camper friend/follow requests or message requests
- Email: No providing or accepting email addresses from campers. If campers would like to communicate with you via email, please give them the following email address, and we'll ensure communication occurs. **info@campbeausitenw.org**
- Mail: No providing or accepting addresses from campers. If campers would like to communicate with you via mail, please give them the following address, and we'll ensure that communication occurs. **PO Box 1227, Port Hadlock, WA, 98339**
- Phone Numbers: No providing or accepting phone numbers from campers. If a camper would like to keep in touch, encourage them to try email or mail.

Photo Use

Taking unauthorized photographs/videos of members or participants, guests, volunteers, or campers is prohibited, regardless of whether staff choose to share those photos/videos to personal social media platforms. If pictures are needed for Camp Beausite Northwest's website, flyers, social media etc., they are to be taken by designated/approved staff only and must be accompanied by a signed photo release form to be kept on file.

Social Media Policy

At Camp Beausite Northwest we understand that the internet, social media, and communications platforms are constantly changing, but there are certain principles that remain constant. While it is your right to use social media (Twitter, Facebook, Snapchat, Instagram etc.), everything you post and share can be viewed by others and is a reflection of Camp Beausite Northwest. To ensure that Camp Beausite Northwest remains an emotionally safe and supportive environment for all staff, members, volunteers and participants—and specifically to create an environment where sexual abuse and bullying are not tolerated—the following policies are in place. Failure to comply with the policies listed below may result in disciplinary action, including termination of employment and/or legal recourse.

Inappropriate Content

Examples of inappropriate content include (but are not limited to):

▪ Photos/content that could be considered violent or threatening.
▪ References to/photos of illegal use of alcohol, illegal drugs/illicit substances.
▪ Photos/content that is sexually suggestive or revealing or could be considered objectionable.
▪ Photos/content that may be considered insulting, offensive, defamatory to individuals/organizations.
▪ Participant/staff/guests' confidential or private information.
▪ Comments or communications that could be bullying or demeaning of any individual or group.
▪ Any other content that is inconsistent with Camp Beausite Northwest policies, code of conduct, or mission statement.

Factual Content

Information can spread quickly online and can easily be misinterpreted or taken out of context. Any posts that reference Camp Beausite Northwest or include a link to the organization's website, should reflect the organization in a positive light and include only accurate, public information. Obtain prior approval before citing/referencing staff, participants, partners or suppliers. Do not use social media to expose the organization's internal policies, programs, strategies, financials, products, etc. Staff must specify, when necessary, that any content they post is their own view/belief, and not the stance of the Camp Beausite Northwest.

Public Communication Only

We know, from several investigations into real-world sexual abuse, that predators will often use social media to gain access to or groom individuals prior to abuse. That's why connecting with campers on any of your social media platforms is strictly prohibited. This prohibition includes private messaging, the sharing of social media accounts, the exchange of cell phone numbers, e-mail addresses, as well as physical mailing addresses. "Good intentions" and "harmless gestures" do not excuse private communication with campers, as such actions can be misinterpreted.

Report Connections

If you already have an outside connection with a camper within the organization, or a camper tries to initiate an outside connection, report this to your supervisor immediately and discuss appropriate next steps, (e.g. block the request, parent communication, or privatizing account settings).

Cell Phones

Staff are allowed to have their cell phones on them during the workday. We will utilize our phones and texting for work communications when needed. Please do not take any calls/texts when you are caring for campers – only on your breaks. If you need to schedule a call or take a call, please ensure staff coverage.

This is another one of those rules that is vague and flexible for now. We would love for it to stay that way. MAKE GOOD CHOICES!

Everything is Public

Staff should keep in mind that whatever is published on their social media sites is public, regardless of privacy settings. The opportunity for followers to take screenshots makes even private accounts—or deleted posts—susceptible to being shared publicly. Parents and Caregivers will often search online for staff profiles, so be mindful of how your online presence may be perceived.

Staff Represent Us

All content included on a staff's social media profile reflects Camp Beausite Northwest and should align with the organization's policies and expectations, regardless of whether or not the employee identifies themselves as a Camp Beausite Northwest employee on their profile. Staff are personally responsible for editing and managing their social media profiles to ensure that they do not contain inappropriate content. This includes posts made prior to employment.

Incident Report Form

Camp Beausite Northwest

Developed by the American Camp Association®

Fill out 1 on each incident or person

Today's Date _____

☐ Program Director

☐ Executive Director

First & Last Name Person filling out this from _____

Address _____
Street & Number *City* *State* *Zip*

Name of Person Involved_____ Age ____ Sex _____ ☐ Camper ☐ Staff ☐ Visitor
First & Last

Address _____
Street & Number *City* *State* *Zip*

Name of Parent/Guardian (if minor) _____

Address _____
Street & Number *City* *State* *Zip*

Name/Addresses of Witnesses (You may wish to attach signed statements.)
1. _____
2. _____
3. _____

Type of Incident † Behavioral † Accident † Epidemic Illness † Other (describe)

Date of Incident/Accident _____ Hour_____ † a.m. † p.m.
Day of Week *Month* *Day* *Year*

Describe the sequence of activity in detail including what the (injured) person was doing at the time _____
_____
_____
_____
_____

Where occurred? *(Specify location, including location of witnesses. Use diagram to locate persons/objects – use back of report if needed.)*

Was injured participating in an activity at time of injury? † Yes † No If so, what activity? _____
Any equipment involved in accident? † Yes † No If so, what kind? _____

What could the injured have done to prevent injury? _____
_____
Emergency procedures followed at time of incident/accident _____
_____

By whom? _____

Signature _____ Position _____ Date _____

Phone number _____

NOTES

NOTES

NOTES

Doodle Page **(You know it is fun!)**