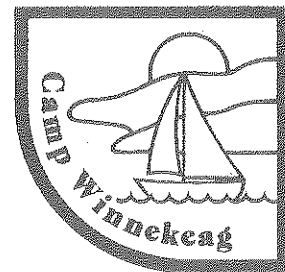


# Camp Winnekeag

"The Camp That Cares"



## Camper Illness, Medication Management, and Emergency Health Care Policy

Our healthcare staff will make every effort to contact you (parent/guardian) by telephone should your child need off-campus health care. Because of timing and scheduling conflicts, we cannot guarantee that we will be successful in reaching you. The phone numbers you provided on your child's Health History/Medical Form will be accessed. Please make sure that we know how to reach you during your child's stay at camp. In addition to telephone contact, we will provide you with a written summary of any off-campus healthcare given to your child.

We generally do not contact the parent if a child has been seen at our on-campus medical office for routine care (such as skinned knees, sore throat, headache) that does not require a physician referral. The decision to consult you for routine, on-campus healthcare is determined on a case-by-case basis by our provider. Please attach a letter to your child's Health History/Medical Form if you prefer us to follow a practice different from what is described.

### A. Care of mildly ill camper

1. It is the position of the camp that campers and staff members who are ill to participate in the program should be under the care of the camp medical staff. As a result, staff will refer sick individuals to the camp medical office for assessment, and assist in providing an appropriate activity level for those in recovery mode.

### B. Medication Management

1. Medications brought by campers are to be collected by the medical staff at the time of registration and secured in the camp medical office. There must be written, signed authorization from the parent/guardian allowing the camp to administer any medication brought from home. (See Authorization to Administer Medications form in campers packet.)
2. Medication forms are to be completed in ink for all campers who bring medicine to camp. Documentation of administration is the responsibility of the camp medical staff.
3. All medications will be stored under lock, including those needing refrigeration except when in the controlled possession of the person administering them.
4. Prescription medications are dispensed only under the specific directions of a licensed physician.
5. Non-prescription medicines are dispensed only under the written healthcare procedures, or signed instruction of parent/guardian or physician.
6. Medication may be given to campers by staff under the instruction of the medical director, when campers are off-campus on a trip away from camp.

### C. Emergency Health Care

1. The need of emergency transportation and/or treatment as determined by the camp medical director is to be provided by the local 911 service.
2. Any camper who is transported to an emergency medical facility is to be accompanied by camp medical personnel or designee. A copy of the camper's Health History/Medical Form containing medical treatment consent, parent/guardian information, and insurance information will accompany the camper. It is the responsibility of the camp medical staff to notify the parent/guardian of the incident and where the camper has been taken. In the event efforts to contact parent/guardian are unsuccessful, the medical staff must delegate someone to keep trying. All efforts to notify parent/guardian will be documented.

#### Office:

P.O. Box 1169, 34 Sawyer Street  
South Lancaster, MA 01561-1169  
Telephone: 978-365-4551  
FAX: 978-365-3838

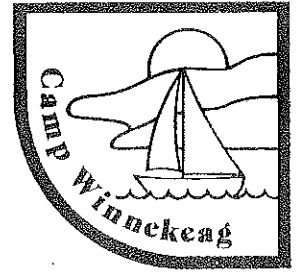
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#### Camp:

257 Ashby Road  
Ashburnham, MA 01430  
Telephone: 978-827-4455  
FAX: 978-827-5621

# Camp Winnekeag

"The Camp That Cares"



## Camper Discipline Policy

Staff members are here to serve the campers. Love and understanding toward all campers is anticipated. Counselors are expected to become loving "parents" toward their campers. To avoid criticism, all staff will refrain from physical contact with campers. Campers look up to you as heroes, so be careful what you say and do. Dating campers is not permitted.

Discipline and guidance shall be consistent and based upon an understanding of the individual needs and development of a child. Camp Winnekeag staff shall direct discipline with the goals of maximizing the growth and development of the children and for protecting the group and individuals within it.

Discipline of camper misbehavior may be administered three times by a counselor (three warnings), then the Boys' or Girls' Director (one warning). The next step is discipline by the Camp Director (one warning). This is the 3-1-1 principle.

The following are prohibited forms of camper discipline:

- a. Corporal punishment, including spanking
- b. No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse
- c. No camper shall be denied food or shelter as a form of punishment
- d. No child shall be punished for soiling, wetting or not using the toilet

All camper behavioral problems are to be dealt with on an individual basis first by the unit counselor, then the area director, then, if necessary, the Camp Director. In order to assist with maintaining order at the camp, all staff members should use discretion when disciplining a camper not assigned to their unit. Preferably refer the matter to the camper's counselor, unless the camper is:

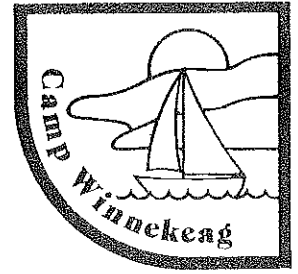
- a. Directly under their activity supervision (ie: lifeguard, archery instructor, etc.)
- b. Exhibiting behavior which might result in bodily harm to him/herself or another person, or be disruptive to the group in a group activity. In such cases, the staff member should also advise the counselor of the actions taken so the counselor can follow through in the matter.

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# Camp Winnekeag

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## Child Abuse Policy

In the event a camper discloses that he/she has been abused, it is important that the staff know how to react calmly, lend support and not further traumatize child victims. Staff should:

- a. Listen calmly and carefully, noting the child's behavior. Don't ask leading questions.
- b. Believe the child. Don't criticize or suggest the child is mistaken. It isn't the staff's responsibility to determine whether or not the child is telling the truth.
- c. Protect the child's privacy and assure the child you will see that he/she gets help. Don't make promises, however, about what will or will not happen to the abuser.
- d. Affirm the child's feelings and assure the child that what happened was not his/her fault.
- e. Refer the case to the Camp Director who will report it to the authorities.

The procedure for reporting any suspected incidents of child abuse and neglect are as follows:

- a. All staff shall immediately report any suspected child abuse or neglect. The report shall be made to the Camp Director.
- b. The Camp Director shall immediately report suspected abuse or neglect to the Massachusetts Department of Social Services.
- c. The Camp Director shall notify the Board of Health of a 51A Report alleging abuse or neglect of a child while in the care of Camp Winnekeag. The 51A Report itself shall not be forwarded to the Board of Health.

Camp Winnekeag shall cooperate in all official investigations of abuse and neglect alleged to have occurred at the camp, including identifying of parents of campers currently or previously enrolled in the camp who may have been in contact with the subject of the investigation.

Camp Winnekeag shall ensure that an allegedly abusive or neglectful staff person does not work directly with campers until the Massachusetts Department of Social Services' investigation is completed.

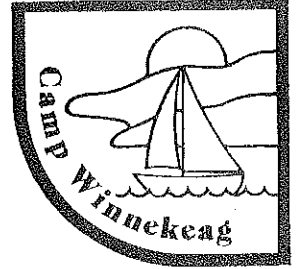
Following this procedure does not mean the counselor or staff person is guilty. It only means that the Camp Director is protecting him/her, as well as the camper until a more

Office: thorough investigation has been conducted.  
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# Camp Winnekeag

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## Sexual Harassment Policy

Sexual harassment towards other staff members or campers is unacceptable at any time at Camp Winnekeag. Sexual harassment includes any unwelcome sexual advance, request for sexual favors, and/or verbal or physical conduct which may include suggestive comments or jokes, crude language and unwelcome physical contact which is gender specific or of a sexual nature. Staff at Camp Winnekeag shall exemplify a Christlike life and avoid all appearances of wrongdoing and behavior that is harmful to themselves, other staff members or campers.

In the event that sexual harassment is reported, the accused's immediate supervisor shall notify the Camp Director who is responsible for reporting all allegations to local authorities as necessary to comply with reporting statutes.

### Office:

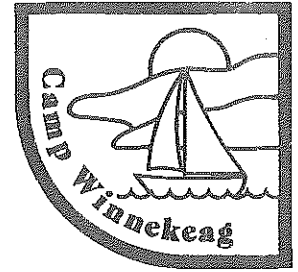
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# Camp Winnekeag

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## Staff Hiring Procedure

Camp Winnekeag is operated by the Seventh-day Adventist Church with the specific purpose of camping ministry. Therefore, the camp staff members are selected primarily from Adventist Colleges, Universities and Academies. Staff members are also selected from among students who are members of the Seventh-day Adventist Church, but attend public schools.

Many of these students are personally known, or are well-known by the staff of the Adventist churches or schools they attend. Therefore, they come with positive recommendations from those who know them well, such as their pastors, teachers, and immediate work supervisors.

The following are the steps which are followed in the hiring process:

1. Application is made to the Camp Director
2. Three positive recommendations are received
3. Applicant is interviewed by the Camp Director
4. Applicant is notified if he/she is being considered for a position
5. Applicants provide completed, signed CORI & SORI forms, as well as IntelliCorp background check forms
6. Background checks are performed according to the mandated State policy
7. Clear background check results indicate a possible move to the contract stage in the hiring process
8. Until background check results are received, or if the background results are not cleared, then the staff are not permitted to supervise campers, and State mandated procedures are followed.

## Prospective Staff Background Check Procedure

1. Applicant completes and submits the background release forms
2. Background checks are performed in compliance with State mandated procedures
3. Results are received and reviewed by CORI Authorized Individuals at the camp's headquarters office
4. If the background check is clear, the hiring process continues
5. If the background check is not clear, the staff member involved will be notified and State mandated policies will be followed. The staff member in question will not be permitted to be with the campers until either the matter is resolved, or it is determined that the staff member is not fit to work with children, in which case the hiring process will stop for them.
6. The Camp Director makes the final determination in hiring individuals

### Office:

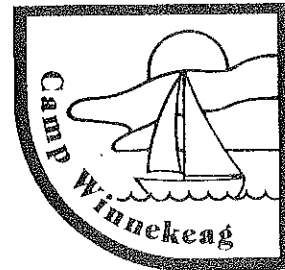
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# Camp Winnekeag

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## Filing a Grievance

Should a parent or camper have a grievance or complaint with the camp on any issue regarding the safety and well-being of a camper, a verbal communication should be made immediately to the Camp Director. Follow-up written documentation must be submitted within ten (10) days of the complainant's notification of the incident to the following:

Camp Winnekeag  
Grievances  
PO Box 1169  
South Lancaster, MA 01561

Telephone (978) 365-4551 or (978) 827-4455

The grievance will be reviewed by the Camp Director. Issues will be addressed with the appropriate individual(s) in a confidential manner.

If there is a grievance against the Camp Director, verbal communication should be made immediately with the Southern New England Conference Administration, followed up in writing within ten (10) days to the following:

Southern New England Conference  
Grievances  
PO Box 1169  
South Lancaster, MA 01561

Telephone (978) 365-4551

The grievance will be reviewed by the Conference Administration. Issues will be addressed in an appropriate and confidential manner.

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