

Employee Handbook – Addendum for Highland Summer Camp

2.0 – Standards of Conduct/General Policies

2.1 General expectations

The highest type of moral conduct must be maintained. God's Word challenges us to be "imitators of Christ". As a member of Highland Retreat staff, your job is an essential part of the overall ministry of Highland, and you will have an incredible opportunity to impact the life of your campers. With this opportunity comes great responsibility to present yourself in a manner that any parent would want their child to emulate.



Staff and campers need to show respect for one another. Remember to never hit or physically punish anyone; never verbally abuse, belittle, or make fun of anyone; and never allow harmful behavior to go unnoticed.

Pranks, raids, or similar behaviors are prohibited and can be grounds for dismissal. These activities tend to escalate with time, people get hurt, negative feelings develop, possessions get ruined, and campers and parents get upset.

Staff should counsel only with campers of the same gender. If you need to counsel with a camper, do so in a place that is in full view of others. It is important for staff to not be alone with a camper anywhere where others are not present including but not limited to ***sleeping facilities, buildings, bathhouses or enclosed spaces***. Always implement the rule of three – ensure that two others, besides yourself, are present. Camper discipline should occur with another staff person present whenever possible.

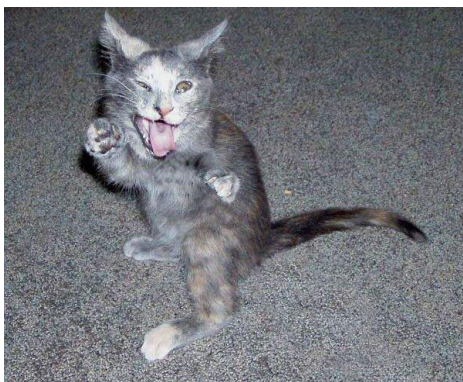
Although you can be a "listening ear", be sure you're not trying to counsel in areas where you have no professional training (i.e. drug addiction, suicide). Also remember that there are issues (i.e. abuse) you are required by law to report to the authorities if you become aware of them.

Do not sit on a camper's or staff member's lap. Back rubs are not permitted.

A few parents request that photographs not be taken of their children while at camp. Please check with the Summer Camp Director prior to taking photos of campers. **Do not post photos on personal websites or social media.** It is important that all photos be appropriate.

Use wisdom in discerning appropriate behavior at camp. Whenever you engage in any activities, keep in mind the following questions:

1. Would I be willing to be held responsible for having taught or encouraged this activity?
2. Does the activity violate any camp policies?
3. How will this activity make the camper feel about their camp experience, about you as a leader, and about themselves?
4. Do I have the best interests of the camper in mind?
5. Can I be assured of the physical and emotional safety of campers and staff?
6. Would the campers' parents or pastor approve?
7. Am I violating any personal or touch boundaries?
8. How safe is the activity?
9. Is this activity or conversation helpful in making camp successful?
10. Does the activity help to meet the goals and objectives of the camp?



Standards of Conduct - Relationships

Friendships are encouraged at camp, but romances are not. Camp is a "group thing", not a "couples thing". Please watch that staff relationships don't hinder your responsibilities to your assignment or campers, or become the focus of camp. Campers should not be able to tell that a non-married couple exists. Unmarried staff must refrain from public or private displays of affection and physical contact. Staff under no circumstances may flirt or become romantically involved with campers or other

staff, and should avoid activities that give the appearance of such (i.e. back rubs). Take care to not act in a manner that might be misunderstood by campers/staff. Staff are expected to remain sexually pure in any dating relationship. Under no circumstance should the romantic or sexual lives of staff be discussed with campers (no matter what questions are asked). Nor is it appropriate to encourage campers to discuss their experiences with staff. Staff must also exercise extreme caution in their conversations with each other in this area. Lack of proper discretion and discipline in these areas is grounds for dismissal.



It is the responsibility of all staff to do all they can to prevent staff or campers from engaging in public or private displays of affection and physical contact.

2.6 Employee Dress and Personal Appearance

Clothing should be comfortable, loose fitting, covering undergarments, and appropriate for being in the outdoors, while maintaining a high standard of modesty. The following standards address areas of witness, purity, function, and safety. If you have questions, contact the Summer Camp Director.

- Clothing should be appropriate for an active week of camp activities. The best wardrobe for camp is t-shirts, shorts that are at least mid-thigh length, and pants. In some camp activities, you may be wearing a harness or be lifted up in the air; we want you to be comfortable and prevent embarrassment during activities like these. No clothing advertising alcohol, tobacco products, illicit or illegal activities, or crude jokes.
- Footwear: Sandals with heel straps and sneakers are ideal for walking in the woods and active recreational games. Crocs, flip flops, and bare feet aren't sturdy or supportive for camp terrain. However, creek shoes may be worn in the creek.
- Swimwear is expected to be modest. While bikinis are not permitted, tankinis that cover the midriff are permitted. If someone has an inappropriate swimsuit, some type of cover-up will be required. Cover-ups shall be worn to and from the pool area.
- Jewelry: To prevent personal injury, only small pierced earrings or small, discrete nose rings may be worn in camp. Jewelry may not be worn in other piercings, including but not limited to: tongue, face, nipple, or belly button.



- Tattoos: Every effort should be made to cover-up tattoos that are not in keep with Christian values.
- Hair shall be well groomed and of a natural color (not necessarily YOUR natural color). No hair bleaching or radical haircuts during the camp season. Camp is not the place for hairstyle experimentation.
- Fireside: It's important that appropriate attire is worn at Fireside. Sleepwear is not permitted.



2.8 Use of Communications and Computer Systems

Highland Summer Camp's telephone (and fax) number is 540-705-0512. Office personnel are responsible for answering office phones and retrieving voicemail messages; other staff should not attempt to do this. If you receive a phone call, a message will be taken and distributed at mealtime unless it is an emergency. There is, however, limited access to phones, using the following guidelines:

- Limit the use of camp phones to important calls, and only make calls during break time.
- During regular office hours (9am-5pm), one line must always be kept clear for camp use.
- Campers are not permitted to use camp phones unless permission is given by the Summer Camp Director.

Office computers are strictly for camp use. However, staff are permitted to use the computer in Staff Lounge. Campers are not permitted to use camp computers.



Staff are permitted to bring their own laptop computers and use them during break time. However, Staff Lounge is a non-secure area since doors are often unlocked. Campers are not allowed to use staff member's personal computers.

IPods, TVs, PCs/Laptops, Cell-phones, etc. - Camp is the ideal place to get away from the common distractions in life and provides a place for physical and spiritual renewal. In keeping with that focus, we ask that you do not bring these items unless approved by the Summer Camp Director. IPods, TVs, and computers may only be used according to the following guidelines:

- Support staff: Sound must be confined to your own room, not played in public areas.
- One music device is allowed for low volume use in Staff Lounge area/kitchen.
- No campers or guest groups should hear music from electronic sources at any time other than at Fireside.
- Counselors may not use these items in their cabins or anywhere the campers are when camp is in session, except with special permission.
- Lyrics should be in keeping with Christian principles.
- Special allowances on the weekends can be arranged with the Summer Camp Director.
- Cell phone usage will be discussed in staff training.



The lyrics in songs and content on videos or computers should be in keeping with our focus on glorifying Christ.

2.14 Use of Vehicles

Staff vehicles shall be parked along the tree line near Rt. 259 and shall not be driven while camp is in session. To avoid sap from trees damaging your vehicle, do not park directly under trees. Staff may not transport campers in personal vehicles. Keys should never be kept in vehicles. The camp speed limit is 10 mph. **Please honor this speed limit at all times.**



Camp owned vehicles - Staff and campers may only ride in the passenger areas of vehicles with seatbelts on. No more than three people, including the driver, shall be permitted to occupy the front seat of a camp truck. Two staff members must be present when transporting an individual camper, and one must be the same gender as the camper. Campers shall not be permitted to remain unattended in any vehicle.

4.1 Time Off - Leaving Camp

It's important that all campers and staff be accounted for at all times. While camp is in session, staff are not permitted to leave the camp without permission from the Summer Camp Director. Those who receive permission to leave are expected to be back at camp no later than 11pm.

5.9 Use of Highland Facilities

For efficient and effective camp operation, please follow these guidelines:

- The summer kitchen is for use by summer kitchen personnel only. Access to the summer kitchen for non-kitchen staff should be at the request of kitchen staff.
- Campers are not permitted in staff housing areas.
- The Youth Office is for use by office personnel only. While office staff want to do everything possible to help you and your campers, please remember the Youth Office is a business office, not a lounge or staff hangout.
- Staff are not permitted in sleeping or changing areas of the opposite gender, except for maintenance repairs. Summer staff housing and cabins are assigned according to gender.
- Sleep-outs - Various locations are available for overnight sleep-outs. However, males and females need to be separated and sleeping in two distinct areas. This separation should be clearly noticeable to anyone who may come upon your group; be conservative. Mixed-gender company shall not share the tree house, wilderness shelters, Tabernacle, Staff lounge pavilion, or basketball court. When camp is in session, support staff may sleep out with camper groups of the same sex. This policy applies during staff training, while camp is in session, and on weekends.
- Staff or campers should never share a bed or sleeping bag with another staff or campers.
- Staff need permission to sleep or visit in areas other than their own. Staff should only enter another cabin or sleeping area if they are the appropriate gender and are invited by a staff person within that area.

- The camp provides washing machines, dryers, and laundry soap for staff staying at Highland Retreat on the weekends. All others are encouraged to do their laundry elsewhere. Washing machines are not to be used during the week for personal laundry except in “emergencies” and only with permission from the Summer Camp Director. Please wash and dry laundry when you are available to supervise your laundry so that machines are available for others as soon as your wash is done. Remove your laundry from the laundry room so your clothing does not get mixed up with lost and found items.



The staff lounge gives staff refuge for a few minutes while on breaks and for the weekends. You may keep your personal snacks in it, but make sure to label items with your name. Lockers are provided for counseling staff. **It's the responsibility of each staff member to clean up after themselves and wash their own dishes.** Campers are not permitted in Staff Lounge. Although staff members are allowed to have one or two visitors in Staff Lounge, the staff member must accompany their guests. Overnight sleeping in Staff Lounge is not permitted

EXPLANATION OF CAMP TERMS AND ACTIVITIES

Bell Ringing

The bell is used to signal the beginning of an activity. When the bell is rung, campers should report to their next scheduled activity. The bell is also used in emergency situations.

Birthdays

If you have a camper who has a birthday while attending camp, please let the Youth Office know so we can do something "small but special" for him or her.

Black House

Lanterns, axes, hatchets, griddles, and some maintenance tools are stored in this building.

Blue Spruce Cabin

This cabin serves as the main housing for staff not assigned to camper cabins. Campers are not permitted in staff housing. Staff are not permitted in sleeping quarters of the opposite gender.

Bridges

Throughout the youth camping area are several bridges.

- Use caution on the bridges when wet.
- Try to keep campers from bouncing on the swinging bridges.
- Swinging bridges should be avoided when water in the creek is running swiftly. Do not use swinging bridges if they are closed.

Cabin Action

Cabin action is a time in the afternoon when counselors plan an activity for their cabin such as street hockey, playing in the stream, kickball, etc.

- Counselors can plan activities with other cabins.
- This time is not intended for an extended horizontal time.

Cabin Assignments

The camp Administrative Assistant is responsible for assigning campers to a specific cabin. Consideration is given to cabin mate preferences; however, this is usually limited to three people. Counselors will be given their cabin assignments at the Sunday Counselor Meeting. Counselors are asked not to request specific campers.



Cabin Photos

The Summer Camp Director will establish a time for a weekly cabin photo. Parents of campers and staff may purchase cabin photos online.

Camp Store

The camp store will be open Sunday afternoons and Friday evenings. Campers and staff can purchase t-shirts, sweatshirts, and postcards. Remind campers to put their name on items purchased from the camp store.

Camper Departure Time

Overnight campers are to be picked up Friday evening at 4pm. If a camper has not been picked up by 5pm, the senior counselor should bring the camper and their belongings to the Youth Office. A phone call will be made to parents or guardians.

Camper/Parent Evaluations

We welcome feedback from campers and parents about their child's experience at camp. Each week, parents will have an opportunity to complete an online camper evaluation.

Camper Postcards

Each week, counselors should pick up pre-paid postage postcards from the Youth Office to mail to former campers. This is a great way to let campers know that you were glad they came to camp and to encourage them to come back next year.

Challenge Course

The challenge course is a collection of activities designed to encourage team building, communication, cooperation, leadership and self-confidence. We have low and high elements.

Check-In

Camper check-in begins at 4pm Sunday for overnight camps. Campers will receive their cabin assignments, meet their counselor(s) and see the camp nurse if necessary. Additional instructions for staff will be given during staff training. Staff shirts must be worn during check-in.

Check-Out

Check-out happens on Friday afternoon at 4pm. Parents shall obtain campers medications from the nurse who will be stationed in the nurse's cabin. Staff shirts must be worn during check-out and throughout departure time.

Community Swim

Because we want to maintain positive relationships with our neighbors, individuals from the community are invited to swim on Friday evenings from 6-10pm and Sunday from 1-3:30pm.

- Staff should make sure personal items are secure in the pool house lockers.

Conference Field

As you enter the youth camping area, this is the field to the left.

Counselor Check-ins/Check-ups

A member of the leadership team will try their best to check in with each counselor at least twice a week to see how the week is going. Feel free to talk with a leadership staff member whenever necessary.

Counselor Pairs

The Summer Camp Director and Counselor Team Leaders are responsible for pairing up counseling staff. Consideration is given to counseling experience, familiarity with Highland's youth camping program, and camper needs.

Crisis Management Plan

This plan describes how to respond to crisis situations (i.e. lost campers, injuries, weather emergencies, etc.). All staff members should be familiar with this plan. We will review this plan during staff training.

Day Camps

One week of Day Camp is offered for children ages 5-12. Campers will participate in many of the same activities as residential campers.

Fireside

- The Worship Coordinator is responsible for guiding the worship of campers and staff at Fireside.
- To eliminate distractions and prevent missing out on worship, counselors are encouraged to have their campers use the restroom prior to Fireside. The restrooms may not be used during Fireside except in emergencies. Campers must have permission from a staff person before leaving their seat for any reason.
- Counselors should bring their Coleman lantern to Fireside.
- Flashlights should remain off during Fireside.
- Eating and/or drinking is not acceptable during Fireside. Evening snacks shall be finished before the beginning of Fireside.
- Campers may not stand on benches.
- Full staff participation is expected.

Flocking

This is a term used when staff are hanging out together when they should be interacting with their campers. If you see staff flapping their arms like a strutting chicken, it does not mean they have “lost it,” but rather someone is guilty of flocking.

Friday Work Projects

In order to provide clean facilities for weekend guests, all staff are expected to help with work projects. When all your campers have left and your A-frame cabin is cleaned, report to the Youth Office for a work project assignment. Work projects include cleaning bathrooms, the Tabernacle, Staff lounge pavilion, staff lounge, and picking up lost and found items. Checklists are provided for each area that needs to be cleaned. The sooner work projects are completed, the sooner we can have our staff meeting, and the sooner staff can leave for the weekend.

Friday Staff Meeting

Upon completion of work projects on Friday evening and a meal, we will have a closing staff meeting. We will review the week, give announcements, and close with a time of prayer and thanksgiving for the week. Staff are free to leave once the meeting is completed. This meeting is for staff only; no friends or family.

Highland Retreat Association

The Highland Retreat Association is made up of individuals who support the mission and objectives of Highland Retreat and support the ministry of the camp by praying for the board and staff, volunteering for work projects, and making regular financial contributions. The association is responsible for the selection of a Board of Directors to manage the camp.

Hike Day

One day a week (generally Wednesday), cabins will have the opportunity to “take off” from camp and hike in the George Washington National Forest. Cabins will take along snacks and a packed lunch. Procedures and hiking options will be reviewed during staff training.

Horizontal Time

Horizontal Time is scheduled right after lunch. This is a time for campers to rest and relax. They may sleep, read or write letters; whatever they choose they must be quiet. Horizontal time should last from half an hour to an hour. During Horizontal Time, campers must be in their cabin or an approved sleeping area and are not permitted to play tetherball, be on the swings, or play in the stream. Please help your fellow counselors by having your campers comply with this rule.



Lost & Found

Lost and found clothing and footwear items should be brought to the Staff lounge pavilion when youth camp is in session. Valuable items, such as cash, watches, cameras, etc., should be brought to the Youth Office. After items have been displayed at check-out, they will be placed in the dirty laundry basket in the laundry room. After they have been washed, they will be stored in plastic containers in the laundry room until summer camp is over. Campers and staff should report missing items to the Youth Office.

Lights Out

Each evening at Fireside, the lights out time will be announced. It is typically 45 minutes after the end of Fireside. This is the deadline for campers to be in their cabins and relatively quiet. If campers are having a hard time settling down, feel free to ask support staff to make an appearance – they are there to help!

- Support staff will check that cabins are quiet at Lights Out time.

Main Office

The Main Office is located at the entrance to Upper Highland Drive. This serves as the office for the Executive Director, Bookkeeper, Facility Manager, Guest Service Coordinator, and the Summer Camp Director in the off-season.

Mennonite Camping Association

Highland Retreat is a member of the Mennonite Camping Association (MCA). Since 1940, MCA has been a clearinghouse for directing and promoting Christian camping among Mennonite conferences and congregations throughout Canada and the United States. Membership in MCA provides a united voice for addressing camping concerns to church agencies, and in turn, gives church agencies a channel for relating to the retreat and camping ministry. Supplementing the local congregational nurture, Christian camps and retreat centers band together through MCA to promote quality spiritual experiences in outdoor ministry.

Meetings

- Sunday Staff Meetings:
 - Counselors @ 2:00pm, All Staff @ 2:30pm
 - Staff are expected to be back at camp, ready to meet, and prepared to begin their responsibilities immediately afterwards.
- Summer staff are required to attend Fireside and staff meetings unless they are assigned to other duties at that time or have made special arrangements with the Summer Camp Director.

Mountain View Retreat Center

This facility houses guest groups. There are 14 motel style rooms in this building that can sleep up to 60 people. Guests lodging at the retreat center do use the swimming pool. Please make all our guests feel welcomed. While this facility is off limits to youth campers, there is a phone located in the game room that can be used for emergencies.

Night Swims

One of the unique features about the pool is the ability to swim at night because of underwater lights. Usually there is a night swim once a week.

- Support staff will be assigned to help as pool spotters.

Nurse's Station

The Nurse's Station is located near the pool at Dogwood Cottage.

Opening Ceremony

Each Sunday evening, we will "kick off" the week of camp with an Opening Ceremony. The purpose of the Opening Ceremony is to get camp officially started and to get campers excited about the upcoming week. Staff will be introduced and camp policies will be briefly reviewed.



Operations

In order to prevent medical situations or injuries, certain "operations" may be placed in effect.

- Operation Camel: Due to hot weather, campers and staff are encouraged to drink plenty of water. Drinking water is available at the Staff lounge pavilion and at all bathhouses.
- Operation Burnt Toast: Campers and staff should use sunscreen. See the camp nurse if someone needs sunscreen. Remember, a bad case of sunburn could ruin a week of camp.
- Operation Monkey Check: Campers and staff should check themselves for ticks (this is particularly important while hiking).
- Operation Noah: Flood conditions exist and the lower part of the camp needs to be evacuated.
- Operation Canaan Land: Someone is in the youth camping area that has not registered at the office and appears to be a threat.
- Operation Peace Be Still: A severe weather watch or warning has been issued for our area.

Pond

There is a small man-made pond near the challenge course used for fishing, funyaking, canoeing, etc. In order to keep campers safe and healthy, staff shall enforce the following guidelines:

- Campers must wear closed heel/toe shoes while at the pond.
- Exercise caution when near the sides of the pond. Although not visible, the sides of the pond slope very quickly into deep water.
- **No Swimming. It's very difficult to stand in the pond because of the muddy bottom.**
- **Do not drink pond water.**
- **A lifeguard must be present when funyaking.**
- **Lifejackets must be properly worn by everyone—including staff—when funyaking.**
- Take time to observe the toads, salamanders, etc. in their natural habitat, but do not catch them and keep them penned up. Handling them too much and confining them kills them. If

you are working on a project that requires collecting certain species of plants or animals, check with the Nature Instructor before collecting them.

- Do not leave any trash along the pond.
- Stay away from the culvert.

Pool Time

Cabin groups will be assigned a time to go swimming. Staff shall assist pool staff in enforcing pool rules. Pool time provides a wonderful time to interact with campers. Avoid “flocking” with other staff members.

Praise and Worship Team

Camp is a great place to use your musical gifts and talents. Please let the Worship Coordinator know if you are interested in helping to lead music. We need both musicians and song leaders.



Pre-Camp Training

All staff members are required to attend staff training unless special arrangements have been approved by the Summer Camp Director and arrangements are made to make up mandatory sessions. Counseling staff will not be assigned counseling responsibilities until they have completed mandatory sessions

Program Advisory

The Program Advisory group provides direction and guidance to programming at Highland Retreat and is responsible for seeing that the mission in programming is carried out.

Proper Camper Hygiene

It's very important for counselors to be responsible for reminding and see that campers address basic personal hygiene, which includes:

- Washing hands before every meal
- Brushing teeth daily—see the camp nurse if a camper forgot a toothbrush or toothpaste
- Wearing clean clothes, including clean underclothes
- Combing hair
- Not sleeping in a soiled sleeping bag
- Taking showers with soap and shampoo at least 3 times per week
- Not wearing swimsuits, wet shoes or socks throughout day



If you have trouble with campers not adhering to the above guidelines, see the Counselor Team Leaders.

Parents are very concerned with the quality of care given by staff regarding basic personal hygiene. Opening a camper's suitcase and finding their child wore only one outfit the whole week does not make for happy parents.

Rec Shed

Recreation equipment is stored in the rec shed. Staff are welcome to use items from the shed. You will need to obtain a key from the Youth Office. Please return items when finished. If you need equipment for an extended period of time, check with the Summer Camp Director for approval.



Rec Time

Recreation time happens every evening. Staff will incorporate games that involve several skills (strategy, thinking, physical ability, teamwork, etc.). Enthusiasm is contagious: if staff are excited about games, campers are more likely to be also. Have fun, but remember that the games are for the campers!

- Campers and staff must wear closed heel/toe shoes.
- Campers and counseling staff should be involved and actively participating in Rec Time unless they have a physical limitation that hinders them from participating.
- Limit your own competitiveness and keep the campers first.

Red Oak Lodge

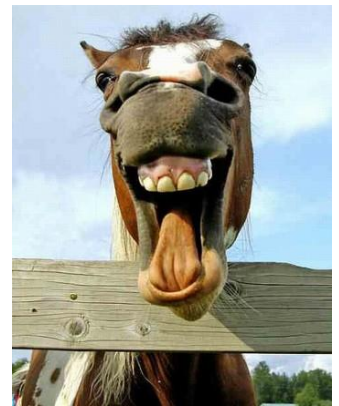
This facility houses guest groups. There are 8 bunk style rooms in this building that can sleep up to 60 people. Guests lodging at Red Oak do use the swimming pool. Please make all our guests feel welcomed. While this facility is off limits to youth campers, there are phones located in both kitchens, which can be used in an emergency.

Resident Camps

Seven weeks of Resident Camp are offered for youth ages 6-16. Campers are assigned to cabin groups with 10 or fewer campers.

Scholarships

It is our desire that every child who wants to attend camp has an opportunity regardless of financial circumstances. Therefore, we work with parents and churches, and use our scholarship funds where needed, to enable a child to attend camp. Several scholarship funds have been established in memory of former staff or campers, and Highland Retreat has also set aside money designated for this purpose.



Skill Groups

Skill groups are organized activities led by counselors or support staff. These activities include things such as challenge course, pool games, street hockey, crafts, nature studies, funyaks, drama, service, sand volleyball, outdoor living skills, and archery. Cabins are assigned different skill groups during the morning. Older campers are allowed to choose which skill groups they will attend.

Staff will receive instructions during staff training on how to lead activities. Counselors will be informed which skill groups they will be leading on the Friday prior to the week the camp starts. Leading skill groups allows interaction with campers who are not a part of your cabin group.

- There will be no skill groups on Hike Day and some Fridays.

Sleep Out Night

Certain age groups will sleep out at least one evening per week. We will discuss specific instructions for sleep out during staff training.

Staff Assistance Program

In order to help make it financially possible for some staff to serve a summer at Highland Retreat, there has been a program established whereby staff members can invite family members, friends, church, etc. to make financial contributions to staff members. While staff participation in this program is voluntary, many staff have received contributions that have been applied to matching grant program with Mennonite colleges. Contact the Summer Camp Director for additional information.



Staff Breaks

Each day, staff will receive a break. During this time, other staff will be responsible for watching their campers. Immediate supervisors will coordinate break time for support staff. Breaks provide a great time to fellowship with other staff and to take a “breather” from campers.

- During break time, staff are not permitted to leave the grounds.
- As to avoid confusion as to who is on/off duty, avoid areas such as the pool or rec. fields when on break.

Staff Family Fireside

During the summer, there will be a specific date for staff to invite their family to special family fireside during VBS Day Camp

Staff Kids

Several staff members will have their children at camp this summer. We ask that all staff do their best to make these “little staff members” feel welcome and part of the staff family.

Staff Meeting

This is a time for staff to meet together for announcements, sharing, and prayer. It is a great time to ask questions about scheduling, campers, and other concerns. It is also an opportunity to share how your week is going and any prayer requests or praises. Meetings last half an hour and are held at various locations. Please arrive on time because there are usually several items to discuss. If there is an urgent task requiring you to be late, please let the Summer Camp Director know so that the meeting can begin and proper information can be relayed.

- Campers and staff should put their sneakers on before the staff meeting begins, so everyone is ready for Rec Time immediately afterward.
- Because of the timing of this meeting, not all support staff members will be able to attend. However, all staff members are welcome to attend when possible.

Campers will remain in the playground area during staff meetings, with different staff members assigned to “patrol duty.”

- Campers are allowed to play in the area between Blue Spruce and Cedar cabin.
- Campers can play tetherball, box hockey, foursquare, Ga-Ga, or enjoy the swing sets.
- Campers are welcome to be in Staff lounge pavilion.
- Campers should inform a staff person if they need to use the restroom.
- *Campers are not permitted to go to their cabins during this time.*

Stream

The stream is a wonderful place for campers to play and have fun. In order to keep campers safe and healthy, the following guidelines should be enforced:

- Campers must wear closed heel/toe shoes while in the stream because of sharp rocks, glass, and other objects.
- Do not drink stream water.
- Avoid crossing the stream in the dark or when water is moving swiftly.
- Take time to observe the toads, salamanders, crayfish, etc. in their natural habitat, but do not catch them and keep them penned up. Handling them too much and confining them kills them. If you are working on a project that requires collecting certain species of plants or animals, check with nature leaders before collecting them.
- Do not leave trash along the stream.
- Stay away from culverts near the cement bridge.
- Because of snakes and sharp edges, campers shall stay off the large grayish colored rocks.

Summer Youth Office

The Summer Youth Office is located near the swimming pool on Lower Highland Drive. During the summer, this serves as the office for the Summer Camp Director and the Highland Summer Camp Administrative Assistant.



Sunday All Staff Meeting

There will be an all-staff meeting on Sunday afternoon that starts promptly at 2:30pm in the summer kitchen basement. It's very important that staff are at this meeting. Weekly schedules will be distributed and reviewed. Immediately following the meeting, counselors can move into their assigned cabins.

- *If for some reason you will be late, please notify the camp and **drive safely**.*

Support Staff

Support staff are summer staff members who do not have counseling responsibilities. Support staff are there to support counseling staff.

Tabernacle

The Tabernacle is a large pavilion shelter used for rainy day activities including Fireside, Rec Time, talent show, etc. Certain skill groups may meet here.

Talent Show

For certain camps, cabin groups will perform skits for the whole camp. Keep in mind the following:

- Skits should be in keeping with the mission of the camp.
- Use of camper and staff talents should be encouraged.
- Be sure your "talent" is not a violation of the Prank Policy.



Tree House

The tree house is a small cabin built in a tree approximately 20-30 feet off the ground. It can be used for sleep outs for up to 12 people in bunk style accommodations. Campers will

need to bring their sleeping bags and pillows. Bunks do not have mattresses. Counselors will need to reserve the tree house for sleep outs. Younger camper often enjoy visiting the tree house even if they do not sleep overnight.

Visitors

Staff members off duty or on break may have visitors at certain pre-approved times. Visitors must register at the Highland Summer Camp office, complete required forms, and wear a visitor pass. Fireside or break time is the best time to have family and former staff visit. Visitors must leave at designated "lights out" time for campers. Visitors are discouraged at other times while camp is in session because of the limited free time a staff person has. Exceptions can be made upon the Summer Camp Director's approval. Please remember, the basic nature of our ministry is giving of ourselves to the campers at every opportunity and in every way.

Weekend visitors wanting to stay overnight must make advance reservations with the main office and will be charged standard overnight rates. Visitors are not permitted to sleep in staff housing.

During the week when food service is available, visitors may eat meals for a fee. Visitors are not permitted to eat food reserved for staff on the weekends.

Visitors and family members are not permitted to attend staff meetings.

Weekend Time Off and Weekend Curfew

Most staff receive time off from late Friday evening (approximately 7pm) to Sunday afternoon (2pm). Please use this time wisely for rest and refreshment. It is important to recharge spiritually as well as physically in preparation for the next week of ministry to campers. As part of this spiritual refreshment, staff should attend a worship service on Sunday mornings whenever reasonable. With this in mind, staff who are minors are required to go home on the weekends unless they are working, live more than 1½ hours from camp, or have special permission from the Summer Camp Director to stay for that specific weekend. Although food service is not provided for staff working or staying on weekends, food is provided for staff who have notified the Food Service Manager by Wednesday morning. If additional food is needed on the weekend, notify the Main Office.

On Friday night, minors who are staying at Highland for the weekend are expected to be back at camp at 12 midnight. Staff members over the age of 18 who are staying at Highland for the weekend are expected to be back at camp by 2am.

On Saturday night, all staff must be back at camp at 12 midnight to ensure that they are getting adequate rest to recharge for the upcoming week of camp.

If staff choose to stay out until curfew time on Friday or Saturday night, they should park at the top of the soccer field, designated specifically for summer staff, and walk quietly down to the cabins. Staff must be sure to enter camp quietly at these times so that weekend guest groups are not disturbed.

Remember that the all-camp quiet time for staff and guests is 11pm.

Website

Highland Retreat's website can be found at www.highlandretreat.org. The website provides information about facilities, summer programs, and challenge course activities. Online registration for Highland Summer Camp is available on our website.

What To Bring:



It is important to bring necessary items while also avoiding packing too many things. Counselors may want to bring a suitcase or duffle bag. There are small lockers in the Staff Lounge and pool house where some belongings can be stored.

Non-counseling staff will share a room with other non-counseling staff. There are some dressers in each room, but you will need to share that space.

Keep in mind high standards of modesty in your choice of clothing and swimwear. These standards are higher for staff than for campers.

Please bring:

Everyone:

- ✓ Staff manuals and other materials sent to you
- ✓ Sleeping bag, pillow, and sheets
- ✓ Raingear (poncho or rain suit)
- ✓ Flashlight or headlamp
- ✓ Bible and personal devotional material
- ✓ Clothing and toiletries
- ✓ Sneakers
- ✓ Modest swimwear
- ✓ A book bag/drawstring backpack
- ✓ Water bottle
- ✓ **A cup, plate, and bowl** for personal use in Staff Lounge
- ✓ Insect repellent
- ✓ "Creative" clothes for skits and/or dress ups
- ✓ Small notepad and pen/pencil
- ✓ A 3-ring binder (2")
- ✓ Personal medications
- ✓ Laundry bag
- ✓ Wristwatch
- ✓ A really old set of clothing that you don't mind getting paint or stains on
- ✓ 2 padlock/combination locks

Required for Counselors, suggested for everyone

- ✓ Sleeping pad for sleep-outs if desired
- ✓ Alarm clock (battery or wind-up)
- ✓ Appropriate books to read to campers
- ✓ Boots or sturdy hiking shoes
- ✓ Heavy socks for hiking
- ✓ Old clothes and an extra pair of old sneakers

Please initial all your personal items and clothing with a permanent marker prior to your arrival at camp, and check your initials periodically making certain they are still legible. Also remember to mark any clothing, such as staff shirts, obtained during your stay at camp.

Wilderness Camps

Two weeks of wilderness camp are offered for youth ages 13-16. This is an ideal camp for those who like roughing it. Campers will be active in the outdoors: hiking, camping out under the stars, and cooking all of their own meals.

Wilderness Shelters

There are three wilderness shelters at Wilderness Camp that can be used for sleep outs when Wilderness Camp is not in session.

Woodsheds

There are two sheds (near Poplar and Hemlock Cabins) where wood can be obtained for cooking fires. Most of the wood will need to be split into smaller pieces. There usually is a barrel in each shed with kindling wood.

- Use caution when pulling stacked wood down from the pile.
- Woodsheds should not be used for places to play or hide in, since other creatures may use them as their "home".

Work Orders

In an effort to assist maintenance staff, summer staff should report needed repairs to the Youth Office. The Summer Camp Director will submit a written request to the Facility Manager.

Year-Round Staff

Several staff members are employed to assist with the operations of the camp throughout the year.

- Bookkeeper (Rachel): Responsible for accounts payable and payroll.
- Executive Director (Kent): Gives direction to, and creatively implements, the vision of Highland Retreat.
- Cooks: Provide food service for guests at Highland Retreat.
- Facility Manager (Nate): Oversees and carries out maintenance needs, and is actively involved in the development of the facilities, grounds, vehicles, and equipment at Highland Retreat.
- Guest Group Coordinator (Ben): Coordinates guest groups and the challenge course.
- Housekeepers: Provide a clean, safe environment for guests at Highland Retreat.
- Summer Camp Director (Dean): Provides oversight, planning, and implementation of all youth and children's summer programs.