

TWELVE STONES' OUTDOOR CAMP PROGRAM

Parent Handbook 2020 - 2021



Dear Parent/Guardian,

We are honored that you have chosen to participate in the Twelve Stones' Outdoor Camp Program. Whether it's through a Camp Day, Day Camp Outing, Overnight Campout, or a Specialty Camp Program, we are sure it will be a rewarding experience and adventure for your child. Our goal and hope are that campers will have the time of their lives and make memories that they will never forget. More importantly we pray that your child will experience the love of nature that God has given us to protect and cherish.

The purpose of the Twelve Stones' Outdoor Camp Program is to improve children's quality of life through increased access to nature; extending and enriching out-of-school learning activities; and, providing structured outdoors free play and increased physical activity.

Our philosophy is that activities involving continued access to nature, in a structured environment, can be as important to children's growth and development as time spent in a classroom. This environment allows children to use their imagination and step out of their comfort zone and into a safe atmosphere where they can explore new fields of interest, interact with friends, and become mentors, teachers and leaders for each other. We also believe that our program for camp participants is diverse and supportive of all youth regardless of their background, race, ethnicity, culture, language, religion, socioeconomic status, gender, disability, or sexual orientation.

This handbook is being provided to inform you of everything you need to know regarding the Twelve Stones' Outdoor Camp Program.

In closing, I want to sincerely thank you again for choosing the Twelve Stones' Outdoor Camp Program for your child's adventure to the Out of Doors. I would love your feedback or your suggestions, thoughts, and/or testimonies. If I can do anything in the future to be of service to your family, never hesitate to ask.

Again, I hope and pray that your child will have the time of their life as he/she encounters the adventures of outdoor activities, nature, and wildlife.

*Sincerely,
Twelve Stones' Camp Director*



THREE FACTS PARENTS SHOULD INQUIRE ABOUT

We, as Camp Directors, know that the camper's well-being while being away from home is of utmost important to parents. So, we came up with three important questions that we feel a parent should know as their child is away camping for an extended period.

1. How does Twelve Stones choose camping staff?

Twelve Stones seeks self-motivated and driven individuals who show high qualities of being an innovative **LEADER**, a vigorous **TEACHER**, and a positive **MENTOR**. These candidates go through the following vetting process:

- Complete and submit the Camp Program application
- Interviewed by a Camp Director
- Criminal Background Check by Human Resources
- Sex Offender Background Check by Human Resources

2. How does Twelve Stones train Camp Counselors?

Our Camp Counselors must complete the following trainings and/or orientations and show that they have grasped a good understating of each before working with campers:

- Roles and Responsibilities of Camp Counselors
- Health and Safety
- Emergency Plan Procedures
- Arrival and Departure of Camp Staff
- Camp Rules and Staff Policies
- Supervision
- First Aid / Health and Safety
- Tent Management
- Camper Discipline and Behavior
- Camper Hygiene
- Weather Related Procedures
- Campers will be directed to adhere to the following rule: "You should never be where a Camp Counselor is Not".



THREE FACTS PARENTS SHOULD INQUIRE ABOUT (continued)

3. How will my child be supervised and disciplined?

- Camp Director(s) and Counselors will be on-site at every location and camping event and will use Re-Direction Behavior if a child is not adhering to camp rules. If re-directing the child's behavior is not feasible, parents/guardians will be called to help diffuse the situation. After call with parent/guardian, and camper has not changed his/her behavior, the camper will be dismissed from the camp and/or camp program.
- Camp Security is provided for overnight camps during "Camp – Lights Out" time when campers are sleeping.
- A missing camper procedure is in place, if it is ever needed.
- The Counselor to camper ratio is as follows:

Overnight Camp	Day Camp
1 Counselor to 6 Campers (ages 7 – 10)	1 Counselor to 8 Campers (ages 7 – 10)
1 Counselor to 10 Campers (ages 10 – 17)	1 Counselor to 10 Campers (ages 10 – 17)





POLICIES TO KEEP CAMPERS SAFE

Supervision

Counselors must:

- Remain with their specified camp group at all times.
- Ensure camp rules and procedures are followed at all times to ensure the safety of campers.
- Ensure camp grounds remain clean.

Camp Counselors will also be given a Camp Binder with pertinent information regarding campers whom they are instructed to supervise. This Binder must remain with the Camp Counselor for the duration of camp. The Camp Binder will contain pertinent information from the camper's signed application. Again, the Camp Binder must be in the possession of the Camp Counselor at all times! In addition, the Camp Administrator will have a complete set of records pertaining to each camper at all camping events and locations.

Emergency Procedures

Camp Counselors will be trained in the following procedures that have been devised specifically for Twelve Stones Outdoor Camp Program:

- Fire
- Medical Emergency
- Missing Camper
- Evacuation

Weather Policy

Our goal for Campers is that they have an amazing camp experience in a SAFE environment. Since campers will be outdoors 95% percent of the time, it is important that the following precautions, processes and procedures be followed:

- Camp Directors will periodically monitor weather conditions and forecasts. We also receive weather alerts from Weather Underground and WeatherBug weather sites for any heavy rain or major warnings.
- In the case of excessive heat or poor air quality, Camp Counselors will make sure campers do not become exhausted from heat as well as ensure campers are drinking plenty of water.



POLICIES TO KEEP CAMPERS SAFE (continued)

- In case of unexpected thunderstorms, Camp Counselors will take shelter immediately with their group in a pre-specified location and/or take shelter at the closest available shelter. Camp Counselors will do a head count and safety check every 15 minutes until the threat is cleared. Every camper will remain under shelter until the threat has abated. All outdoor and/or water events will be canceled or postponed for 30 minutes after the last distinct sound of thunder.
- Camps will be cancelled and rescheduled if inclement weather conditions are forecasted.
- Parents/Guardians will be notified of cancellations 3 days in advance of the original camp date.
- If a camp is cancelled, Parents/Guardians will be promptly notified of the next available camp date.

First Aid Policy

Injuries outside the scope of First Aid, must be reported to the Camp Director and/or Camp Administrator immediately so that appropriate action can be taken to ensure the wellbeing of the camper.

Medication Policy

- All medicine must be in the original container and turned in during Check-In to the Camp Administrator or the Camp Director.
- Only medication approved and signed off by the parent/guardian will be administered.
- The Camp Administrator will keep all medication in a locked container along with the camper's medication log that was signed by the parent/guardian.
- The Camp Administrator or Camp Director will be the only staff to administer labelled medication as well as Ibuprofen (Advil) and Acetaminophen (Tylenol).





POLICIES TO KEEP CAMPERS SAFE (continued)

Health/Injury Issues

Twelve Stones recognizes that the parent is a great resource! The Camp Administrator or Camp Director may call with questions or advice on treating your child, such as “What do you usually do when your child gets a migraine” or “What do you usually do when your child has leg cramps”. Additionally, we will notify parents/guardians if the child has visible facial injury, black eye(s), splinted finger(s), etc. If the parent/guardian cannot be reached by the third call within 30 minutes, the Camp Administrator or Camp Director will call the secondary contact or emergency contact on the child’s application form.

In addition, the following procedures will be adhered to:

- If camper has a communicable disease, parents/guardians are asked not to bring the child to camp.
- If camper feels unwell and/or injured during camp, the Camp Administrator or Camp Director will immediately call the parent/guardian to determine best decision for treatment related to the child’s condition.
- If camper needs to go home due to a fever over 100°F, or if there are symptoms of communicable disease, or the camper needs constant medical attention (i.e., upset stomach, persistent vomiting, etc.) to assist his/her recovery, the Camp Administrator or Camp Director will call the parent/guardian or emergency contact on the application form to pick up the child.
- In case of an emergency, 911 will be called first.

Privacy Policy

We share information with only those deemed necessary for comprehensive care of the camper.

Tent Infirmary

The Tent Infirmary can be used by campers (in the presence of appropriate camp staff) to:

- Receive their medication in private;
- Treat minor incidents;
- Place the camper in a comfortable environment if feeling ill.

If a camper requires continued care and cannot participate in camp with their peers or is deemed to have a potential infectious disease or need to visit a doctor, the parent/guardian will be responsible for picking up the camper and transporting him/her to a doctor or taking the camper home.



WHAT TO WEAR AND BRING

Female Campers

- Shirts must cover entire back, chest, and stomach area
- Shirts must not be strapless
- Shorts, Skirts, Dresses must be mid-thigh or longer – wearing skirts and dresses should be extremely limited based on the active nature of camp
- If wearing leggings, shirt length must be at length to upper thigh

Male Campers

- Shirts must cover entire back, chest, and stomach area
- Shorts, Pants must be fingertip length
- Shorts, Pants should not sag – undergarments should not be visible

All Campers

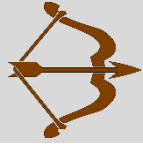
- Dress appropriately for weather conditions
- Closed-toe shoes (good walking shoes)
- No Flip Flops (Slippers are acceptable with socks)
- No Sandals
- Preferably Lightweight Fabric (Nylon, polyester, microfiber)

Items to Bring for Overnight Camp

- 3 Pair of Clothing
- Flashlight
- Camping Chair (Strongly advise)
- Sleeping Bag
- Poncho / Rain Jacket
- Sunscreen
- Water Bottle
- Towel
- 1 Duffel Bag or Backpack

Personal Belongings

Parents/Guardians are asked to carefully review each item brought to camp by campers. Electronics, cell-phones, and toys are not permitted at camp. Twelve Stones, Inc. is not responsible for personal items that are misplaced, stolen, or broken at camp.



GUIDELINES AND RULES

Guidelines for Camping

Parents/Guardians must review the camp guidelines with campers before he/she arrives to camp. We want to make sure each camper is safe and comfortable when attending our camps.

Campers will be immediately dismissed from camp if a Camp Director and/or Camp Counselor(s) see, hear, or suspect any of the following behaviors from a camper:

- Fighting (physically)
- Use of Drugs and Alcohol
- Possession or Use Of Weapons (knives, switchblades)
- Bullying
- Engaging in any type of sexual manner
- Leaving Camp Grounds

Rules for Camping

Campers must follow and adhere to these Camp Ground Rules. If a camper is warned three (3) times of the following actions, the camper will be dismissed from camp:

- Disrespecting Camp Personnel / Adult Volunteers, Peers, Other Campers
- Cursing
- Use of Medication (without Camp Director/Administrator presence)
- Leaving Tents (during lights out)
- Roaming or Skipping Sessions
- Throwing Trash Deliberately on Camp Grounds
- Not Wearing Camp Uniform
- Using Cell Phone (we ask that you do not allow your child to bring any cell phone to camp. You will be given a Camp Contact Number during check-in at each camp event, if there is a need to contact your child.)
- Possession Of or Eating Food and/or Snacks Not Provided by Twelve Stones (please do not provide your child with any snacks or food. All meals and snacks will be provided by us.)



GUIDELINES AND RULES (continued)

Procedures

- All Camp staff will treat campers with respect and set clear expectations and boundaries for each camp event.
- Campers are expected to show respect to their peers and camp personnel, as well as treat the facilities and equipment with care.
- Clear expectations are set, and Camp staff will help campers establish positive roles within the camp group.
- If frequent disrespect is shown towards peers, camp personnel, and/or property, it will result in the camper's dismissal from camp and/or the camp program.





THINGS YOU NEED TO KNOW

Menu

Meals will consist of the following:

Breakfast

- One Main Entrée (Grain, Protein)
- Fruit
- 1 Beverage Juice Bottle
- Water

Lunch

- Deli Sandwich (Meat, Grain, and Vegetable) or Hot Dog
- Fruit
- 1 Beverage Juice Bottle (Extra beverage will be available)
- Water

Dinner

- One Main Entrée (Meat, Grain, and Vegetable)
- Dessert
- 1 Beverage Juice Bottle (Extra beverage will be available)
- Water

The number of meals provided per day will be dependent upon the camp type (i.e., Day Camp, Overnight Camp, etc.). Snacks, however, will be available for all camp types.

Water will be available at all times for each camper. Camp Counselors will ensure between each activity that their group have a water break. Campers will have access to the snack box at all times during the day.

Parents/Guardians must provide special instructions on camper's application if campers are vegetarians or allergic to specific foods.





THINGS YOU NEED TO KNOW (continued)

Lost and Found

- Lost and found items will be brought to the outside area of the Camp Pavilion before and after each camp event for campers, parents and guardians to look through.
- After 30 days of a camp event, all lost and found items will be donated to a local donation facility.
- Make arrangements by E-mail (back2basicscamp1@yahoo.com) during afterhours or camp closure, if your child forgot or lost an item during camp or accidentally took another camper's item by mistake.

Pick-Up Procedures

To ensure the safety of your child, the following procedures will be implemented and followed (no exceptions):

- We will not allow anyone who is not on your Pick-Up Authorization and Camper's Application form to leave with your child – this includes parents/guardians as well, if your name is not on the Pick-Up Authorization or Camper Application form.
- If you did not include your spouse's name or someone else's name to pick-up your child, we will not let the child leave until we have confirmation by the parent/guardian who is listed on the campers' application form.
- If the Camp Director or Camp Administrator calls a parent/guardian regarding release of a camper or camper pick-up, the parent/guardian must provide the PASSWORD on the Pick-Up Authorization form before we release the camper.
- A photo ID is required before campers will be released – this includes parents/guardians, grandparents, relatives, friends, etc.)



WHAT IS MY CAMPER LEARNING?

The Twelve Stones' Outdoor Camp Program will provide children the opportunity to engage and enrich outdoor camping experiences through continual access to nature with structured and unstructured activities. These activities will promote personal growth and development in a physically and emotionally supportive environment.

The Twelve Stones' Outdoor Camp Program provides children 7 – 17 years old access to the natural world through hands-on activities, discoveries, hiking excursions, art, play, overnight camps, day camps, and so much more.

In addition, we also mentor, lead, and teach, Junior Camp Leaders (JCL) ages 10 – 17 years old basic skills required for outdoor camping while incorporating day camp activities.

Equipment for all activities (canoeing-kayaking, photography, geocache, fishing, hiking, etc.) is provided. Parents/guardians will be notified for specialized activities (i.e., canoeing-kayaking, horseback riding, etc.) before the day of the program. Specialized safety equipment will be provided for these activities.

Below are activities that campers engage in when participating in Twelve Stones' Outdoor Camp Program. (Please note not all activities will be administered – activities are based on the camp program and/or day camp activity.)

ACTIVITY	COMMENTS
Hiking/Backpacking	Campers will be transported to/from the hiking/backpacking location. Once at the location, campers will be required to walk during the hiking/backpacking activity. Campers will also be taught the basics of how to pack for hiking as well as for overnight camps.
Outdoor Cooking	Campers will have a chance to show-off their culinary skills by cooking outdoors with limited supplies for dinner. A healthy, wholesome breakfast and lunch will be provided.
Tenting	Campers will set up and take down their tents at every overnight campout. Tents will be provided.
Fishing	Campers will learn how to properly knot, hook, cast, and reel.
Star-Gazing	Campers will engage in a night activity of star-gazing and learning about constellation patterns.
Geocache	Campers will have the opportunity to find interesting items with a GPS device and practice their orienteering skills.



WHAT IS MY CAMPER LEARNING? (continued)

ACTIVITY	COMMENTS
*Kayaking	Campers will have the chance to navigate the waters on a kayak. Training and swim vests will be provided prior to entering the water. Campers will be closely monitored and supervised by train, qualified state park staff and Twelve Stones camp staff while participating in kayaking activity.
**Archery	Campers will learn how to properly aim, shoot, and target with a bow and arrow.
Nature Photography	Campers will learn from a professional photographer how to take great wildlife pictures while also mastering arts-craft skills from their photo.
*Wildlife Viewing	Campers will enjoy taking a close look at wildlife using a pair of binoculars.
**Rockwall Climb	Campers will have the opportunity to physically climb a rock wall to see if they can accomplish their mission to reach the top to complete the goal.

***Activity will only be provided at a Texas State Park location.**

****Activity will only be provided at Twelve Stones Ranch.**





HELPFUL TIDBITS

Transportation

- Transporting campers to off-site areas such as TPWD State Parks, museums, etc. may include a private-owned transportation service provider or a 15-seat passenger van.
- All campers traveling in a 15-seat passenger van must be over the age of 8 years old and seatbelts must be worn at all times.
- Vehicles not registered with Twelve Stones, Inc., will not be allowed for transporting campers.

Camp Cell-Phone Contact

- Twelve Stones encourages parents/guardians to call our emergency camp cell-in case of emergencies or for just wanting to speak to your child.
- The camp cell-phone will be available at all times during your child's camp excursion.
- If your child is attending an overnight camp or field trip, there might be a time lapse due to the activity or location.
- Camp cell-phone contact information will be provided before each camp session.

Arrival to Twelve Stones' Outdoor Camp Program

- Arrive 30 minutes before the start of camp.
- It is our procedure that parents/guardian understand the guidelines and expectations that are given to campers before the start of each camp or field trip and to be informed of any updates or concerns.
- We also ask you please drive carefully and safely when at the Twelve Stones camp site to ensure the safety of campers, staff and volunteers. Visitors are to park only in the designated parking area.
- If a child arrives late for a field trip and/or camp outing and the camp group has left the premises, the child will not be able to attend the camp event. NO EXCEPTIONS.

Food Allergies

- If your child has a food allergy, please let us know and/or indicate it on the child's application and/or medical form.
- **Twelve Stones' Outdoor Camps Program is NOT a Peanut Free Zone.** Additionally, some food may have been manufactured in a warehouse that does have peanuts.



HELPFUL TIDBITS (continued)

Individual Needs

- Our camp staff will accommodate campers with special individual needs during all activities, within reason, provided that these needs are specified on your child's application and/or medical form.
- Parents/guardians are encouraged to provide any information that will help the camp support your child needs.

Enrolling In Camp

- Parents/Guardians enrolling their child into camp must submit registration online using our website. For specialty camps, (i.e., JCL Camp Program), parents/guardians will be given specific instructions on how to register their child as well as instructions regarding mandatory parent/child orientations.
- In the event that a camp program is filled to capacity, a wait list will be formed on a first-come, first – served basis.
- Parents/Guardians will receive confirmation of registration via E-mail at time of registration, or, in the case of a specialty camp, during the parent/child orientation.

Family Grievance

In continuing to be positive with our communication with families, we strive to resolve issues that may come up fairly, responsively and as soon as possible. However, if at any time a parent feels that an issue has not been addressed or resolved to their satisfaction and further action is needed, we are here to support that process. It is essential that parents/guardians and families are heard when they raise a concern.

All parent/guardian concerns should be addressed initially at the level closest to the event in an effort to come to a resolution. The early identification and communication of a concern and prompt initiation of a resolution can help avoid further problems.

If there is a question, concern, and/or issue, the following steps will help facilitate the problem-solving process:

1. Request a session with Tonya Greenwood, the Twelve Stones Camp Director.
2. If not satisfied, please request a session with Sallie Watkins, the Twelve Stones Executive Director.