

Our Policies & Procedures

Our policies and procedures are in place for the safety of our campers, staff and volunteers. Safety includes physical, emotional and spiritual well-being. Every parent is encouraged to read through our policies with their child prior to coming to camp. Please do not hesitate to contact us if you have questions.

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Beliefs/Statement of Faith

Our programs and the Camp Wilderness site are run and owned by the Missouri Valley Advent Christian Conference of the Advent Christian General Conference (ACGC). You may view the (ACGC) Statement of Faith and Declaration of Principles at this website: <https://acgc.us/about/#Beliefs>. Knowing that we have unbelievers and believers from various denominations present at our programs as participants, staff and volunteers, we seek to adhere to Christian values and the statement of faith found at <https://campwilderness4u.org/statement-of-faith>. Our mission is to teach the truths of the Bible to youth, help them build a relationship with Jesus and ultimately disciple them along the journey of life to know and understand the conditions of salvation. Please know that our staff and volunteers come from a variety of Christian denomination backgrounds and we do not force one denominational view over another and due to this, our staff and volunteers are encouraged to keep this in mind when speaking with our campers. Our focus is on the Statement of Faith and missions listed above. Parents are encouraged to discuss denominations and beliefs with their child.

Check-In/Arrival

All sessions begin on a Sunday. Check-In is between 4:00-5:00 PM beginning at the Welcome Center. All online registration information needs to be completed* prior to arrival for an expedited check-in. Our scheduled activities begin shortly after 5:00 PM and our staff will need to close up check-in as quickly as possible. Please make arrangements to be on time and prepared for check-in. At check-in, information and payment will be finalized, campers will have a head check for lice, the nurse/medic will be available for questions and medications, and parents will be able to accompany campers to their cabin assignments and help with unloading their luggage.

*Those who cannot complete the registration online are encouraged to contact our program staff prior to June 30th in order to make arrangements in completing the registration process for their campers.

Check-Out/Departure

All sessions end on a Friday. Check-out is between 9:00-10:00 AM on the final day of the session. Pick-up location information will be available prior to or upon arrival, and may be dependent on weather conditions. Our staff and volunteers will be anxious to get on the road toward home and some have a long distance to travel, please make every effort to arrive during the check-out time frame. At check-out, parents will sign out their child (only individuals authorized for pick up will be allowed to take the child), help load their luggage and receive any medications or confiscated items before departing. We will begin attempting parent contact around 9:40 AM for any campers not picked up, it is the parent's responsibility to ensure arrangements and authorizations have been correctly made for their child's check-out.

Camp Cash (Camper Spending Money)

Camp fees do not include money for campers to use in order to purchase snacks and other items during the week of camp. Camp Cash is spending money that parents leave with their child for snack purchases. We will have approximately two snack purchasing times during each full day of the camp session. Money can be added during online registration or turned in during check-in. Junior campers will be required to keep their money in a camper bank account during the session and not in their cabins. Camper money will be kept safe and locked up during the session, and only certified staff will have access to it. Money left in camper bank accounts at the end of the session will be returned to parents either during check-out or as a refund check mailed to the household, at camp staff's discretion. We recommend \$20-\$25 per session per camper for snack purchasing. Our Snack Shack sells candy, snacks, ice cream treats, beverages and shakes that range in price from \$0.50-\$2.50.

Camper Supervision

It is our policy to have a reasonable number of staff and volunteers at each activity for proper supervision. Campers are to remain in sight of staff and volunteers at all times and are not to enter cabins without a staff member being present. In order to assist with supervision of large groups, we ask that campers report any concerns or issues to the nearest staff member or volunteer as soon as possible.

Campers Attending Multiple Sessions

Campers attending more than one session will follow the same arrival and departure schedule as all campers and go home on the weekend between sessions.

Communication with your Camper

Campers are not allowed to call home during the session. Our large volume of campers does not allow us the convenience of letting each camper call home. Phone calls often create homesickness as well. Please do NOT send a cell phone with your child, as we have a policy against electronics (see Electronic and Cell Phone Policy). If you are concerned about your camper, or an emergency arises, call our camp line (573) 292-0116 or the in-charge Camp Director, and we will return your call as soon as possible.

Discipline

Unfortunately, there are times when discipline is a required course of action for the safety of a camper, their peers or staff and volunteers. Our goal is to handle all discipline situations with a Christian attitude and following biblical principles. Some of our predetermined action steps for discipline include, but may not be limited to, one-on-one discussion with the camper, time-out, activity suspension, phone call home, loss of privileges. When necessary, we will contact and involve parents in the situation and seek to work with parents to find solutions that work for all parties involved. In extreme cases or cases in which it is deemed necessary, campers may be sent home without refund. In these cases, parents will be contacted and responsible for picking up their child. These are situations we make every attempt to avoid because we know the power of the camp experience in children's lives.

Early Arrival/Late Pick Up

Individuals who arrive prior to the check-in time will need to wait outside the Welcome Center and will be responsible for the supervision of their children until they have been successfully checked-in. It is parents responsibility to ensure their child is picked up within the time frame established for check-out. Due to safety and security issues, we will not make arrangements to transport the child home. Staff members will begin contacting parents of remaining campers prior to the conclusion of check-out. In extreme situations we will involve the proper authorities. We wish for the end of the camp experience to be smooth and trouble free, please help us in making this the case. Our staff and volunteers put in a lot of hard work all week long, we want to help them get home in a timely manner as well.

Electronics and Cell Phone Policy

Please help us help our campers "unplug" during their summer camp sessions. Campers are not permitted to have electronics, including cell phones, throughout the duration of the camp session. Electronics includes, but is not limited to, cell phones, tablets, computers, handheld video game devices, mp3 players, music devices, radios, and more. Electronics will be confiscated by camp staff, kept in a safe location for the remainder of the session and returned to the parent/guardian or other authorized individual picking up the child during check-out at the end of the session. We are not responsible for lost, stolen or damaged personal property during participants stay at our programs. For electronics policies concerning our staff and volunteers, see Volunteer Electronics Policy. The following article is available online and offers good explanation for some reasons why we have a No Electronics Policy:

<https://www.campchannel.com/blog/2014/06/cell-phone-policies-at-summer-camps/>

Hydration

We begin each meal with a glass of water. Our programs take place during the hot Missouri summer, campers need to drink a lot of water to stay hydrated especially as they participate in activities that involve being active during the heat of the day. Many nurse visits can be avoided by staying hydrated and drinking more water. We encourage campers to carry a water bottle with them throughout the day with their name on the outside of the bottle.

Immunizations

We ask that you provide a copy of your child's immunization records in case of an emergency need. Due to the amount of people in close proximity, our programs have the potential for communicable diseases. Therefore, we recommend that all participants be appropriately immunized following the required immunizations for school. You will be required to provide the actual date of your child's last tetanus shot on the Health Form during online registration. At check-in, we will ask you to attest that the required immunizations for your child are up to date and for those who do not have immunizations, for religious or other reasons, parents may be required to sign a Release and Immunization Exemption Request before the child may attend the camping session.

Lice Policy

For a safe & enjoyable camp experience for all of our participants (campers, staff & volunteers), Camp Wilderness requires that all individuals be head lice free according to the NPA's No-Nit Policy. Prior to the start date of the session please check your child's head for lice & if evidence is found, treat it. During check-in, participants will go through a required check for head lice. If evidence of lice is found, participants will not be able to register or participate in the program & will be sent home. We ask you to check the head & belongings of any participants under your care, prior to their arrival at Camp Wilderness in order to avoid being sent home. For more information on lice, treatment & removal, visit <http://www.headlice.org>.

Lost and Found

We do our best to unite campers with their belongings. Labeling your child's belongings prior to their arrival to camp helps us match the owner during their stay and before they leave. On the final day of the session, all lost items will be made available on a lost and found table. Please check the table for your child's belongings before departing our site. We will store lost items for a few months after the camping sessions before donating it to a local community resource center.

Medical Care

A member of our volunteer staff will be assigned with the duties of nurse/medic during each session. They will be responsible for attending to our camp family during the session including, illness, injuries and medication dispersal. We do our best to ensure the person in this position is an RN or has medical certifications. The nurse/medic will be available during registration to meet with parents and guardians about medications and other health concerns. We will decide whether or not to contact parents depending on the severity of the illness or injury. In the event that illness or injury requires transport of your child to the doctor or emergency room, we will make every effort to contact you.

Medications

All medications must be turned into the nurse/medic during check-in. Campers will not be allowed to keep and dispense medications for themselves. All medications are dispensed by our nurse/medic. Our nurse/medic will be available during check-in to receive medications, discuss any health concerns you may have concerning your camper, and perform health checks as necessary. If your child has severe asthma, you need to speak with the nurse on registration day to obtain special permission for them to carry the inhaler with them at all times. We stock limited supplies of common generic brands of medicines for campers and volunteers. During check-in, you will be required to place all your child's medications in a sealable plastic bag with their name on it. They must be in their original container, we must have the actual prescription bottle in order to administer medication. We will also have you complete a Medications Form with important information concerning administration of medications. Our Medications Form is available online for those who wish to come prepared and copies will be made available during check-in.

Personal Property

We reserve the right to search the personal belongings of campers if we have reason to suspect that they have brought with them prohibited items that could affect the safety or rights of other campers. We will not be held responsible for personal belongings brought to camp including electronics and cell phones.

Photo Permissions

During registration and check-in, parents and guardians have the opportunity to allow or decline photo permission for their child. Allowing photo permission, gives our programs staff permission to take photos of your camper throughout the session and post them to public locations in the future such as our social media accounts and website. These photos can be used for promotion materials both digital and print. Our staff and volunteers are restricted from taking photos of campers who have had their photo permission declined. We also require our staff and volunteers to wait until after the session is over to post pictures on their social media profiles. We are choosing to put camper safety ahead of our desire to promote camp as some of our campers come to us from situations such as custody battles, victims of abuse, and other sources, and this information posted live throughout the week could potentially be used by someone to make an attempt to find them at our location. Thank you for your understanding and help in making our site a safe place for all campers.

Pick Up Authorization

Part of our online registration is to identify any persons who will be authorized to pick up your child, during or after, the completion of the camp session. We reserve the right to check photo IDs and verify names against our authorized pick up lists. We will not release campers to persons who are not on the camper's authorized pick up list. Unless otherwise indicated, both parents listed on the registration forms will be included on the campers authorized pick up list. If any of the information changes before or during the camp session or you decide to add another name, it is the parent's responsibility to notify camp staff as soon as possible.

Power of Three

This is our policy for staff and volunteers when interacting with our campers. To help ensure everyone's safety, staff and volunteers are required to adhere to the Power of Three. This policy states that they must be in the presence of three individuals at any given time during a session. Staff and volunteers are not to be alone, one-on-one with campers. Power of Three can take several forms including: two staff with one camper, two campers with one staff, in circumstances of private conversation one staff with one camper within reasonable view and distance of other staff. Please take time to notify your child of this policy so they are aware that we require this of our staff and volunteers. We make every effort to adhere to the Power of Three throughout the full duration of all of our sessions.

Refunds

Any refunds issued may have applicable transaction fees removed. Payments made prior to the start of a camp session are subject to refund if the registration is cancelled by the session start date. Cancellations on session start date and during session are subject to Director discretion and may require applicable documentation. We reserve the right to issue partial refunds due to preparations made for each camper prior to the session. Refunds are not guaranteed. Refunds will not be issued in situations like temporarily leaving the premises, late arrival or early pick up. In the event of illness, emergency or other unforeseen circumstances during a session, we may issue a refund based upon the amount of time the camper was present (typically divided by days present plus twenty); this is subject to Director approval and discretion. *Refunds in this section do not include Rebates in which refunds are subject to the rebate terms and conditions.

Sign Out Procedures

We understand that sometimes campers need to leave a session early or attend an event or appointment during the session. This is allowed, however, camp staff needs to be notified prior to (at least 30 minutes) the pick up time for the camper. This allows our staff time to prepare the camper for pick up. Pick up can only be made by authorized individuals and they will be required to sign out the camper before leaving. In cases where the camper will return, they will be required to sign the camper back in before the camper may rejoin activities and other campers. Please stick to our established time frame for sign outs and sign ins of the hours between 8:00 AM - 9:15 PM. This time frame has been set so that it does not interfere with camper and staff sleep and wake up/bedtime preparation times. *Please note that some of our

activities take place off-site and pick up may need to be arranged from the off-site location or the camper may need to be picked up before we travel to or after we return from the off-site location.

Smoking Policy

Smoking, vaping and use of tobacco by minors is illegal and will be treated as such. Staff and volunteers of legal age will be allowed to smoke, vape or use tobacco following the site rules and regulations which specify that these activities must take place in the designated area and items properly and safely stored or disposed of. As an added measure, the policy of our programs is that individuals of age who choose to participate in these activities will be required to do it out of sight of and away from campers. We also require that staff keep these activities to themselves and not make them public knowledge or discuss them in a way to encourage the habit/activity with campers or other staff and volunteers.

Swimmer Safety

During our programs, campers will be transported off-site periodically for activities including the pool. We visit public pools which are staffed & monitored by certified lifeguards. On the first pool visit of the week, campers will need to complete a swim test if they wish to swim in the deeper pool water. Swim tests consist of swimming across a deeper section of water from one wall to the other. Campers who decline to take the test or cannot complete it successfully will be required to swim only in the shallow water areas where they can touch the bottom and keep their head above the surface of the water. Campers will not be forced to swim in the pool and may choose to sit out. Campers need to bring sunscreen with them to the pool and will be required to wear it and reapply periodically during the pool time.

Visits and Visitors

Please do not make plans to visit your camper during the week. Mid-week visits, similar to phone calls, can result in homesickness. We promise to contact parents and guardians in cases of emergencies and in situations (including homesickness) where the camper is experiencing something that is beyond what is considered normal. In these situations we will contact you to help us in deciding what is best for the child in the situation as you know your child best. For the safety and security of our campers and volunteers, we limit the number of visitors during the week and need to have staff members present with visitors. Our volunteers and staff receive training and information regarding safety, rules and regulations and will all be checked against the National Sex Offender Registry and we also reserve the right to run background checks on volunteers as deemed necessary. Visitors are not necessarily subject to these checks nor have agreed to follow our rules and regulations during their visit, therefore they are to remain in the presence of staff and volunteers and we reserve the right to decline their entry to the site or ask them to leave.

Volunteer Electronics Policy

Volunteers and Staff are permitted to have electronics on their person during their stay at our programs. Except in cases of emergencies or extreme need, these devices are to remain out of sight and unused in the presence of campers. When staff or volunteers need to make use of an electronic device, we ask that they do so during a time in which they are not around campers and move to a location out of view of campers. It is just as important for adults to unplug, as it is for children. We are not responsible for lost, stolen or damaged personal items during your stay. Also, staff and volunteers will not be permitted to take pictures of, or with, campers until after a published list of campers with photo permissions is made available. Staff and volunteers may NOT post pictures with campers in them to social media sites or by other means until after the session is over! This is for the safety and security of our campers in attendance. Likewise, a similar policy will be followed by the Camp Wilderness site administration and Programs Directors. For more information regarding photos, see Photo Permissions. For more information regarding staff and volunteer electronics and posting policies, read the following article: <https://www.acacamps.org/resource-library/campline/camp-staff-use-electronic-devices-social-media-some-issues-solutions>