



KIDS/YOUTH CAMPS

POLICY MANUAL & STAFF TRAINING

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CONTACTS

Denton Camp

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Staff

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Health Supervisor

Irene Whaley, RN, (302) 245-6180

CAMP RULES

~ Respect God ~ Respect Others ~ Respect Yourself ~ Respect the Camp

1. Denton Camp is a privately-owned Christian campground and use is permission-based.
2. The speed limit is 10 M.P.H. Please drive slowly as children are at play.
3. Modest attire & behavior is required. No profanity or vulgar language.
4. No criminal activities or violations of local ordinances including noise ordinance.
5. This is a smoke, vapor, drug, and alcohol free campus. Smokers may use the service road near camp entrance 1.
6. Bonfires/campfires are permitted only inside a fire ring & must be extinguished properly.
7. Pets must be leashed & are not permitted in camp owned buildings. Please clean up after.
8. The camp is not responsible for any lost, stolen or damaged personal property or personal injuries.
9. Golf carts/ATV's must be operated by a licensed driver. No horseplay or dangerous driving.
10. No fireworks, firecrackers/explosives, or unauthorized weapons (knives, pistols, rifles, etc).
11. Swimming in the pond is prohibited by the Health Dept.
12. The camp will not be used for any activities related to practices contrary to the Camp's religious beliefs or "The Discipline of the Wesleyan Church". (i.e. "We believe that gambling violates the principle of Christian stewardship, ... can be emotionally addictive, ...and is a poor example to others" as noted on page 44 of the 2012 Discipline of The Wesleyan Church; "God's plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage" as noted on page 16.) Contact the camp office as needed for additional information about the degree to which your event conforms to the guidelines of the camp's religious beliefs and "The Wesleyan Discipline".

Statement of Faith

We believe in one God. who is Father, Son and Holy Spirit, and the Savior of all who put their faith in him alone for eternal life.

We believe that those who are made new in Christ are called to be holy in character and conduct and can only live this way by being filled with the Lord's Spirit.

We believe in the Bible and its sufficiency to establish our faith and conduct.

We believe God wills for people everywhere to know Him and be made new in Christ.

We believe that the purpose of the Church is to worship God in spirit and in truth, and to reach a lost and fallen world with the gospel of Jesus Christ through its worship, witness, and loving deeds.

CAMP MISSION

- Refresh. Renew. Ready.-

Denton Camp provides opportunities to *REFRESH* the soul, *RENEW* the mind, and *READY* believers for Christian service.

CHILD PROTECTION POLICY

STAFF AGE REQUIREMENTS

- Counselors must be very mature, graduated, and at least 18 years old
- Counselors-in-Training (CITs) must be 16 years old or entering 11th grade
- H.A.K.K.E.R.S. (jr staff) at Kids Camp must be (13 years old) entering 7th grade

APPLICATION PROCESS

All camp staff, whether paid or volunteer, will be screened including:

1. **Application-** Applicants will complete an application on our website at www.dentoncamp.org. The application will request basic information from the applicant and will inquire into previous experience working with children, talents, medical information, references, as well as any previous criminal convictions. This application form will be sent to the Director for the area applying and maintained in confidence on file at the camp office.
2. **Reference Checks-** Reference checks will be conducted as needed for all applicants as part of the screening and selection process. Documentation of reference checks will be maintained in a confidential manner and stored securely in the applicant's file.
3. **Background Checks-** All staff and volunteers of legal working age (14 and older) that have unsupervised direct contact with campers (Counselors and CIT's) must be fingerprint background checked which will include CJIS MD, FBI and CPS checks.

-Any person who has a history of sex offenses or who may pose a threat to children, youth, or vulnerable adults will be prohibited from working. A disqualifying offense that will keep an individual from working with children will be determined by the Camp Director. Convictions for an offense involving children and/or violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children.

-Failure to disclose a criminal conviction on the application form will also be a disqualifying offense. The background check results will be maintained in confidence on file at the office.

STAFFING RATIOS. Adult : Children Ratio (Adult may consist of 1 adult and 1 CIT)

Nursery - 2:6 Toddlers - 2:8 Preschool - 2:16 Elementary & Youth- 2:20

NEVER ALONE RULE. A minimum of two adult workers will be present at all times when supervising children during camp programs and activities. In situations where only one adult leader is available, activities must take place in a public setting or in a room with the door kept open, and there must be at least three minors present with the adult. One-on-one interactions between an adult and a minor are not permitted on camp premises or during any camp-sponsored activity, except in the context of a counseling situation, which must occur in a visible and public space.

OPEN DOOR POLICY. Classroom doors should remain open unless there is a window in the door. Doors should never be locked while persons are inside.

CHILD ABUSE

For purposes of this policy, “child abuse” is any action (or lack of action), which endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

Physical Abuse – any physical injury to a child, which is not accidental, such as beating, shaking, burns, and biting.

Emotional Abuse – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.

Sexual Abuse – any sexual activity between a child and adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.

Neglect – depriving a child of their essential needs, such as adequate food, water, shelter, and medical care.

If abuse is suspected, please reference Child Abuse policy in the Health Plan.

HEALTH PLAN

A. Camper and Staff Health Information

1. All campers and staff members will be required to answer health history and information prior to arriving at camp by completing the online registration.
2. The camp nursing team will review all registrations prior to the start of camp.
3. Once reviewed by the camp nursing team, the team will create action plans to address specific health conditions as needed.
4. Each counselor taking care of a camper with a special health condition or need will be informed prior to the camper arriving and receive an action plan as needed.
5. Health documents will remain secure in the First Aid Station.

B. Injuries and Illnesses

1. The Camp Nurse is responsible for being aware of any signs of injuries or illness.
2. If injuries or illnesses require Emergency Room care, information regarding the illness or injury will be provided by the Emergency Room.
3. In the event of an injury, the Camp Nurse will be notified immediately and will assess the injury and implement the necessary treatment. Each staff member will be trained in health and emergency protocol prior to the start of camp.
4. In the event of an injury, the Camp Nurse will be notified immediately. The Camp Nurse will assess the injury and determine the need for an ambulance or 911 call. In the event the nurse has not arrived at the scene of the injury, all staff members may call 911 if they feel the injury is severe. The Camp Director will be notified of all emergency situations.
5. Ill or injured campers will be supervised by the Camp Nurse in the First Aid Station until the parent arrives for pick up.
6. The Camp Nurse or Camp Director will be responsible for notifying the parent(s) of an ill or injured camper.

C. Reporting of Injuries or Illnesses

1. The camp nursing team will keep a log of all health incidents.
2. The camp nurse will report any significant injuries and/or illnesses to the Camp Health Supervisor, who in return will report them to the Maryland Department of Health and Mental Hygiene as per protocol.

D. Medication Policy

● Medications For all Staff (18 and over):

All adult staff medication will be self-administered and stored securely in the nurse's station, private cabin, or personal vehicle and not stored in dorms where minors are housed.

- **Medications For Campers (and Staff under 18):**

1. All medications (including prescription, over-the-counter medications, vitamins, and supplements) brought to camp MUST be turned in to health staff at check-in and be accompanied by a signed Medication Administration Authorization form from the participant's practitioner. Campers and Camp Staff are not permitted to keep medication in luggage or dorms (exception: emergency medications).
2. ALL medication must be sent in the unaltered original manufacturer's package or pharmacy labeled bottles. Do Not use Daily Pill Boxes. Send only the amount of medication needed for while at camp.
3. The pharmacy labeled bottles must match the practitioner's written order on the Medication Administration Authorization form and parental computer entry EXACTLY.
4. Expired medication/bottles will NOT be accepted.
5. Enclose the signed practitioner form in a zip-lock bag with the medication bottles.
6. All medication for campers and staff under 18 will be administered by camp nurses who will document all medication administered.
7. All medication must be retrieved at check-out and signed for on a Medication Final Disposition form (DHMH-4760). Medication left behind will be discarded.

F. Confidentiality & Records

1. Camp will maintain confidential records of all medical care administered for 3 years.
2. All medical care, including medications, should be considered confidential by all staff.

G. Infectious Disease Prevention

1. Medical staff members are required to wash their hands prior to assessing and treating campers or staff.
2. Gloves must be worn when coming in contact with all bodily secretions.
3. Each camper will be required to shower daily and as needed.
4. If it is suspected that a camper or volunteer is an infection concern, they will be separated from the common population in the nurse's cabin until assessments can be done and their cabin group would be isolated and evaluated.

H. Child Abuse Policy

Prior to volunteering at camp, the Camp Director and/or Administrative office will screen potential staff, including interviews, reference checks, and background checks. Child abuse prevention and reporting training will occur at Staff Orientation.

Suspected child abuse

Camp staff/volunteers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that a staff member becomes aware of suspected abuse or neglect of a child under his/her care:

1. ALL camp staff are required to report to the Camp Director any suspected case of child abuse when they have reasonable cause to believe abuse has occurred. It is not a breach of confidence between camp staff and the child involved.
2. Procedures to maintain strict confidentiality will be followed and further action including reporting to authorities as mandated by state law.

Suspected abuse while at camp

In the event that a person has reasonable cause to believe a camp staff person or volunteer is involved in behavior that could be child abuse or an incident of abuse or neglect is alleged to have occurred at camp during our sponsored programs or activities, the following procedure shall be followed:

1. The incident should immediately be reported to the Camp Director or Camp Admin.
2. The worker/volunteer alleged to be the perpetrator of abuse or misconduct will immediately be placed on leave from working with children pending an investigation.
3. A team of three members to include the Camp Administration, Camp Director and a person with reasonable cause shall interview the person suspected of child abuse. Immediate suspension shall result when a camp staff member is suspected of child abuse and reasonable evidence exists as to his/her alleged involvement, until a complete investigation and decision has been made.
4. The parent or guardian of the child will be notified.
5. We will comply with the state's requirements regarding mandatory reporting of abuse and will cooperate with any investigation of the incident by state or local authorities.
6. An incident report with conclusions, action taken, and recommendations for follow-up action, if appropriate, shall be made by the Camp Administration. These reports shall be kept in a personnel file. Our insurance company will be notified if necessary.

Maryland requires that any person who suspects child abuse or neglect report it to the appropriate authorities. It does NOT require PROOF that abuse or neglect has occurred before reporting. Incidents are to be reported as soon as they are suspected. Professionals such as social workers, health practitioners, and educators who knowingly fail to report suspected abuse of a child may be subject to professional sanctions by their licensing boards.

A child abuse reporting form is available online at:

<https://dhs.maryland.gov/documents/Child%20Protective%20Services/180%20Form%20with%20instructions-fillable.pdf>

Health Plan Reviewed and Approved by:

Health Supervisor:



Irene Whaley, RN
License # L1-0035112

5/23/25

Date

Phone# (302) 245-6180

EMERGENCY PLAN

A. STAFF APPLICATION & TRAINING

1. All campers and staff volunteers are required to complete health history information through the online registration process prior to arriving at camp.
2. Each volunteer will receive training prior to each camp. If for any reason a volunteer is unable to attend the training, they will be personally trained with the Camp Director or Head of Staff. Training is typically held on zoom and the night before the camp.
3. At this training, staff will have the opportunity to discuss potential scenarios and ask questions.
4. Each volunteer will receive a copy of this plan during orientation.
5. During the week, additional copies of the emergency plan may be obtained from the Camp Director, Head of Staff, or at the Nurses Station.

B. SEVERE WEATHER OR OTHER EMERGENCY

1. In the event of severe weather or other emergency, please notify the camp leadership immediately.
2. The Crowder Center will be considered the safe place. The Tabernacle will be the alternate safe place in the event that the Crowder Center is not available.
3. Counselors are responsible to be aware of evacuation routes in dorms and all common buildings.
4. Once gathered in a safe place, counselors will account for all campers with provided student roster.

C. EVACUATION POLICY

1. In the event that the buildings of the campground are unsafe and need to be evacuated, the Crowder Center will be the designated safe place. Students will go there and sit with their counselors in groups so that we can quickly establish that all campers are accounted for.
2. If for any reason the safety of the campground is compromised, counselors will lead their groups to the Homestead Manor Assisted Living Center next to Denton Camp.
3. In the event of a hurricane or other cause for evacuation, parents and church groups will be immediately contacted to come and pick up their students.

D. ACCOUNTING FOR CAMPERS / MISSING CAMPER

1. Each counselor will have a roster of students they are responsible for. It is their job to know where their students are supposed to be throughout the day. Counselors are responsible to know where students are at all times.
2. Counselors will check their roster at morning and evening chapel and each night before bed.
3. At any point a counselor believes a camper is lost or missing, they will notify our staff immediately.
4. Upon notification of a lost camper, the staff will ring the siren and send all students to the Crowder Center.
5. Each cabin group will sit together and each counselor will do a roll call.
6. If a student(s) is still missing, the grounds will be completely searched.
7. If the student(s) is still not found, Camp Director will notify the parents and call the town of Denton police at 911 or (410) 479-2222.

E. IN THE EVENT OF AN INJURY

1. In the event of any camper or volunteer injury, please notify the nurses immediately. An adult is to remain with the injured person, while an additional leader notifies the nurses. However, if any staff feels like the injury is severe enough, they are empowered to immediately call **911**. If this happens, take the steps to immediately notify the Camp Nurse and Camp Director.
2. All staff may call **911** if needed. All adult staff should have a cell phone. There is an additional phone located in the camp office.
3. The Nurse/First Aid Station is open and available 24 hours a day during camp and located in Cabin #58, located right next to the snack shop.
4. Nurses will also be reachable on their cell phones. Every staff member will be given both nurses cell numbers during the staff training.
5. In the event that emergency services cannot be contacted via the phone, then a designated staff member will drive to the Homestead Manor House to use their phone. If that does not work, then that staff member will drive to the police station at 100 N 3rd St, Denton, MD.

F. EMERGENCY TRANSPORTATION

1. If the Camp Nurse or Camp Director determines that an ambulance is needed, 911 will be called for emergency transportation.
2. In a situation where an ambulance is not required, the camper's parent's, the camp director's, or camp nurse's vehicle will be used to transport a camper in an emergency. If camp staff are transporting, two adults will accompany every camper in the case of an emergency.

G. PARENT NOTIFICATION IN THE CASE OF EMERGENCY/PICKUP

1. Parents will be notified of any significant accident, injury, or illness.
2. Registration information including parent contact information will be stored in the nurses cabin. Nurses or the Camp Director will make the call to parents.
3. If a parent is picking up a camper, they will be instructed to pull their car to the Crowder Center to meet their student.

H. EMERGENCY COMMUNICATIONS

1. Administrative team staff will all have cell phones. In the event of an emergency, we rely on the staff and cell phones to spread the word.

I. EMERGENCY DRILLS

1. An Emergency Drill will be conducted on a random day in the middle of each camp. At a random time, we will simulate an emergency situation and direct students to the Crowder Center. Each cabin group will sit together and each counselor will account for all their students. Once all students are gathered, roll call of each cabin will be called.
2. The Camp Director will time and record each emergency drill.

Emergency Drill Date: _____ Time: _____ Director Signature: _____	Emergency Drill Date: _____ Time: _____ Director Signature: _____
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CANOE SAFETY PLAN

A. Personal Flotation Devices

1. Each camper will wear a personal flotation device.
2. Personal flotation devices will be available for various ages and sizes.
3. Personal flotation devices worn will be determined by the appropriate age and size of the camper.

B. Canoe Instruction

1. Each camper will receive instruction from the canoe instructor on boarding, debarking and general canoe safety before use.
2. Written consent from a parent/guardian has been given on the registration form for the camper to participate in this activity.

C. Canoe Supervision

1. The canoe instructor will be lifeguard certified. This individual who is certified in first aid and CPR will be present at every session.
2. The canoe instructor/lifeguard and at least one additional adult counselor will be at the waterfront for every canoe session.
3. One staff member for every 10 campers will be present at every session.
4. A rescue boat will remain onshore with the canoe instructor/lifeguard in case of emergencies.
5. A rescue flotation device will remain at the waterfront during the canoe session.
6. Canoes will remain in sight and hearing of the canoe staff.

First aid equipment will be available at the waterfront.



Kids Camp & Amplify Camp STAFF TRAINING

We have **4 CAMP RULES**

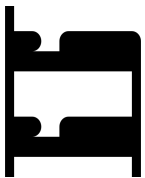
**Respect God | Respect Others
Respect Yourself | Respect the Camp**

CODE OF CONDUCT: RESPECT

Everyone must be treated with respect and dignity. Disrespect toward campers, leaders/staff—along with any form of physical aggression, verbal abuse, inappropriate language, bullying, or sexual misconduct—is strictly prohibited. Such behavior will result in immediate disciplinary action.

NO PDA. Physical contact should be appropriate, non-romantic, and respectful of everyone's comfort and privacy.

DORMS: Keep to yours | Keep it neat



- Stay in your assigned room and keep it clean. No one is allowed in opposite-sex dorms
- Keep rooms neat—beds made, items stored, and no moving mattresses or beds.
- Use only painter's tape for decorations and remove all before departure.

LEAVING THE CAMPGROUND.

Complete all errands before arriving. Leaving the grounds requires Camp Director approval. **Minors may not leave the grounds.**

DRESS CODE: MODEST

- Clothing must not be revealing, tight-fitting, or display profanity or offensive messages. No spaghetti straps, low-cut, strapless, or crop tops, or short shorts. Inappropriate attire will require a change.
- One-piece swimsuits are required for girls. Trunks/Shirts for boys.
- Appropriate footwear must be worn.
- Maintain good hygiene.



PHONES & SOCIAL MEDIA

- **Staff** must limit phone use to times and areas away from campers. Recreational use is not allowed while working or during services (texting, social media, browsing, etc.).
- **Campers** may not have use of phones (unless permitted by the Camp Director).
- **Do not post camper names or photos on social media.**



ATTENDANCE IS EXPECTED

at all scheduled events, activities, meals, and services. Counselors are responsible for camper locations at all times.



CURFEW. Staff must follow the schedule and be in their lodging during quiet/devotion time to connect with campers. After lights out, all campers must remain in their dorms. Security will patrol to ensure compliance.

NEVER ALONE RULE. To protect both campers and yourself, **never be alone with a camper.** If only one leader is available, be in a public space, door open, with at least three minors present. One-on-one counseling interactions are only allowed in a public setting.

MEDICATIONS

- **Adult** staff must securely store medications in a personal vehicle, the nurse's station, or private cabin.
- **Minor** staff & campers with medications (including OTC, vitamins, and supplements) must turn them in to health staff at check-in with a signed Medication Admin form.
- **Medications are not allowed in dorms.** (Except approved emergency meds.)

+ ILLNESS/INJURY

Nurses Station is available 24/7. Notify the Camp Nurse immediately for any illness/injury. The nurse will assess and decide if 911 is needed and notify parents. If the nurse is unavailable and the injury is severe, staff may call 911. All emergencies must be reported to the Camp Director.

RESTRICTED AREAS

Stay within camp property at all times.

After dark, do NOT go across Aldersgate Drive or near the pond. No swimming in pond.

CHECKING OUT. *"Leave it better!"*

- Camp Director will let you know what duties your group is assigned to help clean up the camp before leaving.
- Room and bathroom must be clean, decor removed, and in original set-up.

EMERGENCIES. In an emergency, go to Crowder | Tabernacle | Manor House in that order. Notify leadership of anyone missing.

STAFF DISCIPLINE. Disregard for camp rules, policies, or state laws may result in any of the following actions at the discretion of the Camp Directors:

1. **Verbal Warning - correct behavior**
2. **Written Warning - A copy will be kept in the personnel files.**

3. **Release from staff / asked to leave.**

If your actions harm the camp environment in any way, you will be asked to leave. The Camp Director's decision is final.

PACKING LIST

- Bible, pen, paper
- Clothes: 1-2 outfits/day, modest pjs, 1-piece bathing suit (Coin laundry is available.)
- Shoes (sneakers and flip flops)
- Toiletries (deodorant, shampoo, insect repellent, and sunblock)
- Towel(s) & washcloth
- Bedding for a twin bed (sheets, blanket, pillow)
- Flashlight
- Cell phone



DO NOT BRING alcohol, drugs, smoking devices, explosive devices (including fireworks), weapons of any kind (fire arms, knives, etc.), items of great value (monetary or sentimental), electronic devices, or pornographic material/inappropriately rated movies.

PERSONAL BELONGINGS

- **Do not bring a lot of cash or items of great value** (monetary or sentimental) as you have no way to secure them.



- **Campers** are responsible for their own money & belongings.
- **Camp Punchcards** are just like money.
- Camp and staff are not liable for lost or damaged property.



Kids Camp & Amplify Camp COUNSELORS/CITs

CARING FOR CAMPERS *Treat campers with the same care they'd receive at home—or better!*

If a camper needs laundry/bedding washed notify head counselor to take care of it discreetly. If a camper is missing bedding, toiletries, etc, the Camp has supplies, or we can contact home. Do what you can to help solve the issue with dignity and discretion.

GOOD HYGIENE. Encourage campers to maintain proper hygiene (brush teeth, wash hands, shower daily, etc).



IT'S SUMMER!

Take care to stay cool! Sunscreen is provided by the campers and counselors should encourage its use.



Encourage students to drink water and maintain hydration.

CHILD ABUSE. Staff must report any suspected child abuse or neglect to the Camp Director **ONLY**. This is mandatory and not a breach of confidentiality. All reports will be handled confidentially and forwarded to authorities as required by law.

DORM MANAGEMENT

- Communicate with counselors in your dorm to establish a shower schedule.
- Climate control- See head counselor
- Run fans for white noise for sleeping
- One person per bed
- **Wind down/Devotions.** Facilitate showers, do small devotion to calm down, turn lights out, turn fan on, encourage sleep/quiet.
- Escalate issues to head counselor/Director.

EMERGENCIES. In an emergency, go to **Crowder** | Tabernacle | Manor House, in that order. Do a **camper count** and notify leadership of anyone missing.

HOMESICK CAMPERS. Support campers like a caring parent—offer comfort, encouragement, and praise their efforts. Never promise a call home or allow one. Address homesickness early, encourage engagement in activities, and refer to the nurse if symptoms suggest medical needs. The Camp Director or designated staff will contact parents if a camper remains inconsolable.

CAMPER DISCIPLINE

Stay calm and objective to help campers learn self-control and respectful behavior.

- Clearly explain and consistently enforce camp/cabin rules from the start.
- Learn campers' names & monitor them.
- Use fair, direct communication—make eye contact, give clear instructions, and calmly correct behavior.
- Use age-appropriate **rewards** and **consequences** to guide behavior.
- **Address issues early**; don't wait. Consult with the Head Counselor.
- Refer serious or repeated concerns to the Camp Director for next steps:
 - Behavior Contract & Contact Parents
 - Potentially sending home

Never use physical punishment, yelling, insults, shaming, take away a meal, or isolate a camper from the group to discipline.