

**PETTIJOHN SPRINGS  
CHRISTIAN CAMP**

**CAMP DIRECTOR'S  
HANDBOOK**

## **A WORD TO THE STAFF**

Pettijohn exists to help people grow spiritually. The degree to which this will happen depends on our attitude and spiritual maturity. These guidelines are given in the hope that, as we partner together in this great work, we can be in harmony with each other and the Lord.

We want to follow God's word in all that we do; and even in matters of opinion, love should prevail as we consider the feelings of others. In the midst of increasingly diverse worship practices, no camper should be exposed to anything that would violate the practices of their home congregation, or cause a problem when they return home. A spiritually mature person will have no difficulty staying in the "middle ground" on the various issues that confront the church.

### **I. PURPOSE**

Pettijohn Springs Christian Camp exists as a religious, charitable, benevolent, educational and recreational camp. It operates primarily for the purpose of providing youth a wholesome environment under the guidance and supervision of members of the Church of Christ while instructing them in the knowledge of God's Word.

### **II. ORGANIZATION**

Pettijohn Springs Christian Camp is incorporated under the laws of the State of Oklahoma as a non-profit organization, and is governed by a Board of Directors who make policy and oversee a General Manager who in turn oversees camp operations, other camp employees and volunteer staff.

### **III. OVERVIEW OF THINGS TO BE CONSIDERED**

- A. **DRESS CODE** – Dress must be modest, as well as safe and appropriate. Swimsuits should be covered modestly to and from the pool. No unchristian words, pictures or slogans on clothing. **AFTER 6:00 PM EACH CAMPER SHOULD WEAR ENCLOSED SHOES** (snakes and scorpions). No bare feet anytime.
- B. **PARKING** – After unloading, park vehicles in the area between the Session Director's office and the shop. This is an important safety precaution. The nurse's vehicle may be parked beside the first-aid station.
- C. **BUILDING AND GROUNDS** – Must be kept clean and free of trash at all times. Please try and keep trash out of the bushes.
- D. **KITCHEN** – Everyone should stay out of the kitchen except authorized kitchen help.
- E. **TELEPHONES** – There are telephones located in the Camp Office and the Session Office. These may be used for local calls only. The telephone in the Pool area is a designated emergency line only.

Camp Office: 580.795.5015

Session Office: 580.795.5088 (This is a shared line with FAX)

FAX: 580.795.5088

- F. **LAUNDRY** - Bring enough clothes to last the whole camp session. Laundry service is not provided. Except in cases of emergency, **the washer and dryer in the dining hall are for the kitchen staff only.**
- G. **RESTRICTED AREAS** – Some areas are dangerous without supervision. These include: all water areas, swimming pool, off-trail areas, the workshop and all woodpiles.
- H. **FOOD SERVICE** – Assign 3 staff members to come to the kitchen 15-20 minutes early to help setup for meals. Assign 1 cabin to KP each meal along with a counselor. Check with cooks for possible variations.
- I. **WATER BRIGADE** – Water coolers and cups are available. Assign someone the duty of keeping these filled and placed at strategic locations with cups available. Keep a trashcan near by for throwaway cups. Ice and water are available at the canteen and additional cups are at the kitchen.

#### IV. A WORD TO SESSION DIRECTORS:

The session Director has the over-all responsibility to see that everyone follows the guidelines of the camp.

- A. **CAMPER/STAFF RATIO** – This is based on the age and grade of the campers. Grades 1-3 ratio is 4:1; grades 4-6 is 5:1; and grades 7-12 is 6:1. If you require additional staff, please consult with the Camp Manager. Any unapproved staff above these ratios will need to pay ½ the camp fee to help cover food and operating costs. Please make sure all staff is aware that a fee may be required if the session exceeds these ratios.
- B. **CAMPER AND STAFF FEES** – Counselors’ children can receive a discount. Please encourage staff to make other arrangements for their underage children. The children of Session Directors participating in the Director’s session do not pay a fee. All monies are due at the time of arrival.
- C. **MINIMUM ENROLLMENT** – Each summer camp session needs 100 paid enrollments in order to break even. If you are going to fall short of this, check with the Camp Manager for possible solutions.
- D. **REBATE** – For those sessions meeting the minimum of 100 campers with full-amount paid fees, there is a rebate up to 4% to help you cover the expenses of your session. Session Directors will be required to submit a claim for this reimbursement. Rebates will be issued to cover these expenses up to, but not to exceed, 4% of collected full-session fees.
- E. **COPYING** – There is a copy machine in the session office for 100 copies or less for the week. All materials (lessons, songbooks, etc.) should be reproduced before coming to camp. Otherwise, a charge of \$.10 per copy will need to be paid.
- F. **MEDICAL** - Each session is required to have a nurse available at all times who will keep a medication log and complete a report for each accident or injury.

- G. **INSURANCE** – The camp insurance covers bodily injury only (not illness). Our insurance is secondary, which covers what is not covered first by the injured camper’s insurance.
- H. **CANTEEN** – The canteen must be under adult supervision when open. The drinks and snacks are only for scheduled canteen times and are not to be given away otherwise. Canteen is included in camp fees and provides campers and staff a drink and snack for each canteen. If you have special requests for canteen, contact the Camp Manager 1 full week prior to your session. If you want to provide additional snacks for your staff, you may bring them and keep them in the refrigerator in the Director’s Cabin.
- I. **LIFEGUARDS** – Each session must provide a **certified lifeguard** who must be on duty when the pool is in use. The gate to the pool is to be kept locked except when lifeguard is present.
- J. **LIGHTS & AIR CONDITIONERS** - Please use all diligence to help us keep costs down by assigning someone to monitor lights and cooling/heating equipment in all the facilities you use. Doors should be kept closed in buildings that are cooled/heated. **KEEP A/C ON POWER SAVER!**
- K. **DISCIPLINE** – Corporal punishment is not allowed at Pettijohn. Decide ahead off time how you will handle discipline problems and inform your staff.
- L. **COUNSELOR AWARENESS** – You must be very sensitive to a child’s physical and sexual abuse. Screen your staff carefully and make sure they understand what is appropriate ‘touching’ and appropriate ‘talking’ with the campers. Even then, they must be carefully monitored throughout the week. This is extremely important! Do not be careless with this. Watch your younger counselors carefully. Most parental complaints are due to inappropriate behavior by younger counselors.
- M. **CLEAN UP** - Clean up must be done daily or it gets out of control. It helps to appoint a conscientious inspection team and then enforce their findings. A daily walk across the grounds to pick up litter is also helpful. The camp must be left in excellent condition for the next group. ( Refer to the clean-up lists attached.)
- N. **GOLF CART** – PSCC has been given a golf cart that may be used for your session. To have access to this cart the session director must request it and agree to be responsible for its use. It is to be operated by adult session staff only. You may transport campers only for session business or in an emergency. Any damages incurred because of careless neglect will be charged to the session. The camp manager may revoke the use of the golf cart at anytime as he sees fit.

## **SPECIAL STAFF REQUIREMENTS**

*(Director: Please provide this information to each assignee)*

### **ATHLETIC DIRECTOR**

All athletic events should be held on the athletic fields. Do not move bricks, rocks, crossties, benches, dig holes, etc. without management approval. The canteen lawn may be used for events that do not include much running. You are responsible for the proper use, care and return of all athletic equipment.

All equipment will be stored in the Equipment Room, located in the Canteen. Leave it there or in the Director's Cabin when not in use. Make certain all equipment is properly stored and/or returned at the end of camp.

Keep the equipment room neat and leave it clean and orderly for the next group. You are responsible for cleaning the Equipment Room during final clean up.

### **NURSE**

You are required to be available at all times. If a full camp is expected, an assistant would make life easier for you. The first aid station is for the nurse and the ill or injured only. The contents and their proper use are your responsibility. Medicine should be locked up when you are not present.

You must keep accurate logs, and insurance paperwork must be completed on all injuries requiring (or which may require) prescriptions or exams. Report major injuries and illnesses to the Camp Manager. If additional medical supplies are needed, contact the Camp Manager. There are insurance forms available. "Instructions for Medical Care" are posted in the First Aid Station. Give insurance forms, camper registrations, and logs to the Camp Manager at the end of camp. Strip, wash, and replace dirty linens before leaving. You are responsible for final clean up of the First Aid station (don't forget the refrigerator).

### **CANTEEN MANAGER**

You are in charge of operating and cleaning the canteen. You are also responsible for seeing that each camper and staff gets **ONLY** one snack and drink per canteen period. Access to canteen is limited to canteen staff only. You will have a key – do not lend it out. Be sure tables and counters are kept clean. Notify the Camp Manager if you run low on drink mix and there is not another one, or if you run low on snack items. You are responsible for the final clean up of the canteen.

### **LIFEGUARDS**

Swimming can be extremely dangerous if not properly supervised. The Marshall County Health Department regulates pool usage and will close the pool if it is found to be unsafe. It is your responsibility to keep the pool and pool activities safe and properly supervised. Please report to camp management any missing or damaged pool/lifesaving equipment immediately. Report all injuries to the nurse and then to the Camp Manager. The lifeguard stand is for your use only! Keep swimmers off of the static line and keep the line in place.

Check the slide, board, and ladders before each swimming period for loose bolts or other damage. Use a buddy system and run regular drills. Enforce: No running; No diving from the side; No excessive horseplay; or other potentially unsafe activities.

Evacuate the swimming area at once if it begins to rain or if thunder or lightning is heard or seen (even if the cloud seems to be miles away). If a storm seems to be approaching, send swimmers back to their cabins immediately. Remember, they must cross a large open field to get to their cabins, so allow adequate time.

Remove items left behind each day and give them to the Session Director to return to the owner. You are responsible for final clean up of the pool area.

### **CHALLENGE COURSE FACILITATOR**

Campers may not be on the challenge course unless accompanied by a certified facilitator. This is a no tolerance policy. Sessions must provide their own facilitator, or arrange to hire one through the Camp office. All equipment must be checked out and returned in good condition. Sessions will be charged for any damages to the course or equipment caused by negligence. Any accidents and/or injuries must be documented in detail.

### **LIGHT, FAN AND AIR CONDITIONER MONITOR**

You are responsible for lights, fans, and A/C in the dining halls, chapel and canteen being turned off when not in use and each night. The fans and A/C in the dining hall and chapel may stay on during the day. The dining hall door should be kept closed when the main traffic has subsided and after meal times.

You may want to assign someone in each cabin to make sure lights, are off when campers are out of the room. Keep A/C and heat at a reasonable temperature. Keep doors closed.

**KEEP A/C ON POWER SAVER!**

Bathhouse lights should stay on at night.

### **CLEAN UP INSPECTION CREW**

You are responsible for the final clean up inspection. Familiarize yourself with the clean up sheet requirements; these are your standards. Be sure to arrange with your Director sufficient time for all of your inspections to be completed before campers are ready to go home.

On the final day, inspect each area according to the clean up sheet requirements. When approved, check it off and initial it. Please be sure to check all windows for damage and list along with any other repairs that may need to be made. When check off sheet is completed, sign it and give it to the Session Director for his OK and signature. Because we usually only have a few hours before the next group arrives, your job is tremendously important to us. We greatly appreciate your thoroughness.

## BASIC CAMP RULES

*Director: Please read these Camp Rules to the group Sunday night along with anything else that is particularly important to you.*

1. Campers should conduct themselves as Christians.
2. Possession of knives, firearms or fireworks is prohibited, as is the use of tobacco and alcohol.
3. Illegal drugs, unbecoming language, or other habits which handicap Christians are prohibited.
4. Completely enclosed shoes are required after 6:00 pm. Going barefoot is not permitted outside cabins. This protects from poisonous snakes, scorpions and poison ivy. If campers and counselors don't change their shoes when they clean up for supper they will probably forget.
5. Flashlights should be carried when an activity will not end until after dark. Snakes are out after dark and campers should not be allowed to go anywhere after dark without a flashlight.
6. Dress should be modest at all times. Cover ups should be worn over swimsuits going to and from the pool.
7. Please do not throw, toss or kick rocks anytime, anywhere.
8. No roughhousing in cabins. Broken windows or screens will be charged to the one responsible.
9. No food or drinks allowed in the chapel.
10. Please don't run, play or slide in the dining hall.
11. Please don't litter; and please pick up litter when you see it. This makes clean-up easier at the end. It also keeps the camp a pleasant place and brings glory to God and his creation.
12. If you must move outdoor items, i.e. benches, please return them to their original place when you are finished with them.
13. No vehicles other than the nurse's are allowed in the cabin parking areas except for loading and unloading. Please park in the area adjacent to the Session Director's office.
14. All vehicle traffic should be kept to an absolute minimum.
15. Campers may not leave the camp without adult supervision. Session Director must be notified.
16. Off Limits areas include the Camp Manager's residence, the Camp Office, the maintenance shop and surrounding area, and the swimming pool when not supervised by a certified lifeguard. The lake, the reflection pool, Johnson pavilion and the springs area may be used with proper supervision and sanctioned by the Session Director.
17. Pets may not be brought to camp. Please report any stray animals or unusual animal sightings to the Camp Manager immediately.
18. Please report any breakage or maintenance problems to camp management.
19. Campers are not allowed in areas assigned to the opposite sex.
20. Treat each other with respect and have a good time!

## **INSTRUCTIONS FOR MEDICAL CARE**

1. The camp's insurance covers only bodily injury caused by an accident. It is secondary coverage (if the injured is covered under another policy, that one will be the primary coverage). Our insurance covers what theirs does not. If the injured does not have insurance, our insurance will cover the costs, as per specifics in our policy. It does not cover illness or medication.
2. Make every attempt to contact the parent in the event an injury or illness requires treatment or prescription medication.
3. In case of accident:
  - a. Fill out the accident report fully and completely, even if the person has their own insurance and doesn't expect to see a doctor.
  - b. Be sure to ask if the injured party has insurance and record that information on the insurance form. If they do not have insurance, get a signed note from them stating that fact and attach it to the insurance form.
  - c. Turn forms in to the camp management ASAP.
4. If not covered by our insurance, you must still make a complete report in your log, and if an accident, on an insurance form.
5. Use only 'Pharmacy Plus' located at 211 S First Street, Madill. Do not charge any prescriptions to Pettijohn. Charge it to the parents, if necessary. Their address is on the registration form.

### **6. EMERGENCY PHONE NUMBERS**

<b>Integris Marshall Memorial Hospital</b>	<b>580-795-3384</b>
<b>Madill Medical Associates</b>	<b>580-795-5506</b>
<b>Ambulance</b>	<b>580-795-2316</b>
<b>Pharmacy Plus (Drug Store)</b>	<b>580-795-7322</b>
<b>Poison Control Center</b>	<b>800-522-4611</b>

7. Directions to Integris Marshall Memorial Hospital:

Exit Pettijohn gate, turn left.

Continue to Hwy 199 West (4 miles); turn left, toward Madill.

Continue past the 2<sup>nd</sup> stop light in Madill.

After the 2<sup>nd</sup> light, turn right onto Hwy 99C (there will be a blue 'H' hospital sign)

The hospital is approximately 1.2 mile past the intersection on the right.

Madill Medical Associates is located in front of the hospital.



## **CABIN CLEAN UP**

Pettijohn Springs Christian Camp is supported by volunteer work and donations from Christians who care about you. Please return the favor by leaving the camp cleaner than you found it. Your brothers and sisters who follow you will appreciate it.

Here are some steps to follow:

1. Sweep cobwebs from ceiling and walls. Please kill or take home the spiders.
2. Remove all signs, posters, tape, etc. that your group has added.
3. Move mattresses aside and sweep out window sills.
4. Sweep and shake off mattresses, top ones first. Get all of the sand off. Remove all belongings from under mattress.
5. Return mattresses to each bunk.
6. Hang and straighten curtains.
7. Sweep floor. Mop with clear water if needed.
8. Empty trash baskets into large cans outside. Wash basket at outside faucet.
9. Sweep breezeway and sidewalks. Pick up any trash.
10. Make a last check around all mattresses and windows for trash or possessions.
11. Replace the broom, dustpan and trash can where you found them.
12. Check every screen and window from the outside and report any damage.
13. Check the clothesline.
14. Turn off lights, A/C or heat. Close the door.
15. Great Job! And Thanks!

## **BATH HOUSE CLEAN UP**

Pettijohn Springs Christian Camp is supported by volunteer work and donations from Christians who care about you. Please return the favor by leaving the camp cleaner than you found it. Your brothers and sisters who follow you will appreciate it.

Here are some steps to follow:

1. Sweep down the cobwebs (spiders, too).
2. Remove any personal items from showers, and then scrub the shower wall and floor area with disinfectant (it usually needs to sit about 10 minutes, so do this first). Rinse when you wash the entire floor.
3. Wash and dry the mirrors.
4. Clean toilets with brush and cleanser, inside and out.
5. Remove poster and tape that your group has added.
6. Girls replace trash bags in stalls.
7. Remove and tie trash bags. Put in large trashcans outside.
8. Sweep floor, then get curtains out of the way and hose down the toilets and floors. Be careful not to get the toilet paper wet.
9. Use brooms or squeegees to push all the dirt, sand and water down the floor drain.
10. Sweep the sidewalk
11. Put the hose and brooms up, turn off all of the lights, close the door and don't let anyone back inside. Have your campers use the bathroom in the large dining hall.
12. Pat yourself on the back for a job well done.

## **CHAPEL CLEAN UP**

Pettijohn Springs Christian Camp is supported by volunteer work and donations from Christians who care about you. Please return the favor by leaving the camp cleaner than you found it. Your brothers and sisters who follow you will appreciate it.

Most supplies you need will be in the closet between the bathrooms. You will need a mop and bucket and a little bleach for the mop bucket, a broom, dustpan and vacuum cleaner.

Here are some steps to follow:

1. Start vacuuming. This will take a while.
2. Pick up all the trash off the floors and in the pews.
3. Put the songbooks back in the rack.
4. Remove all posters, tape, etc. that your group has added.
5. Clean the mirrors, sinks, counters, toilets (inside and out). Cleaning supplies for the bathrooms should be under the counters. If not, get them from the kitchen.
6. Empty the trash.
7. Sweep the lobby and bathroom floor first, then mop them. There is a hose outside behind the fence for easy access to water.
8. Dust off all pews after vacuuming is completed.
9. Combine the trash into one bag and take it to the dumpster.
10. Sweep the outside entry area and sidewalk.
11. Return all supplies to closet.
12. The air conditioner just turns on or off. It does not need adjustment.
13. Thanks for a job well done!

## **DINING HALL CLEAN UP**

Pettijohn Springs Christian Camp is supported by volunteer work and donations from Christians who care about you. Please return the favor by leaving the camp cleaner than you found it. Your brothers and sisters who follow you will appreciate it.

Here are some steps to follow:

1. Wash down all the tables with warm soapy water.
2. Pick up the big pieces of trash. Remove all posters, tape, etc.
3. Check windowsills, mantle for Bibles, notebooks, caps, etc. Take them with you!
4. Fold all the tables up and put them off to the side.
5. Sweep the dirt outside.
6. Use the water hose to wash the floors from the far to the front end. Wash and sweep the water to the drain in the middle, or out the side doors. Move the tables down to the fireplace end and continue cleaning.
7. Sweep off the sidewalks on each side of the hall and wash off the benches. You are almost done!
8. Clean the rest rooms; sinks, toilets and sweep the floors. Put trash with dining hall trash and replace trash bags.
9. Put the trash bags in the dumpster (don't forget the trash from the rest rooms). Put new trash bags out
10. Take one last look around. Return all brooms and squeegees to rack, wash the mop out with fresh water outside, wring out and put in rack to dry.
11. Thank you for doing a great job!

## **OTHER CLEAN UP INSTRUCTIONS**

Pettijohn Springs Christian Camp is supported by volunteer work and donations from Christians who care about you. Please return the favor by leaving the camp cleaner than you found it. Your brothers and sisters who follow you will appreciate it.

Have your campers move all of their gear out of the cabins and onto a 'pick-up' area before they start to clean up. This way, once the cabin is inspected, it stays clean. When a bathhouse is clean and inspected, we suggest you let your campers use the Large Dining Hall rest rooms.

Your **Clean-Up Inspection Crew** will inspect each area before the campers are dismissed from their cleaning work. They can encourage the campers to complete the job correctly, if needed. When the area meets standards on the Clean Up sheets, your inspection crew will make their check off list.

It is amazing how often bathhouse toilets and showers do not get cleaned unless they are actually checked.

It is much easier for your group of campers to clean the entire camp up after themselves than it is for the Camp Manager to clean the entire camp after the campers. We do not have any cleaning crew, so please make sure your campers complete the cleaning. This is why the Inspections Crew is so very important.

### **SPORTS EQUIPMENT ROOM**

Make sure all equipment has been returned to the equipment room. If there is equipment missing, detail a crew to find it. Make sure equipment room is neat and orderly for next group.

### **CANTEEN**

Clean floor, counters and sinks. Be sure the overflow pans are emptied and washed out. Remove spouts and grills from soda fountains and wash with hot bleach water (these should be washed daily). Put trash in dumpster, wash out can if needed, and replace trash bag. Report any soda syrup canisters that are low or have been emptied.

### **SWIMMING POOL**

Pick up all trash around inside and outside of pool. Collect all items left behind and put all equipment neatly away.

### **FIRST AID STATION**

Sweep. Used linens should be brought to the kitchen, washed and returned to station. Clean out refrigerator. Make sure all medication was returned to campers. Make a list of any supplies that are low. Give list of supplies needed, your log, camper registrations and any insurance forms you have to the Camp Manager.

### **DIRECTOR'S CABIN & BATHHOUSE**

Clean off bunks. Clean off table. Sweep floor. Clean out refrigerator! Return any equipment to the equipment room. Return anything else that needs returning to wherever it belongs. Check once more for personal items. Turn off air conditioner and light in cabin. Close door.

Clean your bath house; toilets (inside and out), sinks, counter and shower. Sweep floor. Remove all soap, shampoos, razors, washcloths, etc. Sweep sidewalk. Turn off light and close door.

## **GROUNDS**

Grounds should be walked and trash picked up. This includes:

- Playing fields (be sure to check around the volleyball standards and the baseball backstop)
- Paths used to and from the pool
- Outside and inside pool fence
- Around all cabins
- Around dining hall (particularly in brush behind and beside hall and where trash is swept out)
- In brush along the canteen road
- Around dumpsters and trash cans
- Around the canteen lawn
- Bonfire areas
- Chapel area
- Playground
- Lower roads
- Lake area and campfire area

## CLEAN UP CHECK LIST

Inspectors, please check off and initial each area inspected. Use the ‘Clean Up’ Sheets as your standards. As you go through, please list any items that are damaged or need repair on the back side of this sheet. Sign and give to the Director for him to sign and return to the Camp Manager.

	Girls Cabins		Girls Sm. Bathhouse		Girls Lg. Bathhouse
	Boys Cabins		Boys Sm. Bathhouse		Boys Lg. Bathhouse
	Canteen		Equipment Room		First Aid Station
	Dining Hall/Restrooms		Director’s Cabin		Director’s Bathhouse
	Chapel/Restrooms		Chapel Lawn		Playground
	Playing Fields/Pool		Camp fire/Amphitheater Area		Brush Along Road
	Canteen/Lawn Area		Lake/Campfire Area		Lower Roads/Trails
	Boys Area		Dumpster Area		Girls Area

We have inspected the above and they meet the standards of the Clean Up instructions for the area. Camp is ready for the next group of campers.

\_\_\_\_\_

\_\_\_\_\_

Inspectors

Included on the back is a list of any damage, or items we noticed that need to be repaired. I understand that my ‘camp’ will be charged for avoidable damages and that we are responsible for collecting from parents for any damage done by their child.

\_\_\_\_\_

Session Director

**Pettijohn Springs Christian Camp**  
**Session Director Agreement**

I, \_\_\_\_\_, have read the current Pettijohn Springs Christian Camp Director's Handbook and agree to abide by the rules and directives set forth by the Board of Directors of Pettijohn Springs Christian Camp. Further, it is my understanding that I am responsible for any staff and their adherence to the aforementioned rules and directives.

Signed \_\_\_\_\_

Date \_\_\_\_\_



## Pettijohn Springs Christian Camp Staff Member Agreement

I, \_\_\_\_\_, have attended a staff/counselor orientation with the session director, \_\_\_\_\_, of the session of camp in which I have been asked to serve as a staff member or counselor. I certify that I meet the following requirements:

- I am a faithful member of the Church of Christ
- I have **not** been arrested, charged with, or convicted of any sexual crimes.
- I do not use drugs or alcohol.
- I agree to comply with the rules and directives of Pettijohn Springs Christian Camp as set forth by the Board of Directors.
  - I understand that fraternizing with the campers is prohibited.
  - I understand the necessity of keeping all campers in designated areas.
  - I agree to be cautious in “counseling” a camper, and to always have at least one other staff person present when discussing sensitive issues with a camper.
  - I agree to follow the chain of command to report matters of importance: Counselor/Staff to Session Director to Camp Manager.

Signed \_\_\_\_\_

Date \_\_\_\_\_

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Session Director’s Signature/Date

## **Policy for Dismissed Staff or Camper**

In the event that a staff member must be dismissed during a camp session/retreat, he/she should be advised that his/her services are no longer wanted or needed and that he/she is not permitted on the camp premises for the duration of that camp session. Once the dismissed staff member leaves, the Camp is no longer responsible or liable for that individual.

In the event that a camper is dismissed from a camp session/retreat, his/her parents will be notified by the session director or his/her representative and arrangements will be made for the camper to go home or to another parent- designated destination. Once the camper has departed from camp, he/she is no longer the Camp's responsibility or liability, and is not permitted to return to Camp during the duration of that session.

## **Reporting Child Abuse**

Title 10, Section 7103 of the Oklahoma Statutes require that every physician or surgeon, registered nurse, teacher of any child under 18, or any other person having reason to believe that any child under the age of 18 has been the victim of abuse/neglect by the person responsible for the child, shall report the matter to the Oklahoma Department of Human Services. To knowingly and willfully fail to report is a misdemeanor.

Any session director or staff member having knowledge or suspicions of child abuse or neglect should follow the chain of command in reporting their concerns (Counselor/Staff to Session Director to Camp Manager).

## **In The Event of a Tornado Warning**

1. The siren at the dining hall should be turned on to run a constant tone.
2. In the event of a tornado watch or severe thunderstorm, all persons should be sent to put on rubber-soled tennis shoes.
3. All persons should go downhill south of the dining hall (lower Girls' area). Fill the bathhouse first, then the closest cabins. Put mattresses in front of the windows. If extremely severe, climb under lower bunks.

## **Procedures for Fireworks Display**

### **At Camp Sessions**

1. All fireworks should be handled by adult staff only.
2. Fireworks should be set up on the north side of the lake with all campers on the south side of the lake.
3. Buckets should be available to haul water in case of fires.
4. Weather conditions should be suitable. Winds at less than 10 miles per hour. No posted burn bans. Check with Camp Manager for final decision at to weather conditions.

### **Links**

[www.pettijohnsprings.com](http://www.pettijohnsprings.com)

[www.naccamps.org](http://www.naccamps.org)

## Site-Map of Pettijohn Springs Christian Camp

- Clint Williams Dining Hall – This building consists of large dining area, commercial kitchen, laundry and storage area, guest quarters for two, and restrooms (one has a shower). The fourteen fold-down cafeteria tables will seat approximately 224 people. The dining room is also equipped with a sound system and pull-down screen. There are social areas and horseshoe pits also located in the area of the Dining Hall.
- Canteen/Nurses Building – The Canteen section houses the coolers, soft drink fountain, sports equipment room and ice machine. Water coolers are kept and replenished here. This section should be kept locked except when in use. The Nurses station has quarters for two with full bathroom; locked medicine and first-aid cabinet; small refrigerator; sick bay with two beds and linens. Two entrances give privacy to the staff quarters.
- Boy’s Camp Area – The six cabins in this area will sleep a maximum of 90 people. Cabins are equipped with heat and a/c. The Small Dining Hall is sometimes used as an additional cabin and has 28 beds. When not used as a cabin, it can be used as a meeting area. It has a stove, refrigerator, grill and sink. There are two bathhouses in this area and a “Director’s” cabin that sleeps 7 with a bathhouse.
- Girl’s Camp Area – This area is split between an upper and lower area. There is a metal staircase that connects the two and also separate steps to the lower area from the Dining Hall. The upper area sleeps a maximum of 60 people and has a bathhouse. The lower area will sleep a maximum of 90 people and has two bathhouses. The cabins are equipped with heat and a/c. A road runs behind the lower area and provides access to the lake. It may also be used to drop off luggage and gear to that lower area. A turn-around has been developed to facilitate a flow of traffic for arrival and departure days.
- Sports Areas – There are two volleyball courts, one softball field, one soccer field, a basketball pavilion, and campfire pit in this area of the camp. Open field area is also available for additional activities.
- Amphitheater Area – This area has a stage and seating for approximately 250 people. It is out in the open and ideal for evening star light devotionals. It is in the full sun during the day so plan activities accordingly.
- Outdoor Pavilion – This large pavilion offers a place of shelter for your special activities. There are approximately 200 folding chairs available for your use if you need them. This building has lights and electricity available.
- Swimming Pool – The swimming pool area is restricted except for activities where a certified lifeguard is available. There are dressing rooms and showers. Life jackets are available for any swimmers that need them. Baptisms are held here.
- RV Park – There are 8 RV sites equipped with electric, water and sewer hook-ups.

- “Little” Chapel – The chapel seats up to 300 on padded pews and has central heat and air, song books, sound system, pull down screen and LED projector. There are restrooms and a water fountain in the foyer of the chapel. This building should be used primarily for activities such as worship and Bible classes. No food, drink or gum should be allowed in the chapel.
- Playground – A modern playground is located near the chapel. Swings, slides, climbers, and play stations are available for free-time or scheduled activities.
- Session Office – A small office is available for the camp session staff. There is a copier available for emergency copies. A telephone is located in this office for local or emergency calls only.
- Springs Area – A new area has been developed for camp use. It is located below the Manager’s house and should be used only with supervision. An outdoor pavilion, goldfish pond and reflection pool are located here. Benches, picnic tables and chairs are available and should be left in this area. You may access this area by walking down the road from the chapel or by trail from the lower lake road.
- Lake Area – Pettijohn Springs has a 5-acre lake located below the Dining Hall. You may access this area via a path across from the Dining Hall or by a road running behind the lower girl’s area. Picnic tables and a campfire pit are located here for use with proper supervision. There are fish in the lake. The beaver lives here also.