



**Burnt Cabin Christian  
Youth Camp  
DIRECTOR'S  
HANDBOOK**



Revised 3/2018 WW

Dear Summer Camp Director,

The Board of Directors is pleased that you have made the commitment to serve as a Director. Please read this handbook carefully, put it with your camp materials, and **bring it to camp**. Inside you will find policies, rules, and responsibilities as set by the BOD that you are expected to adhere to at all times when you are at the camp. General information is also included.

**Your first goal is to help your campers grow spiritually.**

For some of the campers, your week might be the first and/or only opportunity they have to hear about and learn the gospel. You and your counselors are an opportunity for the campers to “see” the gospel in action! Encourage your counselors to consider this responsibility in every activity they plan.

Thank you! And enjoy your week.

Contact numbers for questions:

Camp office: 918-457-4120

Camp manager: 918-671-1049

South College Church office: 918-456-3414



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# Basic guidelines:

## BEFORE CAMP

### 1. FEES & DEPOSITS

- **REGULAR CAMPER FEES:** \$195 per week with \$100 deposit.
- **KIDS' CAMP FEES:** \$100 with \$50 deposit.
- **Note that camp fees are only returned if camper goes home for emergency reasons; not for any other reason.**
- Directors—free
- Camp Nurse—free. **Director is required to supply a nurse on-sight for the week, with a fully stocked first aid kit and other medical supplies.**
- Cooks' Helpers—free. **Director is required to supply at least TWO (but no more than three) cooks' helpers for each meal.**
- **NEW\*\*\*Camp Security Monitor—free. Director is responsible for providing a person for camp security for the week.**
- Camp Maintenance Helper (optional)—free
- ONE underage child (6 years or younger) per counselor/nurse/cooks' helper attend free. **Additional children up to 10 years of age pay \$100 plus \$10 canteen fee.**
- Counselors (18 years or older) —free. Counselor/camper ratio should be 6/1. **Extra counselors: \$100 fee/\$10 canteen**
- **EARLY ARRIVAL OF STAFF:** Director is responsible for contacting camp office at least two weeks in advance if staff is arriving early. No arrivals Saturday before noon. No meals provided on Saturday.



- Maximum capacity for each session is **250 (campers plus staff.)** *Encourage campers to pre-register.* Director must be able to give the Camp Manager an accurate number of campers/staff the week before your session so they can order the right amount of food & supplies.
- **INSURANCE:** The camp does provide an accident policy for all campers (included in their fee.) However, we still need a copy of the insurance card for the campers' family insurance company. BCCC's insurance will cover treatment of bodily injuries not covered by or in the absence of other medical insurance on the camper *excluding illness.*
- **CAMPER MAIL ADDRESS:** provide this address to parents:  
 Camper's name  
 % Burnt Cabin Christian Camp  
 34902 S. 496 Road  
 Park Hill, OK 74451

## SUNDAY REGISTRATION

- **Registration time: 2– 4 p.m.** NO early camper check-ins.
- **FEES**—Directors are responsible for receiving & keeping track of campers' applications and fees. **All** fees are due to camp office at check-in Sunday. ONE CHECK is preferable for deposits already collected.
- **STAFF LIST**—(counselors, junior counselors, underage campers, nurse, cooks' helpers) should be given to camp office before or on Sunday.
- **Sunday activities**—to discourage home-sickness on departure of parents, please have camper-involved activities ready to go right after registration ends.

# AT CAMP

## Director's responsibilities

- **Director's first goal is to help campers grow spiritually**
- **Follow all policies, guidelines, & rules in this BOD handbook**
- Prepare for safety of campers at all times.
- Assume responsibilities for care of all camp facilities (excluding pool & kitchen.)
- Director is responsible for any broken/damaged/lost camp property.
- Prepare **plenty** of activities for the week.
- Recruit quality & qualified staff!!!
- **A copy of your week's schedule should be given to the cook & lifeguards, and the camp manager on Sunday.**

## OTHER PROCEDURES

- **KITCHEN PHONE**—is for emergency use only. A staffer must be present when camper uses the phone.
- **EMERGENCY PROCEDURES**—Director (or designate) is responsible for first aid to staff, campers, or visitors. Copies of campers' insurance cards are required for any hospital visit & parental permission may be required. *A responsible adult must be with the injured; a female with any females.*
- **VISITORS**—**ALL visitors must first check-in with Director.** A visitor will be expected to follow all camp rules. **A SIGNED RELEASE FORM must be obtained for visitors to use any camp facilities; a signed camp application will do.**
- **VISITORS MEAL FEES**—\$3—breakfast & lunch; \$4—supper; kids under 5: free. Canteen 50 cents per item. **GUEST SPEAKERS OR ENTERTAINERS—free.** *Cook MUST be notified in advance.*

## DAILY CLEAN-UP

**K.P.**—Supply counselors & campers for these duties:

- *Before meals*—put tables down; bring in supplies, drinks, salad bar items from kitchen to dining room.
- *During meals*—2 or 3 people to serve drinks
- *After meals* - tables cleaned & folded up; supplies, salad bar items returned to kitchen; trash taken out; spills mopped; floor swept (mopped p.m.)

## BUNKHOUSE/BATHROOMS

**Clean daily:**

- Toilets/latrines
- Sinks
- Showers
- Sweep floors of bunkhouse & bathroom

## POOL

**Lifeguards are on duty for all swim sessions.**

**Any extra swim sessions must be scheduled with and approved by lifeguards prior to session.**

**Rules for swim periods:**

- **All swimmers must go to the pool on Monday for instruction & swim test**
- Lifeguards are the **authority** at the pool
- No jewelry
- No whistles (counselors included)
- No food, GUM, or drink
- No glass
- **NO ONE** allowed to cross boardwalk near pool without a lifeguard on duty

- Wait for the lifeguard at the Gazebo
- While going to and from pool, campers & staff must wear a cover-up or t-shirt and towel. Campers/staff who are not modestly covered will lose the next days' swim.
- **No bikinis!**

## CANTEEN

Campers will have one canteen Sunday; two each week day. Two items per session with one daily session limited to drinks & light candy. Directors chooses which canteen is light. *Visitors pay 50 cents per item.*

## LOST/STOLEN ITEMS

The camp is not responsible for lost or stolen items (from campers or staff.) All directors should advise campers & staff to not bring items of value.

## AT THE CLOSE OF CAMP

- **Clean-up ALL camp areas** (bunkhouse, bathrooms, grounds) before campers & staff leave Saturday morning.
- **Director is responsible for taking all "lost & found" items home with him; all inquiries from campers or parents after camp about lost items will be referred to you.**
- **Check-out time** is no later than noon on the last day of camp.





# GENERAL RULES

**These apply to ALL weeks and to all staff & campers!**

## **BUNKHOUSE:**

- No one goes to bunkhouse without counselor's permission
- No one stays in bunkhouse without a counselor
- No pillow fights, water fights, shaving cream fights, etc. in bunkhouse
- No writing on walls, ceiling
- No boys near girls' bunkhouse; no girls near boys' bunkhouse
- No ballplaying inside buildings including dining hall and basement of Retreat Center.
- Do not move church pews in dining area of Retreat Center

## **CAMPGROUND:**

- Only authorized personnel inside canteen
- Paper/cups/candy wrappers in trashcans; no litter on ground
- No wrestling/roughhousing/etc. in shelter areas or dining hall
- All sports equipment must be returned to storage area immediately after use
- No campers allowed in apartment at any time
- Campers must remain in camp area at all times
- No one may go to lake except during directed activities
- Buses & other vehicles must park only in designated areas and are **off limits** during camp sessions
- Sewer systems are off-limits
- Do not sit or stand on ping-pong tables
- Do not write on any walls
- Do not climb on any roofs or throw rocks etc. on roof
- Do not leave camp during camp session. **Insurance does not cover any injuries off camp grounds!**

## SWIMMING

- Lifeguards are the pool authority & will discuss rules prior to first swim
- No one in pool area unless supervised by a staff member or the Director or his designate
- Campers should change clothes after swimming before engaging in other activities
- Pool limit per session: 75

## MEALTIME

- Kitchen area may not be entered without authorization from cook or cooks' helpers
- After meals: dishes, food, drink, trash should be taken to appropriate areas & containers
- **Mealtime hours are at the discretion of the Director. Cooks must be notified of your schedule by Sunday evening.**

## GENERAL RULES

- **All staff & campers will conduct themselves in a Christian manner AT ALL TIMES.**
- Every camper will treat any staff member with respect
- Each camper is expected to participate in ALL activities including all clean-up details, KP, games, etc.
- The Director will be informed of all special problems and is responsible for ALL decision-making
- Discipline measures by the Director may include KP or other methods at his discretion
- No pranks/stunts allowed that destroy property or infringe on rights of others

- NO FIREARMS ALLOWED
- Cell phones are at the discretion of the Director
- NO CHEWING GUM!!

## DRESS CODE

### For all staff & campers

#### GIRLS

- Shirts: No spaghetti straps, no halter or tank tops, no t-shirts with unsuitable pictures or messages, no spandex without cover-up, no shirts that show stomach. **Pool: No bikinis!**

Shorts: NO SHORTER THAN MID-THIGH!

#### BOYS

Shirts: no mesh, no t-shirts with unsuitable pictures or messages, no shirts that show stomach.

Shorts: NO SHORTER THAN MID-THIGH!

# Children's



# Summer Camp

## DISMISSAL PROCEDURES

Director is responsible for initiating all disciplinary action after evaluating the need.

- After counseling, if the camper is not willing to abide by camp rules, the Director may determine that the camper needs to leave camp. The camper will be sent home at the parents' or guardians' expense.
- The parents or guardian must be notified by the Director before any such action.
- The parents or guardians will need to come to the camp to pick up the camper.
- **The Director must have an adult witness present during the counseling of the camper, and during the conversation with the parents or guardian.**

### REGARDNG THE RULES:

Be a stickler! It's easier to loosen up as the week progresses than it is to get tough later. Start out lax and chaos reigns! Stick to the rules to keep everyone calm & happy & having fun!

