



STRONG⁴LIFESM

Camp Strong4Life
Volunteer Handbook

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Introduction

Georgia's kids are in crisis and they need our help

Georgia has the second highest childhood obesity rate in the U.S. That's a startling statistic and at Children's we are seeing more and more children with diseases once seen only in adults—such as hypertension, liver and kidney disease and Type 2 diabetes.

It's time for a new approach

Children's Healthcare of Atlanta launched a statewide effort to reduce childhood obesity called Strong4LifeSM. Strong4Life delivers fun, simple solutions that inspire today's kids and families to develop lifelong healthy habits, one positive step at a time.

Strong4Life brings together four essential building blocks every kid needs to be healthy: **Eat right, Be active, Get support and Have fun.** When kids and families choose to take simple actions in each of these focus areas, they are making strides to be healthy and feel good. They are Strong4Life.

By living Strong4Life, kids and families are more likely to achieve Strong4Life's Healthy Habits:

- Make half your plate veggies and fruit
- Be active for 60 minutes
- Limit screen time to one hour
- Drink more water and limit sugary drinks

Camp Strong4Life

As one of the programs that Strong4Life offers, Camp Strong4Life empowers kids struggling with their weight to make simple nutrition and activity changes. Camp gives them the support they need: A fully-trained staff, exciting programming and family involvement. Kids get to participate in lots of fun camp activities where they will make memories that last a lifetime.

Structure of camp

Camp Strong4Life includes Family Welcome Weekends, a Camper Week for kids only and Family Reunion Weekends. During the Family Welcome Weekends, families will set goals for lifestyle changes. The Camper week is filled with nutrition and physical activity lessons, outdoor activities and fun events, designed just for kids. The Family Reunion Weekend is a follow-up to reinforce the family's lifestyle goal(s). Parents must attend one of the Family Welcome Weekends and one of the Family Reunion Weekends.

About the Camp Strong4Life Volunteer Handbook

This handbook contains staff responsibilities and policies of Camp Strong4Life. You will go over this content in your training. Keep this handbook and use it for reference throughout your time at camp.

Purpose, Roles and Responsibilities

The purpose of Camp Strong4Life is to empower kids struggling with their weight to make simple nutrition and physical activity changes by giving them the support they need in a fun and engaging environment.

This is accomplished by:

- Improving the health and well-being of campers by providing an environment that supports increased physical activity and improved eating behaviors.
- Improving how campers feel about themselves and increasing motivation for healthy lifestyle changes.
- Developing social support systems to encourage and maintain healthy behavior changes among camp participants.
- Encouraging campers and their families to set small, simple goals centered on the Strong4Life Healthy Habits.

Essential functions of counselor volunteers

1. During Family Welcome and Family Reunion Weekends, campers live in cabins with their families and counselor volunteers stay in a cabin with other volunteers. During Camper week, counselors live in dorm-style lodge rooms with a group of campers. They will:
 - Live with a group of campers and work to develop camaraderie in the cabin towards Camp Strong4Life.
 - Know the whereabouts of their campers at all times.
 - Follow the camp schedule and arrive at all scheduled activities on time.
 - Participate and supervise campers during program activities.
 - Encourage campers to participate in all activities.
 - Set a good example for all campers.
2. Monitor the daily health and safety of each camper assigned.
 - Be safety- and health- conscious regarding campers' needs.
 - Enforce appropriate safety regulations and emergency procedure.



3. Identify and meet camper needs.
 - Establish individual respect and relationships with each one of their campers.
 - Observe camper behavior, assess its appropriateness and apply appropriate behavior-management techniques.
4. Embody the spirit of Camp Strong4Life.
5. Communicate with the Camp Strong4Life director and camp staff.

Essential functions of professional volunteers (nutrition and physical activity leaders)

1. Develop and/or implement program activities to involve campers and their counselors during activity periods, in coordination with the camp director.
 - Develop/implement activities that will be appropriate to the various age groups.
 - Be present and on time for activities.
 - Provide leadership, guide, motivate and instruct the campers while attending the activity.
 - Develop camaraderie in their program area and for Camp Strong4Life.
 - Set a good example for all campers.
 - Observe camper behavior, assess its appropriateness and apply appropriate behavior-management techniques.
2. Establish and enforce safety precautions, regulations and emergency procedures relating to the equipment, materials and area of their assigned program.
 - Be safety and health conscious regarding campers' needs.
 - Communicate and train staff and campers in safety regulations and emergency procedures.
3. Be involved and assist campers during evening programs, meal times and other free times.
4. Assist in the development of special programs/activities as needed.
5. Embody the spirit of Camp Strong4Life.
6. Communicate with the Camp Strong4Life director and camp staff.

Essential functions of medical volunteers

1. Medical director
 - Review and revise Camp Strong4Life Medical Plan.
 - Review all treatment plans before camp begins.

2. Nurse coordinator
 - Coordinate the dispensing of camper medication with other nurses.
 - Review medication administration records (MARs) for each cabin daily.
 - Run the Med Lodge assessments and treatments.
 - Distribute medications for assigned cabins.
3. All nurses
 - Run the Med Lodge assessments and treatments.
 - Distribute medications for assigned cabins.

Code of Ethics

Camp Strong4Life has a code of ethics for all staff members and volunteers. You are responsible for keeping the established volunteer standards.

1. Staff/volunteers understand and embrace the mission of Camp Strong4Life and Camp Twin Lakes willingly and knowingly accept the concept that the focus and goals of the camp are directed to the campers.
2. Staff/volunteers will adhere to all Children's Healthcare of Atlanta and Camp Strong4Life policies included in the volunteer handbook, including:
 - The camp fraternization policy
 - The internet social network and blogging policy
 - The confidentiality policy
 - The child abuse policy
3. Staff/volunteers will never leave a camper unsupervised.
4. Staff/volunteers will never be alone with campers or a camper, except when assisting with personal hygiene or toileting which is permitted by specific individual partner camp policies or in an emergency.
5. Staff/volunteers will not abuse campers including:
 - Physical abuse: strike, spank, shake, slap
 - Verbal abuse: humiliate, degrade, threaten
 - Sexual abuse, including inappropriate touching
 - Mental abuse: hazing, negative manipulation
6. Staff/volunteers will use positive guidance techniques including redirection, anticipation and elimination of potential problems, positive reinforcement, support and encouragement rather than competition, comparison, criticism or humiliating discipline techniques.
7. Staff/volunteers must treat with confidence and respect personal information they learned from campers, subject to the policies on reporting abuse and neglect, as referenced elsewhere in this manual.
8. Staff/volunteers will treat with the utmost respect and confidentiality all patient/camper information that is received during pre-camp or camp briefing sessions. This information is protected health information (PHI) under the Health Insurance Portability and Accountability Act (HIPAA). [PHI definition: Information that is oral or recorded in any form or medium that relates to the past, present or future physical condition of an individual].

9. Staff/volunteers will treat campers of all ethnic, religious and cultural backgrounds with respect and consideration.
10. Staff/volunteers will portray a positive role model for campers including, but not limited to, maintaining an attitude of respect, loyalty, patience, honesty, courtesy, tact and maturity. Positive participation with the campers is paramount to the success of camp.
11. Staff/volunteers will not use profanity or discuss adult subject matter in the presence of campers.
12. Staff/volunteers will adhere to the dress code for camp. T-shirts with advertisements for beer, alcohol and tobacco products should not be worn. Likewise, clothing with degrading or offensive language should not be worn. Clothing should be modest.
13. Staff/volunteers will not use, possess or be under the influence of alcohol or illegal drugs during camp or while on camp property.
14. Staff/volunteers are prohibited from having firearms or other weapons while at camp.
15. Staff/volunteers must be free of health or psychological conditions that might affect campers' health.
16. Staff/volunteers will comply with the outlined activities and expectations of their defined roles at camp and all required activities prior to camp, which support their roles.
17. Staff/volunteers are prepared and willing to assist and support campers and to meet personal daily needs.
18. Staff/volunteers will accommodate and be sensitive to the developmental difference and abilities of individual campers.

19. Staff/volunteers that do not have a pre-existing relationship with a camper will not fraternize with campers (babysitting, phone calls, private lessons, **contact through Social Networking Sites, etc.)** outside of camp supervised activities or the camp setting. Any exception to this policy requires written approval in advance from the Camp Strong4Life director. Additionally, the Camp Strong4Life director must be made aware of any pre-existing relationships. Contact with campers outside of the camp setting includes face-to-face contact as well as correspondence through phone calls, letter, emails or virtual social networking sites. Any contact with former campers who are 17 years or younger must likewise be approved by the Camp Strong4Life director. For those campers who turn 18 within 12 months of the date camp took place, contact must also be approved by the Camp Strong4Life director. For camps that serve individuals 18 years or older, all contact outside of the camp setting must likewise be approved by the Camp Strong4Life director. This contact is discouraged, regardless of the camper's age, based on the volunteer/camper relationship. Likewise, at those camps that serve campers 18 and older, any contact with graduating campers within 12 months of the camp date must be approved.

In other words: Staff and volunteers should not be electronic friends or have any communication with campers or their parents.

20. If requested by the Camp Strong4Life director, volunteers/staff will provide that person with access to any websites maintained or controlled by the volunteer/staff person, including any personal websites, blogs, and social networking sites.
21. Staff/volunteers will not offer gifts or money to campers or their families.
22. Staff/volunteers will not accept money or tips from campers or their families.
23. Staff/volunteers are required by Georgia state laws to report any suspected abuse or neglect of a child to the Camp Strong4Life director so that it may be reported to the authorities.
24. Staff/volunteers understand that their first priority is to provide a safe and enjoyable camp experience for all campers.
25. Staff/volunteers will adhere to the outlined policies, procedures and standards of Camp Strong4Life and Camp Twin Lakes.
26. If I should disagree with the interpretation of these policies, I will contact the Camp Strong4Life director prior to camp. Staff/volunteers will not make personal disclosures to campers with an attempt to influence individual beliefs, values or lifestyles.

27. Staff/volunteers will only talk on their cell phones during breaks, when they are away from campers. They will not carry their cell phones on their person, unless arrangements have been made with the Camp Strong4Life director ahead of time.
28. Staff/volunteers will not leave personal medications or food of any kind in the cabin. During Camper Week all medications must be left in the Med Lodge. During weekend camps, you are responsible for safely securing all medications in your cabin.
29. Staff/volunteers behave in a manner that is acceptable for a children's camp. Immodest clothing and excessive displays of affection are not allowed. Any sexual activity at camp is not allowed.
30. Staff/volunteers will not discuss their personal romantic lives around campers.
31. Staff/volunteers must agree to provide all criminal and other background check information requested of them and must meet qualification standards established by Camp Strong4Life.

Confidentiality

By volunteering for camp, you must carefully refrain from discussing any camper's condition or personal affairs. All camper and family information is confidential. **Do not pass on information to other campers and visitors unless you have permission from the Camp Strong4Life director.** In addition, all information seen or heard regarding campers and their families, directly or indirectly, is confidential and is not to be discussed, even with your friends and family.

Social and personal information should never be discussed with anyone outside of Camp Strong4Life. It is OK to share personal or medical data when relaying information, seeking advice and direction or with the goal of a safer camp/program experience. Records containing children's names and personal information are strictly confidential. Only assigned medical staff is permitted to view camper and volunteer medical records and applications.

HIPAA Policy

What is HIPAA?

HIPAA stands for Health Insurance Portability Act. HIPAA is a federal law that sets a national standard to protect medical records and other personal health information.

Is HIPAA applicable to all health care providers?

Yes, HIPAA applies to hospitals, physicians, insurance companies, laboratories, dentists, ambulatory surgery centers, business offices, etc. Children's Healthcare of Atlanta is an applicable health care provider.

What is considered "health information"?

Information can be related to past, present or future physical or mental health conditions. This includes oral, written or electronic (computer) information.

What is Protected Health Information (PHI)?

The following is considered protected information about patients: addresses, dates, telephone/fax numbers, social security numbers, medical record numbers, patient account numbers, insurance plan numbers, vehicle information, license numbers, medical equipment numbers, photographs, fingerprints, email/Internet addresses.

What is TPO?

TPO stands for Treatment, Payment, Operations. HIPAA allows us to share patient information for the purpose of treatment (providing care to patients), payment (getting paid for caring for patients), and operations (normal business activities). However if the use of the information does not fall under one of these categories, the hospital must have the patient's signed consent before sharing the information with anyone.

What are some tips to ensure that HIPAA rules are kept?

- Protecting the confidential health information of campers is the responsibility of everyone.
- Think before you talk about patient-specific information.
- Keep information to yourself if you overhear or see PHI unintentionally.
- Do not talk about campers in common areas.

Your job as a volunteer or staff member requires that you govern yourself to the highest ethical standards. This includes not asking for clinical information about a camper or seeking free clinical advice for yourself or your family from doctors and staff. Failure to recognize the importance of confidentiality is not only a breach of ethics, but could potentially involve legal proceedings.

Internet Safety and Privacy Policy

Camp Strong4Life exists to offer a safe, positive camping experience for kids. Just as our campers' parents trust us to keep their kids safe during camp, they also expect us to protect their privacy and keep them safe after camp ends.

You should be cautious about communications and postings on social media and networking sites that are related in any way to Camp Strong4Life. If you are unsure about whether a particular communication or posting is appropriate and consistent with Children's and Camp Strong4Life policies, you should contact the Camp Strong4Life director. Camp Strong4Life requires that all staff and volunteers observe these guidelines when referring to Camp Strong4Life, Children's Healthcare of Atlanta, its campers, and/or other staff and volunteers, in social media or networking sites:

1. Staff/volunteers must be respectful in all communications and blogs related to or referencing Camp Strong4Life, Children's Healthcare of Atlanta, its campers, and/or staff and volunteers.
2. Staff/volunteers must not use obscenities, profanity, or vulgar language when referring to Camp Strong4Life, Children's Healthcare of Atlanta, its campers, and/or other staff and volunteers, in social media or networking sites.
3. Staff/volunteers must not use blogs or personal websites to disparage Camp Strong4Life, Children's Healthcare of Atlanta, its campers and/or other staff and volunteers of the camp.
4. Staff/volunteers must not use blogs or personal websites to harass, bully, or intimidate other volunteers, staff or campers. Behaviors that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, or physically injure another volunteer or camper.
5. Staff/volunteers must not use blogs or personal websites to discuss engaging in conduct that is prohibited by camp policies, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment and bullying.
6. Staff/volunteers must not post names or pictures of campers or volunteers on a website without first obtaining written permission from each person and from their parents if they are minors.

7. The use of copyrighted Children's Healthcare of Atlanta or Camp Strong4Life name or logo is not allowed without written consent.
8. If a staff member/volunteer discusses his or her involvement with Camp Strong4Life or identifies himself or herself as a staff member/volunteer of Camp Strong4Life, the person must include a disclaimer that the views expressed on the site do not necessarily reflect the views of Camp Strong4Life. Staff/volunteers should make clear that they are speaking for themselves and not on behalf of Camp Strong4Life.

Camp photos will be posted on the Camp Twin Lakes website exclusively for volunteers, parents and campers to view and share. If you would like to post your camp photos on this site, please send them to the Camp Strong4Life director.



Working with Campers

The five rules of supervising campers

You will spend most of your time at Camp Strong4Life with campers on your team. Remember that campers range from age nine to 14 (up to 17 including LITs) and are going to act and behave like kids. Although your job is not limited to policing campers, here are some helpful hints for successful supervision.

1. Be within eyesight of your campers at all times.
2. Be within earshot of your campers when they are changing or showering.
3. Use the double-teaming rule when campers are nearby:
When a volunteer showers, changes clothes or other personal activities, be sure that there are two adults present.
4. Keep an eye out to prevent camper over-stimulation. Slow everyone down before there is an accident.
5. **The Golden Rule: Whatever you do with campers must be done out in the light of day and in the presence of other adults.**



The power of three

Do not be alone with a camper at any time. There should always be a minimum of three people traveling together. This includes two campers and one staff member or two staff members and one camper. As a rule, always abide by the power of three.

Transportation – cars

Campers do not ride in staff cars except with special permission from the Camp Strong4Life director and in an emergency. Cars owned by volunteers and staff are to be driven only by their owners.

Bunk agreements

After cabin assignments are made, have your campers discuss some general cabin guidelines called bunk agreements. The cabin should decide as a group some rules that should be in place during their stay at camp. One poster per cabin will be distributed listing standard bunk agreements. Campers must sign the agreement.

- Make decisions about what goes on the list together as a group. Some cabins write down everyone's ideas, and then choose the top five or 10 goals. Other cabins vote each time a goal is suggested.
- Each camper should be made to feel like his or her suggestion is valued. Camp volunteers should ensure that no one's ideas will be ridiculed.
- Post the bunk agreement in an area where all campers can see it.
- Discuss and mutually decide fair consequences for noncompliance of the bunk agreement.
- Word your goals in positive and proactive terms.
- Have fun making the bunk agreement with your team.

Sample guidelines in a bunk agreement:

1. Respect other camper's belongings.
2. Make decisions as a group.
3. Have fun.
4. Get along.
5. Listen to other campers and volunteers.
6. Refrain from jumping on the bed.
7. Keep our cabin clean.
8. Keep ourselves clean.
9. Use our words, not our fists.
10. Work together as a team.
11. Participate in all camp activities.
12. Lights out by 10 p.m.

Camper Policies

Camp Strong4Life has some very important rules that our campers and their families are asked to follow. Enforcement of these rules is strict to make sure everyone is safe and has a good time. Please review these policies so that you can be familiar with what we ask of our campers.

- Campers and families do not have the right to use Camp Strong4Life's logo, images of other campers or information on personal Web pages (such as Facebook, MySpace, personal blogs, etc.) or public Web sites (Snapfish, Flickr, etc.). Parents, please help us to protect Camp Strong4Life and the privacy of our campers by clearly explaining this to your camper.
- There is no smoking or use of other tobacco products (snuff, chewing tobacco) permitted at or during Camp Strong4Life activities. Camper possession of tobacco products will result in dismissal from camp.

As a camp dedicated to the health of kids, we strongly discourage the use of tobacco. However, during Family Welcome and Family Reunion Weekends, there will be a designated smoking area for parents only. They cannot smoke anywhere else on campus.

- There is no drinking or possession of alcoholic beverages allowed. Possession of alcohol will result in dismissal from camp.
- Use or possession of illegal drugs, firearms, knives or other weapons at camp is prohibited and is cause for dismissal from camp and/or calling the appropriate authorities.
- The use of foul language is not permitted.
- Campers are not permitted to have cell phones or beepers at camp.
- Girl campers are not allowed in boys' cabins. Boy campers are not allowed in girls' cabins.
- Campers should not be in any cabins without the supervision staff, volunteers or family members.
- Campers should not leave camp unless on a planned, supervised camp activity.
- Attire should be modest, inoffensive and should be appropriate for a children's camp. Closed toe shoes are to be worn at all times.
- Noise is expected to be kept at a minimum during evening and early morning hours.
- All campers should participate in maintaining the cleanliness of the camp facilities and care should be taken not to damage camp property.
- Campers are not permitted to have a car or other vehicle at camp.

- No one is permitted to physically strike or in any way abuse another individual.
- A camper can be dismissed from camp if it is determined his/her presence would jeopardize the safety and well-being of anyone at camp, including his or herself, or if a medical condition exists which cannot be safely cared for within the limitations of the camp setting.
- Pets are not permitted at camp.
- Campers are not permitted to have personal bicycles, skateboards, roller blades, scooters or roller skates at camp.
- Campers are required to be in their cabins by the designated "lights out" curfew.
- Minor discipline problems with a camper should be handled by the camper's counselor or a camp staff member. Any incident should be reported to the camp director. The camp director should be notified immediately of any serious offense or continued discipline problems.
- Rule violations are reviewed by relevant staff and the camp director. Disciplinary actions will be taken when necessary, which may result in parental notification and dismissal from camp or exclusion from future camp programs.

Emergency Procedures

At Camp Strong4Life, there are guidelines established for emergency protocol. In case of an emergency, your priority is to get campers out of harm's way in an orderly fashion. Be sure to listen to announcements over the intercom. Here are some procedures that you need to become familiar with.

CODE RED: Fire

All cabins are equipped with smoke sensors. The dining hall, gym, and the Med Lodge are equipped with sprinkler systems. Evacuation plans and fire extinguishers are posted in the every building at camp.

Grass fire: In case of a grass fire, move everyone to the dining hall. Counselors should take a head count and remain with their cabin group.

Dining hall fire: In case of a fire in the dining hall, have the cabin groups leave the building orderly, by cabin, through the nearest available exit. Take everyone to the ball field and take a head count.

Cabin fire: In case of a fire in a cabin, safely move everyone to a cabin that is a safe distance and call the Med Lodge (ext. 300) by phone and camp director. Within the cabin, keep in mind that you will more than likely use the front door to evacuate. If this door is blocked, head toward the back door or go through the windows.

The Med Lodge staff will announce evacuations through the intercom. If the fire is not expected to spread, everyone in the affected cabin and in the two neighboring cabins will move. If conditions are conducive to fire spread, everyone will move to the dining hall.

All campers and staff should be familiar with building exit signs. Review the evacuation plans posted in all buildings and locate the fire pulls and extinguishers.

After the appropriate evacuations have been completed, all campers and staff should report to the ball field unless fire threatens the road. The Camp Strong4Life director will communicate an alternative exit route via the emergency warning system. At the ball field, all campers should be accounted for and remain quiet.

The Camp Strong4Life director will coordinate with the Camp Twin Lakes director to determine if the fire department and/or the Georgia Forestry Unit should be called.

CODE BLACK: Tornado

Tornado watch: The National Weather Service reports that weather conditions are favorable for tornadoes.

Tornado warning: The National Weather Service reports that a tornado has been spotted in the area.

During a **tornado watch** an announcement over the intercom will instruct everyone that they need to end activities immediately and head to their cabin. Groups on nature hikes, mountain bikes and horses will be notified by walkie-talkie and will be given specific instructions.

During a **tornado warning** everyone must move to shelter immediately. An announcement over the intercom will provide instructions. Move everyone immediately to the closest, strongest inner structure, away from possible blowing debris.

At the pool, move everyone to the bathroom hallway and bathrooms in the gym. If you are near the cabins, move everyone to the cabins as quickly as possible and get in the center of the bathroom areas and cover your group with mattresses.

If time allows, grab mattresses and cover the group. If you are at arts and crafts, move everyone to the bathroom and hallway. Avoid the dining hall because of the amount of glass; the only acceptable places for cover within the dining hall are the restrooms. If your group is in an open area, move toward the best possible depression (trench, etc.) and have everyone lie down. Do not panic or let your group panic. It's mandatory to keep track of who is in the group and plan ahead.

CODE GRAY: Lightning

In case of lightning, swimming and all outdoor activities will be cancelled. Do not allow anyone to go outside. If you are outdoors, have everyone seek shelter in a building. Be sure to turn off unnecessary lights and electrical appliances and then avoid standing near light fixtures, switches or receptacles. If you are not near immediate shelter, seek a low-lying area and lie flat. Avoid large open spaces and trees. Lightning often hits tall objects, so stay away from lone trees and hilltops.

In some emergency situations, you may have to lead everyone away from camp through the service road.

Follow these tips when evacuating.

1. Walk single file, if possible, with a volunteer or staff member at the front and back of the line.
2. Always use trails rather than roads when possible.
3. Keep everyone on edge of road.
4. Do not permit anyone to sit in the road.

Flood

There are only two areas in camp that are susceptible to flooding: below the dams of both lakes. Leave the area immediately if seepage is visible in either dam or if the water level is over the spillway area. Inform the Camp Strong4Life director immediately.

Intruders

Anyone who is an unfamiliar person on camp property will need to be assessed. This includes someone who may appear innocent (ex. someone who is lost and in search of directions) or people with intent to do harm. Some judgment must be made on the part of staff and volunteers. Question all unfamiliar people to learn who they are and why they are here.

Be polite, give assistance if possible, accompany the person to the camp office, or ask them to leave. Camp is private property and is not open to the public. Be certain that the person leaves the site. If the person is in a car be sure to note the make, model and license number of the vehicle.

If an unfamiliar person makes you uncomfortable, approach this person with another staff member. Do not antagonize an intruder. Someone should always stay with the campers, keeping them away from the situation. If the person seems threatening in any way, do not approach them or take any chances. Remove everyone from the area, notify the camp office and observe the whereabouts of the person. If you see or suspect an intruder at any time, immediately notify the Camp Strong4Life director.

Notify the Camp Strong4Life director immediately if a camper is removed from camp without the direct knowledge and approval of the Camp Strong4Life director.

Removing Campers

Staff members should refer all visiting persons (familiar and unfamiliar) to the Camp Twin Lakes office and Camp Strong4Life director. All visitors must check in and obtain a visitor's badge. Under NO condition may a camper be removed from camp without the permission of the Camp Strong4Life director. Strangers may come to the camp in search of potential victims. Custody disputes between parents can result in an attempt to unlawfully remove a camper.

The Camp Strong4Life director has sole responsibility and authority to release campers, volunteers and staff. The Camp Strong4Life director will verify that the camper is released only to the legal guardian or their authorized designee.

CODE YELLOW: Missing Person

The conduct and type of search depends on the set of circumstances surrounding the incident. The following steps are offered as general guidelines to follow in the event a camper is determined as lost or missing.

Prevention: Within a cabin, each counselor should be assigned to and particularly aware of the number of campers in their care. If the counselor needs to leave the group temporarily, adjustments in staffing will be made. Any volunteer or staff member seeing a camper away from their group or activity without supervision should personally escort the camper to the group, activity or to another volunteer or staff member who can do so.

Procedure: When a camper is discovered missing, notify the Camp Strong4Life director immediately. The Camp Strong4Life director will inform the Med Lodge team, senior staff and the Camp Twin Lake management team. This information should be provided:

Camper's name, age, cabin number, description of camper's clothing, location last seen, length of time missing, what has been done to find them and any other pertinent information.

The missing camper's counselor will assist the Camp Twin Lakes management team to search common areas for this camper such as their cabin, activity areas, the dining hall, the Med Lodge, etc.

What are emergency assemblies and when are they called?

If someone goes missing, if there's a natural disaster or anytime there is a major disruption, an emergency assembly will be called over the intercom and walkie-talkies. Instructions will follow the announcement.

If the camper is not found within five minutes, the Camp Twin Lakes director or program director will announce that the Lost Camper Plan is in effect. There will be repeated announcements on the intercom system, which means everyone must go to the dining hall except the Camp Twin Lakes program staff. Cabin groups should sit down at their regular tables; counselors should take a head count and leave one counselor in charge of the table. All other volunteers should report to the camp office to help with the search. Explain to the group what has happened and ask if anyone has seen camper or if they have any relevant information to share.

CODE BLUE: Bomb Threat

If you discover an unidentified package or device at camp, it is crucial to notify the Camp Strong4Life director and move everyone to a safe distance such as the ball field. The entire camp is to remain in this area until given further direction. All staff and volunteers should keep their eyes open for unusual or suspicious noises, devices, packages, or disturbances while evacuating the main areas of camp. Once in the evacuation area, do not use walkie-talkies, cell phones or other electronic devices for any reason. In case of an explosion, protect face and head from flying debris with arms, backpacks, etc.

Notice of evacuation

The need to evacuate the campsite will be determined by the county sheriff's department. They will notify all occupants in the danger areas of the need to evacuate. Each year Camp Twin Lakes notifies the appropriate emergency response authorities in writing of the anticipated schedule of use for the facilities and pertinent contact information.

Accounting for population

At the time an emergency assembly is called, all camp participants will gather in the dining hall. The Camp Strong4Life director and the Camp Twin Lakes director will check that all participants and staff are accounted for. In the case that a participant or staff member is missing, the Camp Twin Lakes director will organize a search using the missing person procedure. Once the person is accounted for or, at the appropriate time, the Camp Twin Lakes director or his designee will provide detail and instructions on next steps.

Utility failure

A power loss may occur from sources inside or outside the camp. Be sure everyone knows that the wires and electrical equipment substations and large green transformer boxes are dangerous and off-limits. There are battery-operated safety lights in all cabins. The intercom phone will not work if the power is off to the entire camp. Stay put. The administrative and maintenance staff will come to you with instructions. In case of an electrical fire, assemble and evacuate everyone and notify the Camp Strong4Life director. Never use water on an electrical fire. Use a fire extinguisher or baking soda. Downed power lines are extremely dangerous. Stay clear and do not touch them. Remove any campers from the area and notify the Camp Strong4Life director.

Accidents

Accidents happen, especially in a camp setting. The Med Lodge is run by CampStrong4Life nurses and is open 24 hours a day. Volunteers should send campers to the Med Lodge for any medical concern, even something as minor as cleaning a skinned-up knee. If a serious accident occurs, follow these procedures.

Accidents on site

If a camper has an accident, if at all possible, do not leave the injured camper alone without an adult. If a second staff member is not available, send a pair of campers to get help.

Phone the Med Lodge (ext. 300) at once to notify medical staff. They will decide whether to call 911. If you cannot get in touch with anyone in the Med Lodge, call 911 and notify the Camp Strong4Life director and the Camp Twin Lakes director.

Accidents off-site

Phone 911 immediately and then phone the camp at 770-867-6123 to notify the Camp Strong4Life director and the Camp Twin Lakes director. Give the injured person immediate attention. An adult should always remain with a camper.

Bus accidents

If there is a bus accident, exercise care that no statements are made orally or in writing. This could be interpreted either as an assumption or rejection of responsibility for the accident.

If you are not injured, phone 911 immediately and then phone the camp at 706-655-5720 to notify the Camp Strong4Life director and the Camp Twin Lakes director. Give any injured campers immediate attention.

While waiting for help, provide first aid/CPR as appropriate.

Remember the ABCs of first aid: AIRWAY, BREATHING and CIRCULATION. Do not attempt to move the injured if there is suspicion of spinal injury unless it is to provide needed rescue breathing or CPR.

Injury-related shock or traumatic shock may be caused by severe injuries of any type. Symptoms include pale skin, moist or clammy skin, weakness, rapid pulse, deep or irregular breathing, thirst, nausea and dilated pupils. To treat shock, raise the victim's legs up so that they are higher than their heart and head. Then maintain their body temperature. If they are hot, shade them. If they are cold, cover them with blankets.

Guidelines when a camper or volunteer falls ill:

Camp Strong4Life follows these guidelines when sharing camper information with volunteers, staff and campers:

- Information regarding change in condition is communicated when requested by the family.
- Upon notification of change of condition or death of a camper, staff determines the most appropriate individuals to inform and/or the specific individuals requested by the family.
- Information is not communicated to other Camp Strong4Life participants without first notifying their parents.
- The camper's counselors will be notified first. The Camp Strong4Life staff and counselors will discuss other campers appropriate to notify first.
- Camp directors and/or medical staff will then notify all campers, staff and volunteers of the death of a camper, volunteer or staff member.
- Remembrance services and support are provided during the camp session in an effort to provide grief support for campers, volunteers and staff.

Camp Strong4Life Abuse Policy

The Official Code of Georgia 19-7-5 mandates the reporting of child abuse when anyone has cause to believe or cause to suspect that a child has been abused. All Camp Strong4Life volunteers and staff members **must** make the required report if they have reasonable cause to suspect that a person under 18 years of age has:

- An injury or death inflicted by other than accidental means
- Been neglected or exploited by any person
- Been sexually assaulted or exploited by any person

The law provides immunity from liability for reporting abuse and/or neglect when the report is made in good faith. The knowing and willful failure to make a report is a crime.

Any volunteer and staff member who suspects child abuse should immediately inform the Camp Strong4Life director. The director will promptly inform a Children's Healthcare of Atlanta social worker. A volunteer or staff member who makes a report to the Camp Strong4Life director has fulfilled their obligation and will be in compliance with the law.

What is child abuse?

Abuse may include, but is not limited to, the following:

- **Physical abuse:** A non-accidental injury sustained by a child due to the acts of an adult.
- **Sexual abuse:** A person employing, using, persuading, indulging, enticing or coercing any minor who is not the person's spouse to engage in any sexual act which included physical contact in any act of apparent sexual stimulation or gratification of another person. Abusive behaviors may include but are not limited to exhibition, sexualized kissing, fondling, oral, rectal or genital intercourse.
- **Neglect:** A condition in which a parent or caretaker responsible for a child disregards inadvertently or deliberately fails to provide for the essentials in the development of a child's physical, social, intellectual and emotional capacities.
- **Medical neglect:** A form of neglect involving the absence or omission of essential medical care or services that harms or seriously threatens to harm the physical or emotional health of a child. Medical neglect may include but is not limited to the withholding of medically necessary treatment in life-threatening situations.
- **Emotional abuse:** Emotional abuse is a failure to give a child the love and attention necessary for him or her to grow into a secure, mature individual. It includes verbal abuse or excessive, aggressive behaviors that place unreasonable demands on a child to perform above his or her capacities.

What are some indications of child abuse?

Physical abuse

Bruises and welts

- Unexplained bruises/welts on face, lips, mouth, torso, back, buttocks, thighs, ears, head in various stages of healing
- Clustered bruises forming regular or unusual patterns
- Human bite marks

Burns

- Burns resulting from cigars, cigarettes, immersion, electrical burns (electric burner, iron, etc)
- Rope burns on arms, legs, neck, or torso
- Splash burns

Unexplained lacerations or abrasion

- Especially on the mouth, lips, gums, eyes, backs of arms, torso, legs or genitalia

Unexplained fractures, skeletal injuries, head trauma, internal injuries

Neglect

- Failure to gain weight with no medical reason
- Poor hygiene and/or inadequate clothing
- Abandonment
- Constant fatigue or listlessness
- Omission of essential medical care or services which harm or seriously threaten to harm the physical or emotional health of a child

Sexual abuse

- Difficulty walking or sitting
- Torn, stained, or bloody underclothing
- Pain or itching in genital area
- Bruises or bleeding in genital area
- Venereal diseases

All medical staff involved in reporting a suspected case of abuse need to document their findings/observations in the medical record.

All other volunteers and staff members should document their finding/observations on paper and give it to the Camp Strong4Life director.

Camp Twin Lakes

Camper Week, Family Welcome and Family Reunion Weekends are all held at Camp Twin Lakes. Here's more information about the organization:

Mission

We provide places and paths for children with serious illnesses and life challenges to experience the joys of childhood and growth in their confidence and abilities.

Vision

Camp Twin Lakes will be a vital statewide network of closely aligned partners that are united in providing year-round camping and other transformative experiences that deeply impact our children and support their families throughout childhood.

About us and history

Camp Twin Lakes is a network of camps providing life-changing camp experiences to thousands of Georgia's children with serious illnesses, disabilities and other challenges each year. We collaborate with over 50 different organizations (our Camp Partners), each serving a different population, to create customized programs that teach our campers to overcome obstacles and grow in their confidence and capabilities. Camp Twin Lakes is thrilled to provide programs at various state-of-the-art locations throughout the state of Georgia, including camps in Rutledge, Winder, Warm Springs, children's hospitals and more.

Prior to Camp Twin Lakes' opening in 1993, special needs groups in Georgia lacked adequate facilities to hold their camp programs. Today, Camp Twin Lakes partners with these organizations to provide high quality, fully-accessible recreational activities in a medically supportive environment. Camp programs are customized for each group of campers.

The children can take part in the many joys of camp like swimming, canoeing, horseback riding, campfires and sleeping under the stars without compromising their medical care. While at Camp Twin Lakes, they gain self-esteem, self-awareness and independence by participating in recreational, therapeutic and educational programs in a supportive, nurturing, fully-accessible environment.

Since its opening, Camp Twin Lakes has welcomed more than 50,000 children and volunteers. Each year, thousands of campers and volunteers head to CTL-Rutledge and CTL-Will-A-Way for weeklong summer sessions and year-round weekend retreats.

A national model for camps serving special populations, Camp Twin Lakes is accredited by the American Camp Association.

Activity Descriptions and Counselor Roles

Waterfront/sports activities

Pool/swimming: The pool at CTL is to be used only when a cabin is scheduled to be there. All counselors from a cabin are expected to go to the pool with their group. There may be several groups there, but it is your responsibility to keep track of and stay with your cabin. Although CTL provides lifeguards, counselors are expected to wear a bathing suit and get in the pool with the kids to ensure safety. It never hurts to have an extra set of eyes especially for those campers who are learning how to swim.

Paddle boats/canoes/kayaks: All counselors should be expected to attend every boating session their cabin has during the week, even if your group goes more than once. Our CTL staff will sometimes go out on the lake with the kids but we are no substitute for the counselors. Most of the time, the lifeguards will stay at the dock to keep watch. Therefore, it is HIGHLY recommended that all counselors go with the kids in the boats. It is important to not only be there to encourage the kids, but also to help them. Some of the younger children often have difficulty reaching the pedals of the paddle boats or paddling the canoes and kayaks. With kayaks, there are only a few that are doubles. However, the counselors are still expected to go in their own kayak and stay with the kids.

Fishing: Fishing is either run by CTL staff or by the partner group. In any case, counselors are encouraged to help the kids. Fishing can be dangerous due to the use of hooks and at times real bait. It is the counselor's responsibility to set up a pole and line for a kid and help him/ her with it. Counselors may or may not have the opportunity themselves to fish depending on the number of poles and time. It is more important to keep an eye on the kids and encourage them!

Biking: All counselors from a cabin are expected to attend their group's biking session. There will be 2 CTL staff there to lead and take up the rear of the line. At least 2 counselors are required to go on the ride. All counselors are HIGHLY recommended to ride. However, if there is a large group of kids there, we can only take 12 people total so some counselors may have to stay behind.

Sports: Like all other activities we ask that all counselors attend the session. Counselors should become engaged in the sports and participate at all times. It is important to keep the kids positive. If there is a sport they do not feel comfortable doing, the counselor is encouraged to find something the child does want to do even if it's one on one. Remember, sports at camp are not meant to be competitive, they are just for fun!

Outdoor adventure

High ropes: High ropes is a very exciting activity. However, it takes a lot of responsibility. It is important to set the tone of the activity before the group even arrives. Talk about the activity with the kids and use positive thoughts. All counselors of the cabin are required to be at the activity. When the campers arrive at the session, counselors are encouraged to engage in the opening activity and introduction. They are to help the campers put on all equipment and assist them with ground school. ONLY if there is extra equipment, can counselors put it on and go through ground school. A counselor must attend ground school if he or she wants to participate at the end of the session. It is not until all of the kids have gone that counselors are offered the opportunity to go. Counselors are expected to be ground partners for the kids and encourage the entire time. They should keep the session positive and be focused on the kids. Do not expect to have the chance to do the ropes course, remember this is for the kids!

Climbing tower/giant swing: Counselors are expected to go with the campers to the tower and to participate in the introduction. Like the ropes course, they should help the kids with their equipment and assist them up the wall. If all of the children have gone as many times as they want to, there may be time for the counselor to take a turn if time allows.

Group games: Like sports, all counselors should attend group games and participate. Group Games is scheduled for the younger kids meaning they usually need more guidance. That is why counselor participation and encouragement is key. Group games is an example of building teamwork, if the counselor does not participate, this does not show teamwork for the kids, remember they look up to you!

Group initiatives: This is for older kids, 12 and up. All counselors of the cabin should at least attend the session and provide great encouragement. However, counselors are not usually asked to participate in the actual activities. We like to allow the kids an opportunity to do it themselves. This allows them to grow!

Archery: Sometimes, kids that come to camp have never done archery before. Therefore, they often need some assistance getting used to the bow. Because there is usually only one CTL staff member at the session, counselors are expected to be there to help, especially with the younger ones. The counselor is to help instigate the rules seeing that this can be a high risk activity. Only 5 people can go at once, so the kids often rotate; therefore, it is not likely the counselor will have a chance to participate themselves.

Camping: Camping is an activity that the cabin as a whole decides to sign up for; therefore this is done as a CABIN. All counselors are expected to attend. The CTL staff will provide the proper food depending on what the cabin decides to make. The kids are the ones who will cook the food with the counselor's assistance. It is the counselor's role to help with the meal and keep the kids positive about the experience. Camping is supposed to be fun!!! All counselors MUST stay the entire night with the kids.

Music and art

Drumming/music: Counselors are encouraged to attend and participate with the kids if there are enough drums available. If not, counselors can help kids wherever needed or be dancers!

Dance and movement: Counselors are expected to attend, participate and assist the kids. Equipment is usually limited.

Improv and drama: Counselors are expected to attend, participate and assist with the campers

Special events: Be there and be prepared to do whatever is asked (no matter how silly). Enthusiasm is key to a good special event.

Behavior Management 101

Ideas and tips for managing challenging behavior

Campers bring many things to camp: sleeping bags, clothing, sunscreen, and bug spray. They also bring with them their enthusiasm and their past in the form of their learned behavior. Understand that a week at camp is not expected to cure all behavior problems. However, if you can determine why a camper is behaving in a certain way, you will have clues on how to deal with the behavior and help the camper to behave in a more appropriate way.

When working with campers keep two things in mind:

- Your campers are not mini-adults. Expect them to have fun and be active.
- Expect your campers to test their limits; they still, however, want and need limits.

The “why” behind the behavior

Behavior problems surface for many reasons. A camper may be seeking attention or acting out due to being lonely or frustrated. If you can identify the reason for the behavior, you will know better how to handle it. Here are some common roots for behavior problems:

- A desire for recognition/attention: It may be better to be infamous than unknown.
- Frustration: unsatisfied needs or desires often cause children to “lash out.”
- Homesickness: being scared and nervous often cause frustration.
- Illness/ exhaustion: no one is at their best when they are sick or tired.
- Conflicts with another camper/staff member: this causes people to become defensive.
- Outside conflicts: problems with family, friends, etc., can follow campers to camp.
- Established behavior patterns: lessons learned at home won't be forgotten at camp.

What to do when campers violate the rules

Inevitably a camper will break a rule or refuse to cooperate. When this happens, keep these suggestions in mind.

- Give the camper one warning; make it clear that the behavior or action was inappropriate and undesirable.
- Give the camper a chance to explain; he may have a good reason for the behavior.
- Be consistent and impartial.
- Stay cool and calm; keep strong emotions in check.
- Avoid lecturing or embarrassing the camper; discipline in private if possible.
- Stress that the camper's behavior is the problem, not the camper's personality.
- Help the camper identify acceptable alternatives to the problem behavior.
- Once the disciplinary time is over, accept the camper as a part of the group again.
- Follow the camp behavior management policies for continuing discipline problems.

Sometimes it is best to simply ignore behaviors, rather than reward or punish, which may actually provide attention to encourage the behavior. Ignoring behaviors usually works best for campers who seek attention by clowning around.

Other times, giving the camper attention or affection, which has been lacking, may solve the problem. Giving the child some form of responsibility or encouraging a special interest or talent may result in improved behavior. Often the activity, if it is at his/her own physical, emotional, and intellectual level, is enough to correct the situation.

Discipline and dealing with challenging behavior are never easy. Keep an open mind and try to have patience with your campers. If one strategy doesn't work, try another one. Rest assured, though, that if you can work with campers to find the root of a behavior problem, you will have ideas for how to deal with it, which may help bring a smooth road for the remaining camp season.

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Additional things to note:

If a problem behavior persists with a camper, please alert the Camp Director. It is better to notify the Director early on. If you wait, a problem that seems minor at the time can get out of hand.

The following pages are rules that campers are expected to follow while at camp. Please enforce the rules to help ensure that camp is a fun and safe place for everyone. You will be more successful at effectively enforcing the rules if it is done from the beginning of camp. If you let a camper get by with an inappropriate behavior one time, it is more difficult to control later.

The art of friendship: the social well-being of a camper

Friendship formation is complex- for some, it is easy; for others, painfully difficult. Research studies on camper's perceptions of friendship and peer acceptance have been conducted. Studies have shown that campers who were successful at making friends and being accepted at home continue to do so at camp, and those who were unsuccessful also continue in similar patterns.

For many, camp provides a unique opportunity for children. Camp can be a respite from constraints and a place to gain confidence in social skills, which ultimately affect friendship and peer acceptance. Many campers come back year after year and have formed strong friendships with their peers. However, each new summer brings new campers.

What can staff and counselors do to help facilitate the formation of friendships? There are two key steps: managing group dynamics and facilitating skill building opportunities for individuals. The management of group dynamics begins with counselor role-modeling and flows into direct and indirect actions taken by the counselor. Staff should recognize their own biases, which influence how they relate to the campers in their respective groups.

If counselors make an initial effort to get know all of their campers, each child has a greater opportunity to learn friendship-making skills. Giving each child an opportunity to interact with the counselor as a friend takes intentional effort on the part of the staff member. The counselors' goal should be to empower each child within the group to feel comfortable and to identify his or her unique personality contribution to the group. It takes time and a deeper look into ways of encouragement, but giving a child social confidence is even more important for staff to do teaching a skill in a program area.

When counselors show campers that they are valued, the opportunity to manage group dynamics begins. Campers with lifelong patterns of negative interactions and campers who make friends easily can learn from one another. At the close of the day, a friendship circle gives campers a forum to discuss feelings and ideas. For example, they may say "I liked when you helped me..." or "You made me feel badly when..."

For campers reaching out to try a new skill, intentional discussion of how the peer interaction was received or rejected will offer support. Being able to help campers name the positive skills they are using and focus on the effects of including others is beneficial to both individuals in the group.

The counselor sets the tone for the discussion through their personal sense of humor and their participation with the group, demonstrating whether hurtful teasing or interaction is tolerated. A simple statement, such as "I wonder how that comment made (Name) to feel..." can start an entire conversation as a teachable moment.

Friendship and peer acceptance are not only important aspects of life at camp but also in everyday life. Counselors and staff are encouraged to be aware of how your actions can offer support or discouragement to others. It is our goal to create an environment where campers who are unaccustomed to being part of the group feel accepted for their individual strengths, in hopes they may take that confidence and be more accepted in their future endeavors.

"I just want to go home!" Dealing with homesickness

Research has shown that 90 percent of children attending summer camp feel some levels of homesickness and that 20 percent face a serious level of distress that- if untreated- worsens over time and interferes with their ability to benefit from a camp experience. Homesickness among children is nearly universal and a highly preventable and treatable phenomenon. –

www.acacamps.org

Common causes of homesickness among campers

- Over-attachment between camper and parent
- Attachment to friends and pets at home
- Lack of privacy in cabin
- Being accustomed to lots of activity and sharing
- Lack of friendships at camps
- Lack of skill in camps activities
- Being sent to camp against their will
- Fear of ridicule, the dark, or bullying
- Physical factors & reactions; constipation, bed-wetting, indigestion, etc
- Absence of a someone to trust
- Noticeable physical disability or feeling different from peers
- Technological withdrawals; cell phone, computer, video-games, TV

Homesickness can be contagious:

If a camper is crying or upset it may be best to remove them from the group.

What to look for:

- Not participating in activities
- Difficulty integrating into groups
- Frequent trips to the Health Hut
- Loss of appetite
- Spending lots of time alone
- Frustrates easily
- Distressed easily
- Numerous references to home

How to treat homesickness:

- Be alert to catch it early (most common during evening hours).
- Find a parent substitute for the camper- staff or other camper they most like to be with.
- Find interests and activities that appeal to the camper and keep him/her busy!
- Reassure camper that homesickness is a common experience of people away from home.
- Do not ridicule, shame or belittle a camper.
- Write a letter home with the camper or draw a picture of their family to hang by the bed.

If the homesickness persists after you have attempted to resolve it, please let the Camp Director know.

Cabin Chats and Quick Activities

These are some activities that will help you get to know your campers and will offer them opportunities to share experiences and feelings.

Cabin rules

On the first day of camp allow your campers to work together to create their own cabin rules. These rules should be agreed upon by all campers and cabin counselors. By allowing the campers to create their own rules, they will feel a sense of ownership and responsibility for their cabin and cabin mates.

Common circle

To get to know the group, have everyone stand in a circle and have one camper say their name and then start talking about themselves (where they are from, how many siblings, do they have pets, sports/games they like to play, etc.). As the group listens to the person, another camper will take over when they hear something they have in common. They will then say their name and begin talking about themselves until the next camper hears something they have in common. Continue until everyone has had a chance to introduce themselves.

High-low game

At the end of the day, ask each camper and counselor to name the highest point of their day (most exciting, rewarding, meaningful, etc.) and the lowest point in their day (scary, difficult, sad, boring moments).

Who am I?

Have campers sit in a circle and one person is in “character.” The “character” will choose a celebrity to be and will give 2 clues as to who they are. Each person in the circle will take turns asking them YES or NO questions. The person who correctly guesses the celebrity will be the next character.

Two truths & a tale

Each person must make three statements about themselves, one of which isn't true. (I have two brothers, I was born in Australia, and I have a motorcycle). The group must guess, or vote on, which statement is the tale.

Scream machine

Everyone stands in a tight circle, with their heads down looking at their shoes. When ‘Heads Up’ is called, everyone looks up and stares at someone else in the circle. If that person is staring right back at you, then you scream real loud and jump back out of the circle. If the person you’re looking at is not looking at you, put your head back down and wait for the next round. Keep going until there are two players remaining.

Practice for the talent show

There will be a talent show on Wednesday. Cabin time is a great time to start practicing your skits.

Frequently Asked Questions

What do I do if I miss an activity?

If one misses an activity due to an emergency or weather conditions, it is not guaranteed that we can reschedule. It is imperative that one of the counselors contacts their camp director and the CTL program office (ext. 200) regarding the missed activity and the possibility of rescheduling. If you are attending to a single camper's needs and cannot get the rest of the group to an activity, please notify the program office and they will assist you.

What if I show up late for an activity?

If one is late for an activity, it may be continued as long as there is a significant amount of time to complete the activity as planned, camp time is not always exactly on schedule! Camp programs are typically cancelled after 30 minutes of no one showing up. Please call the office if you are going to be late.

What if there is a discrepancy between my schedule and CTL's schedule when I arrive at an activity?

Please follow the instruction of the CTL staff member and their schedule. If there is a schedule conflict, the CTL staff member will contact the CTL program director and relay the message and decision regarding the discrepancy.

What do I do if there is a maintenance problem with my cabin?

You can write up a maintenance request and leave it in the office for the on duty CTL staff member to give to the maintenance staff. This is the most efficient way to place a maintenance request. Please note your camp director may prefer that maintenance requests come to them. Verbal requests to staff are not as reliable and may take longer to address the issue.

What if not everyone in my cabin wants to participate in an activity?

Your cabin should come as a whole to an activity unless one is feeling sick. We strongly encourage everyone to participate in all activities. However, one should never be forced if they do not want to. It is the role of the cabin counselor to be enthusiastic and encourage participation among the entire cabin group. Building trust, teamwork, and community are all great values at camp that will require a group to stick together. If the whole group is down on an activity, tell them to give it a try and if their feelings do not change after trying, we can reevaluate what to do from there.

Am I required to go and participate in all activities with the children?

Counselors are required to go and participate with their cabin to every Camp Twin Lakes run program. Remember, this week is for the kids and you want to be there to encourage them to try new things, help them grow, and most importantly keep them safe. Most activities require at least 2 counselors to be there. Different activities require various levels of support from you, but all require you to help the CTL staff create a fun, rewarding and safe experience. Please refer to the "Counselor Job Descriptions" for more on this topic.

Will I be able to do activities with the kids?

Counselor participation is encouraged throughout all of the Camp Twin Lakes activities; however, the form of participation may vary among different programs. Active participation will most likely occur in programs like boating, waterfront, and group games and initiatives. In contrast, encouragement and enthusiasm is appreciated in activities like ropes, climbing wall, and horseback riding, but actual participation may not be likely due to time or equipment restraints.

What do I do if someone gets sick or if there is an emergency?

Contact the Health Hut by walkie-talkie or phone. In addition, horseback, ropes, and climbing wall have walkie-talkies that may be used to call down to the main office for further assistance.

Will someone from CTL always be available if I need them?

There will always be someone in the office from breakfast until 10pm. For "after hours" emergencies, contact your Camp Director first. If a Camp Twin Lakes staff member is needed, use your base in your cabin to call the walkie-talkies held by Camp Twin Lakes staff as well as the camp director.

What can I do to make the camp experience more enjoyable for the kids?

Remember what camp is about, it's for the kids to have fun; they look forward to this week all year. Be sure to be there for them, have a positive attitude, and use encouragement! Campers are looking for a positive role model who cares about them. Take the time to get to know each and every camper you are caring for.

How many CTL staff members will be at each session?

This will depend on the activity. Most activities will have at least 2 staff there to lead to session. Horseback and the ropes course may have more.

Is the CTL staff just there to run activities?

No! They are full time summer staff who is more than willing to help if there is ever a problem. If they cannot help with the situation they will contact someone who can.

What if it is raining or storming when it is time for me to go to an activity?

Most activities will continue if there is rain. However, if there is constant lightning and thunder, the activity will be canceled. Camp Twin Lakes staff will try to implement substitute activities in order to keep the campers entertained. In the case of bad weather, it is important for the counselors to keep a positive, flexible attitude and be willing to help facilitate any substitute programs. CTL staff members or your Camp Director will inform you of any changes to the schedule and appropriate substitute activities.

What are proper dining hall procedures?

Counselors are highly encouraged to make campers an active part of the clean up process. At the end of each meal, a Camp Twin Lakes staff member will call clean up time. Please do not start the clean up process until “clean up time” has been called. Each table will need to get a bin, trash bag, wet rag, broom and dust pan. Please place all remaining liquids in a pitcher and neatly stack glasses, plates, and silverware in the bin. Finally, after each meal, please sweep under and around your table. This makes the end of the week clean up A LOT easier and quicker! Another important aspect of the dining hall is seconds. Everyone is more than welcome to enjoy seconds once they are officially called by a CTL program staff member, and please note that you do not bring your original plate up for seconds. The Camp Twin Lakes staff will issue another plate when campers and counselors go through the seconds line.

What are the rules regarding Camp Twin Lakes' equipment use throughout the week?

Camp Twin Lakes' equipment can only be used during program times only. If there is a specific equipment need outside of a scheduled program time, please contact your camp director and he or she will contact the Camp Twin Lakes staff if necessary.

What is the relationship between Camp Twin Lakes and the partner groups?

CTL works together with a different partner group each week throughout the summer. The partner groups are responsible for providing cabin staff, medical staff, and sometimes different evening activities and educational programs. Camp Twin Lakes provides program staff for certain activities, kitchen staff to prepare and serve meals, maintenance staff to care for the facility and other staff to help facilitate the relationship between Camp Twin Lakes and the partners throughout the summer. Both Camp Twin Lakes and the partner camp work hard to raise money to send kids to camp. Camp Twin Lakes values each of its partnerships and we are made stronger by using our collaborative efforts to benefit the campers we serve.

Camp Dates and Details

Family Welcome Weekend Dates:

March 22 - 24, 2013

April 19 - 21, 2013

April 26 - 28, 2013

May 10 - 12, 2013

Camper Week Dates:

July 6 - 12, 2013

Family Reunion Weekends Dates:

Aug. 9 - 11, 2013

Sept. 6 - 8, 2013

Sept. 27 - 29, 2013

Oct. 11 - 13, 2013

What do you need to bring to camp?

- _____ Sleeping bag or sheets and a blanket to fit a twin bed (fitted sheet and a loose sheet)
- _____ Pillow
- _____ Medications
- _____ Shoes (*Bring shoes in which you are comfortable being active.*)
- _____ Flashlight
- _____ Shorts
- _____ Shirts
- _____ Rain coat or poncho with a hood
- _____ Pajamas
- _____ Socks
- _____ Underpants/undergarments
- _____ One-piece swim suit
- _____ Beach towel
- _____ Bath towel and washcloths
- _____ Toilet articles in plastic containers (shampoo, toothbrush, soap, etc.)
- _____ Flip flops for shower
- _____ Sunscreen
- _____ Insect repellent

Optional items:

- Camera and batteries
- Paper, pens and stamps
- Reading material

What *not* to bring to camp?

Please do not bring any of these items to camp:

- Computers or tablets
- Money or valuables
- Laser pointers
- Playstations, Gameboys, or any other handheld electronic games
- Squirr guns
- Food or snacks (Food is not allowed in cabins as it attracts bugs/rodents.)
- Knives, firearms, or other weapons
- Balloons
- Shaving cream (except for personal use)
- Heelie Shoes
- iPods, Discmen, MP3 players, stereos, boom boxes
- Matches

Camp Strong4Life is not responsible for any items that are *lost, stolen, or damaged*.

Please do not wear any of these clothing items during camp:

- Two-piece bathing suits
- Clothing with advertisements for alcohol or tobacco products
- Clothing with offensive slogans or symbols
- Short shorts or skirts
- Shirts that show your belly button
- Extremely low pants

If you have any questions regarding what to wear, call Lauren Lorenzo at 404-785-5564.

What to expect upon arrival at camp:

- Please arrive on time. Check-in is 4:30 p.m. on Friday for Family Welcome Weekends and Family Reunion Weekends. Check-in is 4 p.m. on Saturday for Camper Week.
- Park car in the gravel driveway.
- Unpack your car and bring all bags to the gym (the building closest to the parking lot).
- Check-in with Lauren Lorenzo, Camp Strong4Life director, or a designated staff person.
- Put your things in your assigned cabin and quickly get settled.
- Report back to the gym for further training or to help camp staff set up for campers' arrival.

How do you get to camp?

Camp Twin Lakes, Camp Will-a-Way
210 S. Broad Street, Unit 5
Winder, GA 30680
Front office phone: 770-867-6123

From Atlanta

Driving time: Approximately 1 hour

- Take I-85 North to exit #106: Hwy 316 East toward Athens/Lawrenceville.
- Travel 21 miles and turn **Left** onto GA-81.
- Travel 3.1 miles and turn **Right** at the entrance to Fort Yargo State Park.
- Once through the main gate, take the first **Left** at the guard station.
- Then take the first **Right** onto Will-A-Way Road which will lead you into Camp Will-A-Way and parking.

From Athens

Driving time: Approximately 30 minutes

- Take Epps Bridge Parkway to GA-316 W/US-29 N.
- Travel 9.3 miles and turn **Right** onto Hog Mountain Road/US-29/GA-53.
- Travel 4.6 miles and turn **Left** on S. Broad Street/GA-81.
- Travel 0.6 miles and the entrance to Fort Yargo State Park will be on the **Left**.
- Once through the main gate, take the first **Left** at the guard station.
- Then take the first **Right** onto Will-A-Way Road which will lead you into Camp Will-A-Way and parking.

From Augusta

Driving time: Approximately 2.5 hours

- Take I-20 West to exit #172: US-78/GA-17 toward Thomas/Washington.
- Travel 21.6 miles and turn **Left** at N. Bypass E. Continue to follow GA-10/GA-17/US-78.
- Travel 42.2 miles and turn **Left** to merge onto US-29 South
- Travel 6.3 miles and take exit #1: US-29 S/US-78 W/GA-16 W toward Monroe/Atlanta.
- Turn **Left** at Epps Bridge Road/Epps Bridge Parkway. Continue to follow US-29.
- Travel 12.7 miles and turn **Right** onto Hog Mountain Road/US-29/GA-53
- Travel 4.6 miles and turn **Left** on S. Broad Street/GA-81.
- Travel .6 miles and the entrance to Fort Yargo State Park will be on the **Left**.
- Once through the main gate, take the first **Left** at the guard station.
- Then take the first **Right** onto Will-A-Way Road which will lead you into Camp Will-A-Way and parking.

From Columbus

Driving time: Approximately 3 hours

- Take I-185 N.
- Merge onto I-85 N for 21.3 miles.
- Take exit #106: Hwy 316 East toward Athens/Lawrenceville.
- Travel 21 miles and turn **Left** onto GA-81.
- Travel 3.1 miles and turn **Right** at the entrance to Fort Yargo State Park.
- Once through the main gate, take the first **Left** at the guard station.
- Then take the first **Right** onto Will-A-Way Road which will lead you into Camp Will-A-Way and parking.

From Macon

Driving time: Approximately 2 hours

- Take I-16 W to I-75 N
- Continue on I-75 N for 6 miles.
- Take exit towards GA-87 N/US-23 N/Riverside Dr.
- Turn right onto GA-87 N/US-23 N/Riverside Dr and follow for 18 miles.
- Turn right onto GA-83 N for 14.7 miles.
- Turn left onto W. Washington St.
- Take the 3rd right onto College St.
- Slight left at GA-11 N/Maddux St for 30 miles.
- Turn left to continue on GA-11 N (N. Cherokee St.) for 19 miles.
- Turn left onto GA 316-W/US-29 S/University Pkwy for 2.3 miles.
- Turn right onto GA-81 N/Loganville Hwy for 3 miles.
- Travel 3.1 miles and turn **Right** at the entrance to Fort Yargo State Park.
- Once through the main gate, take the first **Left** at the guard station.
- Then take the first **Right** onto Will-A-Way Road which will lead you into Camp Will-A-Way and parking.

Thank You!

We cannot thank you enough for volunteering your time and talent to Camp Strong4Life. Camp is truly a team effort, and without the help of our volunteers Camp Strong4Life would not be possible. The health and well-being of our campers is in your hands, and if we are able to make a big enough impression on them, we can impact their exercise and eating habits and inspire them to change.

It is with great appreciation and admiration that Children's Healthcare of Atlanta and Camp Strong4Life thank you for all your contributions to camp, and for devoting your time to teaching kids to be Strong4Life.

