



Camp Saint Andrews

Episcopal Diocese of California
Camps & Conferences

Dear Camp Member,

I would personally like to welcome you to Camp Saint Andrews and thank you for taking the opportunity to register for our camp season.

Included you will find:

1. **WELCOME LETTER:** this parent/camper/staff general welcome & information letter (4 pages).
2. **INFORMATION PAGE:** dates & times. Please post in your home for easy reference (1 page).
3. **MEDICAL HISTORY RECORD:** this form is to be filled out by self or, if under the age of 18, by a parent or legal guardian (1 page).
4. **HOSPITAL CONSENT AND INSURANCE INFORMATION FORM:** for Sonora Community Hospital and Tuolumne General Hospital (2 pages).
5. **PHYSICIAN'S AUTHORIZATION FORM:** this form is to be filled out by a health practitioner (who has examined the participant in the last 12 months). You do not have to get a new physical in order to have the form filled out (1 page).
6. **CAMP ACTIVITY & MISC. CONSENT/RELEASE FORM:** authorizations for activities & pickup, and releases for transportation & photographs (1 page).
7. **MEDICATION FORM & MEDICAL UPDATE:** list all medications being taken and any last minute health changes (1 page). Note: bring this form with your medications on the 1st day of camp.
8. **CLOTHING & EQUIPMENT LIST:** things to bring (3 pages).

ADDITIONAL FORMS:

FOR PARENTS OF CAMPERS ONLY:

1. **CAMPER QUESTIONNAIRE FORM:** Parents/Guardians please be frank, all the information on the form is confidential. (2 pages)

FOR STAFF ONLY:

1. **Job Descriptions** (2 pages)
2. **Rules & Policies** (1 page)
3. **Child Abuse Prevention Policy** (1 page)

OPTIONAL FORMS:

FINANCIAL AID FORMS:

1. **Camp Saint Andrews & Diocesan forms** (3 pages)

We urge your care in completing these forms and returning them to the Camp Saint Andrew's Registrar **AT LEAST 3 WEEKS BEFORE CAMP.** These forms must be filled out in their entirety and turned in before you or your child boards the bus.

Note: These forms can be downloaded from our website, filled out on your computer, printed, signed and returned to the Registrar for your convenience.



Camp Saint Andrews
P.O. Box 1555, Millbrae, CA. 94030

FINANCIAL INFORMATION: The balance of your camp fee is payable at least 4 weeks before camp.

CANCELLATION: If you cannot go to camp as planned due to illness, please let us know as soon as possible. We have a waiting list of other campers desiring to go. The registration fee is **NOT REFUNDABLE**. The balance of the fee will be refunded as outlined in our Registration Terms & Conditions. These Terms & Conditions can be viewed on the camp website, www.campsaintandrews.org, or you may request a copy be sent to you by contacting the Camp Registrar.

CAMPER TRANSPORTATION: Buses will be provided for transportation. Directions to the pick-up site are available online or by sending an email to the Registrar. Campers must arrive at their pick up site on the day of departure for loading and roster check. We will do head-checks for lice, so please arrive with ample time for staff to check.

HEAD LICE POLICY: Head lice are a highly contagious and an irritating fact of life for children. Please check your children on a regular basis and make sure they are nit-free when camp time arrives. We now do head checks before your child boards the bus. A child with any nits or lice **MAY NOT** get on the bus. You may take your child home, treat them, wash laundry and bring them up to camp within 24 hours. They will be rechecked upon arrival at camp.

CABIN MATES: Cabin assignments will be based on gender, grade in school / age, maturity level and friendship. We do our best to honor requests for friends to be in the same cabin, however all requests for cabin movement are reviewed by the Camp Board. Requests to be moved out of one's age group into another will only be approved just prior to camp and only if there is room in the requested age group.

MEDICATIONS: ALL MEDICATION MUST BE GIVEN TO THE BUS CHECK-IN PERSON PRIOR TO DEPARTURE. PLEASE, CLEARLY INDICATE WHO THE MEDICATION IS FOR, PROPER DOSAGE, AND WHEN IT SHOULD BE TAKEN. FOR LIABILITY REASONS, ALL MEDICATIONS YOU BRING MUST BE ADMINISTERED BY AND KEPT WITH THE CAMP MEDIC. If your child takes any medication for any kind of hyperactivity or Attention Deficit Disorder it is extremely important that you send it so they can take it at camp. Camp is not the appropriate time to determine whether or not your child needs their meds. As there is medical knowledge that the use of aspirin may cause 'Reye Syndrome', unless you state otherwise, we will be substituting Tylenol. If your camper has trouble with car sickness, travel sickness medication should be given prior to leaving for the buses. An extra pill should be included for the trip home. (Any leftover medications will be returned to the bus chaperone or check-out person. Please obtain these as your camper gets off the bus.)

LETTERS FROM HOME: All mail should be addressed to campers as stated on the Information Page. Mail is encouraged and appreciated. In order for mail to arrive at camp, we suggest you start mailing the Thursday prior to camp and continue through the following Tuesday. Mail time is a big event at camp, and if friends receive letters and your child doesn't, spirits sometimes go down. Remember that if he or she reads how much everyone misses them (including the pets), and how lonesome it is, the mind immediately centers on home and that may be the beginning of some unhappy hours. Please try to concentrate on how much fun they must be having at camp, and how excited you are to hear all their stories when they return.



GROUND RULES:

- No radios, MP3 Players, I-Pods, game-boys, or other valuables should be brought to camp unless approved by both the Program and Camp Directors. Items of this nature provide for a distraction and are often the source of jealousy. These items will be confiscated and returned upon arrival home. As there are no secure areas for storage of such items, Camp Saint Andrews can not be responsible for the safety of such items whether in camper or staff possession, therefore they are not allowed camp.
- Pocket knives and other potential weapons are not permitted and should not be brought to camp. If knives, scissors, etc., are needed at any time, the program staff will provide them. Any such unauthorized items found in camp will be confiscated and will not be returned unless requested by the parent in writing upon arrival home.
- By law, smoking is illegal under the age of 18. Any participant who is 18 or older must read and abide by the Smoking Policy for Camp Saint Andrews as well as follow any smoking rules and / or policy established by the facility.
- No one is permitted to leave the camp at any time unless it is for a scheduled activity and is authorized by the Camp Director.
- The camp's telephone is for **emergencies only** and the campers are not permitted to use it. Emergency calls will be taken and the camper notified by the Director.
- Except for the first day's lunch, **NO food should** be brought to camp. We request parents, families and friends plan not to visit the campgrounds at arrival, departure, or anytime during our stay at camp. This is primarily to avoid disruptions while building our camp community.

Camp Saint Andrews has a long standing dedication to changing children's lives for the better. As happens occasionally, there are circumstances such that some children do not belong at camp. In order to best serve our kids, we must occasionally send children home before the end of a session. If this happens, it is the parent's responsibility to provide transportation in a timely manner. The camp fee is non-refundable in these circumstances.

VISITORS: Because camp only lasts for 7 days, it is important that each day be used for our regular camp schedule. No visitor's day is scheduled.

GOODIES FROM HOME: Camp serves well-balanced meals, so please DO NOT send with your camper cookies, candy, gum or other food items. Storage of such items in the cabins not only attracts rodents and ants, but also can be a dangerous temptation for bears. Also, please don't send care packages to your child at camp. Aside from the problems with animals that food can cause in the cabins, large packages from home can create jealousy between the campers and make the other campers feel sad and homesick.

CLOTHING: Please do not buy new clothing for camp. This is a good place to wear out the "old stuff." PLEASE MARK ALL CLOTHING AND EQUIPMENT WITH THE CAMPER'S NAME. The clothing should be packed in one duffel bag, plainly marked. Enclosed is a suggested list of things to take to camp. Please be sure to bring a FLASHLIGHT with extra batteries. A watch is also very helpful. As the nights can be very cold, please be sure to bring a heavy jacket, warm pajamas/nightgown and a blanket. Also, as socks are to be worn at all times, except at the pool, please bring at least eight pairs. It will be helpful if your camper helps to pack since he/she will have to do this for the trip home. Also, include the clothes/packing list in the duffel to assist your camper with his/her clothing check prior to leaving for home. Luggage tags will be distributed when you check your camper in on Sunday.

SLEEPING BAG: Nighttime temperatures at higher elevations can drop very low. It is recommended that you use a sleeping bag with a MINIMUM comfort rating of 40 degrees. If your sleeping bag is rated higher than this, please be sure to send along a heavy blanket for added warmth.



Camp Saint Andrews

P.O. Box 1555. Millbrae. CA. 94030

Senior Overnight: If weather and Department of Forestry regulations permit, the “Senior Unit” may go on a “Senior Overnight”. If your child is going to be in the Senior Unit please be advised that this activity is not optional, **ALL** members of the unit will need to participate due to staffing / supervision. Please be sure to send your camper with a backpack (school size will work,) as each person packs in there own bedding, clothes and personal items. It is also recommended that they have a couple pairs of heavy duty socks, two pairs of shoes or boots (there are streams to cross) and a blanket as it can get colder at night in the open vs. in a cabin. The hike in to the camp site is about 2 miles and the hike out is about 3 ½ miles, with a majority of the trail either being flat or on a down grade.

LIP AND SKIN CARE: The dry mountain air causes lips and skin to become chapped. Each camper needs to have some type of chapstick and body lotion. Also, sunburn is common at higher altitudes so a good sunscreen is important.

SPECIAL DIET INSTRUCTIONS: If there are special dietary concerns or needs, you should note them on your Medical History Form and the Camper information form.

SPENDING MONEY: There will be no additional costs this year, therefore, **NO MONEY** should be brought to camp.

MEALS: You will need a bag lunch for your first day of camp, either Saturday or Sunday. The rest of the meals will be provided.

ATTENTION: to parents of campers/staff under 18 years old: On the day camp ends (or the day after) there is often an “after camp overnight” or “camp party” that some or all the campers/staff are invited to attend. Although, to our knowledge, there have not been any problems at these functions, we want you to be aware that they are not officially part of camp and may not have appropriate supervision. It is up to you to investigate the situation, and decide if you want your child to attend.

CHAPEL & CAMP SUNDAY: All campers will attend a daily non-denominational service in the outdoor chapel. We will also hold our traditional Scarf Sunday service on the day after camp. Details as to the time and location will be sent to you in the upcoming months. Everyone is invited and we encourage you/your child to wear the Camp Saint Andrew’s Scarf.

This is going to be a wonderful year for Camp Saint Andrews and we’re glad that you have chosen to enjoy it with us.

See you at camp,

John Swan
Camp Registrar

P.S. We know that some forms have similar information. Most forms are distributed and needed by different staff members therefore we really need your cooperation in filling out each one completely. Thanks for the extra time and effort this takes. Please send all completed FORMS, and any money **due by the dates noted on the INFORMATION PAGE**. *Please remember that **the Medication & Medical Update Form and a Bag Lunch and drink are to be brought with you on your first day of camp.***



INFORMATION PAGE 2010

Important Dates:

Forms and Moneys due by	July 1st, 2010
Training Session #1(All Staff including PA's)	July 9 th -11 th , 2010
Camp Set-Up (All Staff including PA's)	July 17 th , 2010 10:00 AM
Training Session #2 (All Staff including PA's)	July 17 th , 2010 2:00 PM
Bus Pickup (Peninsula)	July 18 th , 2010 8:00 AM
Week of Camp	July 18 th – 24 th , 2010
Bus Drop-off	July 24 th , 2010 5:00 PM (approximately)
Scarf Sunday Church Service (At St. Andrews)	July 25 th , 2010 10:00AM

Important Locations:

Bus Pickup / Drop-off St. Andrew's Episcopal Church 1600 Santa Lucia San Bruno, CA. 94066 (650) 583-6678	Staff Training (All Staff & PA's) Session #1 – YMCA Point Bonita July 9 th , 5:00pm – July 11 th , 2:00pm, 2010 Session #2 – Camp Jack Hazard July 17 th , 2010 2:00 PM – 10:00 PM	Camp Set-Up & Week of Camp Camp Jack Hazard Highway 108 Dardanelle, CA. 95314 (209) 578-9622
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Important Phone Numbers:

Camp Jack Hazard	(209) 578-9622
<u>EMERGENCY CALLS ONLY PLEASE</u> – This line is in the Resident Directors Office, an is not regularly manned during the day – an answering machine will pick up and your message will be delivered as soon as possible but be aware that it may take up to several hours.	
Bus Info Updates	To Be Announced
This line will be updated as time permits. The 1 st update is scheduled for after the bus arrives at camp safely. The 2 nd update is scheduled for after the bus departs camp & will give an approximate arrival time at San Bruno. All attempts will be made to update the bus line in a prompt manner but be aware that delays can occur due to activities at the camp location.	

Letters From Home / Camp Address:

Letters should be sent allowing 3 days for delivery.

Camper's Name
Camp Saint Andrews
C/O Camp Jack Hazard
Dardanelle, CA. 95314

Contacts:

<u>Title</u>	<u>Name</u>	<u>Phone</u>	<u>E-mail</u>
Camp Director	Beth Sharifi	(650) 642-6118	Director@CampSaintAndrews.org
Asst. Director	Denora Dyer	(510) 723-3569	AsstDirector@CampSaintAndrews.org
Registrar	John Swan	(650) 642-6118	Registrar@CampSaintAndrews.org
Treasurer	Brig Summers	(209) 523-6841	Treasurer@CampSaintAndrews.org
Chaplain	Rev. Lani Nelson	(650) 339-1632	RevLani@CampSaintAndrews.org

Website:

www.campsaintandrews.org – Be sure to take a look at the ever-updated Official Camp Saint Andrews San Bruno website and check the "Info Update" page for all the latest information on Camp 2010.



MEDICAL HISTORY RECORD

TO BE COMPLETED BY SELF or if under the age of 18 by PARENT, or LEGAL GUARDIAN:

Name: _____ Age: _____ Birthdate: _____ Gender: _____

Address: _____ City: _____ State: _____ Zip: _____

School: _____ Grade: _____ Home Phone: _____

Religion: _____ Cell Phone: _____

Mother's Name: _____ Home Phone: _____

Mother's Email: _____ Work Phone: _____

Occupation: _____ Cell Phone: _____

Father's Name: _____ Home Phone: _____

Father's Email: _____ Work Phone: _____

Occupation: _____ Cell Phone: _____

PERSON(S) TO CONTACT IN CASE OF EMERGENCY

Name: _____ Phone: _____ Relationship: _____
Name: _____ Phone: _____ Relationship: _____

IMMUNIZATION & COMMUNICABLE DISEASE HISTORY

	<u>DATES</u>		<u>DATES</u>		<u>DATES</u>
SMALLPOX	_____	PNEUMONIA	_____	DIPHTHERIA	_____
MEASLES	_____	WHOOPING COUGH	_____	HERMAN MEASLES	_____
TETANUS BASIC	_____	SCARLET FEVER	_____	MUMPS	_____
TETANUS BOOSTER	_____	POLIO	_____	CHICKEN POX	_____
HEPATITIS	_____				

GENERAL HEALTH

ANY HISTORY OF THE FOLLOWING: (Please select YES or NO)

ASTHMA, HAY FEVER	YES	NO	HEART TROUBLE	YES	NO	FAINTING	YES	NO
FREQUENT HEADACHES	YES	NO	CHRONIC COUGH	YES	NO	CONSTIPATION	YES	NO
TROUBLE WITH EYES	YES	NO	SHORTNESS OF BREATH	YES	NO	NAUSEA	YES	NO
CONVULSIONS	YES	NO	FREQUENT COLDS	YES	NO	FREQUENT EAR INFECTIONS	YES	NO
HIVES	YES	NO	OPERATIONS	YES	NO	DIARRHEA	YES	NO
EATING DISORDERS	YES	NO	BLEEDING DISORDERS	YES	NO	BEHAVIORAL PROBLEMS	YES	NO
EMOTIONAL DISORDERS	YES	NO						

PLEASE ANSWER YES OR NO TO THE FOLLOWING ADDITIONAL QUESTIONS AND EXPLAIN AS NECESSARY IN COMMENTS AREA!

WEAR GLASSES OR CONTACTS? YES NO HAVE ANY SPECIAL DIETARY NEEDS? _____

VEGETARIAN? YES NO IF YES, FISH? YES NO POULTRY? YES NO DAIRY? YES NO EGGS? YES NO

ANY DRUG OR FOOD ALLERGIES? YES NO IF YES, NAME DRUG(S) OR FOOD(S): _____

ANY SENSITIVITY TO INSECT STINGS? YES NO IF YES, WHAT INSECT(S): _____

FOR PARENTS OF GIRL CAMPERS ONLY: HAS YOUR CHILD MENSTRUATED? YES NO

IF NOT, HAS SHE BEEN TOLD ABOUT IT? YES NO IF SO, IS HER MENSTRUAL HISTORY NORMAL? YES NO

COMMENTS ON ANY ABOVE NOTED ITEMS: Continue on the back of this sheet if needed. If continued on back, please check here

DATE _____

SIGNATURE of SELF, PARENT, or LEGAL GUARDIAN



Sonora Regional Medical Center
1000 Greenley Road
Sonora, CA. 95370

CONSENT OF PARENT OR LEGAL GUARDIAN OR OTHER PERSON WHO HAS PRIMARY RESPONSIBILITY FOR THE CARE OF THE PARTICIPANT.

TO BE COMPLETED BY SELF, OR IF UNDER THE AGE OF 18, BY PARENT OR LEGAL GUARDIAN:

NAME OF PATIENT _____ AGE _____ DATE OF BIRTH _____

I / WE, _____ give consent to Sonora Regional Medical Center or any other medical facility deemed necessary to arrange for or provide the following health care services for this child

1. Health care including medical examination, routine laboratory studies / X-ray procedures, skin tests, and immunization.
2. Emergency health care for accidents or illness.
3. Transportation of the child to and / or from another health facility for the services as medically necessary.

I hereby consent for all of the above instructions _____

AUTHORIZING SIGNATURE

INSURANCE INFORMATION

PRIMARY INSURANCE _____		
ID# _____	GROUP _____	PLAN _____
SUBSCRIBER NAME _____		RELATIONSHIP _____
SUBSCRIBER'S EMPLOYER _____		
INSURER BILLING ADDRESS _____		
INSURER PHONE _____		
PRESCRIPTION PLAN _____	POLICY # _____	

DOES PATIENT HAVE ANY DRUG ALLERGIES? _____

IS PATIENT TAKING ANY MEDICATION? YES NO

IF YES, PLEASE LIST _____

ANY MEDICATION TO BE TAKEN AT CAMP? (PLEASE INDICATE WHAT MEDICINE AND DOSAGE)

DATE OF LAST PHYSICAL EXAM _____



MEDICAL RELEASE

NAME _____ ADDRESS _____

PHONE _____ hereby authorizes Camp Saint Andrew's, the Y.M.C.A. of Stanislaus County and their delegated adult leaders and directors to consent to any medical and hospital care to be rendered to said minor upon the advice of a licensed physician. This authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California. It is understood that if time and circumstances reasonably permit, Camp Saint Andrew's and the Y.M.C.A. will endeavor, but is not required, to communicate with me prior to such treatment. The undersigned further agrees that Camp Saint Andrew's, the Y.M.C.A. and their delegated leaders and directors are not legally or financially liable for any claim arising from any consent given in good faith in connection with such diagnosis or advised treatment. This authorization and consent to treatment of minor is given to Camp Saint Andrew's and the Y.M.C.A. in conjunction with any authorized Camp Saint Andrew's or Y.M.C.A. function or event.

DATE _____ **AUTHORIZED SIGNATURE** _____

CONSENT FOR MEDICATIONS

TO BE COMPLETED BY SELF, OR IF UNDER THE AGE OF 18, BY PARENT OR LEGAL GUARDIAN:

PARTICIPANT'S NAME _____ Camp Session CSA

I hereby authorize that person named above may be given non-prescription medications as circumstances call for with the exception of the following:

PLEASE SELECT YES OR NO FOR THE ADMINISTRATION OF THE FOLLOWING OVER THE COUNTER MEDICATIONS:

ASPIRIN	YES / NO	THROAT LOZENGES	YES / NO
TYLENOL	YES / NO	ALLEREST COLD TABLETS	YES / NO
LAXATIVE	YES / NO	CALADRYL	YES / NO
ANTI-DIARRHEA AGENT	YES / NO	BENADRYL	YES / NO
TETANUS-BOOSTER	YES / NO	NEOSPORIN	YES / NO
TUMS	YES / NO	SUDAFED	YES / NO

PLEASE LIST ANY OTHER OVER THE COUNTER MEDICATIONS YOUR CHILD IS **NOT** TO RECEIVE:

I understand that the administration of medication will be done under the supervision and authorization of the camp health person/nurse in charge at the time. I also agree that any first aid treatment may be given as needed with the exception of the following restrictions.

RESTRICTIONS: _____

AUTHORIZED SIGNATURE: _____

ADDRESS: _____

RELATIONSHIP: _____

DATE: _____

VALID UNTIL: _____



Camp Saint Andrews
P.O. Box 1555. Millbrae. CA. 94030

DATE: _____

**PRE-ACTIVITY CLEARANCE EXAMINATION
PHYSICIAN AUTHORIZATION**

I hereby certify that I have examined _____ and have found him/her fit to attend and participate in all Camp Saint Andrews activities. I know of no impairments, which would limit his/her participation in all camp activities except those that I have listed below. I further certify that he/she is free from any and all contagious diseases.

Restrictions and/or Comments:

Date of last Tetanus Booster: _____

Date of Physical Examination: _____

Physician's Signature: _____

Physician's Name: _____

Address: _____

Phone: _____



CAMP SAINT ANDREWS CONSENT FOR CAMP ACTIVITY

TO BE COMPLETED BY SELF, OR IF UNDER THE AGE OF 18, BY PARENT OR LEGAL GUARDIAN:

PARTICIPANT'S NAME: _____

CONSENT FOR SPECIAL ACTIVITIES

I understand that like many active sports, some camp activities such as horseback riding, rappelling, climbing, backpacking, and overnight camp outs entail some risk to the participant. Camp Saint Andrews, the Camp Board, and the Camp Staff take all precautions to reduce these risks and provide safe, healthy, enjoyable experiences. (Studies indicate that camp is safer, in general, than school or home). With this understanding, I shall not hold Camp Saint Andrew's, or its staff liable for any damages which are not normally covered by my own family health / medical insurance policy or by applicable YMCA and the Episcopal Diocesan Camp Insurance Coverage. Therefore, I deem myself / child of appropriate age and skill level to participate fully in all activities as supervised by the camp staff except as restricted below.

RESTRICTIONS (IF ANY): _____

DATE _____ AUTHORIZED SIGNATURE _____

PRINTED NAME OF SIGNER _____

PICKUP AUTHORIZATION

I understand that Camp Saint Andrews discourages parents from delivering or picking up their children directly to or from camp. However, if due to unusual circumstances it becomes necessary to pick up my child from camp, I authorize Camp Saint Andrews and its designees to release my child to only the following individuals. (please include at least one family friend).

NAME	PHONE #	RELATIONSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____

And I request that my child not be released to the following individuals for any reason:

Authorizing Signature _____ Date _____

PHOTOGRAPH RELEASE

Permission is granted for photographs and or films taken during participation in Camp Jack Hazard activities to be used for purposes that include publicity and the Camp Photo. Further, I give permission for these photographs and or films to be used without any compensation to myself, my child, or any parties acting on our behalf.

Authorizing Signature _____ Date _____

TRANSPORTATION RELEASE

I hereby consent that the Camp Saint Andrews may provide transportation for myself / child to and from camp or camp related activities.

Authorizing Signature _____ Date _____

TIE-DYING RELEASE

Arts & Crafts is planning to do tie-dying. If this activity interests your child, please send T-shirts, pillowcases, or appropriate items each labeled specifically for "Tie-Dying". I hereby authorize the above named participant to tie-dye items they own/bring.

Authorizing Signature _____ Date _____



MEDICATION AND MEDICAL UPDATE FORM

Name: _____

Remember that this form should accompany ANY medication (including aspirin, Tylenol, and vitamins). **Please bring this form and the medications in a labeled bag** (each individual's medications must be packaged separately) **and give them to the check in person on departure day.** All items must be listed below. For Non-prescription items, "as-needed" may be used for dosage description.

Medications:

Name: _____ Dosage: _____ Times: _____

Name: _____ Dosage: _____ Times: _____

Name: _____ Dosage: _____ Times: _____

Name: _____ Dosage: _____ Times: _____

Name: _____ Dosage: _____ Times: _____

Name: _____ Dosage: _____ Times: _____

Name: _____ Dosage: _____ Times: _____

Name: _____ Dosage: _____ Times: _____

Name: _____ Dosage: _____ Times: _____

(As your original medical history and authorizations were to be returned with the registration forms, please note any changes below:)

Medical Information:

CAMP SAINT ANDREWS RULES & POLICIES

SCOPE:

The following rules and policies apply to ALL staff members from the time of departure from and return to their homes.

RULES:

It is necessary to establish rules to ensure the safety and well being of each individual at camp. To increase your understanding of the camp's rules, they have been outlined as follows:

- Possession or use of alcoholic beverage, illegal drugs, and/or weapons is prohibited.
- All possible dangerous equipment, tools, and supplies will be registered with the Camp Director prior to the start of camp.
- Physical punishment or mental abuse of campers and/or other staff members is prohibited.
- To prevent unauthorized use or access by campers, all prescription drugs, over-the-counter drugs and medical supplies shall be held and dispensed by the camp's medical staff or designee. All exceptions must be pre-approved by BOTH the Medical Director and the Camp Director.
- All persons must remain on camp premises unless given prior specific permission by the Camp Director or his designee. The Program Director may give permission for supervised groups to leave camp premises in connection with scheduled activities.
- No food should be brought to camp. We are in the mountains and there are animals in the area. The camp will provide adequate food to meet our needs. If there are special dietary concerns, place all details on your medical history and/or medical update forms.
- All persons must agree to respect the needs and property of others and not participate in any inappropriate sexual or violent behavior.

POLICIES:

Policies are necessary to maintain a well-run camp, providing safety and a positive experience for all involved. The basic policies of Camp Saint Andrews are:

- Use of tobacco products is discouraged, as it is a poor example to the campers and younger staff. If the director has granted permission, use will be in designated areas and out of sight of the campers. In no case should any staff member under the legal age use tobacco products.
- Radios, MP3 players, I-Pods, game-boys, etc. are not allowed at Camp Saint Andrews. They are disruptive to others and their use detracts from the overall camp experience. In addition, the conditions at camp are not conducive to their proper operating environment.
- Transportation to and from camp is on your own. You are required however to inform the Camp Director by what means you will be getting to / from camp and if driving any passengers you will be providing a ride to.
- For the sake of modesty and privacy, a segregated living arrangement is maintained. Males are not allowed in the female living areas and vice versa.
- U.D.'s, Counselors, and C-I-T's are expected to participate in all planned activities with their unit. The location and activities of all staff is limited to scheduled activities and their assigned duties, from the time of departure from St. Elizabeth's/Church of the Resurrection, until their return.
- To ensure sufficient rest and proper supervision of the camper, a time for lights out and all campers in bed will be set and adhered to.
- Daily free time for counselors and C-I-T's should be scheduled with their U.D. Free time for the U.D. should be scheduled with the Program or Camp Director. People on free time shall remain on camp premises and be ready to supervise or help if the need arises.
- Behavioral problems are expected to be dealt with promptly at the lowest level. Counselor's should seek help from their U.D. and the U.D. should seek help from the Camp Director if necessary, to prevent the spread of problems.

VIOLATIONS:

All of the camp's staff is responsible for and expected to follow the rules and policies of Camp Saint Andrews. A violation of the rules and/or policies will reduce privileges and may result in the prompt return of the offender to his/her home at his/her own expense. The Camp Director will administer the Tribunal's final resolution of any dispute over any action resulting from a violation of a rule and/or policy. The Tribunal consists of members of the Camp Community as designated in the Camp By-laws. All of camp's staff is expected to act in a responsible manner. All staff members are expected to use relatively good judgment in determining what actions and activities may result in injury to others or work to the detriment of camp.

AGREEMENT:

I, _____, have read the above **RULES AND POLICIES for Camp Saint Andrews**. I understand them and agree to abide by them as stated while at Camp Saint Andrews. I also agree to accept any disciplinary actions resulting from violations to any camp rule or policy stated above or otherwise implied.

Signature: _____ Date: _____

Camp Saint Andrews

Child Abuse Prevention Policy

1. All new and returning adult staff members with a supervisory or disciplinary relationship with minors will be screened for criminal history by submitting their fingerprints and/or palm prints to the Department of Justice. All staff members working at or visiting a facility where minors are present are considered to have a supervisory or disciplinary relationship over minors. Adult staff members will be re-checked at least every four years.
2. All staff members are prohibited from inappropriate relationships and/or inappropriate contact, one-on-one, both during and outside of camp, with any camper, under age participant, and any other staff member of Camp Saint Andrews. This includes any and all situations that could be interpreted and/or misconstrued, to be threatening or abusive, both mentally and/or physically, whether actual or implied. This especially applies to any adult staff member with any under aged participant of Camp Saint Andrews. Any staff member having contact with campers, under aged participants, or any other staff member of Camp Saint Andrews, whereby the contact could lead to or be interpreted as an inappropriate relationship, must be accompanied by at least one other adult during the duration of the contact. It is understood that many friendships formed at camp carry over outside of camp. Likewise many friendships started outside of camp are carried over into our program. While it is not our intention to discourage or preclude friends at camp from contact with each other outside camp, which either by prior relationship or daily circumstances (i.e. school), may violate this policy, it is our intention to make clear that we expect all of our staff members to act appropriately and responsibly both in and out of camp. Acting appropriately and responsibly includes acting in accordance with both legal statutes and accepted moral and ethical guidelines of a Christian based faith, especially within the teachings and practices of the Episcopal Diocese. Since the rules and policies of Camp Saint Andrews have been carefully designed to reflect what is both legal and just, and morally acceptable, especially in regards to relationships with others, it is safe to say that if a relationship is not appropriate at camp, then it is not appropriate outside of camp, regardless of the participant's ages.
3. All staff will be informed about Camp Saint Andrews child abuse policy including basic child abuse prevention, recognition and reporting training. New staff will receive an orientation and child abuse prevention training prior to entering into supervisory or disciplinary roles. All new and returning staff will receive a child abuse information sheet and training at least every two years.
4. All staff will be considered mandated child abuse reporters. Information on mandatory reporting will be issued to all staff.
5. Child abuse reports will be handled initially with "witness" reporting (verbally or in writing) to a member of the Camp Saint Andrews Tribunal (Camp Director, Asst. Camp Director, Program Director, Medic, and Spiritual Advisor). Tribunal member or designee will contact Child Protective Services (CPS) at earliest convenience.
6. All staff will be required to inform a Tribunal member if they learn that a fellow staff member has a prior history of sexual and/or child abuse charges.
7. All staff members are required to read the child abuse prevention policies and the incident reporting policies information sheet(s).

I have received a copy of the Camp Saint Andrews Child Abuse Prevention Policy. I have read the Camp Saint Andrews Child Abuse Prevention Policy and understand that I am responsible for knowing and complying with the procedures and requirements provided in these policies with regards to my tenure with Camp Saint Andrews. I will abide by the Camp Saint Andrews policies and procedures at all times during my tenure including the provisions outlined in the Child Abuse Prevention Policy. This policy does not constitute a contract. I understand that my tenure is at-will, and that either Camp Saint Andrews or I can terminate my tenure at any time with or without cause.

Print Name: _____

Signature: _____ **Date:** _____



Camp Saint Andrews Child Abuse Information Sheet

This document defines child abuse, explains relevant laws, suggests how to prevent incidents, and establishes guidelines for handling cases. Camp Saint Andrews is required to distribute copies of this policy statement to all staff, and to retain a signed acknowledgment by each staff person of the receipt and understanding of this policy.

1. Definition of Child Abuse

Child abuse includes such acts as sexually molesting a child; willfully causing or permitting a child to suffer, inflicting on a child unjustifiable physical pain or mental suffering; and, with respect to persons having care of custody of the child, willfully causing or permitting the health of a child to be injured, or willfully causing or permitting the child to be placed in a situation that is such that the person or health of the child is endangered.

State law allows no physical punishment by child care providers and limits methods of discipline.

California Administrative Code, Title 22, Section 31240 (d). "Constructive methods must be used for maintaining group control and handling individual behavior ... corporal punishment and other humiliation or frightening techniques are prohibited... punishment must not be associated with food, rest, isolation for illness or toilet training." California Administrative Code, Title 22, Section 86033 (1) and 86037 (a) (4): "Discipline shall be fair, reasonable, consistent and related to the offense... no child... shall be subjected to physical or unusual punishment, humiliation mental abuse, or punitive interference with daily functions of living, such as eating, sleeping or elimination."

2. The Reporting Law

Child abuse is considered a reportable offense and can be either a felony or misdemeanor. The California Penal Code, Section 11161.5 states that if persons in certain child-contacting professions, such as teaching, medicine, social work, etc. suspect a child, 18 years or younger, has received physical injuries or injuries which appear to have been inflicted upon him or her by other than accidental means by any person, or that he or she has been sexually abused, such fact shall be reported by the observer by telephone and in writing within 36 hours to the police department in the city of incident. Some prominent phone numbers are listed in the following section 8.

Failure to report includes penalties up to \$500.00 or 6 months in jail.

3. Preventing Child Abuse

Camp Saint Andrews is committed to the prevention of child abuse. Camp Saint Andrews is helping prevent child abuse by screening all staff that have or could have a supervisory or disciplinary relationship over minors. All staff members will be fingerprinted and/or palm printed and their criminal records checked through the Department of Justice

California law requires that any person who is to work in a child care center must first submit to a criminal record check (Health & Safety Code, Section 1522).

Under the law, the child care programs have an on-going obligation to submit finger and/or palm prints for criminal records on new & existing @ members.



4. Education of Staff

All staff members will receive a copy of the child abuse prevention policy, the child abuse information sheet and the mandated child abuse reporter information prior to starting in a supervisory or disciplinary role. All staff members will attend the child abuse training seminar. Staff will learn how to avoid possible misinterpretations in how they work, including always dealing with children openly, leaving doors open when dealing with one child, etc.

5. Handling an Incident / The Child's Needs

If a child reports abuse, you should give him or her emotional support while obtaining information about the incident. Use the following procedure as a guide:

- Believe the child; don't deny the problem.
- Stay calm, listen, and under react if possible. Do not blame, punish, or embarrass the child.

Reassure the child that he or she is not to blame and that it was right to tell about the incident. Let the child know that he or she is safe and that no harm will come for reporting information. Let the child ask questions, and answer them in understandable terms.

Get details about the events leading to the act of abuse. If a stranger was involved, get a description.

Do not lead with questions or make suggestions or comments about the incident.

6. Handling an Incident / Staff and Parents

When talking with the parents of the child or with other concerned parents, be factual and honest. Explain Camp Saint Andrews policies for preventing and handling child abuse. Parents should know that Camp Saint Andrews has taken steps to ensure every child's protection.

You must respect the privacy rights of all concerned. All accusations of abuse are highly confidential and information should be given out on a need to know basis only. (Remember too, that often incidents and occurrences can be interpreted in more than one way.)

7. Handling an Incident / Reporting

Follow the procedures listed in Section 2.

8. Contact Numbers

San Francisco Police	415-553-0123
San Rafael Police	415-485-3000
Child Care Protective Services, S.F.	415-558-2650
Child Care Protective Services, Marin	415-499-7153
Child Care Protective Services, San Mateo	650-573-2866
San Carlos Police	650-592-8014
Foster City Police	650-573-3333
San Mateo Police	650-574-6830
San Bruno Police	650-877-8965



Camp Saint Andrews
P.O. Box 1555. Millbrae. CA. 94030

What To Bring

Please remember that Camp Saint Andrews at Jack Hazard is about getting back to basics. Be practical and only bring the absolute necessities. You may be helping to carry your own gear so please keep it light. This includes the size of sleeping bags. Parents, please do not give your young one a sleeping bag to carry that is half their size. At camp everything gets dirty so don't bring anything too nice. Be sure to mark **EVERYTHING** with your full name. We try to keep careful track of lost and found, but things inevitably get lost or mixed up. Please keep this in mind when packing.

We recommend putting your child's gear in a strong duffel bag (good cheap one will work). We do not recommend foot lockers, trunks, or suitcases. They are more likely to get broken in the luggage loading and unloading process, and they take up excess space.

If you live in the Modesto area, Crescent Surplus Supply in Modesto will also give a 10% discount to anybody who mentions Camp Jack Hazard. Many camping supplies found there can be bought at a very reasonable price.

Use this sheet as a checklist. Please take the recommendations on it seriously. Over 30 years of experience at camp have gone into its making.

Important Equipment to Bring

_____	Sleeping Bag	The Sierra nights can be chilly so a lightweight blanket or liner can be rolled up with the bag.
_____	Ground Cloth	or 6' x 9' piece of plastic (if there is an over night or for sleeping under the stars)
_____	Raingear	AN ABSOLUTE MUST!!!! Preferably a hooded poncho of some kind.
_____	Sweater/Jacket	ANOTHER MUST!!! Camp's mile-high evenings can be quite chilly.
_____	Boots or Shoes	Comfortable hiking boots and sneakers or two pair of sneakers (The extra pair is a necessity because one pair is 98% bound to get dirty or wet. Camp is probably not the place for that brand new \$100 pair of Air Jordans) Shoes should fit well and have good ankle support. Water shoes are an additional option.
_____	Clothes	Enough for your one week. Kid's have a way of getting dirty at camp. A good way to remember this while packing for your child is to chant over and over "Camp is dirt, dirt is camp." while picking out your child's clothes for the week (Actually they do shower as often as possible, but the results do not seem to last very long). Please include: jeans, sweater or sweatshirt, shirts, shorts, t-shirts, socks, underwear, and a set of "grubbies" for "dirty work".
_____	Hats	for mountain sun and rain (overheating can be a problem so this is important)
_____	Towels	One large towel and one hand towel are recommended.
_____	Bathing Suit	Modest is better.
_____	Toiletries	Washcloth, toothbrush paste, soap in a plastic box, shampoo, combs/ brush.
_____	Skin Care	CHAPSTICK, SUNSCREEN, AND MOSQUITO REPELLENT (IMPORTANT!!! Campers sunburn easily at 6000' and depending on the season, mosquitoes can be pesky).
_____	Flashlight	(Extra batteries required)
_____	Water bottle	(about one quart size is sufficient) ABSOLUTELY NECESSARY!! Any plastic NON-LEAKING bottle that holds one quart (32oz).

DON'T FORGET TO PACK A LUNCH FOR THE FIRST DAY.

(NO GLASS CONTAINERS OR PERISHABLES PLEASE!)

Optional Equipment Camp does NOT take responsibility for lost, broken, or stolen items!

- _____ SMALL PILLOW
- _____ CAMERA (don't send nice cameras, disposable cameras work the best, please put the names on cameras).
- _____ BOOKS AND WRITING MATERIALS (remember stamps for letters home)
- _____ SUNGLASSES
- _____ BINOCULARS
- _____ COSTUMES (watch the camp website – www.campsaintandrews.org – for information on this year's camp theme)
- _____ SLEEPING PAD (for overnight)

Things to Leave at Home!!! (Items will be confiscated and held by the counselor until the end of the session)

- ANY KNIFE, HATCHET OR BLADE OF ANY TYPE
- COMIC BOOKS
- RADIOS / MP3 PLAYERS / WALKMAN or 8-TRACK PLAYER / CD PLAYERS
- ANY ELECTRICAL APPLIANCES (especially hair dryers due to power limitations)
- FOOD OF ANY KIND (STRICTLY ENFORCED TO KEEP ANIMALS OUT OF THE CABINS)
- PETS
- MUSIC WITH INAPPROPRIATE LYRICS
- CAMPERS MAY NOT BE IN POSSESSION OF ANY DRUGS, PRESCRIPTION OR OTHERWISE. ALL DRUGS AND VITAMINS MUST BE ADMINISTERED BY THE CAMP'S HEALTH SPECIALIST.
- WORRIES

Important Info about Overnights and Backpacking

1. As we have two pristine wilderness areas near camp, if we have experienced Camp Saint Andrews & Camp Jack Hazard Staff, we may have a "Senior" overnight for the Senior Unit.
2. Temperatures at the higher altitudes (campers over 12 can expect to camp at altitudes as high as 8,000 feet) can get chilly, and a warm, light weight sleeping bag is recommended. Please pay attention to the temperature rating of the bag and add at least 10 degrees to that.
3. Include a waterproof ground cloth. We supply tarps to build shelters if it rains, but ground cover will keep the camper's sleeping bag from getting damp during the night. Often a sheet of plastic, an old army poncho (NOT THEIR RAINGEAR), or a shower curtain can serve this purpose.
4. Please give special attention to comfortable, durable shoes, and thick, warm socks. The back country is hard on footwear.

Above all, please be assured that while the overnight is an experience in roughing it without many of the material comforts of the modern world, we try to provide a safe, comfortable environment in the woods for your child to enjoy their camp experience. This includes balanced, well planned backpacking meals, extensive training for our staff in backpacking and wilderness counseling (including trip organization, shelter building, meal planning, and responding to emergencies), and well maintained equipment. We have received numerous praises from the Forest Service and local emergency officials on the training and competence of our staff in the wilderness. An overnight may be part of the program. Hopefully we will be able to provide this program.

SEE ACCOMPANYING CLOTHES/PACKING LIST: include this list in the duffle bag.



CLOTHES/PACKING LIST

Please indicate on the line provided the number of each item you send. This will help your child to check prior to returning home.

- | | |
|---|--|
| _____ Underwear (at least 6 pair) | _____ Sleeping Bag with blanket(s) |
| _____ Socks (at least 6 pair) | _____ Blanket(s) (in sleeping bag) |
| _____ Sweater/Sweatshirt | _____ Flashlight (with extra batteries) |
| _____ Long Sleeved Shirts | _____ Laundry Bag (Plastic) |
| _____ Jeans/Long Pants (at least 2) | _____ Shoelaces (extra) |
| _____ Shorts/Cut-Offs | _____ Postcards/Stamped and Addressed |
| _____ Short Sleeved Shirts | _____ Camp Saint Andrews Scarf (Prior Campers) |
| _____ Warm Pajamas/Nightgown | _____ Bathing Suit |
| _____ Handkerchief/Tissues | _____ Heavy Jacket |
| _____ 2 pair shoes (Boots/Tennis Shoes) | _____ Washcloth |
| _____ Bath Towel | _____ Hand Towel |
| _____ Beach Towel | _____ Hat |
| _____ Water bottle/Canteen | |

TOILETRIES (in plastic bag or case):

- | | |
|------------------------------|--------------------------------|
| _____ Nail Clippers and File | _____ Drinking Cup |
| _____ Chapstick | _____ Insect Repellent |
| _____ Sun cream/screen | _____ Shampoo |
| _____ Skin cream/Lotion | _____ Soap (in a bag or box) |
| _____ Toothbrush/Toothpaste | _____ Antiperspirant/Deodorant |
| _____ Brush/Comb | |

FOR MATURE BOYS ONLY:

- _____ Shaving Supplies

FOR MATURE GIRLS ONLY:

- _____ Sanitary Supplies
_____ Shaving Supplies

OPTIONAL:

- | | |
|---|-------------------------------------|
| _____ Small Pillow and Pillowcase | _____ Notebook & Pencil/Pen |
| _____ Paperback Book (For quiet times) | _____ Bible or other religious text |
| _____ Camera/Film (one-use cameras are suggested) | _____ Musical Instrument |

- Notes:
1. Sandals are not suitable footwear for camp and are not allowed.
 2. No pocketknives will be allowed for campers.
 3. No radios or tape players are allowed in camp.
 4. Socks are to be worn at all times, except while at pool.
 5. Signed permission must be given on Authorization Form for your child to bring a musical instrument or camera.