

GUEST GROUP POLICY & PROCEDURES

CONDUCT

All guest groups shall honor Biblical standards of conduct. This would include, but not be limited to, refraining from advocating, condoning, or practicing sexual immorality and homosexuality, and refraining from the use of illegal drugs, alcohol, firearms, explosives, profanity, secular music and videos, and immodest clothing. Smoking is never permitted in the buildings or where food is being prepared. Smoking is only permitted with special permission from the Camp Administrator.

MEALS

Camp Andrews served meals will be at 8:00 AM, 12:00 Noon, and 5:00 PM, unless otherwise arranged. Shirts and shoes are required. Please do not take food, utensils, plates, etc. out of the dining hall. Groups making their own meals should follow the "Kitchen Policy".

VEHICLES

All vehicles should remain in the designated parking areas except for loading and unloading. The lanes are to be kept open at all times. Please drive slowly and cautiously on camp property. People are not to be transported in vehicles not designed for passengers. Camp Andrews is not able to provide or arrange for transportation of guest groups.

QUIET TIME

All activities after 10:30 PM will have its noise confined to inside the buildings. The entire facilities will be quiet by 12:00 PM.

CONSERVATION

Help us be good stewards by turning off lights not in use and keeping doors closed.

DAMAGES

Please report to the Administrator and compensate Camp Andrews for all damages caused by your group. There will be a \$25.00 fee for non-emergency use of a fire extinguisher.

FIRES

Camp staff will start fires in the buildings with stoves or fireplaces. The guest group is responsible to keep the fire going throughout their stay. Please contact camp staff before building a fire outdoors and extinguish it upon leaving the area.

TELEPHONE

A phone is available for guest group use in the kitchen of the Pine View Lodge and at the receptionist desk in the lobby of Pine View - - the number is **(717-284-2019)**. Acquaint your group with this number where you can be reached. Locate it upon arriving at camp. The phone at the Administrator's house can also be used in the event of an emergency. Please call collect or use a calling card when making long distance calls (anything but 284, 786, 687, 464, 299, 548, and 872).

SWIMMING POOL

The swimming pool is open from Memorial Day through Labor Day, 1:00 - 4:00 daily, unless other arrangements are made. No one is permitted inside the pool area when the gate is locked. A trained, certified lifeguard must be present when the pool gate is open. Modest bathing attire is required. No bikinis. Swimwear is appropriate only in the pool area.

RECREATION

Recreation equipment is available upon request (volleyball, basketball, softball, etc.). Return equipment to its storage area in good condition. Using firearms and fireworks is not permitted. For safety reasons, please do not walk on the public road. Ask camp staff for information about nearby parks and sightseeing. The Ropes Course area across the creek and the archery range is off limits to guest groups without a supervising Camp Andrews staff person present.

WILDLIFE

Please help us maintain the beauty of the natural environment by not disturbing or taking captive any plants or animals without permission from camp staff. No pets. Caution and respect should be used with animals in petting zoo.

STEEP TERRAIN

Use extreme caution on the many steep banks and near the rock cliff across the creek bridge. As much as possible stay on the prepared paths and steps.

POISON IVY

Teach campers to identify it - - "leaflets three let them be". If it is touched, carefully wash all exposed areas as soon as possible. Inform the Administrator of any near the buildings or paths.

HAZARDOUS MATERIALS

- Firearms, ammunition, and fireworks of any kind are not permitted on the grounds.
- Archery equipment is to be kept in the locked closet in the lodge at all times when not in use. A trained Camp Andrews staff person will authorize and supervise its safe use.
- Flammable and poisonous materials such as paint, varnish, or similar products will be labeled clearly and safely stored in the craft barn or shop. All liquid fuels will be kept in approved containers and stored in the shop. Matches and lighters will only be used with adult supervision.

STATEMENT OF FAITH

Each guest group will respect the following statement of faith:

We Believe In...

1. The Bible as the divinely inspired, entirely trustworthy and authoritative Word of God.
2. One God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. The deity of the Lord Jesus Christ, His substitutionary atonement for sin, His bodily resurrection and ascension, and His personal return in power and glory.
4. Salvation of repentant sinful man through the shed blood of Jesus Christ by faith apart from works.
5. The Holy Spirit indwelling every believer, bringing conviction, regeneration, and sanctification.
6. Equality of all people and unity in the Spirit of all true believers, the church, the Body of Christ.

EMERGENCY PROCEDURES

FIRE OR NATURAL DISASTERS

1. All campers should immediately vacate the building they are in and proceed to the creek/petting zoo area -- or behind the lodge for a flood -- via the shortest possible route.
2. The campers should assemble by cabin so that a head count can be taken. All campers must be accounted for by their adult leader.
3. The Group Director should immediately dial 911 on the nearest available phone (Millhouse kitchen or Administrator's home) giving his location - Camp Andrews, 1226 Silver Springs Rd., Drumore Township -- and the building/buildings involved.
4. Contact the Camp Andrews Administrator at 284-2624 or 284-6022. He will direct fire personnel/emergency services, and give further directions if necessary.
5. Fire Extinguishers are located in the Lodge, each cabin, and in the Millhouse.

LOST CAMPERS (MISSES OF RUNAWAYS)

Notify the Camp Administrator -- he'll direct the search / rescue efforts. If he is not available and it is an emergency, dial 911 and request the assistance of the state police.

ACCIDENTS / INJURIES

1. Remove other campers from the scene as much as is possible and make sure the scene is safe before giving care.
2. Evaluate the extent of the injury. If in doubt, do not move the injured person.
3. Use necessary First Aid to control bleeding, prevent shock, immobilize breaks, etc.
4. If it is not an emergency, notify the parents or legal guardians before taking victim to doctor or hospital.
5. If it is a potential emergency, dial 911 on the nearest available phone (see list above). Answer their questions. Your location is 1226 Silver Spring Rd, Holtwood PA. Do not hang up first. Send someone to the parking lot to direct the ambulance to the victim. Call parents or legal guardian as soon as possible.
6. Also notify the Camp Andrews Administrator at 284-2624 or 6022.
7. The nearest doctor is at the Aument Health Center in Quarryville (786-7383)
8. The nearest hospital is the Lancaster General Hospital in Lancaster (290-5511)
9. Be prepared with your insurance information for the doctor/hospital.
10. Fill out an Accident Report with information from all witnesses.

EMERGENCY PHONE NUMBERS

Fire / Police / Ambulance 911
Aument Health Center (nearest doctor) 786-7383

RESPONSIBILITIES

GUEST GROUP

CAMP POLICIES

Complete the reservation form, acknowledging having read each of the following documents: Rate Schedule, Statement of Faith, Facility Policy and Procedures, Emergency Procedures and Kitchen Policy (if cooking). Inform your group and enforce these policies during your time here.

HEALTH CARE

Provide a staff person with current certification in Standard First Aid or equivalent. Camp Andrews is not responsible to provide medical care or transportation to a medical care facility. Bring an adequate supply of First Aid supplies. Arrange for adequate transportation at all times in case of a medical emergency. Keep a health log of any injury or illness that requires treatment.

INSURANCE

Provide adequate medical and accident insurance coverage for all in the group.

PROGRAM

Provide adequate camper supervision and resource people to meet campers needs. Implement a structured schedule that ensures a safe and spiritually meaningful experience for all.

LINENS

Provide all linens including towels, sheets, blankets, pillows, etc

CLEANING

Clean facilities at the end of your stay, leaving them as you found them. Check carefully for personal belongings. Camp Andrews is not responsible for misplaced items.

PAYMENT

Make payment for your stay before leaving, usually at the last meal.

Camp Andrews

INSURANCE

Provide adequate property and liability coverage for the facilities, camp staff, and guest group.

FACILITIES

Provide facilities in clean, workable condition. Provide guidance in the care and use of the equipment and facilities. Garbage disposal.

PROGRAM

Assist in program planning and problem solving as requested by the guest group.

KITCHEN HEALTH CODES

- The kitchen and dining area should be left as clean as you found it, following these codes and the clean up check list that is posted in the kitchen.
- A solution of one cap Clorox with one gallon hot water should be used to regularly wipe all tables and food preparation tables.
- The food & paper supplies that belong to Camp Andrews is not for rental groups. If needed, Musser's Market is open 7 days a week and only 5 minutes away.
- In case of fire under hood, pull chain by the door to office and use extinguisher by door. Call 911 immediately.
- No animals permitted
- Doors should not be propped open and window screens should remain in place.
- Potentially hazardous foods such as milk and meat products should not be left out of the refrigerator for extended times.
- Home canned foods are not to be used.
- Gas, liquid flammables, and poisonous materials as well as non food items like hand lotion, shampoo, etc. are not to be in the kitchen area.
- Thermometers in the refrigerators shall be monitored periodically. If the temperature rises above 45 degrees, immediately inform the Administrator. If the Administrator is not available, contact Triangle Refrigeration at 1-800-669-2711 to correct the problem within 24 hours.
- Wash all cups, silverware, and food service utensils in the dishwasher and protect from dust and contamination between uses. Silverware and cups should be washed twice. Follow "Dishwasher Operation" instructions, posted above the dishwasher. All dishes and food service utensils must be air dried. Other items washed by hand will use wash and first rinse water of at least 100 degrees and second rinse water with an approved chemical sanitizer, all in the 3 bowl sink.
- Review and adhere to the Department of Agriculture codes posted in the kitchen. All fines incurred through the violation of these codes will be the responsibility of the guest group.
- The kitchen is complete and self-prep, able to serve groups up to 60 in the Millhouse and 120 in the Pine View Lodge. Upon arrival the cooks shall go through a short orientation with the host.
- Footwear shall be worn by everyone in the kitchen or dining room area.

SWIMMING POOL POLICY

θ Lifeguard:

A person with written evidence of current certification in Lifeguard Training, Standard First Aid, and CPR must be present any time someone from the user group is inside the pool area. He/she will have authority to enforce this policy.

θ Activities and items not permitted in pool area:

- running
- gum, food or glass
- horseplay (pushing, dunking, etc.)
- diving in shallow end
- shooting basketball from deck
- hanging onto deep end rope
- foul language
- bikinis and immodest swimwear
- band-aids or loose jewelry
- radios or tape players
- removing of deep end rope
- sitting in lifeguard chair
- making a noise that simulates the lifeguards' whistle
- going into the filter room

θ To swim in deep end:

With the lifeguard observing, the camper must swim across the pool and back non-stop and above water.

θ Shower:

All persons must shower before entering the pool.

θ Thunderstorms:

Upon the first sign of lightning or thunder, the pool shall immediately be vacated and remain so until 1/2 hour after the last sign of thunder or lightning.

θ Lifeguard's whistle

- One short blast - all listen for instructions from the lifeguard
- One long, loud blast - everyone immediately vacate the pool