

# ORIENTATION SCHEDULE

Welcome to the **75th** year of summer camping at BLUE MOUNTAIN RANCH! We hope this will be a time for you to get to know each other, to learn to work as a team, and to learn about our traditions. Please maintain a curfew of 12:00 midnight (lights out) so that we can get our work done during the day. This schedule is subject to change.

## Saturday, June 5th

Staff will be arriving all day. Get acquainted. Take a walk and see what's here! We will not start actual classes until Monday, so this is a free time to learn a little about camp and see what is here.

**6:00** Dinner

**7:00** Bonfire – Lead by Dave and Tim

- Explanation of camp history
- Dorothy's aims and objectives
- Bonding fun!

## Monday, June 7

**8:00** Breakfast

**9:00** Dining Hall: Discussion of camp policies

- How do we achieve our goals and objectives?
- Why are we here?
- Why are you here (for the campers!)?
- Overview of behavior management, discipline, and difficult children
- "Highs and Lows" personnel policies
- Discuss how to teach children about getting along and becoming more independent (Brainstorm ways)

**12:15** Lunch

**1:00** Social Services Presentation

- Discuss: Duty to report child abuse, sexual abuse, sexual harassment
- Sign that you understand child abuse policy, child on child abuse.
- Training on bullying, our policy and how to prevent/handle.
- Training also to minimize the potential of any staff member being in a one-on-one camper/staff situation when out of sight of others.
- Tanya will discuss appropriate supervision and interaction between campers and staff and our key to camper/staff safety.
- Policies and staff training should be provided to all camp staff. This will include one-on-one staff to camper ratio.

**3:00 – 5:00** Rifle and Archery Training

**6:00** Dinner

**7:30** Chapel under the stars!

- Liz will be sharing her wealth of camp knowledge with us!
- When finished free time will begin.
- Please make sure that you get plenty of rest.

## Tuesday, June 8

**8:00** Breakfast, Don't be late!!

**9:00** Roundup

- All staff will go out to the Meadow.
- You don't HAVE to, we just want everyone to see this place.
- Overnight procedures will be discussed.

**12:15** Lunch

**2:00** Meet with our camp nurse, Laura (and Patti)

- Nurse expectations
- Counselor expectations
- Roles and responsibilities related to camp healthcare (medication for staff and campers)
- Use of healthcare supplies and equipment
- First Aid Procedures
- Documentation of incidents, accidents, near misses & emergencies that may not result in injuries.
- Blood borne pathogens
- Procedures for identifying emergency situations
- Establishing sanitary procedures when dealing with infectious waste or body fluids

- Procedures for notifying 9-1-1
- Plan for providing routine healthcare needs for groups on a hike
- Handling of life-threatening emergencies related to the health conditions of the participants and the environmental hazards associated with the area.
- **Head to Toe Check** – at this time, please let her know of any medications or problems that would impede your ability to perform the essential functions of your position and turn in any medications you brought with you to camp.
- **Discuss emergency procedures for:**
  - Emergency drill (including plan for intruders)
  - Bad weather/Lightening
  - Site hazards
  - Lost campers

**3:00** Short meetings with new counselors and former camper counselors!

**3:15** General meeting covering:

- Staff team, including organization chart
- Activity leader description
- Jr. Counselors, CITs, and work boys (what they can and can't do)
- Staff information including
  - training dates and times
  - staff meetings
  - continuing education
  - time off from camp
  - regulations regarding drugs & alcohol
  - forms turned in
  - forms and statements signed
  - cell phone policy
  - transportation – where to park staff cars, policy within camp, campers in cars
  - checking IDs of adults picking up campers if you don't know them
  - practices and policies

**4:00** Work Groups

**6:00** Dinner

**7:30** Group games at dining hall or gym

### **Wednesday, June 9**

**8:00** Breakfast

**9:00** Paper work with Janice and Work groups

- You can't work or receive a check without the proper paperwork, including a valid health form.
- Bring all forms to the office
- Make copies of drivers' licenses & all certifications
- If you need to get a physical or fingerprints, that will need to be taken care of on the off day of orientation, Thursday afternoon.

**11:00** Fill out sheets with choices for classes and age groups, etc.

- Dave will create a schedule
- Organization of activity areas
- Let us know what you will be needed to make you activity run smoothly

**12:15** Lunch

**1:15** Clean cabins & paint

**3:00** Program objectives and guidelines

- Activity orientation and scheduling for all activities and events
- permission slips
- flexibility
- age characteristics and age appropriate activities
- progression in activities
- typical day at camp
- special visitors/resource people
- field trips

**6:00** Dinner

**7:30** Activity with Tim, bonfire and s'mores.

## Thursday, June 10

**8:00** Breakfast

**9:00** Meet in dining hall

- Discussion of general camp info sent to kids
- Orientation materials sent to campers
- First day orientation
- Kitchen procedures
  - expectations
  - kitchen rules
  - times of meals
  - staff cookout
  - proper food preparation methods in kitchen
  - kitchen "raids"
  - trash removal
  - use of charcoal
  - fire setup and safety
  - environmental practices
  - proper etiquette in dining hall

**10:30** Work Groups

**12:15** Lunch

**1:00** Move into cabins

- Once this is complete, you are free to leave for your time off!
- **Fingerprints and physicals** must be obtained at this time, if not already done so.
- Otherwise have a great afternoon and please be back at camp by midnight.

## Friday, June 11

**9:00** Breakfast

**9:30** Ropes Course

**12:15** Lunch

**1:00** Work Groups

**3:00** Afternoon Meeting:

- Brainstorm observable outcomes:
  - What they are, how we achieve them – make a chart to be shared with kids and parents
  - Discuss goals and objectives
- Panel of situations around camp
  - Role play situations
  - Boundaries
  - Rough housing
  - Responsibilities
  - Injury prevention
- First Day Procedures/Activities:
  - Staff assignments
    - Staff at camp
    - Airport staff
    - Front Gate
    - Office
    - Cabins
  - Final organization plan
  - Notifications to office for no-shows by 3:00 p.m.
  - Counselor Skit

**5:00** Leave for meadow

**6:00** Dinner: cook out at the meadow. When you get back create signs for your cabins with all camper and staff names, even if they are arriving late.

## Saturday, June 12

### **TODAY IS THE DAY WE ALL HAVE BEEN WAITING FOR!**

**8:00** Breakfast & Meet to discuss last minute details. Most campers will arrive by car, but some staff will have to travel to airport. Have your cabins ready and prepared to answer questions from anxious parents. This is it!