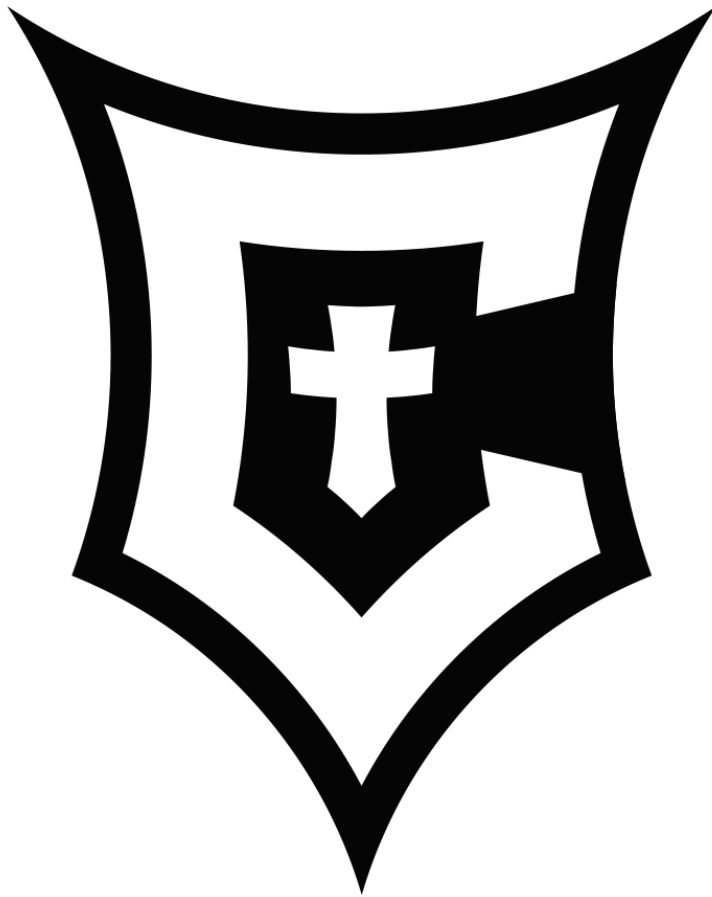


2026
GROUP LEADER
HANDBOOK



CITIKIDZ

GROUP LEADER HANDBOOK

The vision of SB2Dub Citikidz is to teach, train, and transform urban America.

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ADMINISTRATIVE DUTIES



- ✓ Make your own personal copies of each Camper and Kaleo Application information. When the applications are filed online, we still need fully completed applications, including health cards and insurance information.
- ✓ Keep this handbook handy so you will be prompt concerning deadlines. **These lists are for your personal use and do not need to be returned to SB2Dub. Put all SB2Dub information together in a 3-Ring Binder.**



- ✓ Have campers pay you a minimal fee for his/her own deposit for camp. **They will be more inclined to keep their spot rather than cancel at the last minute.** Campers who do not pay anything have nothing invested, which makes dropping out a ton easier. Remember, your group will be paying the entire amount for the space unless you can fill it with another camper before the deadlines, and you must contact us to confirm your replacement.
- ✓ We are doing all we can to make the application process easier. We will send your Application through a Google Form link for you to fill out the online application. Share this link with each new camper's parent or guardian. Feel free to fill out a form yourself and with the parent or guardian as they give you the information—**don't just send information home with a potential camper.** It takes more effort, but you will know the application is completed correctly. This means we won't have to call for additional information. **WE CANNOT ACCEPT FORMS THAT ARE NOT SIGNED BY A PARENT OR GUARDIAN. NOR CAN WE ACCEPT FORMS NOT SIGNED BY THE CAMPER! (WHEN YOU FILL OUT YOUR FORMS ONLINE THAT WAIVER AGREEMENT MUST BE CHECKED AND DATED)**
- ✓ Keep in touch with us, starting as soon as you leave for your session! If you have questions, **DON'T ASSUME ANYTHING**, please call and ask now, not the day before you come to camp!
- ✓ Create your own waiting list! If and when campers cancel, you will have an idea who to call to fill the space. Make sure the campers on your waiting list have already filled out an application. This will save you time in the long run. If you have 20 students, do not register for 20 spots. Register for 10 or less. That way, you will always potentially have a replacement camper.
- ✓ **GET EACH CAMPER'S ACCURATE BIRTHDAY** from the parent or guardian, from a medical card or its equivalent. **Campers are put in cabins by camp staff according to birth dates and there are NO choices or changes.** Correct age/birth dates are your responsibility.
- ✓ Make sure we have the name, phone number, and address of your financial contact, if it is someone other than you. **Please understand it is ultimately YOUR responsibility to make sure your balance is paid in FULL by APRIL 15th AND ALL FORMS ARE IN by May 1st!**

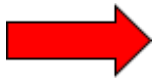


- ✓ **GROUP LEADERS ACCESSIBLE ON OPENING DAY!** If the Group Leader who does all the work is not accessible, information is lost, misplaced, and misunderstood in translating the information to someone else. If there is a problem with the Group Leader being accessible, please let us know ahead of time. "I don't know" or "I didn't know" is not an acceptable answer to questions we have regarding campers' money, medications, or personal information.
- ✓ Emphasize that behavior at camp must be *excellent*. **REVIEW THE DISCIPLINE POLICY AND ALL RULES WITH CAMPERS BEFORE ARRIVING AT SB2DUB!** Tell your youth that if they receive discipline, the leader or counselor will be disciplined as well.

KALEO PARTNER PROFILE

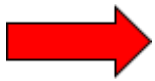
Our Kaleo program is designed to encourage, refresh, and provide spiritual insight for the urban youth workers who come to SB2Dub, through Bible studies, camp activities, and quality time with other youth workers. In order to make this possible, we have found that Kaleos that fit within these boundaries add the most and benefit most from the Kaleo program. A kaleo must meet the following criteria:

- **A called, connected, and committed individual in a community** (ex. year-round volunteer with a particular organization/ministry, a FULL-TIME staff member, an intern, or potential volunteer/staff member, parents, coaches, teachers, etc.)



- **At least 20 years old** (this is a program for mature community leaders). **ANY 19-YEAR-OLD MUST BE CLEARED BY A FULL-TIME STAFF DIRECTOR.**

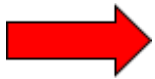
- **THE BELOW UNSUITABLE CONDITION CHARACTERISTICS FOR CITIKIDZ CAMPERS APPLIES TO KALEOS AS WELL!**



- **Sickle Cell Disease, Cerebral Palsy, Hemophilia, Autism Requiring Additional Support, Epilepsy, Insulin-Dependent Diabetes, and Acute Asthma** (for more, refer to page 17) — We recognize there are limits to the type of care we can provide at Citikidz. The

Camp Health Center is not an equipped emergency department, and can only offer initial supportive care in the case of an emergency. Our seasonal staff is composed of college age and post grad students that have been trained in basic CPR and some supportive care. It is our greatest desire that every one at SB2Dub has a safe and happy experience. It is with this in mind that our Health Advisory Board has at this time denied the approval of the attendance of participants with the aforementioned conditions.

- ♦ **Kaleo with HIV/AIDS**— Though we have a certified medical staff on site, we cannot effectively care for HIV or AIDS patients that come to camp without proper meds and medical history information needed to care for that individual. Also, because this is a sports-oriented environment, we, understanding that realistically there is minimum risk involved, have chosen to refrain from accepting Kaleos that are carriers of HIV/AIDS.



- **Physical Condition**—Kaleos should be in decent physical condition and be able to easily do all the walking one would expect in an athletic camping experience. **ALL KALEOS SHOULD EXPECT TO PARTICIPATE IN PHYSICAL ACTIVITIES SIMILAR TO THEIR CAMPERS.** The experience at SB2Dub is VERY intense. The schedule is vigorous and the days can be long. Expect a Christian SPORTS CAMP, NOT a resort! **IF YOU FEEL YOU WILL NOT BE ABLE TO HANDLE THE DEMAND OF THE PHYSICAL SIDE OF CAMP, THIS IS NOT AN APPROPRIATE PLACE FOR YOU!!!!**

- **Pregnant Kaleos**— SB2Dub is an athletic camp and is neither appropriate, nor the safest environment for pregnant women. It exposes both mother and child to unnecessary risk.

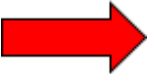
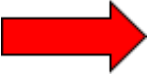
- **Unfortunately, we neither have married housing, nor facilities for infants/toddlers/pre-schoolers.** Children are not allowed to stay in the Kaleo cabin. Kaleos may pre-register their own appropriate-aged children as campers, **but are not allowed** to bring infants/toddlers/pre-schoolers. **If you bring younger than the appropriate camp age, they will be sent home at your expense.**

- **ALL KALEOS ARE REQUIRED TO STAY IN THE LODGING PROVIDED BY CAMP.**
- **One Kaleo is REQUIRED for every 10 campers.** Groups with one or more campers must have a Kaleo in attendance (1 kaleo per 10 campers).

CITIKIDZ CAMPER PROFILE

Our desire at SB2Dub is to provide the model Christian experience in camping. We do our best to encourage positive influence, empower courageous leadership, and equip the next generation for service in God's kingdom. Yet, we recognize not everyone is suited for SB2Dub Citikidz because of the highly structured environment. **PLEASE BE AWARE that if you bring a camper to camp who has one of the following conditions, the camper will not be permitted admission and will be sent home at YOUR expense.**

CHARACTERISTICS NOT SUITABLE FOR SB2Dub CAMPERS

-  ♦ **YOUTH ON HEAVY DOSAGES OF PSYCHOTROPIC DRUGS—** (BEHAVIOR OR PERSONALITY ALTERING DRUGS. (There is a list in the following pages. We consult our Health advisory board to make sure students that attend have proper care. If you have a student with meds on "Needs Approval" psychotropic drug list, please call a full-time staff director at 724-238-2400 or e-mail the name of the med(s) and volume of dosage to citikidz@sb2w.org to get the student(s) reviewed.)
- ♦ **Pregnant Youth**—SB2Dub is an athletic camp and is neither appropriate, nor the safest environment for pregnant women. It exposes both mother and child to unnecessary risk.
-  ♦ **Sickle Cell Disease, Cerebral Palsy, Hemophilia, Autism Requiring Additional Support, Epilepsy, Insulin-dependent Diabetes, , and Acute Asthma** (for more, refer to page 17) — We recognize there are limits to the type of care we can provide at Citikidz. The Camp Health Center is not an equipped emergency department, and can only offer initial supportive care in the case of an emergency. Our seasonal staff is composed of college age and post grad students that have been trained in basic CPR and some supportive care. It is our greatest desire that every one at SB2Dub have a safe and happy experience. It is with this in mind that our Health Advisory Board has at this time denied the approval of the attendance of campers with the above conditions. *If you fail to disclose the above conditions and come to Citikidz with one of the listed conditions, you will not be permitted to admission and will be sent home at the group leader's expense.*
-  ♦ **Campers with HIV/AIDS**— Though we have a certified medical staff on site, we cannot effectively care for HIV or AIDS patients that come to camp without proper meds and medical history information needed to care for that individual. Also, because this is a sports-oriented environment, we, understanding that realistically there is minimum risk involved, have chosen to refrain from accepting campers that are carriers of HIV/AIDS.
- ♦ **Juvenile Delinquents/Wards of the State**—Though we don't exclude children with criminal records, we ask that you use extreme caution and discernment in choosing a child with a criminal past who has difficulty submitting to authority and following rules in a highly structured environment.
- ♦ **Past campers who have been a major discipline problem**—Campers that didn't respond to camp discipline measures and/or were asked not to return to camp.
-  ♦ **ANY CHILD YOU CANNOT HANDLE AND/OR IS UNRESPONSIVE TO YOUR BASIC INSTRUCTION.** This sometimes happens with female youth leaders and teenage male campers.
- ♦ **Any camper who adversely affects the camping experience for other campers, youth leaders, and staff, will be asked to leave at the group leader's expense.**

LIST OF PSYCHOTROPIC DRUGS

We take careful consideration to provide the most diverse, equitable, and inclusive environment where campers and leaders sense belonging, while at the same time, acknowledging our limitations in the ability to provide definitive care to each participant. We have consulted with mental health professionals and recognize a continual need to be clear about how we can provide that environment as best as possible. The following list of medications, by the determination of our Health Advisory Board have been deemed denied, approved, or needs approval. **If you start or stop a medication on the denied or needs approval list 8 weeks before the start date of your arrival date, applicants are ineligible to attend. If you fail to disclose your medication(s) and arrive at camp taking medication that Needs Approval or is Denied, you will be sent home at the group leader's expense.**

Brand	Medication	Purpose	Approved	Needs Approval	Denied
APPROVED MEDICATIONS					
Adderall	Adderall	used to treat attention deficit hyperactivity disorder - ADHD	√		
Concerta	Methylphenidate	used to treat attention deficit hyperactivity disorder - ADHD	√		
Ritalin	Methylphenidate	used to treat attention deficit hyperactivity disorder - ADHD	√		
Strattera	Atomoxetine	used to treat attention-deficit hyperactivity disorder (ADHD) as part of a total treatment plan, including psychological, social, and other treatments.	√		
Vistaril	Hydroxyzine	a prescription medicine used to treat the symptoms of anxiety, itching or hives on the skin and as preoperative sedation	√		
MEDICATIONS NEEDING APPROVAL					
Ambien	Zolpidem	used as a sleep aid		√	
BuSpar	Buspirone	an anti-anxiety medication		√	
Celexa	Citalopram	an antidepressant of the SSRI class		√	

		(Selective serotonin reuptake inhibitor)			
Cymbalta	Duloxetine	an antidepressant of the SSNRI (Selective Serotonin and Norepinephrine Reuptake Inhibitor) class, similar to		√	
Effexor	Venlafaxine	an antidepressant of the SSNRI (or SNRI) class		√	
Elavil	Amitriptyline	a tricyclic antidepressant (TCA), less commonly used these days		√	
Imipramine	Imipramine	a tricyclic antidepressant (TCA) which is sometimes used to treat bulimia, panic disorder, or related disorders		√	
Inderal	Propranolol	a beta blocker used to treat high blood pressure, irregular heartbeats, shaking (tremors), and other conditions.		√	
Lexapro	Escitalopram	an antidepressant		√	
Lunesta	Eszopiclone	a sleep aid		√	
Luvox	Fluvoxamine	an antidepressant of the SSRI class, often used to treat Obsessive-compulsive disorder		√	
Paxil	Paroxetine	an SSRI antidepressant, used frequently to treat depression and anxiety disorders		√	
Prozac	Fluoxetine	an SSRI antidepressant, benzodiazepine class		√	
Remeron	Mirtazapine	an antidepressant which is often		√	

		used as a sleep aid			
Restoril	Temazepam	used to treat severe or debilitating insomnia.		√	
Trazodone	Trazodone	antidepressant medication		√	
Wellbutrin	Bupropion	an antidepressant of the NDRI class Norepinephrine and Dopamine Reuptake Inhibitor, structurally identical to Zyban, a stop-smoking aid		√	
Zoloft	Sertraline	an antidepressant of the SSRI class Selective Serotonin Reuptake Inhibitor		√	
DENIED MEDICATIONS (Applicants on the following will not be permitted to attend SB2Dub)					
Abilify	Aripiprazole	antipsychotic used to treat schizophrenia, bipolar disorder, and agitation			√
Antabuse	Disulfiram	used to treat alcohol addiction			√
Aricept	Donepezil	used to slow the progression of dementia			√
Ativan	Lorazepam	an anti-anxiety medication of the benzodiazepine class often used to help with panic attacks or during detoxification from alcohol or other drugs			√
Clozaril	Clozapine	an antipsychotic			√
Depakote	Sodium valproate	a mood stabilizer used to treat bipolar disorder, sometimes called an antimanic medication			√
Eskalith	Lithium carbonate	a type of Lithium, which is a mood stabilizer used to			√

		treat bipolar disorder			
Gaitril	Tiagabine	a mood stabilizer			✓
Geodon	Ziprasidone	an antipsychotic			✓
Haldol	Haloperidol	an antipsychotic			✓
Keppra	Levetiracetam	an anticonvulsant drug which is sometimes used as a mood stabilizer			✓
Klonopin	Clonazepam	used to prevent and control seizures			✓
Lamictal	Lamotrigine	a mood stabilizer of the anticonvulsant class			✓
Librium	Chlordiazepoxide	treats anxiety and acute alcohol withdrawal			✓
Loxitane	Loxapine	an antipsychotic, (rarely used in today's time)			✓
Mellaril	Thioridazine	an antipsychotic, (rarely used in today's time)			✓
Namenda	Memantine	used to slow the progression of Alzheimer's Dementia			✓
Navane	Thiothixene	an antipsychotic, (rarely used in today's time)			✓
Neurontin	Gabapentin	an anticonvulsant (anti -seizure medication) which is sometimes used as a mood stabilizer or to treat chronic pain, particularly diabetic neuropathy			✓
Prolixin	Fluphenazine	an antipsychotic			✓
Reminyl	Galantamine	used to slow the progression of Alzheimer's Dementia			✓
ReVia	Naltrexone	alternatively known as Naltrexone			✓
Risperdal	Risperidone	an antipsychotic			✓

Serax	Oxazepam	anti -anxiety medication of the benzodiazepine class, often used to help during detoxification from alcohol or other drugs of abuse			√
Stelazine	Trifluoperazine	an older antipsychotic, (rarely used in today's time)			√
Topamax	Topiramate	a mood stabilizer, also used for migraine headaches			√
Thorazine	Chlorpromazine	an older antipsychotic, (rarely used in today's time because of the high occurrence of serious side effects)			√
Trileptal	Oxcarbazepine	atypical antidepressant, most typically used now as a sleep aid			√
Valium	Diazepam	a prescription medicine used to treat symptoms of anxiety, muscle spasm, alcohol withdrawal and as a sedative before surgery or to treat seizures.			√
Xanax	Alprazolam	treats anxiety and panic disorders			√
Zyprexa	Olanzapine	an antipsychotic medication used in the treatment of schizophrenia, schizoaffective disorder, bipolar disorder, and various types of dementia			√

HEALTH CARE SERVICES INFORMATION

We have wonderful medical staff and their job is to provide our participants with basic health care. Our medical staff exists to meet the health and medical needs we have while folks are at camp. We are stocked with most over-the-counter medicines and some prescription medicines to meet the needs of your campers. We do require that **all who participate and take prescription medicine send the prescription in the container labeled by the pharmacy**. However, it is not necessary for anyone to bring over-the-counter medicine as we have our own stock. The medical staff will issue medication at breakfast, lunch, dinner, and bedtime. All medication is required to stay at the health center. All unused medicine will be returned upon departure. We look forward to taking care of you this summer at SB2Dub.

Reminders:

1. We must have a completed application and proof of adequate medical insurance coverage for each camper and Kaleo attending Citikidz.
2. All medication that is sent with the applicant must be labeled by the pharmacy. **This is especially important for those who have inhalers** that they will need at camp. Inhalers must either come in the actual box from the pharmacy with the label on it or they must have a written and signed order from the physician with the directions on how to administer them. We do not accept medication that is in plastic bags and/or not labeled. Medication that is not properly labeled will NOT be administered to the campers. We have all basic over-the-counter medications and therefore it is not necessary for your campers to bring such medications as Tylenol, Motrin, Benadryl, cold medicine, vitamins, etc.
3. ***Group Leader/Kaleo role: The labeling of medication is very important and presents a significant challenge every year. If a camper comes to camp with a medication that must be given and it is not labeled, then you as his/her group leader/Kaleo will be responsible for contacting that camper's parent(s) at home and having them fax a written and signed order from the physician to SB2Dub. By making sure that all medication is labeled properly before coming to camp, it will ensure that the medication is administered as ordered and on time, and no one will have to miss time away from camp. We want everyone to enjoy camp to the fullest and not have to miss out on anything. We need your help in making this happen. Thank you in advance for helping to correct this situation.



Head Lice Treatment and Prevention Protocol

Head Lice: head louse, or *Pediculus humanus capitis*, is a parasitic insect that can be found on the head, eyebrows, and eyelashes of people. Head lice feed on human blood several times a day and live close to the human scalp. Head lice are not known to spread disease.

How is it spread?

- Head lice move by crawling; they cannot hop or fly
- Spread by direct contact with the hair of a person with head lice
- o Common during play at school, at home, camp, sports activities, slumber parties, playground, etc.
- Contact with clothing (such as hats, scarves, coats) or other personal items (such as combs, brushes, pillows, or towels) used by a person with head lice is uncommon but possible
- Head lice can survive under water for several hours but are unlikely to be spread by the water in a swimming pool
- Personal hygiene or cleanliness in the home or school is unrelated to getting head lice
- It is not necessary to report to the health department because it is not considered a medical or public health hazard.

What to Look for:

Head lice have *three forms*:

1. Egg/Nit:

- Nits are lice eggs laid by the adult female head louse at the base of the hair shaft nearest the scalp
- Firmly attached to the hair shaft and oval-shaped, very small and hard to see (often about the size of a knot in thread)
- Yellow or white in color but sometimes live nits can appear to be the same color of the hair of the infested person
- Can easily be confused with dandruff, scabs, or hair spray droplets
- Usually take about 8-9 days to hatch and are usually located no more than ¼ inch from the base of the hair shaft
- Nits located further than ¼ inch from the base of the hair shaft may very well be already hatched, non-viable nits, or empty nits or casings

2. Nymph:

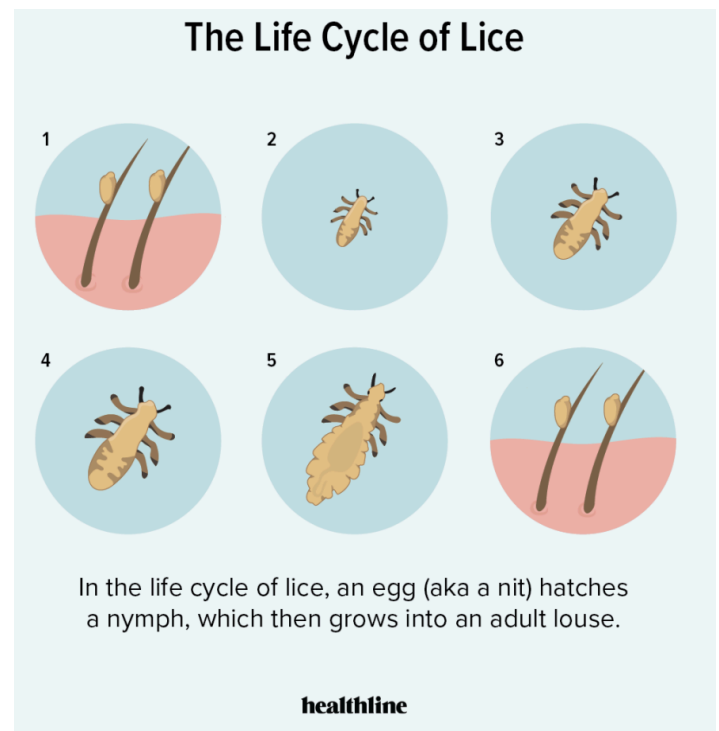
- A nymph is an immature louse that hatches from the nit
- Looks like an adult head louse but smaller
- To live, a nymph must feed on blood
- Nymphs mature into adults about 9-12 days after hatching from the nit

0. Adult:

- A fully grown and developed adult louse is about the size of a sesame seed, has six legs, and is tan to grayish-white in color
- To survive, adult head lice must feed on blood
- Can live about 30 days on a person's head but will die within one or two days if it falls off a person

Where to Look:

- Head lice and head lice nits are found almost exclusively on the scalp, particularly around and behind the ears and near the neckline at the back of the head
- Sometimes found on the eyelashes or eyebrows but this is uncommon



Signs and Symptoms of Head Lice Infestation:

- Tickling feeling of something move in the hair
- Itching
- Irritability and difficulty sleeping; head lice are most active in the dark
- Sores on the head caused by scratching

Treatment:

Pharmacologic (Medicinal):

- Apply lice medicine, also called pediculicide, according to the instructions contained in the box or printed on the label. If the person with head lice has very long hair (longer than shoulder length), it may be necessary to use a second bottle. Pay special attention to instructions on the label or in the box regarding how long the medication should be left on the hair and how it should be washed out.
- ****Do not use a combination shampoo/conditioner, or conditioner before using lice medicine. Do not rewash the hair 1-2 days after the lice medicine is removed****
- If a few live lice are still found 8-12 hours after treatment, but are moving more slowly than before, do not retreat. The medicine may take longer to kill all the lice. Comb dead and any remaining live lice out of the hair using a fine-toothed nit comb
- After each treatment, checking the hair and combing with a nit comb to remove nits and lice every 2-3 days may decrease the chance of self-reinfestation. Continue to check for 2-3 weeks to be sure all lice and nits are gone.
- Do not treat a person with head lice more than 2-3 times with the same medication if it does not seem to be working. This may be caused by using the medicine incorrectly or by resistance to the medicine. If this occurs, contact a health care provider for guidance.
- Over-the Counter Medications:
 - ☐ **Pyrethrins** combined with piperonyl butoxide;
Brand name products:
A-200*, Pronto*, R&C*, Rid*, Triple X*. Pyrethrins are naturally occurring pyrethroid extracts from the chrysanthemum flower. Pyrethrins are safe and effective when used as directed. Pyrethrins can only kill live lice, not unhatched eggs (nits). A second treatment is recommended 9 to 10 days after the first treatment to kill any newly hatched lice before they can produce new eggs. Pyrethrins generally should not be used by persons who are allergic to chrysanthemums or ragweed. Pyrethrin is approved for use on children 2 years of age and older. If crawling lice are still seen after a full course of treatment contact a health care provider.
 - ☐ **Permethrin lotion, 1%;**
Brand name product:
Nix*. Permethrin is a synthetic pyrethroid similar to naturally occurring pyrethrins. Permethrin lotion 1% is approved by the FDA for the treatment of head lice. Permethrin is safe and effective when used as directed. Permethrin kills live lice but not unhatched eggs. Permethrin may continue to kill newly hatched lice for several days after treatment. A second treatment often is necessary on day 9 to kill any newly hatched lice before they can produce new eggs. Permethrin is approved for use on children 2 months of age and older. If crawling lice are still seen after a full course of treatment contact a health care provider.

Non-Pharmacologic:

- Anything able to be laundered can be machine washed and dried using the hot water and high heat drying cycle
 - ☐ Lice and eggs are killed by exposure for 5 minutes to temperatures >130 degrees Fahrenheit
 - ☐ Include laundered items worn or used 2 days before treatment
- Items not able to be laundered can be dry-cleaned or sealed in a plastic bag for 2 weeks
- Soak combs and brushes in hot water (>130 degrees Fahrenheit) for 5-10 minutes

Resources:

Centers for Disease Control and Prevention. (2020). *Head lice: Frequently asked questions (FAQs)*. Retrieved March 2023 from https://www.cdc.gov/parasites/lice/head/gen_info/faqs.html

Centers for Disease Control and Prevention. (2020). *Head lice: Treatment*. Retrieved March 2023 from <https://www.cdc.gov/parasites/lice/head/treatment.html>

Other Health Guidelines for Groups

***Note:** The policies and procedures of these guidelines are subject to change as we monitor the best practices and recommendations of the CDC and ACA along with recommendations of our Health Advisory Board.

PRIOR TO ENTRY OF CAMP

Please monitor the status of your area and if you are traveling from a high-risk area or you experience symptoms, please take a COVID test prior to boarding. If your group arrives at Citikidz with anyone who displays symptoms, we will test that individual **and that vehicle will be sent home at the group's expense if that individual is positive.**

Q. When can a person be permitted to attend Citikidz, if they have tested positive for COVID-19 or any other communicable illness?

A. In positive cases of a communicable illness such as COVID-19, chicken pox, or influenza, applicants may attend Citikidz after five days from the initial onset of the illness (evidenced by symptoms or a confirmed test) if and only if they are no longer displaying symptoms of the illness.

Q. What happens if I have not tested positive for COVID-19 or any other communicable illness, but I am displaying symptoms, unrelated to allergies, car sickness, anxiety, or food poisoning prior to boarding for Citikidz?

A. In this case, because we desire to promote the healthiest environment possible, please choose to stay home. We understand that some symptoms are associated with allergies, car sickness, anxiety and/or food poisoning, and in those cases, applicants are more than welcomed. We also recognize that we do not only want to avoid COVID-19 illness here. We would also rather not be an incubator for the spread of other illnesses.

PARENT COMMUNICATION

- ☐ Communicate the importance of keeping applicants home if they show any symptoms associated with COVID-19 or any other communicable illness, provided those symptoms are not related to allergies, car sickness, anxiety and/or food poisoning.
- ☐ Communicate to parents that any and all displays of symptoms in participants at Citikidz will be escorted to the health center and given a rapid test. If the test is positive (or continued evidence by symptoms), **we will notify kaleos and parents and after 24 hours, if the symptoms decrease and the camper feels better, the camper will stay onsite, be monitored and resume camp activities with added precaution for 5 days. If after 24 hours, the symptoms worsen or a fever occurs, we will notify kaleos and parents so as to have students off the premises within 8 hours.** While standards have been mostly relaxed, we will still do our best to contact trace. Those that we know have been in contact with a person who tests positive will be required to wear a mask for the safety of others and be quarantined on property until after they are cleared by medical staff within 5 days of illness onset.

TRAVELING TO CAMP

- ☐ Kaleos are required to perform initial health screening of campers using the Health and Wellness screening survey at the drop off location before they board buses or vans. Any yes responses must be disclosed to Citikidz prior to your departure and anyone displaying symptoms that are not related to allergies, car sickness, anxiety and/or food poisoning **must** be removed from your roster.
- ☐ Do not board campers or kaleos who are sick or experiencing any COVID-19 and flu-like symptoms.
- ☐ Wash and/or sanitize hands before boarding a bus, van, or vehicle.
- ☐ Practice good hygiene and low-risk behaviors.

DURING CAMP

Q. What happens if an individual tests positive or is displaying symptoms while at Citikidz?

A. We will test anyone displaying symptoms unassociated with allergies, car sickness, anxiety and/or food poisoning. All displays of symptoms in participants at Citikidz will first be escorted to the health center and experience a rapid test. If the test is positive (or continued evidence by symptoms), **we will notify kaleos and parents and after 24 hours, if the symptoms decrease and the camper feels better, the camper will stay onsite, be monitored and resume camp activities with added precaution for 5 days. If after 24 hours, the symptoms worsen or a fever occurs, we will notify kaleos and parents so as to have students off the premises within 8 hours.** While standards have been mostly relaxed, we will still do our best to contact

trace. Those that we know have been in contact with a person who tests positive will be required to wear a mask for the safety of others and be quarantined on property until after they are cleared by medical staff within 5 days of illness onset. We will immediately inform parents/legal guardians if their child(ren) are experiencing any symptoms.

All who participate and take prescription medicine must send the prescription in the container labeled by the pharmacy. Be certain that all medication forms have been properly completed by your primary care physician and that the information is current and accurate. Information concerning specific allergies, especially foods, should be completed by you to be certain that they are correct.

ALLERGIES & ASTHMA

Please send two prescribed inhalers for those who will participate at Citikidz who are not acute asthmatics (for more refer to the next section on Acute Asthma). We permit one asthma inhaler to be kept on/near the person at all times, whereas oral medications must be dispensed by our medical health professionals and a rescue inhaler for that camper should be available in the Citikidz Health Center. Be certain a sufficient supply is sent along to last through the duration of a camp session. Also plan ahead so that your primary care physician or allergist is not requested to fill the prescription immediately before your child leaves for camp.

Although in general pollen counts tend to be low during the summer, allergy does not take a vacation. Environmental measures necessary at home pertain at camp as well. These should not be intrusive on enjoying a summer camp experience, but could include the following:

- ☐ For mite-sensitive individuals, a pillow from home or a zippered allergy-proof cover for the camp pillow should be taken along.
- ☐ Mattress covers could be considered. If you are using a sleeping bag, be certain this has been adequately cleaned to minimize exposure to mites and mold which may have accumulated since last used.
- ☐ Damp or moldy cottages, as well as, smoke from camp fires may contribute to symptoms and proper adjustment of medication should be made with this in consideration.
- ☐ Citikidz is located in/near a farm setting, thus damp hay, cut grass, or musty barns may cause more acute allergic symptoms than normal.
- ☐ Those with cold-induced hives should exercise particular precautions with swimming or potential exposure to cold water. This must be discussed with your doctor prior to arrival.
- ☐ Other asthma triggers need to be considered. Among these are exercise which may occur with competitive athletics or vigorous activity at camp. Pre-treatment with a reliever/rescue bronchodilator, such as albuterol, may be necessary.
- ☐ Respiratory infections, which can frequently occur with groups of young children in camp, may pose additional difficulties for those with asthma. Unfortunately, there may be no means of avoiding these infections; however, proper adjustment of asthma medicines when respiratory infections occur is necessary.

ACUTE ASTHMA

Acute asthma refers to a sudden increase in symptoms that happen when the muscles surrounding the bronchial tubes tighten, which restricts air flow. It is also known as an asthma attack, or acute asthma exacerbation. Acute asthma is a sudden condition that can occur at random. People with acute asthma experience breathing difficulty following exposure to something that irritates the lungs. This can include irritants, allergens, stress, or extreme weather. People with asthma may experience chest tightness, shortness of breath, coughing, or wheezing. Treatment for an acute asthma attack involves quick-acting medications that open airways. However, if a person's symptoms are very severe, they should seek immediate medical attention. The attack may vary in severity and duration. Mild attacks may last a few minutes, while severe ones may last from hours to days. **It is these more severe attacks that occur on a more frequent basis that would classify a person as an acute asthmatic and thus ineligible for participation at Citikidz due to the nature of our program and our inability to provide the proper care for that individual.**

To determine whether an individual is considered an acute asthmatic please consider if any of the following is true for the applicant:

- Has been diagnosed with acute asthma by a medical professional
- The last attack was within the last 90 days, and severe enough for hospitalization

- Multiple episodes of acute asthma exacerbation within the last 90 days that required treatment with oral steroids
- An episode of acute asthma exacerbation within 30 days from camp arrival date
- The trigger(s) of previous episodes of acute asthma exacerbation was (were) cut grass, wildlife, exercise induced (as these are commonplace and unavoidable at Citikidz)
- Requires a maintenance dose of 2 puffs or more per hour
- Recurring bouts with breathing troubles that have led to multiple UrgentCare visits or admission into the intensive care unit within the last year

Autism Requiring Additional Support

<https://www.autismspeaks.org/levels-of-autism>

- ☐ Autism is a neurodevelopmental condition affecting communication, social interaction, and sensory processing.
- ☐ It exists on a spectrum; support needs can be **low, moderate, or high**.
- ☐ **Level 1 (low support needs)** students can participate independently in structured activities.
- ☐ With structure and support, autistic students **thrive in inclusive, safe environments**.

Individuals with an Autism diagnosis classified as **Level 1**, who are able to participate **independently** in all program activities without the need for **additional behavioral, instructional, or medical support** beyond what is provided to all campers, **may be considered eligible for participation**. Applicants will receive our Citikidz Youth Support & Success Assessment followed by an interview with a – Director to determine eligibility.

Our Health Advisory Board at this time has deemed students with Autism requiring **moderate to high support needs, ineligible for participation at Citikidz due to the nature of our program and our inability to provide the proper care for that individual.**

EPILEPSY

<https://www.who.int/news-room/fact-sheets/detail/epilepsy>

KEY FACTS

- ☐ Epilepsy is a chronic noncommunicable disease of the brain that affects people of all ages.
- ☐ Around 50 million people worldwide have epilepsy, making it one of the most common neurological diseases globally.
- ☐ Nearly 80% of people with epilepsy live in low- and middle-income countries.
- ☐ It is estimated that up to 70% of people living with epilepsy could live seizure-free if properly diagnosed and treated.
- ☐ The risk of premature death in people with epilepsy is up to three times higher than for the general population.
- ☐ Three quarters of people with epilepsy living in low-income countries do not get the treatment they need.
- ☐ In many parts of the world, people with epilepsy and their families suffer from stigma and discrimination.

Our Health Advisory Board at this time has deemed students with epilepsy **ineligible for participation at Citikidz due to the nature of our program and our inability to provide the proper care for that individual.**

Group leaders please consider if any of the following is true regarding an applicant:

- Has been diagnosed with epilepsy by a medical professional
- Treatment requires medicine on the denied medication list
- The occurrence of a seizure episode within 60 days or multiple episodes within the past 90 days.
- The occurrence of a seizure episode lasting more than 5 seconds
- Triggers of seizures include flashing lights, lack of sleep, stress, menstruation, infection, changes in diet (as these are commonplace and unavoidable at Citikidz)
- Type of seizures is generalized, presenting as absence and/or tonic-clonic

MENTAL HEALTH

<https://www.acacamps.org/resources/mental-health-resources-tips-camps>

1. **Our hope, desire, and recommendation for Group leaders is to ensure a stable mental health support network where campers live year-round.** Build relationships with community mental

health resources prior to your camp session. As a part of our Health Advisory Board, we have professionals to whom we can refer to help with mental health issues.

2. **We will do our very best to provide a positive camp environment.** Feeling safe is critical to learning and mental health. We will promote positive behaviors such as respect, responsibility, and kindness, prevent negative behaviors such as bullying and harassment, and provide easily understood rules of conduct and fair discipline practices. Our mission includes teaching campers to work together, stand up to bullies, and reach out to lonely or excluded peers. We celebrate acts of kindness, and reinforce the availability of adult support through counselors and kaleos.
3. **We strive to create a sense of belonging.** Feeling connected and welcomed is essential to positive adjustment, self-identification, and sense of trust in others and self. Building strong, positive relationships is our #1 core value to promoting mental wellness.
4. **We educate staff on the symptoms of and help for mental health problems.** Information helps break down the stigma surrounding mental health and enables staff and campers to recognize when to seek help. Your mental health professional network can provide useful information on symptoms of problems like depression or suicide risk. These can include changes in habits, withdrawal, decreased social and academic functioning, erratic or changed behavior, and increased physical complaints. Our counselors are trained to pay attention to those.
5. **We have an incident response team to help support campers, kaleos, and staff in time of crisis.** Being prepared to respond to an incident is important to safeguarding physical and mental well-being. Incident response teams should include relevant administrators, staff, and mental health professionals who collaborate with community resources.

POLICIES & PROCEDURES

- ✓ ALL registrations/changes/cancellations must be made **IN WRITING**. No changes are taken by phone call; changes via text and email are acceptable and will be confirmed.
 - ✓ Please submit your applications with insurance through Google Forms by **May 15th** for sessions 1 and 2, **May 30th** for sessions 3 to 6, to best allow processing and feedback. Screenshots of the front and back of the applicant's online insurance card is permitted for the Google Form. **Applications without the proper insurance cards will need to resubmit the Google Form with the correct insurance information.** Resubmission will **NOT** be accepted by **10am Opening Day**. We have forms available for Nonprofits to apply for **group coverage**, please ask and they will be provided.
 - ✓ 36-72 hours before you come to camp, we will email you a completed list of all Campers/Kaleos to verify the following information: the number of Campers/Kaleos you are bringing, their names, gender, and birthday. It is important that you verify all information on the list is correct and e-mail the list back to **us at the latest by 3 pm the day before your session begins, and again by 10 am on opening day before you depart for camp, if there are ANY changes.** We need to know of any and all changes and cancellations BEFORE you come through the camp gate. If we do not know every camper and Kaleo that is with your group when you arrive, it holds up the check-in process for everyone, and delays our cabin assignment process. PLEASE be considerate and follow this request!
-  ✓ Arriving on time is imperative to the success of camp. If your group arrives late, everyone suffers for it. Let's love each other well by being here on time so all campers can be greeted and scheduled for the events in which they will participate. **On opening day of camp you are to arrive between 1 pm and 4:00 pm.** Groups arriving before 1 p.m. will be required to wait in their vehicles at the front gate. **If you have not arrived by 4:30 pm, you will be charged a late fee of \$100.00. If you do not arrive by 5:30 pm, you will be charged a late fee of \$200.00 total.** If you do not arrive by 8 pm, you will be charged a late fee of \$500.00 total. If you have not arrived by 10:30 pm, you will not be able to attend SB2Dub and no tuition costs will be refunded. All questions or concerns will need to be addressed with the Director of camp.
- ✓ You may NOT depart before closing ceremonies. **Groups that leave earlier than the times expressed will be fined \$100, unless cleared by the director PRIOR to the Opening Day of camp. Please make plans to leave by 12:30 p.m. on the closing day of your session.**
 - ✓ Because the safety and well being of your Campers/Kaleos is our number one priority, we are requiring that all Campers/Kaleos who attend SB2Dub have adequate medical coverage.
 - ✓ **If you have a Camper/Kaleo that is uninsured for any reason, we are requiring groups to provide a group coverage plan OR choose to not bring that camper/kaleo.**
 - ✓ If we have openings for waiting list campers, we will contact you by phone, and/or e-mail. You will then need to register the "x" number of spaces you intend to occupy. If the spaces are offered before March 15th, then payment will be due by April 15th by 5 pm. If the spaces are offered after April 15th, payment for the spaces must be in our office within 10 days of notification. If we do not receive payment within 10 days, the spaces will be offered to the next group on the waiting list. If you get campers in less than 10 days before your camp sessions starts, you will need to bring your full payment with you on opening day.
 - ✓ **You may not bring campers on the waiting list or bring campers for which you do not have spaces reserved!** If there are campers on the SB2Dub waiting list, they may not attend camp without approval from the Director. For first time offenders of this policy, campers will be sent home at the group leader's expense.

If it happens a second time, campers will again be sent home at the group leader's expense and the group leader will neither be allowed to coordinate the group the following summer, nor attend camp as a Kaleo.

- ✓ The Director reserves the right to dismiss any camper whose influence and conduct becomes in any way detrimental to the best interest of the other participants of the camp. No refund will be made for absences, dismissals, or withdrawals before the end of the session except in cases of withdrawal during camp on camp doctor's orders, in which case remaining tuition may be refunded, if it is not due to a pre-existing illness or injury.



*****DEADLINES*****



COPY, PRINT, AND POST THIS SHEET IN THE GROUP LEADER'S OFFICE OR IN A CENTRAL LOCATION

Deposit due with group registration form ASAP (Note**: Deposit is \$50.00 per person!)**

MARCH 1st, by 5 pm: May cancel in writing without financial penalty before this date

APRIL 14th, by 5 pm: NO REFUNDS FOR CANCELS AFTER THIS DATE

APRIL 15th, by 5 pm: *FULL TUITION DUE*** REMEMBER YOU CAN PAY BEFORE THIS TIME. YOU DO NOT HAVE TO WAIT UNTIL APRIL 15TH!**

May 1st by 5 pm: **ALL INFORMATION DUE**** (ALL Applications and Insurance information) – REMEMBER YOU CAN TURN ANYTHING IN BEFORE THIS TIME. YOU DO NOT HAVE TO WAIT!**

Prior to your session arrival: Return e-mailed list of Camper/Kaleos with any corrections to SB2DUB office: info@citikidz.org OR tlpope@sb2w.org

MAKE SURE YOU COMMUNICATE TO PARENTS, KALEOS, AND CAMPERS TO MARK THEIR CLOTHING WITH THEIR INITIALS AND SESSION NUMBER IN THE TAG AND MARK THEIR LUGGAGE WITH THEIR NAME AND GROUP NAME TO AVOID CONFUSION ON OPENING/CLOSING DAY OF A SESSION.

AGAIN!!! PLEASE HELP US AVOID LOST AND FOUND FOR YOU AND FOR US BY MARKING ALL CLOTHES AND TOWELS WITH INITIALS PRIOR TO COMING TO CAMP.

Send all camp related information to the address below:

SB2W Citikidz
136 Laurel Mountain Camp Road
Rector PA 15677
Phone 724-238-2400
Fax: 724-238-4400
citikidz@sb2w.org OR tlpope@sb2w.org

****IMPORTANT*IMPORTANT*IMPORTANT****
EVERY CAMPER AND KALEO MUST BE FAMILIAR WITH THESE
RULES BEFORE ARRIVAL AT SB2Dub!

These are the rules for having the best possible time at camp. We believe every person that comes to Camp (Counselor, Kaleo, Camper) should have a life-changing experience.

There are four levels of discipline at SB2Dub: **blue, yellow, red, and fire**. The chart below explains the zones, and the next page explains the boundary lines. The penalties on the next page are instituted in the Yellow Zone. **SB2Dub reserves the right to physically restrain any unruly person in the immediate vicinity of camp premises that endangers (verbally, physically, mechanically, etc.) the safety of campers, staff, kaleos, or their own personal well-being.**

Our staff administers all discipline with campers. Our reasoning & motto:

DISCIPLINE – LOVE = REBELLION
LOVE – DISCIPLINE = LAWLESSNESS

“We have rules because we love you, for it is far better to prepare youth than repair adults.”

BLUE ZONE	=	Mercy (not getting what one has earned) – Romans 3:23 In this zone, we offer a chance for explanation of offense made during adjustment to camp.
YELLOW ZONE	=	Grace (getting what one hasn't earned) – Titus 2:9-11 In this zone, we execute discipline WITH campers, whether fitness training, reality discipline, or working toward an “S” goal.
RED ZONE	=	Justice (getting what one has earned) – Proverbs 14:16 In this zone, a camper has made choices that forfeit privileges at camp. We use this opportunity to get one-on-one time with campers during meals for extended conversation.
FIRE ZONE	=	TOTAL LOSS OF PRIVILEGES In this zone an individual's choices are corporately disruptive. Such maladaptive behavior causes others either to follow such lead or feel uncomfortable about their camping experience. The camper loses all privileges at camp. <u>At such a point, the kaleo has total responsibility for the individual. The camper will be with a Kaleo until completing the disciplines in the other zones.</u>

NO GANG IMITATION OF ANY KIND WILL BE TOLERATED AT CAMP!

This includes, but is not limited to, bandanas, colors, hat position, and throwing signs. We cannot stress strongly enough that camp is an environment that is to be **totally free of gang influence.**

DISCIPLINE: DOING WHAT'S BEST

"My child, do not despise the Lord's discipline and do not resent His rebuke, because the Lord disciplines those he loves as a father the son he delights in." Proverbs 3:11-12

The word discipline originates from the same root as the word disciple, which means student, pupil or learner, and is a critical element in Christian maturity. One of your roles as a staff member is to create and maintain the ideal atmosphere for teaching the Gospel, loving campers, and influencing their lifestyle. The ability to control a cabin involves preventive and initiative procedures for handling inappropriate camper behavior.

Why Do Campers Misbehave?

Taken from Allen Mendler's "Disciplining with Dignity"

1. **Boredom:** A loss of interest can result in campers finding their own ways to busy themselves. Generally this is not constructive.
2. **Low Self-Esteem:** Some campers don't know how to positively get attention. "They say I'm good at bad things...at least they're proud of me." – Lecrae, "Just Like You," *Rehab*
3. **Unclear Limits:** A misunderstanding of guidelines and expectations can lead to misbehavior.
4. **Few Emotional Outlets:** Excess energy or inability to appropriately express feelings can cause very serious maladaptive behavior, including the inability to articulate the reason for one's actions.

Preventative Measures

1. Set clear Expectations and boundaries in 5:00 meetings on Opening Day. The expectations are listed in other parts of this manual. Review them and clearly explain them to your campers. It is NEVER appropriate to communicate your displeasure with a rule or standard we have here unless you are affirming its propriety.
2. Be United. Be aware so that campers cannot play counselors off each other. Confer with your co's to ensure a consistent discipline practice and procedure.
3. Start Strong. Demand respect first by demonstrating it, and then work to establish a closer relationship with campers.
4. Develop defined relationships. Define the relationship as mentor/protégé, teacher/student, or parent/child. Never reveal your age to campers or kaleos. It may happen during a session for those with summer birthdays, but do not volunteer the information. The better you know and understand each camper, the fewer difficulties you will have.
5. Ministry of Presence. You can't expect control if you are not there. Do not expect what you do not inspect. When you are not present, you lose the respect of your campers and co's, and therefore forfeit the opportunity to effectively teach.
6. Don't Ignore Minor Issues. If you ignore problems at the start they will escalate beyond your ability to handle them very quickly. What may seem like an innocent comment can become a heated fight within seconds. DO NOT allow campers to make fun of each other, even if they are family. Squash ALL disrespect consistently.
7. Keep Campers Engaged. Campers cannot cause problems if they are actively engaged in an activity. Remember, move them to positive action, i.e. "Let's go and encourage your team" vs "No sitting down. You gotta stand up."
8. Model Appropriate Behavior. It is unfair to expect a certain type of behavior if you aren't doing it yourself. "Do as I say and not as I do" is an inappropriate and ineffective way to lead in this ministry.
9. Affirm often. Sincerely praise camper's positive behavior anytime you catch them doing what is right or best. Celebrate what you'd like to see more.

MISBEHAVIOR TYPES: The following misbehaviors are listed in descending order of severity.

MUST BE BROUGHT TO THE ATTENTION OF PLUMBLINE STAFF ANY TIME CAMP ENVIRONMENT BECOMES UNSAFE OR HOSTILE:

- **Severe Aggression:** lashing out irrationally, fist fights, or verbal attacks threatening damages, etc.

Handled by Frontline (Counseling Staff)

- **Defiance of Authority:** refusal to follow or slow response to promptings.

- **Immorality:** cheating, lying, stealing, etc.
- **Breaking Camp Rules:** gum, candy, sneaking out at night, running naked, etc.
- **Disruption:** includes making too much noise, yelling, passing gas, general disrespect.
- **Fooling Around:** not following directions, silliness, daydreaming, generally not paying attention.

*Repetitive incidents of less serious misbehavior with increasing severity must be brought to the attention of Plumblin staff members as well

In Handling Inappropriate Behavior...

1. *Be Deliberate and Immediate.* Do not let inappropriate behavior continue until you are fed up. Speak up immediately. Again, be preventative by being proactive. After the blue zone infraction, execute discipline.
2. *Be Firm and Assertive.* Speak with a tone that denotes seriousness and concern, not anger. Keep eye contact and appropriately speak to the camper at eye level or lower.
3. *Be Consistent.* Make sure you discipline all campers for certain actions consistently. Nothing will make campers more angry, defiant, or belligerent than feeling like they are being treated unfairly due to your favoritism/inconsistency.
4. *Be Creative.* For example: if someone handles food before praying, they win the scraper that meal. Reality discipline is building into the camper, which is the ultimate goal. **Everything does not have to be pushups!**
5. *Be Patient.* Do not expect immediate change. We are not completing discipline here for the modification of behavior, but rather to communicate that a standard has been broken.
6. *Conversation before Consequences:* Talk through the reasons for his/her actions – not just the actions themselves. Make sure the camper can identify where the standard has not been upheld.
7. *Be Private.* It is not necessary to discipline in front of other campers or staff, removal followed by one on one interaction is often the most effective way for you to deal with a camper's misbehavior.
8. *Take Notes.* Actions requiring discipline will help shape your understanding of a camper's spiritual needs. Pray that you would have the opportunity to address those needs.
9. *Restore the Relationship.* Sometimes after being disciplined, campers will feel distant from you. Spend time with them soon so they will understand their actions are forgiven.

Things To Avoid

1. *Power Struggles.* If you develop a habit of repeating a command several times before you expect them to respond, you will put a camper's dignity on the line and soon exasperate them because they feel you never mean what you say the first time. James 5:12, "Above all, my brother, do not swear – not by heaven or by earth or by anything else. Let your 'yes' be yes, and your 'no' be no, or you will be condemned."
2. *Group Discipline.* Find the instigator/first cause; only allow Plumblin staff to discipline in a group. There is always an epicenter from which the disrespect comes.
3. *Threats.* Threats create power struggles and many times you will not be able to follow through. Do not create unrealistic expectations for campers. For example, "If you throw another rock, you're doing 1,000 pushups!"
4. *Harsh and Humiliating Discipline.* Never humiliate a camper. If a camper cannot do pushups for Fitness Training, use squats or arm circles or jumping jacks. You lose their respect immediately and have most likely hurt them deeply. For example, "You're always messing something up! Now get down and give me 5 pushups cause that's all you can probably do!"
5. *Yelling/Shouting.* Keep your voice firm and controlled. If you are naturally loud, monitor the tone of your voice with campers, as well as your facial expressions. Pay special attention to keep your voice low when doing discipline. Calmness will mean a lot to campers because many of them are not used to it.
6. *Personal Attacks.* Deal with the behavior; do not attack their character. For example, "Every time I turn around, you're lying. You lie all the time, and I can stand liars."

Note: SB2DUB RESERVES THE RIGHT TO PHYSICALLY RESTRAIN ANY UNRULY PERSON IN THE IMMEDIATE VICINITY OF CAMP PREMISES THAT ENDANGERS (VERBALLY, PHYSICALLY, MECHANICALLY, ETC.) THE SAFETY OF CAMPERS, STAFF, KALEOS, OR THEIR OWN PERSONAL WELL-BEING.

*Remember, we participate in every ounce of discipline we give. Remember, "God demonstrated His LOVE toward us, meaning, when we were SINNERS, Christ died in our place." Use discipline as an opportunity to share the Gospel.

DISCIPLINE PROCEDURE: STANDARD PROTOCOL FOR HOW WE DO DISCIPLINE WITH CAMPERS

1. **Assure campers of our LOVE for the LORD and for them.** 1 John 4:18 says, “There is NO fear in love; but perfect love removes fear: because fear carries torment. He who fears has not been completed through love.” In other words, we do not fear the love that we know has our best interest in mind. The love that displays action, affection, and allegiance toward us removes fear. **Ask the question: Do you know that I love you? or Have I demonstrated to you by my words and actions that I love you?**
2. **Be consistent in love and discipline by identifying maladaptive behaviors in no uncertain terms while NOT attacking the person.** Have campers identify the broken rule to you and if they do not, then identify the broken rule to them. **Ask the question: Is that consistent with what we expect from you at SB2Dub?** (if the answer is no, proceed to #3) If the answer is yes, then identify from the Triple C Sheet which rule the action violated.
3. **Give honest expectation for discipline.** If you are going to do **Fitness Training**, i.e. 2 sets of 17’s or 9 suicides or 10 pushups or 15 squats or 30 jumping jacks, etc. **Working toward an “S” goal**, i.e. shooting archery targets, working on a Craft, tying knots, completing basic kicks and punches, etc. or **Reality Discipline**, i.e. a camper who throws rocks spends time cleaning all of the rocks off the track or out of the pits or a camper who name calls has to find 3 Bible verses about the power of the tongue and write them down in their journal, etc., then be sure campers know that ahead of time. **Be sure as well to identify for the camper what zone he/she is in based upon their action/inactivity.** Be sure as well that campers understand their discipline. Do not lessen discipline based on your own physical limitation. By all means, work on an area you need to work on.
4. **Execute discipline WITH the camper.** If the discipline is 2 sets of 17’s on the basketball court, then run them as hard and as fast as you can, rather than running at the campers pace. Challenge the camper to keep up with you and make the discipline a competition. Once you finish, you can continue to run alongside the camper as he/she finishes. This effort on your part will show campers that you are just as tired as they are and even moreso, but your commitment to them is stronger than your fatigue.

*THE FOLLOWING TWO PAGES ARE OUR TRIPLE C SHEET. WE GO OVER THESE EXPECTATIONS OF STAFF, CAMPERS, AND KALEOS AT OUR 5:00 MEETING ON OPENING DAY. PLEASE REVIEW THE EXPECTATIONS WE HAVE OF YOU AND YOUR CAMPERS.

CABIN COMMUNITY COVENANT @ SB2DUB

Psalm 133:1, Hebrews 10:24-25, 1 Peter 3:8

Cabin community is the most influential element of the camp experience and requires intentionality from counselors and campers to make it great.

Care of the cabin and other camp property is an important part of keeping our community enjoyable. Defacing any part of cabins or other camp property/equipment is unacceptable.

Open communication about expectations is key to setting the right tone early on in the session. Boundaries foster security.

Music impacts our heart and mind, so we will only play God-glorifying songs. Christian music is our standard, unless there is a specific purpose for the secular music that plays, i.e. workout music from the Rocky movies, Television themes, Television tunes, etc.

Make the most of your mornings and each moment during the day to reflect on the Lord's plan and purpose for your life. Steward the minutes and the hours will take care of themselves.

Unity is the root of community, so we will commit to a conduct of speech and action that builds one another up. Teasing, pranking, and bullying destroy unity and will not be tolerated. Encourage your cabinmates, brothers/sisters, and teammates.

Nakedness, i.e. having private parts and/or one's whole body exposed, should only happen in private where others cannot see. Indecent exposure, i.e. intentionally uncovering private parts to others, is inappropriate and unacceptable in this community. Modesty and decency promote an environment honoring to the Lord.

Include everyone in cabin activities. Tidy Bowl, Bible study, evening cabin times, etc. are meant to be opportunities for fellowship and growth.

Talk often as a cabin about how the session is going and what the Lord is doing in your midst as you strive to build community. If standards aren't being upheld by everyone in your cabin, share your concerns with counselors or Plumblines. Your identity will be kept confidential.

You are responsible for your own actions and holding others around you close enough to keep them accountable to this covenant. Live with the constant realization that the Lord is in your midst at all times.

CABIN COMMUNITY COVENANT @ SB2DUB

TECHNICAL FOULS	EXPLANATION	CONSEQUENCES
YELLOW ZONE OFFENSES		
	To caution campers to remember that their actions have consequences.	Reality Discipline, Fitness Training, or Work toward S goal
1. Inappropriate language (lying), conversation, and/or dress (e.g. crack draws, daisy dukes, low cut shirts, etc.)	Leads to <u>disrespect</u> , disputes, disruption, and perhaps danger.	
2. Possession of inappropriate material (pornographic magazines, t-shirts, DVD's, etc.)	Displays, condones, and/or leads to <u>immorality</u> .	
3. Name calling, Taunting, Trash-talking, or Talking about someone's mother or father in a negative way	Dehumanizes and degrades others and often leads to inappropriate behavior including, but not excluded to fighting.	
4. Possession of food, drink, candy, gum, etc. (w/o prior authorization)	Substances are <u>not equally distributed</u> and attraction of unwanted wildlife.	
RED ZONE OFFENSES		
	To pause campers long enough to have conversations about why maladaptive behaviors persist.	Isolated Meal & Fitness Training, Reality Discipline, or Work toward S goal
5. Absent w/o permission	Unseen and unknown <u>dangers</u> , unfamiliar territory, and hinders trust. We are responsible for you.	
6. Inactivity	This is a FULL participation sports camp, existent for your personal growth and holistic health.	
7. Possessing/associating with gang affiliated paraphernalia	Produces tension and division.	
8. Disrespect of Authority	Produces an attitude of rebellion, which leads to confusion and chaos.	
9. Possession of Alcohol, Drugs, Tobacco, etc.	Such substances are <u>illegal</u> for minors and harmful to public health.	
FIRE ZONE OFFENSES		
	To remove campers who are a potential danger to themselves or others.	Complete Loss of Privileges @ Camp
10. Use of above	Such substances are not only illegal, but <u>harmful</u> to the mind, body, and soul.	
11. Violent behavior (arson, fighting, threatening, etc.)	<u>Increases risk</u> of personal injury, property damage, and/or judicial action.	
12. Inappropriate touching, sexual misconduct, harassment or indecent exposure.	<u>ILLEGAL disrespect</u> of personal space and <u>invasion</u> of privacy	

NO GANG IMITATION OF ANY KIND WILL BE TOLERATED AT CAMP!

This includes, but is not limited to, bandanas, colors, hat position, and throwing signs. We cannot stress strongly enough that camp is an environment that is to be **totally free of gang influence.**

Fitness Training includes, but is not limited to, push-ups, sit-ups/crunches, pull ups, running, etc. If the offense occurs prior to F.O.B. and applying such immediately interferes with the schedule then discipline will be applied at F.O.B. If the offense occurs after F.O.B. and applying such immediately interferes with the schedule, then discipline will be applied at 7:00 a.m. Reality Discipline is letting the discipline fit the infraction.

SB2DUB PURITY POLICY/DRESS CODE

1. **DAILY ATTIRE FOR CAMPERS, STAFF, AND KALEOS WILL CONSIST OF ATHLETIC SHORTS AND SHIRTS, JOGGING PANTS OR ATHLETIC WARM-UP SUITS.** This will aid in giving each camper, staff, and Kaleo the best possible experience as they participate in daily sports activities. Regular, casual clothing may be worn at night. **THIS IS A SPORTS CAMP!!!!**
2. Absolute personal purity will be observed while inside the cabin. We will never “sit around” or “walk around” in the cabin without towels or clothing covering personal body parts. **NAKEDNESS AT ANYTIME IS UNACCEPTABLE UNLESS DRESSING OR UNDESSING IN AN APPROPRIATE AND TIMELY MANNER AND ENVIRONMENT SUCH AS BATHING FACILITIES.**
3. **A minimum of a towel, shorts (MUST BE SHORTS, NOT JUST UNDERWEAR), a T-shirt, and some form of shoes will be worn at all times, going to and from showers.** Disrobing will take place at the last possible minute before showering.
4. **NO STAFF, CAMPER, OR KALEO WILL SLEEP IN THE NUDE.**

General Purity and Policies:

1. No camper should carry a book bag or backpack.
2. **ATHLETIC SHOES AND SOCKS WILL BE WORN AT ALL TIMES DURING THE DAY AT CAMP.**

EXCEPTIONS:

- ✓ Tevas, Chaco's, or waders can be worn to and from water-related activities. All sandals must have a strap around the ankle. Old tennis shoes are also acceptable to be worn as waders.
3. Ponchos or raincoats can be worn on rainy days.
 4. **We will NEVER joke about, exemplify, emphasize, or otherwise call attention to sexual body parts.** Neither jokes nor comments will be directed to anyone regarding sensitive subjects. This is not appropriate at anytime. (Considered covert sexual abuse.)

Clothing Purity: To encourage our campers to pursue purity by having a level of self-respect and dignity and to support the active lifestyle encouraged at SB2Dub, we ask that you make all participants aware of the following clothing guidelines.

- ✓ Participants **MUST** wear athletic shoes and socks at all times during the day. Campers **MUST** wear water shoes, tevas, or aqua socks to all waterfront activities. If shoes have laces, they must be tied at all times.
- ✓ Participants **MUST** wear clothes to and from SOAPY showers (at least shorts/pajama pants for guys and shorts and a top for girls)
- ✓ No haircuts or body piercings to any participants at any time.

- ✓ We highly discourage jewelry worn by counselors and campers as it is easily lost, stolen, and/or will interfere with most competitions and can be unnecessarily distracting. That includes piercings, metal rings, and necklaces.
- ✓ In the Dining Hall all participants are to wear athletic shoes and shirts, and remove any unnecessary hats or head coverings.
- ✓ Athletic wear during the day consists of finger-tip length athletic shorts (must have elastic waistband), a modest T-shirt (no beer or tobacco ads or underclothes showing), shoes, and socks. Jeans are inappropriate during the day; however, sweat pants and sport pants may be worn for cold weather.
- ✓ Remove ALL shoes before stepping on the wrestling mats. The Underground **REQUIRES** socks.
- ✓ Clothes misrepresenting the business and ministry of SB2Dub are both inappropriate and inexcusable. Examples include, but are not limited to, clothing portraying gang affiliations, curse words, innuendo advertisements, sexist or racist terms, etc.
- ✓ Inappropriate dress (e.g. crack draws, daisy dukes/booty shorts, low cut shirts, etc.) will not be tolerated. Shirts must always cover under garments even when a person is seated. Also, non-athletic undergarments should never show at camp for any reason.
- ✓ Participants are not permitted to wear tank tops, nor A-shirts alone, but are more than welcomed to wear athletic jerseys provided they fit within standard limits of our stated expectations. Participants are to leave “Do rags,” stocking caps, and any other unnecessary head coverings in the locker.

BE SURE THAT CAMPERS MARK ALL ITEMS BEFORE CAMP ARRIVAL
(clothing items, sleeping bags, towels, shoes, etc.)!!! DO NOT PACK ANY
CLOTHES THAT SB2DUB DOES NOT ENDORSE, I.E. SHIRTS
PROMOTING SECULAR ARTISTS, DRUGS, ALCOHOL, PROMISCUITY, DEATH
(SKULLS AND CROSSBONES), VIOLENCE, GANG AFFILIATION, ETC.

We reserve the right to claim and dispose of any inappropriate materials brought to camp. Please be aware of ALL items that SB2Dub restricts from camp premises. We also reserve the right to restrain campers who through the display of violent behavior (verbal or physical) have compromised and/or forfeit the security of a safe environment.

Health and Wellness Survey

This health and wellness survey is for the intended use of our audience that will **participate** at Citikidz and is to be administered and disclosed to Citikidz prior to boarding for departure. It is also important that group leaders/kaleos disclose to Citikidz any indication of having been exposed to any signs or symptoms associated with the COVID-19 virus or any other communicable illness within 5 days of arrival to camp. We prefer this information to be disclosed to us as close to your departure time as possible, and therefore should be administered prior to departure and anyone who says yes to these surveys should stay home.

Survey	Yes	No
Do you have a fever or above normal temperature?		
Have you experienced shortness of breath or had trouble breathing unrelated to anxiety, food poisoning, or car sickness?		
Do you have a dry cough or runny nose unrelated to allergies?		
Do you have any recent occasions of nausea or vomiting unrelated to anxiety, food poisoning, or car sickness?		
Have you recently lost or had a reduction in your sense of smell unrelated to allergies?		
Do you have a sore throat?		
Have you been in contact with someone who has tested positive for COVID-19 or any other communicable illness?		
Have you been tested for COVID-19 or any other communicable illness and are awaiting results?		
Have you traveled outside the United States by air or cruise ship in the past 30 days? If yes, have you experienced symptoms of illness such as fever, cough, respiratory illness, rash?"		
Have you traveled within the United States by air, bus, or train within the past 30 days?		

I fully understand and acknowledge the above information, risks and cautions regarding keeping myself and others safe at Citikidz.

By signing this document, I acknowledged that the answers I have provided are true and accurate.

Participant's Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

(If under 18 years old, Parent or Guardian must also sign)

Staff Signature _____ Date _____

Parent Check List

Please ensure that parents have this Parent Checklist and complete it within 72 hours of camp arrival and return it to the group leader or kaleo attending camp.

Parent Information Notification Checklist	Yes	No	N/A
Do you have approved medications in their pharmacy labeled packaging (this includes inhalers)?			
Have you packed a water bottle that has been marked with your camper's name and/or initials?			
Have you labeled all of your camper's luggage, including clothes, sheets, sleeping bags, pillows, pillowcases, backpacks, socks, underwear, etc. with your session and initials?			
Have you fully paid all tuition balances?			
Have you packed a Bible, a pen, and a notepad?			
Have you received a briefing on clothing/dress, discipline, policies, and procedures from your group leader?			
Have you turned in your camper's application complete with health history, insurance information, and a front and back copy of your insurance card?			
Have you filled out the Health and Wellness Survey Checklist for your camper?			
Has your camper been cleared by your primary care physician from any hospitalizations, surgeries, major injuries, or activity restrictions?			
Does your camper experience bedwetting?			
Within your camper's application, did you choose to complete the Kaleo Social Pre-Screen section of the Survey that helps us to know your applicant(s) better and your desires for their time at camp?			

By signing this document, I acknowledged that the answers I have provided are true and accurate.

Participant Name _____ Date _____

Parent/Guardian Signature _____ Date _____

(If under 18 years old, Parent or Guardian must also sign)

Group Leader/Kaleo Signature _____ Date _____

Kaleo Pre-boarding Check List

Please ensure the Kaleos have this Pre-boarding Checklist completed before leaving your location on Opening Day.

Pre-boarding Checklist	Yes	No	N/A
Has every camper filled out the Health and Wellness Survey Checklist?			
Do you have any campers under medical restrictions or that have not been cleared by their primary care physician?			
Have you collected all money and cell phones from all campers in a way that separates the campers' belongings so that you can turn them in to the Citikidz staff in decency and order?			
Have you communicated with the Citikidz office any changes, switches, or drops?			
Are you bringing any campers that were not on your roster?			
Are you not bringing any campers that were on your roster?			
Are you going to arrive between 1-4pm, the designated time of arrival, on the Opening Day of your session?			
Have you already made arrangements for your departure on the Closing Day of your session, leaving by 12:00 noon?			
Do you have any individuals coming that experience bedwetting?			
Have you collected the Kaleo Social Prescreen Surveys from parents of applicants?			
Have you made sure all approved medications for your applicant(s) are in their pharmacy labeled packaging (this includes inhalers)?			
Is your group leader accessible to you on Opening Day to answer registration questions, address concerns, and/or provide clarity on any registration issues?			

By signing this document, I acknowledged that the answers I have provided are true and accurate.

Kaleo Signature _____

Date _____

Summer Camp Camper Packing List

Packing list assumes 8 day/7 night stay

Daily Needs

8-9 pairs of underwear

8-9 pairs of athletic socks

8-9 t-shirts or performance tops (athletic jerseys)

- No tank tops, spaghetti straps, or razor backs

8-9 athletic/performance shorts (minimum 7-inch inseam/fingertip length, whichever is longest with elastic waistband)

1 pair athletic shoes (tennis shoes or cross-trainers)

1-2 one-piece swimsuits/trunks

- No bikinis, tankinis, and all must wear shorts over swimsuits into pool area)

Bible

Toiletries (toothbrush, toothpaste, deodorant, soap, shampoo, feminine products, etc.)

2 Bath towels

1 Beach towel

1 sleeping bag OR 1-2 Blankets/quilts & 1 set of twin sheets

1 pillow and pillow case

Laundry bag

Water bottle

Extras just in case:

1 raincoat or poncho

1 pair of water shoes

2 jackets, sweatshirts, sweaters, OR hoodies for cold weather

2-3 pair of sweatpants for cold weather

Bug repellent

Money for Travel (Refer to Group Leader Handbook for Amount)

Money for Citikidz Camp Store (Between \$15 and \$60)

Contraband Items

The following items are inappropriate to have at Citikidz

Drinks (Soda, Tea, Coffee, Alcohol, etc.)

Food

Gum

Illegal drugs

Books (Magazines, Comics etc)

Jewelry

Perfumed lotions

Portable Game devices (Switch, PSP, Nintendo DS)

Sandals, loose fitting boots, and dress shoes

Tablets and Smart Technology (smartphones, iPod, iPads, watches, etc.)

Tobacco or Marijuana Products

Reminders:

We reserve the right to claim and dispose of any inappropriate materials brought to camp that are on this Contraband list. Please be aware of all items Citikidz restricts from our premises.

Mark your luggage with your name and group name to avoid confusion on opening/closing day of your session.

Mark all clothing and towels with initials prior to coming to camp.

Summer Camp Kaleo Packing List

Packing list assumes 8 day/7 night stay

Daily Needs

8-9 pairs of underwear
8-9 pairs of athletic socks
8-9 t-shirts or performance tops (athletic jerseys)
- No tank tops, spaghetti straps, or razor backs
8-9 athletic/performance shorts (minimum 7-inch inseam/fingertip length, whichever is longest with elastic waistband)

1 pair athletic shoes (tennis shoes or cross-trainers)
1-2 one-piece swimsuits/trunks
- No bikinis, tankinis, and all must wear shorts over swimsuits into pool area)
Bible
Toiletries (toothbrush, toothpaste, deodorant, soap, shampoo, feminine products, etc.)
2 Bath towels
1 Beach towel
1 sleeping bag OR 1-2 Blankets/quilts & 1 set of twin sheets
1 pillow and pillow case
Laundry bag
Water bottle

Extras just in case:

2 Sets of dress clothes for outings
1 raincoat or poncho
1 pair of water shoes
2 jackets, sweatshirts, sweaters, OR hoodies for cold weather
2-3 pair of sweatpants for cold weather
Bug repellant
Money for Travel (Refer to Group Leader Handbook for Amount)
Money for Citikidz Camp Store (Between \$15 and \$60)

Contraband Items

The following items are inappropriate to have at Citikidz
Drinks (Soda, Tea, Coffee, Alcohol, etc.)
Food
Gum
Illegal drugs
Books (Magazines, Comics etc)
Jewelry
Perfumed lotions
Portable Game devices (Switch, PSP, Nintendo DS)
Sandals, loose fitting boots, and dress shoes

Tablets and Smart Technology (smartphones, iPod, iPads, watches, etc.)

Tobacco or Marijuana Products

Reminders:

We reserve the right to claim and dispose of any inappropriate materials brought to camp that are on this Contraband list. Please be aware of all items Citikidz restricts from our premises.

Mark your luggage with your name and group name to avoid confusion on opening/closing day of your session.

Mark all clothing and towels with initials prior to coming to camp.

The Kaleo ministry is designed as an experience within our overall camp experience, operating for most of the time on a separate schedule from camper activities. Kaleos enjoy many of the same exciting opportunities and entertaining programs as campers, but you will spend most of your time with other Kaleos in Bible study, seminars, leadership development training, and team building. There will also be plenty of time to get alone and enjoy the Laurel Highlands.

Camp phones may be used in case of emergency, but there is no camp phone available for general use.

Citikidz is a non-denominational Christian sports camp that provides access and support for those in need, and we hold Christian services in each camp session.

Your group must arrive at camp between 1 p.m. and 4 p.m. on the opening day of your session. Plan for a 12 p.m. departure on the closing day of your session. All groups must depart by 12:30 pm on Closing Day.

Smart Technology

Bringing laptops, tablets, and other smart technologies is highly discouraged. Citikidz is not responsible for lost or damaged items. Internet access is available for emergencies and work, but cell phone reception is minimal. Cell phone use is available only for family or business -relations. Please plan ahead and make all necessary arrangements before arriving at camp. While at camp, we ask that you please refrain from posting any pictures or videos on social media until after you return from your session.

APPROPRIATE FOOTWEAR FOR CITIKIDZ



Running Shoes



*Water Shoes for
water front activities*

*Basketball
Shoes*



*Cleats
(Football, Track, & Soccer)*



INAPPROPRIATE FOOTWEAR FOR CITIKIDZ



*Five Finger
V-Trail
Shoes*



Leather Boots



Slides

*Flip
Flops*



Foam Runners



*Canvas
Shoes*



Crocs

INAPPROPRIATE CLOTHING FOR CITIKIDZ



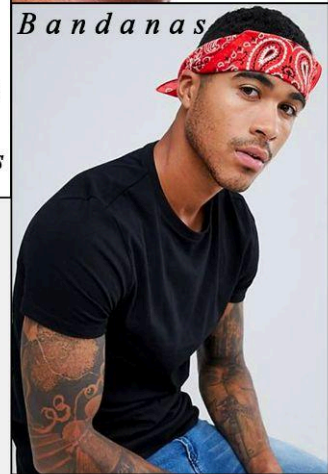
*Loose
fitting
tees and
tanks*



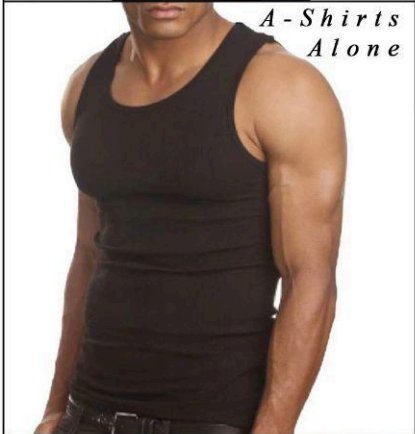
*Please
cover
Tattoos*



*Du
rags*



Bandanas



*A-Shirts
Alone*



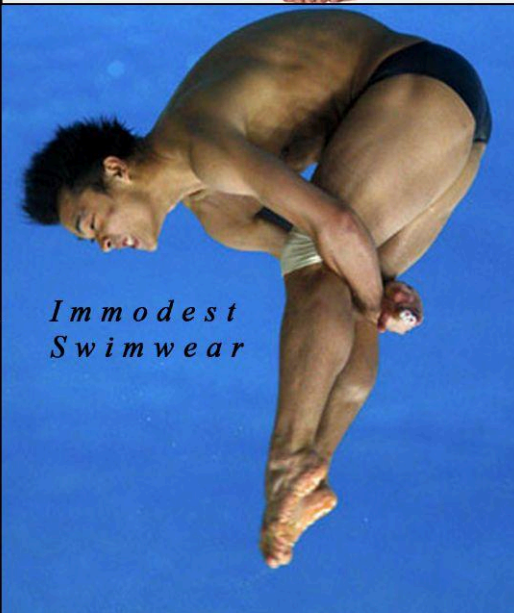
*Tights
Alone*



*Sagging
Pants*



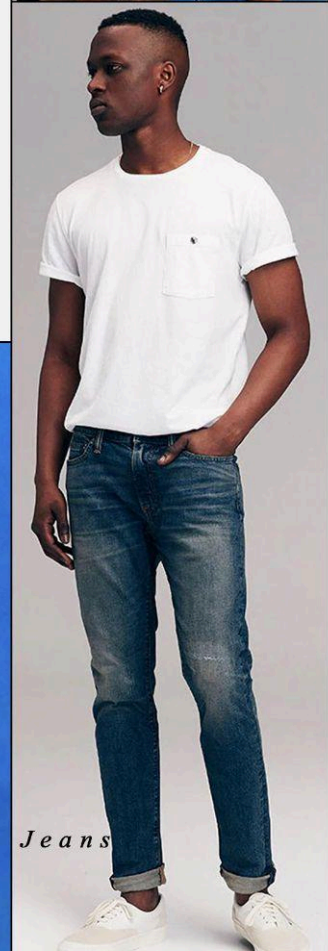
*Short
Shorts*



*Immodest
Swimwear*



*No
Pajama
Pants
Outside
Cabin
Area*



Jeans

INAPPROPRIATE CLOTHING FOR CITIKIDZ

*Transparent
Clothing*



Midriff

*Spaghetti
Straps*



*Razor
Back*



*Cover
Under
wear*



Leggings



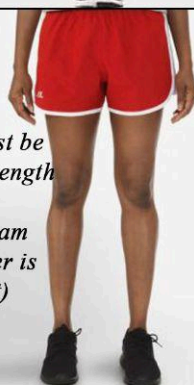
*Non
Athletic
Dress*



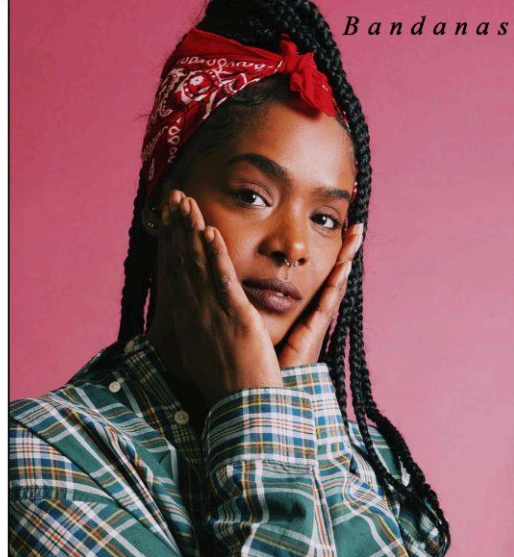
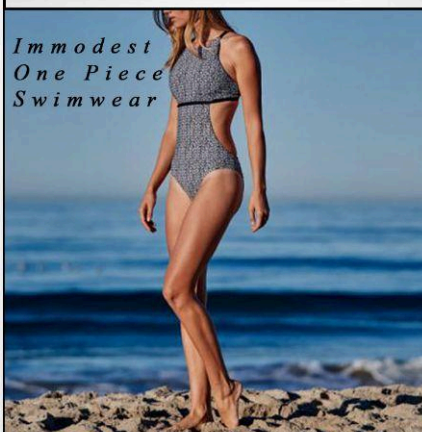
Jeans

*Open
Toed
Shoes*

*Shorts must be
Fingertip Length
or
7-in inseam
(whichever is
longest)*



*Immodest
One Piece
Swimwear*



Bandanas

*see
page
40*



APPROPRIATE CLOTHING FOR CITIKIDZ

*Tee
Shirt*



Jersey



Athletic Socks



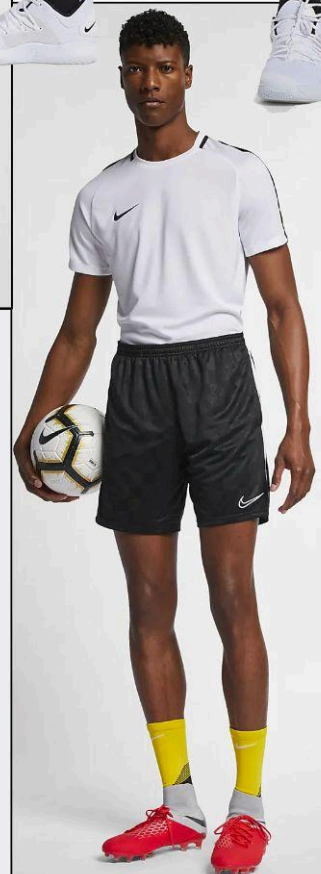
*Sweat
Clothes*

*Swim
Trunks*



*Athletic
Clothing*

*Finger-
tip length
athletic
Shorts*



APPROPRIATE CLOTHING FOR CITIKIDZ



*Tee
Shirt*



Jersey



*Athletic
Socks*



*Athletic
Pants*



*Athletic
Clothes*



*Finger-
tip length
athletic
Shorts/7 in seam
(whichever is longest)*



*One piece
Swimwear*

