

Clover Patch Camp

Rental Group Handbook

Rental Program Information

We are pleased that you have chosen Clover Patch Camp as the site for your camp rental experience. It is our intention to provide your staff and your campers with a positive outdoor experience that presents opportunities for adventure, challenge and individual growth. In order to accomplish this mission we ask that you review the following program information with your staff. This manual will provide important information in regards to camp policies, health and safety requirements, and general program information.

Your group is scheduled to arrive on _____ at _____ am/pm.

Your group is scheduled to depart on _____ at _____ am/pm.

Your rental fee includes:

Number of Cabins Renting: _____

Lifeguard (Dates/Times): _____

Activity Coordination (Dates/Times): _____

Arts and Crafts Projects/Supplies (# of Campers): _____

Clover Patch Camp is monitored by the New York State Department of Health and accredited by the American Camping Association. These two regulatory bodies require that we provide you with specific requirements for each Rental Group using our facility. Although this may seem tedious it is important for us to maintain a safe and healthy environment for all who utilize our facility.

If there are any questions or concerns about the enclosed information, please feel free to call Camp Director Laura Taylor at (518) 384-3081 [off-season] or (518) 399-4759 [summer].

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Clover Patch Camp Mission Statement

We as a team are committed to meeting each camper's needs through continuous improvement and growth. We believe that through our commitment we possess the innovation, integrity and momentum to strengthen our services and provide each camper with the experience of a lifetime. We strive to create an atmosphere where our campers and staff can develop life skills, self-confidence and personal freedom by creating new friends, new memories and new experiences.

Center for Disability Services Mission Statement

To enable and empower people, primarily those with disabilities, to lead healthy and enriched lives.

SECTION 1: CAMPER/STAFF REQUIREMENTS

CAMPERS

- ☞ Health Assessment completed within the last one-year period
- ☞ Immunization Record including:
 - DPT
 - Tetanus (within the past 10 years)
 - Polio
 - MMR
 - PPD (within one year)
 - Hepatitis B Profile
- ☞ Medication Record and Doctor's Orders for any medication to be administered at camp
- ☞ Signed medical release form
- ☞ Signed swimming permission form, if applicable
- ☞ Names and addresses of all participants
- ☞ Emergency contact names and numbers
- ☞ A listing of any persons with known allergies or health conditions requiring treatment, restrictions or accommodations while on site
- ☞ For minors without a parent on site, signed permission to seek emergency treatment or a signed religious waiver is needed

STAFF

- ☞ Health Assessment completed within the last one-year period
- ☞ Complete immunization records
- ☞ User group will provide staff with First Aid and CPR certifications from a nationally recognized provider
- ☞ User group will provide qualified trained personnel to offer and supervise daily camp programs, not including pool usage

SECTION 2: GENERAL CAMP POLICIES

In the Event of an Emergency

- › Call 911
- › Call on-call administrator
- › Follow your agency's procedures for emergency/incident reporting.

Pool Regulations

- ◆ Designated camp lifeguard will review all pool regulations with Rental Groups during their first visit to the pool
- ◆ The designated lifeguard must be on duty at the pool for ALL swimming
- ◆ Anyone with a history of seizures must wear a life jacket and receive 1:1 supervision in the pool
- ◆ No diving
- ◆ If there is thunder and lightening, the pool will be closed
- ◆ Anyone with open sores cannot go in the pool
- ◆ The lifeguard and on-call administrator shall have the final authority over all operations and programs involving the pool
- ◆ All campers require a 1:1 ratio until the camp lifeguard and the Rental Group staff can determine swimming ability

Camp Sanitation and Safety

- ① The Rental Group will empty garbage as needed throughout the day
- ① Food can only be stored in the designated areas within the camp kitchen
- ① Rental Groups are expected to keep the camp clean and tidy. The on-call administrator will walk through camp with the designated Rental Group staff to inspect the cleanliness of camp on the day of departure. Cleaning supplies are available by asking the on-call administrator.
- ① The kitchen must be sanitary at all times. Due to the sharp and potentially dangerous equipment in the kitchen, all campers allowed in the kitchen must be closely supervised.
- ① The sanitation of dishes and storage of food supplies must meet the New York State Department of Health's regulations. The on-call administrator will review all policies upon arrival at camp.
- ① Program equipment in the dining hall is for Rental Group use. Rental Group shall supervise campers while using such equipment and return such equipment neatly in the condition it was received.
- ① Report any unsafe conditions or acts to the on-call administrator immediately.

- ① Graffiti is not permitted on the campgrounds.
- ① Rental Groups are not permitted to bring or use in programming any animal that has not been cleared by Camp Management. If the rental group would like to bring/use animals for any reason, copies of proper insurance must be presented and approved prior to attendance at camp.
- ① The parking lot at the end of the driveway at Helping Hand Lane is available for rental group parking. At no time should any rental group participant drive into Camp. Vehicles must follow all posted traffic signs.
- ① No alcohol, illegal drugs or firearms may be brought to or used at the camp by campers or any employee, representative or agent of the Rental Group. Smoking is only permitted at those areas designated by the camp administration. Cigarette butts and ashes will be disposed of in appropriate containers.

Departure from Camp

- ☞ The Rental Group's administrator and the on-call camp administrator will complete a final walk-through of the camp to report any damage or departure cleaning needs.
- ☞ The Rental Group will leave the campgrounds and buildings clean and undamaged.
- ☞ A housekeeping fee will be charged to groups who have a function requiring excessive housekeeping/cleanup. This includes returning furniture and picnic tables to their original location, removing garbage/rubbish from buildings as well as garbage cans, and cleaning the bathhouse, dining hall/kitchen and cabins.

SECTION 3: SAFETY PRECAUTIONS

Storage of Hazardous Materials

- ✘ All hazardous materials including, but not limited to, cleaning supplies, gasoline, aurora, oils and chlorine are to be kept locked when not in use in either the maintenance room or the swimming pool room.
- ✘ Both the maintenance room and swimming pool room will be locked at all times.

Lightning Risk Assessment

- ✎ During an electrical storm, all outdoor activities (especially swimming) will be suspended until the camp administration states it is all right to resume with those activities.
- ✎ At the moment activities are cancelled, the camp administration will advise each cabin where to meet for indoor activities.
- ✎ In severe storms, campers and staff members will be evacuated to the pre-school (a division of the center for disability services).
- ✎ During staff orientation there will be a review of the electrical storm dangers and plan programming to take place indoors.

Heat Exhaustion/Stroke Emergencies

- ☼ Campers are encouraged to drink fluids while at camp.
- ☼ Campers will be kept out of the sun as much as possible.
- ☼ Each cabin is equipped with a fan.
- ☼ Water activities will be encouraged.
- ☼ The nurse will monitor campers and staff members for dehydration and heat exhaustion.
- ☼ The Glenville site is available for evacuation to air-conditioning as needed.
- ☼ If a camper needs to be seen by a doctor they will be sent to Ellis hospital via ambulance.

Sun Exposure

- ☛ Staff members need to ensure that campers are not exposed to the sun for long periods, and that ample sunscreen or lightweight clothing that will cover a camper, is applied to prevent sunburn and unwanted exposure.

Rabies

- 🐾 The camp policy with regard to rabies is to avoid wild animals at all times.
- 🐾 If a wild animal that is usually nocturnal is out in the daytime and acting strange, the on-site supervisor will notify the proper health authorities.

Ticks

- 🐾 Staff members will be oriented on the potential dangers of the deer tick and Lyme disease.
- 🐾 While walking through the nature trails, campers and staff members are encouraged to wear long sleeves, hats, long pants and socks to help prevent possible exposure to a deer tick.

Insects

- 🕸 Black flies and mosquitoes are abundant at Clover Patch Camp due to its moist and shaded environment.
- 🕸 Staff members need to ensure that campers wear appropriate clothing and bug repellent to help prevent insect bites.
- 🕸 If a camper receives several insect bites, or any insect bite looks reddened or swollen, they should be taken to the nurse for observation and possible treatment.

Tick and Insect Repellents

- 🐾 When used properly, chemical repellents can provide protection against ticks and insects the can transmit diseases. However, people need to remember that repellents can be potentially harmful when certain precautions are not taken.
- 🐾 The following precautions are advised when using any insect repellent.
 - Apply only to exposed skin or clothing.
 - Never use repellents over cuts, wounds or irritated skin.
 - Do not apply to eyes or mouth and with young children do not apply to their hands.
 - Avoid breathing the spray.
 - Heavy application is not necessary.
 - Wash repellents off after returning indoors.
- 🐾 While repellents are helpful, whenever appropriate, consider using non-chemical ways to deter insects.
 - Wear light-colored clothes.
 - Wear long-sleeved shirts and long pants.
 - Tuck pant legs into boots or socks.
 - Use screens or netting.

Avoiding Ticks and Lyme Disease

- ⊙ Lyme Disease has become the leading tick-borne illness in the United States. The deer tick is the species that most often transmits Lyme Disease.
- ⊙ With proper precautions Lyme Disease is preventable.
 - Deer ticks are most active from April to October, so exercise additional caution when venturing into tick country.
 - Stay to the center of the hiking paths and avoid grassy and marshy woodland areas.
 - Frequently check yourself and your campers for ticks. Deer ticks are hard to see; nymphs are dot-sized; adults are the size of a sesame seed.
 - When checking for ticks, look especially in areas of body creases, folds and belt lines.
 - If you suspect Lyme Disease or its symptoms, contact your doctor immediately.
- ⊙ Two tick repellents have been approved.
 - DEET repellents
 - Permethrin repellents
- ⊙ When used improperly DEET and Permethrin repellents can cause:
 - Eye irritation
 - Skin irritation
 - Slurred speech
 - Confusion
 - Seizures
 - Coma
- ⊙ If you suspect you or your camper is reacting to these repellents you should:
 - Wash treated skin
 - Call a physician
 - Bring repellent can to the physician
- ⊙ For additional information please call:
 - Albany County Department of Health at 477-4620
 - New York State Department of Health at 800-458-1158
 - National Pesticide Telecommunications Network at 800-858-7378

Natural Emergencies

- ☂ When the camp is in potential harm of receiving damaging weather, all campers will be evacuated.
- ☂ The on-call camp administrator and the on-call rental group administrator will be notified.

Loss of Electricity and/or Water

- Ⓔ In the event of a power outage or no water in camp, the on-call emergency facilities manager will be called.
- Ⓔ The Glenville Fire Department and Niagara Mohawk will be called to provide us with a generator. If power and water is not available for an extended period of time, campers will be sent home.

SECTION 4: EMERGENCY PLANS

Fire Safety Plan

- ☀ Campers first, fire second.
- ☀ Blow nearest air horn to alert camp of a fire.
- ☀ Move campers to the pavilion or basketball court; whichever is furthest away from the fire.
- ☀ The first staff person to the meeting spot will take an attendance.
- ☀ Await further instruction from Rental Group administration.
- ☀ Fire exits out of camp are the camp road by dining hall, or out private property in the back of Cabin 5.
- ☀ A runner (support staff designated by the Rental Group administrator) will be sent to the top of the camp road to direct emergency vehicles. The runner will advise Fire Department of people evacuating out the camp road to prevent further injuries.
- ☀ At the end of the emergency an attendance of the camp will be taken again.
- ☀ The on-call camp administrator will be notified as soon as possible.

Preventative Measures

- ☀ Water buckets at all fires.
- ☀ Campfires are restricted to designated fire pits.
- ☀ All matches are stored in closed containers and out of reach of campers.
- ☀ No fires will be left unattended.
- ☀ Screens will be in front of fireplace in dining hall.
- ☀ Extra care with grease cooking and wax melting.
- ☀ Smoking is only permitted on the porch behind Brigadoon. All other grounds and facilities are restricted.
- ☀ Fire drills will be conducted on a regular basis.
- ☀ All flammable materials will be labeled as such and locked in the camp's flammable cabinet.
- ☀ Every sleeping quarter is equipped with a smoke detector and fire extinguisher.

Lost Camper Plan

- ☞ This search and rescue plan is designed to take the many workers at this camp, and put them into a team of organized searchers to seek out lost campers.
- ☞ The Rental Group administrator, or designee, leads all searches.
- ☞ At the time a camper is reported missing, the following steps will be taken:
 - Staff member reports missing camper to Rental Group administrator.
 - Rental Group administrator blows air horn and announces the nature of the emergency.
 - Everyone goes to the closest emergency meeting location (pavilion, basketball court).
 - The first staff person to the meeting spot will take an attendance.
 - Search teams will look throughout camp in the cabins and nearby woods.
 - 911 will be called to report a missing camper to outside emergency services if a camper is not found within twenty (20) minutes of the air horn blast.

Preventative Measures

- ☞ All persons walking on the nature trail must bring a first aid kit and walkie-talkie with them.
- ☞ No campers are to be left unattended by staff members at camp at any time.
- ☞ Two staff members will be on duty in each cabin from 9 pm to 7 am.
- ☞ Staff members will report to the Rental Group administrator any potential camper behaviors that may prevent an incident of a lost camper (wandering, sleepwalking, run-away threats, etc.)

Waterfront Emergency Plan

- ~~...~~ Lifeguard or staff member identifies the emergency.
- ~~...~~ Lifeguard blows the whistle 2 times.
- ~~...~~ Lifeguard tends to the emergency situation, while campers and staff members exit the pool area.
- ~~...~~ Runner is sent to get the nurse or Rental Group on-call administrator on scene of emergency.
- ~~...~~ Outside emergency services are called (if necessary – 911).
- ~~...~~ Incident report and notification of Rental Group administrator and camper family will be completed according to Rental Group policy.

Preventative Measures

- ~~...~~ Waterfront staff will consist of American Red Cross certified staff:
 - Waterfront Director (lifeguard training, responding to emergencies, CPR/FPR)
 - Lifeguards (certified lifeguard training, CPR/FPR)
- ~~...~~ Equipment will include:
 - First aid kit
 - Backboard with straps and neck collar
 - Sheppard crook
 - One ring buoy with rope attached
 - Two airway masks
 - Two rescue tubes
- ~~...~~ A camper and staff member count will be taken every ten minutes of everyone in the pool.
- ~~...~~ Waterfront staff members will practice emergency waterfront drills within the first 24 hours of each session.
- ~~...~~ No one can swim on camp property without a certified, designated lifeguard.
- ~~...~~ All campers are considered beginners, needing 1:1 assistance and the use of a personal flotation device, unless the aquatics supervisor designates otherwise.
- ~~...~~ All campers must have signed swimming permission slips to participate in swimming at camp.

Alplaus Creek

- No campers shall enter the Alplaus Creek for any activity.
- The surface of the creek and the flow of the water are unpredictable.
- No campers are allowed onto the dock or near the creek's edge without a camp staff person present for supervision.
- No campers are allowed beyond Cabin 5 without staff supervision.

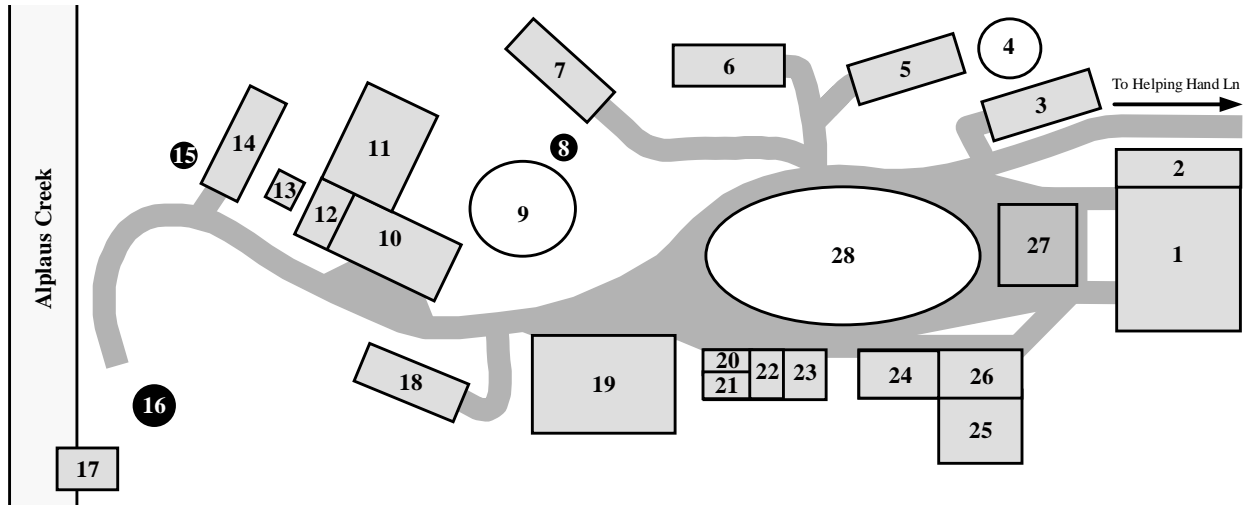
SECTION 5: INCIDENT/INJURY REPORTING

- 🚑 A primary concern of Clover Patch Camp is the health and safety of all campers and staff.
- 🚑 Rental Groups will be expected to bring to camp a first aid kit and appropriate medication supplies, and be familiar with their agency's incident reporting protocol.
- 🚑 All incidents that involve the Rental Group and staff will be handled by the Rental Group staff.
- 🚑 Rental Groups are expected to report incidents involving their members to their on-call administration and to OMRDD and other government agency hot lines when appropriate. Clover Patch Camp administration will be responsible for monitoring appropriate follow-up by Rental Groups and for reporting incidents to the Department of Health when necessary.
- 🚑 Steps for camp staff members:
 - Make injured comfortable
 - Bring camp nurse to the site if possible.
 - Notify the on-site supervisor.
 - Nurse will decide the next course of action:
 - ✓ Call for ambulance (911)
 - ✓ Transport to infirmary
 - ✓ Treat at site and continue activity

SECTION 6: KITCHEN RESPONSIBILITIES

- 🍷 Use only clean and sanitized utensils and equipment during food preparation.
- 🍷 Rental Groups must clean and sanitize food contact surfaces after each use.
- 🍷 Minimize the time that potentially hazardous foods remain in the temperature danger zone of 40 to 140 degrees Fahrenheit.
- 🍷 All dishes and food service utensils must be air-dried.
- 🍷 All dishes and food service utensils must be protected from dust and contamination between uses.
- 🍷 All dishes and food service utensils must be washed using the dishwasher, NOT by hand washing.

SECTION 7: MAP OF CAMP



- | | |
|--------------------------------------|-----------------------------------|
| 1. Dining Hall | 15. Fire Pit |
| 2. Kitchen | 16. Fire Pit |
| 3. Art & Crafts Cabin | 17. Dock |
| 4. Miniature Golf Course | 18. Music & Drama Cabin |
| 5. Camper Cabin #1 | 19. Bathhouse |
| 6. Camper Cabin #2 | 20. Camp Store |
| 7. Camper Cabin #3 | 21. Laundry |
| 8. Fire Pit | 22. Maintenance Closet |
| 9. Playground | 23. Camp Office |
| 10. Hugh Farley Pavilion | 24. Nurse's Station |
| 11. Pool | 25. Brigadoon Male Staff Quarters |
| 12. Pool Room | 26. Brigadoon Staff Lounge |
| 13. Tool Shed | 27. Basketball Court |
| 14. Female Staff Quarters (Cabin #5) | 28. Playground |