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Fall 2016

Welcome Group Leaders!

We are looking forward to working with you in your upcoming retreat or event at Promise Camp and Retreat Center. We want to help your event be smooth and successful and the purpose of this handbook is to provide you with some information to make your job as easy as possible. We have tried to outline areas of general concern and give guidance in areas where people have asked for help in the past. We are accredited by the American Camp Association and are proud to be one of their select camps that demonstrate best practices in the camping arena. This accreditation means that we are able to offer an even greater and safer camp experience for you and your whole group.

We're also very pleased to offer food service as an option for our weekend rental groups. If you love our camp but don't love to prepare the food during your stay, we have teamed up with some amazing ladies from the area who are also providing yummy food for our summer camp ministry. They also provide fresh cooked healthy meals on select weekends so contact Brett if you're interested for more information!

If you have any questions or concerns, please feel free to contact us and we will do our best to help out in any way that we can. Again, we look forward to working with you and serving your needs and will be praying for the people attending your event.

Sincerely,

A handwritten signature in black ink that reads "Brett + Carla Probert".

Brett & Carla Probert – Camp Directors
724-899-2417
bprobert@familyguidance.net



Reservations:

Tentative holds for event dates can be made by phoning (724-899-2417) or emailing (bprobert@familyguidance.net) and scheduling your group. Tentative holds are only valid for a two-week period beginning with the date you contact us. At the end of the two-week period, if we have not received your application and deposit, your hold will no longer be in effect. Final reservations are made only when the reservation form and deposit check made payable to **Family Guidance Inc.** is received. Your deposit can be applied to the total bill or carried over to reserve a future date. When returning your application with deposit, please **include a certificate of insurance** (obtainable from your insurance carrier at no cost.) Final payment is due at the end of your stay.

Check In Procedures:

Upon arrival, please check in to let our staff know you are here. We will generally be waiting to greet you at the Dining Hall when you arrive if you let us know when you'll be there. Otherwise, please call 724-899-2417 as you arrive. Your lodging and meeting facilities may be locked and you may need keys. Please let us know your accurate number of attendees and set a time to finalize your bill and other paperwork when you arrive.

Buildings:

We have two four-season heated and air conditioned sleeping buildings, the Boy's and Girl's bunkhouses. The Boy's Bunkhouse has 24 beds upstairs and full restroom and shower facilities on the basement floor. The Girl's Bunkhouse has 30 beds and full restroom and shower facilities on the same floor. The Activities Center features an indoor amphitheater with full stage and A/V capabilities as well as four small group breakout rooms upstairs. The downstairs has a game room, a craft and meeting room, and full restrooms with showers. The Dining Hall seats 200 people, features a fireplace, restrooms, and a stage area, and the state-of-the-art kitchen provides all of the most modern amenities for food service and cleanup.

What You Need To Bring When Using the Camp Overnight:

- Bedding (twin flat sheets and blankets or sleeping bags) & pillows
- Towels & personal toiletries
- Suitable clothes
- Food and paper food service products if you use them (see below)

General Safety:

A minimum of two adults are to be assigned to each sleeping room and must sleep in that room during your overnight event. You are responsible for the actions of your group. Please be sure that there are not unsupervised guests in buildings during meals and that you are aware of where each guest is at all times. We have provided some general guidelines for appropriate camper/staff ratios on the next page. The group leader is responsible for orienting the entire group about Promise Camp rules, regulations, and procedures.

Below are some general camp rules:

- No alcohol or illegal drugs of any kind are permitted.
- Smoking is prohibited in buildings and discouraged in general.
- No pets or animals of any kind are permitted except service animals.
- No fireworks, guns, or weapons of any kind are permitted.
- Special permission must be obtained before using power tools or special equipment.
- Be respectful of other people and their belongings.
- Wear shoes at all times, except at the pool, bathrooms, or in the cabins.
- Quiet hours begin at 11:00 pm and end at 7:00 am.
- No boys in the girls' sleeping areas. No girls in the boys' sleeping areas.
- Remain within the camp boundaries. Staying on established trails will assure this.
- Do not purposefully damage or write on any of the camp's property.
- Initiations and hazing will not be tolerated at Promise Camp.
- Please limit the length of your showers. Our water is pumped from a well and we need to conserve.
- Please turn off all lights, fans, and water when not in use.
- Groups will be held financially responsible for any damage and/or theft that occurs during their stay.

Groups are also highly encouraged to conduct appropriate screening for all individuals who will be responsible for the care of minors or vulnerable adults while at Promise Camp and Retreat Center.

We strongly encourage our groups to adhere to a "line of sight" and/or "rule of three" policy

- The "line of sight" rule means that campers will always be in the line of sight of a trained staff member, except in bathroom and shower stalls. For example: If a camper needs to go from one cabin to another and can be seen by the counselor for the entire distance, they can go alone. If not, the "rule of three" applies.
- The "rule of three" means that at all times and at all places (with the exception of bathroom and shower stalls) when the "line of sight" rule does not apply, there will be at least three people present together. At least one of those three people will be a trained staff person, always.

The following ratios are advised when staffing your group for events at Promise Camp and Retreat Center:

<i>Camper Age</i>	<i>Number of Staff</i>	<i>Overnight Campers</i>	<i>Day-only Campers</i>
5 years & younger	1	5	6
6 – 8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

We also recommend that at least 80% of the staff working with children be eighteen years of age or older and that all staff working with children are at least sixteen years of age and at least two (2) years older than the minors with whom they are working. Groups are also encouraged to identify any and all situations where at least two staff should be present to provide for adequate camper supervision.

Phones:

When your group checks in, please leave any cell phone number that the leadership has available. This will enable the camp staff to contact your group with any messages that may come in for you. The camp office phone number is (724) 899-2417. The phone number in the dining hall is also (724) 899-2417. Incoming calls may be taken at this number in the dining hall. Otherwise, you will need to use personal cell phones for all other phone communications.

Emergencies:

Continuous ringing of the dinner bell is the signal for a fire or other emergency. Leaders are to gather all of their group members and assemble at the flagpole immediately. Please do not ring the bell in a continuous manner except in an emergency. Call 911 for all emergencies, including unauthorized intruders on camp property.

Medical Treatment:

Each rental group is solely responsible for all medical care and treatment as well as transportation for any emergency or nonemergency medical situation while at Promise Camp and Retreat Center. You are responsible for providing your own first aid supplies, for administering any and all medications, and for the liabilities related to those responsibilities. Rental groups are covered by their personal insurance, not that of Promise Camp and Retreat Center. We also advise all groups to have an adult present who is CPR/AED/first aid trained. We require a written report to our Camp Director within one week in the event that an accident or injury takes place on our property that requires transportation to and/or consultation with medical professionals not associated with your group (this includes any hospital or express medical care facilities). An AED is located on the ground floor of the Activities Center.

Group leaders are required to obtain in advance and possess while at the camp the following information:

- Names, addresses, and phone numbers for all participants
- Emergency contact names and numbers for all participants
- A listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodations while on site.
- For minors without a parent on site, signed permission to seek emergency treatment or a signed religious waiver.

Group leaders are required to have a designated vehicle in satisfactory operational order and with sufficient fuel to reach primary emergency locations and are not being used for other jobs. The nearest hospital is Heritage Valley Hospital in Sewickley. Below are the directions to that facility from the camp:

1. Exit the camp by making a right onto Lance Road.
2. Make a right from Lance Road onto Route 30 East.
3. At the light, turn left onto Clinton Road.
4. Take the ramp to I-376 West.
5. Take exit 51 and follow Flaugherty Run Road.
6. Make a right onto Route 51 South.
7. Make a left at the second light, still on Route 51 South.
8. Get in the left lane and make the left at the next light onto the Sewickley Bridge.
9. Go straight at the light at the end of the bridge across Route 65.
10. Go straight through town, straight through the four-way stop sign.
11. The hospital will be on your left.

Vehicles:

Please do not drive on the grass without permission. Designate one vehicle for emergencies and park it in an accessible place. Someone on your staff should be given the responsibility of emergency driver. An alternative driver should also be designated. Driver should be at least 21 years of age.

Food Service:

We now offer food service as an option for weekend rental groups. Please see the rental agreement for rates or contact us for more information. Rental groups who do not take advantage of our own food service are responsible for preparing, serving, and cleaning up from their own meals. Please discourage your group members from taking food from the dining as it attracts mice, ants, and other pests. A minimum of one adult should be assigned to sit at each table. This will help to eliminate most potential behavior problems. Promise Camp and Retreat Center will provide all cooking and serving utensils and equipment as well as trash bags and cleaning supplies. Each rental group is responsible to provide all paper or plastic food service products that they may wish to use.

The following food service guidelines should always be observed:

General Cleanliness

- All food preparation areas must be cleaned using the provided sanitizing agents before and after each use.
- No food is allowed to be left out in the open. It must be properly sealed and stored in the appropriate place.
- Only authorized personnel are allowed in the kitchen during food preparation times.
- No equipment, tables, chairs, serving or cookware may be removed from the dining hall at any time.

Food Storage

- All food must be stored in sealed containers and remain off of the floor.
- All food that is capable of supporting the growth of microorganisms (i.e., milk or milk products, eggs, meat, poultry, fish) must be stored at or below 40°F.
- Record temperature of refrigerator every morning and record it on the Temperature Log located on the refrigerator door. If above 40°F, notify the Camp Director.

Before Meals

- All food preparation areas must be cleaned using the provided sanitizing agents before any food is removed from its container.
- Ensure that all utensils and containers on drying racks are dry and put away in their specified storage place.

During Meals / Food Preparation

- Food must have limited exposure to temperatures between 40°F and 140°F. Take care to limit the amount of time food (prepared or unprepared) sits out between the time it is cooked until the time it is eaten. This requires the use of refrigeration and warming ovens while holding food to be served.
- Utensils should not be used for multiple types of food.
- Any surface that comes in contact with raw food must be sanitized before another type of food comes in contact with the same surface.

After Meals

- All food preparation surfaces must be sanitized after each meal has been served.
- All utensils that come in contact with food or are used outside the kitchen must be washed immediately after meals.
- When using mechanical dishwashers, wash water must be at least 100°F and rinse water must be at least 180°F. These temperatures must be documented daily while in use on the chart posted on the dishwasher. If the temperatures are not sufficient, notify the Camp Director.
- When washing by hand, wash and initial rinse temperatures must be at least 100°F.
- When washing by hand, follow the labels above each sink for washing, rinsing, and sanitizing. Sanitizing tablets are provided.
- All dishes and utensils must be air dried and stored in a covered area in between uses.

End of the Day Cleaning

- All food preparation areas should be thoroughly cleaned using sanitizing chemicals. This includes stovetops, ovens, and warming ovens. Do not allow the buildup of dirt or grease.
- All floors should be swept and mopped.
- All utensils and containers should be stored away and be ready for immediate use.
- Ensure that all food is stored away and properly refrigerated during the night.
- Turn off all lights when shutting down the kitchen to conserve energy use.

Sports Equipment:

Sports equipment can be acquired at no additional charge. Typical inventory consists of basketballs, footballs, soccer balls, volleyballs, etc.

Swimming Pool:

The camp pool is generally open between Memorial Day and Labor Day. If your event falls between these dates, contact us if you would like to make arrangements for your group to swim. You will need to provide at least one certified lifeguard and we require that person to be on duty at all times when your group is using the pool. We require a copy of the lifeguard certification prior to the use of the pool.

When using the swimming pool, a minimum of two staff members must be on duty at all times, at least one of whom is at least 18 years of age. One of the two pool attendants must be a certified lifeguard and the other should be schooled in ratios, how to clear the area, and getting additional help in the event of an emergency. No more than 100 people should be in the pool enclosure at any time and there should be at least one lifeguard for every 50 swimmers in the water. All other staff members in the pool enclosure are to act as lookouts and to assist the lifeguards in ensuring safety for all pool users. Lookouts should have basic swimming skills and be able to assist lifeguards with basic water rescue.

Our swimming pool is a shallow water pool with a depth range of 3 to 4½ feet. We do have an emergency backboard for water rescue available in the pool pump house. We also have a lifeguard platform chair available for use. The nearest phone for use in an emergency is located in the dining hall kitchen. The phone number there is 724-899-2417. The address of the camp is 227 Lance Road, Clinton PA 15026.

The following rules apply to the swimming pool:

- No swimming without a certified lifeguard on duty.
- NO DIVING anywhere in the pool as the water is shallow.
- No horseplay permitted.
- No fake drowning, breath holding practice, or floating face down in the pool.
- Food or drink is not permitted in the pool area.
- Keep a five foot radius of the lifeguard stand while in the pool.
- Do not distract lifeguards who are on duty.
- Look before jumping into the pool.
- Head first jumps or flips are not permitted.
- Do not hang on basketball hoops or volleyball net.
- No running on pool deck or climbing the fence.
- Please no urinating in the pool.
- Evacuation must be conducted immediately if lifeguard commands it.

Challenge/Ropes Course:

A challenge/ropes course is available on the grounds at Promise Camp and Retreat Center. Please notify us when you register, as we require one of our staff members to facilitate your group. We charge \$100 for the group to use the course if you are already using the camp for an overnight stay. We charge \$200 for all other groups.

For those unfamiliar with a challenge/ropes course, it is a series of outdoor initiatives designed to get groups to work together as a team. There are both group and individual initiatives as a part of Promise Camp and Retreat Center's course. Groups are generally subdivided into smaller groups of ten to fifteen each.

Audio Visual Equipment:

If you need any equipment such as PA systems, A/V equipment, etc., please make your requests as far in advance as possible. We usually have on site a video projector, white board, sound equipment, music stands, etc.

Campfires:

We have several campfire sites, including the main campfire area and the Outpost area and firewood is available at both sites. Gasoline and other flammable liquids should never be used to help start fires. Please monitor campfires at all times while lit and make sure it is completely extinguished before leaving it. Do not let it "just burn out."

Furniture:

Please do not move any furniture except in the dining hall and craft room of the activity center. This includes beds, couches, game tables, etc. Mattresses are not to be removed from beds and placed on the floor without permission. Mattresses are not to be moved from the Bunkhouses or Cabins for any reason. Please fold and stack chairs on the dining room tables before final cleaning and departure.

Lost And Found:

Review all lost and found items on the last day of your event. The group leader should check all rooms before leaving. Lost and found items will be kept at camp for a minimum of one month before giving to the Salvation Army or Goodwill. Loss or damage to personal property is NOT covered by our insurance. Valuables and money should not be brought to camp.

Damages & Repairs:

Each group leader is responsible to inform their own participants of their responsibilities for the care of all facilities and equipment and to immediately report any broken or damaged equipment or facilities to a Promise Camp and Retreat Center staff member. This includes both accidental and intentional (vandalism) damages. When damages occur and the damage is repairable, repair costs will be charged to the responsible parties. If damage cannot be repaired, reimbursement shall be determined by depreciation value as established by the Promise Camp and Retreat Center staff.

Upon arrival, the group leader should inspect the facilities and notify us of any damages or items that need attention so that your group is not held responsible.

Clean-Up:

The facilities should be kept in a clean and presentable manner throughout your visit. Our staff will clean after you leave but the nicer you leave it, the easier it is for us to get ready for the next group which also helps to control costs. Cleaning task lists are posted in each building. We sometimes have the entire camp to clean in a matter of hours, so your cooperation will be greatly appreciated by our staff. Please make sure trash is placed in proper receptacles, that chairs are returned to where you found them upon arrival, and that all sports equipment is returned