

SECTION II
CAMP POLICY

Standards of Conduct

For Camp Horizon Summer Camp Staff and Guests (Campers)

"Standards" versus "Rules"

Standards are not rules, but they are the basis for rules. Standards are more general and less specific than rules. Rules come from standards, but not all standards have or need a specific rule for every situation. We have provided these standards to make camp life both SAFE and ENJOYABLE for our staff and guests. Failure to adhere to these standards will result in discipline or dismissal.

RESPECT OF PERSONS

Man is created in the image of God our maker: Including every race, color, and national origin, and is therefore entitled to respect of their person. The cabin unit is an opportunity to learn to behave appropriately in a group and ultimately in society. The rights and privileges of others are to be respected at all times. While at Camp Horizon it is imperative that all guests show respect and obedience to those who have been given the responsibility to care for them.

LANGUAGE - BODY CONTACT

Camp Horizon is a Christ-centered ministry. Language and behavior which are offensive to Christ and His servants is subject to discipline or removal from Camp Horizon. This includes inappropriate body contact, and the inability to curb offensive speech.

RESPECT OF PROPERTY

The Camp Horizon facility belongs to the Lord and is supported by the donations of Christians who want this camp to be available for your use. Property that is destroyed either deliberately, or while being used without permission must be replaced or repaired by the guest or their family. Deliberate destruction of Camp Horizon property is grounds for dismissal without refund.

DRESS (RESPECT OF SELF)

Camp Horizon is ministry based on Biblical principles. Proper attire shows self respect. Guests are expected to be modestly dressed at all times according to the dress-code policy.

SAFETY AND SECURITY

Camp Horizon guests are entitled to safety and security. Any action that threatens or endangers the safety or security of one's self or another is subject to discipline or removal from Camp Horizon. The Camp Horizon facility has areas which are off-limits to guests that are not accompanied by a staff member. Unacceptable behaviors include fighting, stealing, making threatening remarks or actions, or being off-limits.

ITEMS NOT PERMITTED

The Camp Horizon program is designed to give our guests a break from the world for the duration of their stay. The following items are specifically forbidden to be kept in cabins: Electronic devices (any device that plays music or video, cell phones, games, computers, etc), cards or dice, and items that could be a potential weapon (knives, guns, etc). These items may be stored in the office until departure. Camp Horizon is a drug-free, alcohol-free, and tobacco-free facility. Any guest that fails to check-in medications according to policy; or brings alcohol or tobacco products to camp is subject to discipline or removal from Camp Horizon. We are bound by law to report possession of illegal substances.

ATTENDANCE The Camp Horizon program requires that all guests attend all scheduled activities.

VISITORS For security and program integrity reasons, unscheduled visitors are not allowed on the premises of Camp Horizon during the Summer Camp Program.

STAFF POLICIES AND PROCEDURES

Camp Horizon is foremost a Christian Camp. In order that the highest quality of Christian living and witness is maintained, various policies have been developed which apply to all staff members. The purpose of these policies is to provide the best possible operating atmosphere for both the staff and campers of Camp Horizon. Each of these policies has a reason, and the Director is willing to explain the rationale behind each one. We hope that the staff will operate within the "spirit" of the policies rather than within the "letter." These policies apply to all individuals at Camp: directors, board members, volunteers, visitors, speakers, etc.

STAFF SCHEDULE

Arrival Time

If you are weekly staff, you may arrive on the Saturday before your week of camp. This is a full day ahead of the campers you will be working with. We would like for you to watch an orientation video prior to the start of your week of camp. We urge you to use this day to settle into your room for the week, meet the other staff members you will be working with, and finish any last minute preparations (e.g. cabin devotions, craft instruction, etc.). You are welcome to join the staff for Staff Night Out (note: camp's dining room is closed on Saturday night - we go out for a meal). If you have children that are registered to be campers your week and you were planning to bring them with you please call to make sure there will be sufficient room. Since camper registration will not begin until 1:30 PM on Sunday you will be responsible for the supervision of your children until then.

Program Week

Leaders' Prep and meals are required for all program staff.

Be prompt. It is important that all staff members arrive at their designated program and/or service areas on time. Campers should not have to wait for us; we should arrive before campers.

Time off: All staff will be given at least one hour of personal free time daily. Use it to rest, do personal devotions, read, do a load of laundry, but DO NOT use it to visit open craft areas.

Once their campers are asleep, one counselor may leave the cabin to fellowship with other staff members. Never leave your cabin without a counselor in it. Exception: Neither counselor gets the night out on Sunday night or Friday night.

Rotate "Night Out" Monday - Thursday after campers are asleep or settled & lights are out.

Please do not leave your cabins on Sunday and Friday nights
– NO NIGHT OUT THESE NIGHTS

Please do not order take-out food or plan parties on Sunday or Friday nights.

You may get water and cups after chapel. They are stored on the back porch of the Dining Hall.

Staff curfew is 11:00 pm for all weeks of camp. *Lights Out* is 11:45pm for all weeks of camp. If the camper's light's out is extended past 11:00, then the staff curfew is equal to the camper's lights out. The staff lights out will not be extended beyond 11:45 in any case.

Only the Administrative Director may grant exceptions to staff curfew and light's out.

DEPARTURE TIME

One-week staff members are free to leave after lunch cleanup is complete on Saturday. You should be out of your room by 2:00 PM to make room for the incoming staff. If you are staying overnight and leaving on Sunday you may need to move into a cabin or otherwise change rooms for Saturday night.

STAFF NIGHT OUT: Those serving back-to-back weeks get a "Night-out" on Saturday evening. A Director (or designee) must accompany staff under the age of 18. They will go as a group to a predetermined activity such as bowling, a pool party, or shopping. Collegians may go out in one or two groups, of at least three per group, for a similar pre-determined activity. (Policy Summary – Complete policy is in the appendix)

High-School Staff must participate in the scheduled Night Out activity.

They may not ride with collegians – even siblings or other family

They may **ONLY** go out with their own parents-grandparents for Night Out.

This is a board policy. Exceptions can only be granted by writing to the Camp Board (not the Director).

GOING HOME (All-Summer Staff)

You may go home on Saturday night under the following conditions: 1) You agree to abide by the same rules as those on Staff Night Out (i.e. no movies - no dating - same curfew), 2) You must be back to camp for worship on Sunday (9:00 am), and 3) You may not leave before Saturday assignments are completed. Any passengers must also be going home and have permission from both parents (driver & passenger). Planned outings with family members must be during normal night-out time. See the "Staff Night Out Policy" (appendix). This policy was reviewed and clarified for summer 2008.

If you have activities that require you to leave during your time at camp, arrive late, or leave early (family reunion – school related activities) you should make those things known ASAP. This affects assignments.

ATTIRE

STAFF UNIFORM: All staff will wear staff shirts and black pants, shorts, or skirts on Saturday when parents are picking up campers and on Sunday during registration.

SHORTS: All shorts must be at least fingertip-length. **TEST:** 1) Sit down, 2) Stand up, 3) Without touching the shorts (pulling them down), are they fingertip length? Shorts or pants that are too tight need to be worn with a long shirt that covers. (YES, THIS MEANS THE GUYS TOO!) No words on the back (seat) please.

SHIRTS: Shirts must cover the midriff at all times. Girls: Please do not wear shirts that reveal cleavage or undergarments (such as low v-neck shirts, tank tops & straps less than 2"). Immodestly tight shirts are also inappropriate. **ALL:** Undershirts, sleeveless Tees & Tanks are not acceptable in the Dining Hall or Chapel.

SHOES: Shirts and shoes are required everywhere except your living quarters, the waterfront, gym, and sidewalks.

BATHING SUITS: Girls: Suits must be one-piece that does not reveal cleavage. French-cut suits will not be allowed. If your suit does not meet these requirements, bring along a pair of shorts and/or dark T-shirt to be worn over it at all times. Guys: See rules for "shorts". The same rule applies. No towels in the chapel or dining hall.

DRESSES/SKIRTS/ETC.: The same requirements that have been mentioned above apply to this category as well. Dresses and blouses must not show cleavage or midriff and all skirts must be at least fingertip length.

HAIR: Must be a natural color, modest style and length. You may not change your hair color or style during the summer unless it is unacceptable when you arrive. Guys: Modest cut, no pony tails.

JEWELRY: This is camp. Jewelry should be modest. Expensive watches and jewelry tend to not make it back home. If you plan to lose them in the lake anyway, then pawn them and give the money to the building fund.

PAJAMAS: Pajama clothing is not to be worn outside of sleeping areas.

BODY PIERCING / JEWELRY

Girls: You may wear no more than two earrings per ear at any time. If you have anything pierced that is covered with clothing, it needs to stay covered with clothing and NEVER be seen by campers or other staff members (i.e. belly buttons).

Guys: You may not wear any pierced jewelry on any body part, at any time while at Camp Horizon, (including staff night out). If you have ear-jewelry, it may not be worn in public (including night out) or in a cabin.

Both: If you have body piercing of the tongue, eyebrows, nose, lip (anywhere on the face except the ear) you must remove the jewelry while at Camp Horizon (including staff night out). "Invisible" or "Clear" jewelry is not acceptable.

CLEANLINESS – CABIN CLEANUP

Personal neatness and cleanliness are of paramount importance. The highest standards of personal hygiene is expected at all times of all staff members.

The staff will use laundry facilities at the place and time assigned. Use common courtesy--remove your clothes from the washers and dryers when finished. If someone has left their things in the machines, put them aside neatly. Do not throw them on the floor.

Each staff member is responsible for the care and cleanliness of his/her room. Staff housing will be inspected daily. Discipline will be administered that day for staff with unacceptable rooms

--COUNSELORS--

Cabin inspection begins as soon as all cabins have reported to flag raising in the morning.

The 50 points for camper participation (cabin cleanup) is already filled in for you. This has been done to avoid confusion for weekly-staff. Tell your campers that if they fail to do their jobs and you have to do it, this will be crossed out (all or none).

Failure to make 300 points (of 500) results in loss of free time (counselor AND campers). Usually they will clean their cabins to administrative satisfaction before enjoying snack-shak.

SAFETY AND SECURITY

All cash should be turned into the Camp Office, to reduce the temptation and possibility of theft. Your money will be logged and will be given out when needed, such as night out.

We suggest that all valuables be left in the safe during your stay at camp.

Keep cabins locked unless a counselor is present. One counselor must be in the cabin anytime that campers are inside the cabin.

Only one counselor goes to Leader's Prep. The second counselor should be awake. There is an exception made for Varsity Camp when there are responsible/trusted campers in your cabin.

You should NEVER be alone with a camper. If you need to talk with a camper in private, leave the door open and the second counselor should peak in every five minutes and smile at you. This is for your protection.

Follow the discipline policy. Notify the program (weekly) director or administrative director of any ongoing problems. Do not be afraid to send a camper to the director. Please send them one at a time or at the most two.

Abuse and Neglect that are reported to you **MUST** be reported to the Administrative Director. We are under mandate from the State of Florida to report certain things. **NEVER** promise a camper that you will not tell. Instead, tell them "I cannot promise to keep a secret that may leave you in a dangerous situation."

SPECIFIC PROHIBITIONS AND RESTRICTIONS

No use of tobacco or alcohol is allowed while serving at Camp Horizon.

Pets are not normally allowed at Camp. The Executive Committee must approve any pets (other than Seeing Eye dogs). No pets are allowed in cabins, the lodge, or the dormitory.

No personal TVs or radios are allowed in Camp. This includes clock radios. So, please bring another type of alarm clock. Electronics are not allowed in the cabins (cell phones, computers, etc)

The "six-inch" rule remains in effect both on-site and when on an off-site outing (including staff night out). This applies everywhere to everyone except blood relatives and married couples. This also applies to same gender physical display of affection.

Staff members are not allowed to be in or near the quarters for members of the opposite gender. Exceptions are Directors, Nurses, and Support Staff when performing their duties. An escort is required if the space is occupied.

Only those staff assigned to the Snack Shack should be in that area. Kitchen staff and others may be temporarily assigned to that area. Let's all remember that campers should always go first and the staff after them.

Only the cooks, kitchen crew, Director, and others assigned to the kitchen should be in the kitchen at any time during the day. The drink machine is available to the staff.

The Kitchen, Pantry, Freezers, and Refrigerators are **OFF LIMITS**. Please do not go foraging for food there. There are folks designated to stock the Night Out snacks basket. You may get drinks from the machine. Please do not drink the milk unless the Food Service Manager approves it for snack.

VEHICLES

Personal vehicles are to be parked between the chapel and the lake in the designated areas. Cars are to be parked on the chapel side on Sunday mornings and to be moved to the lake side on Wednesday mornings.

Non-adult staff may only drive their vehicles to and from home.

Collegians and adult staff may drive on their nights out and approved travel during camp.

Camp vehicles are to be operated only for Camp purposes by assigned drivers.

All drivers must be licensed.

Unsafe operation of any vehicle will lead to loss of privilege.

The "Scrappy" is for staff assigned to maintenance and kitchen for trash run only.

Only the NURSE may use the nurse-cart - no exceptions.

The maintenance cart is for maintenance. Only the Maintenance Director may permit other use.

The Kitchen Staff may use a golf cart for stocking cabins and other kitchen assignments. It then becomes the program golf car.

Then the Weekly Director has access to the program golf cart and may designate approved uses and users.

Changes in cart designation may be made if a vehicle is out of service.

On-Road Camp Horizon Vehicles

- Must be a licensed driver, age 22 or older
- Must have permission from administrative staff.

Power Boats / Motor Boats (Ski-Nautique / Pontoon Boat).

- Must be a licensed driver, age 22 or older.
- Must have a "Basic Boating Safety Certificate"
- Must view the Safe Boating videotape.
- Must successfully pass a check-ride with administrative staff.
- Boats are to be fueled daily by the drivers or maintenance staff.

Only those staff members who have been specifically assigned to drive the mower or tractor or handle special equipment shall do so. (Must be 18 to drive the tractor, licensed, and checked out).

The keys to all Camp vehicles (except the "Scrappy") will be controlled from the Camp Office. **Keys should not be left in any vehicles when they are not in use.**

Absolutely no backing of any vehicle without a safety spotter to guide you and watch for campers.

MUSIC & ELECTRONICS (PHONES, COMPUTERS, ETC)

PUBLIC MUSIC POLICY

Music in chapel, as part of chapel, appropriate for chapel, does not usually need administrative approval. If it is a new song - it should be run through our copyright approval and the lyrics reviewed by the administrative staff before being added to our PowerPoint collection.

Music as part of the weekly program should be discussed with the Administrative Director. The Executive Committee has approved the used of appropriate music as part of the weekly director's program. Some craft classes may have approved music (i.e. music classes, or health and fitness). This includes Banquet music.

Music may be approved for use in the dining hall/kitchen area at the discretion of the Administrative Director. New songs must be screened/approved by the Administrative Director.

It was argued that during quiet work times (solo-mopping/cleaning or meal prep) a little soft music would be appreciated and should be allowed. This is the intent of the policy. Music should be calming and encourage meditation on the things of the Lord (i.e. "praise and worship genre"). Loud and/or fast music is not permitted (even if everyone working does agree). Anyone working has veto authority. It is better to be sensitive to others and gracious than to lose the privilege (again).

2009 Guideline Update:

- * No campers are to be present (except banquet decorating team).
- * Noise level must be minimal (no public music during busy periods in the kitchen).
- * EVERYONE working must agree on the music and the volume.

PERSONAL MUSIC POLICY

You may listen to music via headphones in your own room or the lounge (lodge/dorm - not the Dining Hall Lounge).

You may not use headsets outside, in camper lodging (cabins), or other public areas. Anything in your CD/Ipod/MP3 player is subject to inspection. If it is not Christian Label - you may lose your privilege for the summer.

If you bring anything secular, turn it in to be kept in the office until you go home. If it is discovered (i.e. during cabin cleanup inspection) you may lose your privileges. This includes DVD movies and mpegs type files.

PROGRAM

Sunday. The director will give the campers the camp rules during orientation. You need to give them the CABIN rules. Things like... *Cabin Cleanup Assignments, *Discipline & Teamwork, *Expectations, *Competition - verses points, etc.

Girls and Guys sit on separate sides in chapel for all camps. Counselors and staff should have at least one camper between them. Adult and overflow program staff may sit on either side in the back. Most program staff should sit with campers (same gender please).

Sit up and show interest. If you slouch and look bored, so will your campers.

Show enthusiasm for the program. Remember that the program is designed for your camper's age group. You need to see the fun through the eyes of a child. If you are excited, it will spark excitement from your campers as well.

Please help keep the noise and motion to a minimum in the Dining Hall. Separate yourselves among the campers and do not sit next to another counselor or staff member.

When someone steps up to the front - help get your table quiet. Let it begin with you and spread.

Do not allow food to be played with or thrown. The penalty for a food event is to mop the Dining Hall. This includes counselors and staff.

Read the Camper and Staff Rules in the Staff Manual. Read the section on your craft area. Read the camper discipline policy. If you have questions - ask. It is NOT better to ask forgiveness than permission - ever.

There are two counselors in each cabin that the Lord has placed with this group of campers. You should be leading the devotions. **All guest speakers for cabin devotions must be approved by the director – limit one guest speaker per cabin per week!**

ELECTRONIC DEVICES

Computers, CD players, I-Pods, MP3 players etc. will be allowed only in the staff quarters (with headphones only), the office, and in the designated lounge areas after camper lights-out.

Audio players are a privilege, abuse by any threatens the privilege of all!

Cell phones may be used during time off in non-camper areas only. Please do not let campers see you on your phone. Please do not allow campers to use your phone (ever).

Cell Phone Exceptions: Administrative Staff, Nurse, Lifeguard on duty, Boat Drivers

Computers, players, phones, etc are not to be kept in cabins. A space will be provided in the office for storage and charging of phones. The office is open from Rise & Shine to Curfew. Phones are not to be used before or after those times anyway.

All Laptops and other personal items must be cleared out of the Library by 5:00 pm on Friday so that the room can be prepared for pickup and registration.

VISITORS AND OFF-SITE TRAVEL

Overnight visitors are prohibited. Approved temporary staff may come to camp occasionally to help out. These temporary helpers are to be scheduled for work by the Administrative Director in advance. Staff may have visitors on Saturday afternoons/evening only.

Counselors should not leave the campgrounds to run errands. You need to be available and on-site.

It is essential, due to possibilities such as emergency calls, that all staff receives permission from the Administrative Director (or designee) prior to leaving the Camp grounds.

SPECIFIC PRIVILEGES

You get a spending allowance at Snak Shak. It is for your personal use ONLY.

If you serve multiple weeks and are on both the outgoing staff and incoming staff you will receive a Saturday evening meal stipend.

Staff may ski during Snak Shak – weather permitting. Counselors and program staff must rotate to make sure that there is coverage in the gym area.

A Final Word

No one likes a long list of rules, because it tends to emphasize the negative rather than the positive. However, it is necessary to have some guidelines that help to determine appropriate behaviors and actions and to help the administrative staff make decisions consistent with the desire of the Board of Directors. Feel free to discuss any of them with the Administrative Director, but you must accept his answer as final. The Administrative Director is also a person under authority and must answer to the Board of Directors (as well as the Lord) for his decisions.

Parent and Bunny Camper Rules

The purpose for creating Bunny Camp was to keep your children safe and supervised. We cannot allow children that are not camper or staff age to wander freely around the facility during summer camp. Please review these guidelines with your child. Please call if you have any questions.

GUIDELINES FOR PARENTS

- You are ALWAYS responsible for your own children.
- A Bunny Camp Counselor will watch your child ONLY during scheduled working hours. A Bunny Camp schedule will be posted each week. Your child must stay with the Bunny Camp counselor or with you.
- You may NEVER leave your children in the care of others to run errands in town, or go out on "Cooks Day Off" with the other adults. You may not leave them in the care of staff members on Staff Night Out (Saturday). They may only ride the bus with the Staff if you go too.
- Your children must sleep in your room with you. That is one condition of being allowed to bring them with you. Please do not ask to make any other arrangement than this.
- Your children may be given "jobs" to do if they are old enough.
- If your child makes a mess - you or they must clean it up.
- You get a generous Snak Shak allowance. However, this is not for your children. If you wish your children to have a Snak Shak account, please set this up with the Store Manager or Registrar.
- Waterskiing for Bunny Campers is the same as for regular campers (\$6 per day) & as time permits.

GUIDELINES FOR BUNNY CAMPERS

- You should always attend chapel. Sit quietly with the staff members in the back. You may not wander around the campgrounds during chapel time. If you are not in Chapel - you should be with your parents or your Bunny Camp Counselor.
- You may not be in the Kitchen AT ANY TIME unless you are age 12 or older (and have permission). You must talk to your parent through the service window. The kitchen can be a dangerous place for you.
- You may not use knives, ovens, the stove, or any other equipment. This includes the dishwasher.
- If you use it - put it back. This is true for campers as well. Put balls in their rack when you are finished playing.
- You may not interfere with camper activities. Your Bunny Camp counselor will make sure that you are scheduled to swim and attend crafts. You are not to be in craft areas when campers are taking classes.
- You may NEVER go on a boat or the dock without a PFD (personal flotation device - life vest). An adult must be with you if you are near the water (preferably your parent).
- DO NOT GO DOWN THE OLD RAILROAD TRAIL during class times, or alone. There are alligator slides down the trail where these creatures move between the Harris Bayou and Lake Harris. It is dangerous to travel there alone - especially early in the morning, late afternoon and evening.
- Stay out of the shop and the shop office. This is where the tools and mowers are kept.
- Stay off the camp vehicles (golf carts, trash truck, etc).
- You may only be in the Staff Lounge area or Library with your parent or Bunny Camp counselor.
- You are not to be in cabins or staff rooms. You may not spend the night anyplace but with your parent.
- You may not join cabins for rest hour (or really anytime at all).
- Stay out of the forest and swamp without supervision. There are poisonous snakes and other dangers out there.
- Play Safe! Obey your parent(s) and your Bunny Camp Counselor

CAMPER POLICIES

As with the Staff Policies, these policies are established in order that the safest and highest quality of Christian living and witness can be maintained. Each of these has a reason for existing; do not hesitate to explain to the campers the reason for any particular policy. If you are unsure of the reason, feel free to ask the Camp Director.

RESPECT OF PERSONS

Man is created in the image of God our maker, including every race, color, and national origin, and is therefore entitled to respect of their person. The cabin unit is an opportunity to learn to behave appropriately in a group and ultimately in society. The rights and privileges of others are to be respected at all times. While at Camp Horizon it is imperative that all guests show respect and obedience to those who have been given the responsibility to care for them.

Guys should not be near the girls' cabins and vice versa.

Teasing (verbal) and gestures that are hurtful to others will be treated as acts of violence.

“Borrowing” things that belong to others without asking is “stealing” and shows disrespect

Staff members are responsible for your safety. They are to be obeyed respectfully.

LANGUAGE - BODY CONTACT

Camp Horizon is a Christ-centered ministry. Language and behavior which are offensive to Christ and His servants is subject to discipline or removal from Camp Horizon. This includes inappropriate body contact, and the inability to curb offensive speech.

You shall not use the Lord's Name in vain. (NO SWEARING / CURSING)

The "six-inch" rule is in effect for campers and staff. NO PHYSICAL DISPLAY OF AFFECTION

- If you like someone – just tell them or write a note. You do not have to touch them.

Acts of violence will result in removal from the camp program for investigation and may result in dismissal from camp without refund on the first offence. ABSOLUTELY NO FIGHTING

Camp Horizon Board Policy: ZERO TOLERANCE FOR VIOLENT BEHAVIOR

RESPECT OF PROPERTY

The Camp Horizon facility belongs to the Lord and is supported by the donations of Christians who want this camp to be available for your use. Property that is destroyed either deliberately, or while being used without permission must be replaced or repaired by the guest or their family. Deliberate destruction of Camp Horizon property is grounds for dismissal without refund.

Campers are not to leave the campgrounds unless on a scheduled activity, with a counselor, or with the nurse for treatment (but only with the Camp Director's permission). Campers should not be in any of the following areas without special permission:

- a. Duplex
- b. Maintenance building and area
- c. Staff lodge (except infirmary)
- d. Sewer plant; lift stations
- e. Upstairs staff rooms, and stairs
- f. Administrative offices (gym and program offices)
- g. Program Director's Office
- h. Staff Lounge
- i. Kitchen and kitchen porch (including ice machine)
- j. Cooks Lounge
- k. Dining Hall (except during meals and scheduled activities)
- l. Laundry rooms
- m. Craft Shed
- n. Chapel (except during scheduled times)
- o. Woods (at night)
- p. Gas tank/pump areas
- q. Attics

Campers are not allowed on any maintenance machinery. They should be in private or camp vehicles only when involved in a camp activity or with special permission.

Return all equipment to its proper place (e.g. basketballs, PFDs, paddles, canoes). Equipment left out will be locked up for the duration of the retreat.

No kicking balls in the gym. The lights are fragile (break easily) and are hard to replace.

NO CHEWING GUM AT CAMP. If you have – pack it away until you go home.

Campers who know how to play the piano may do so with permission.

No food can be taken from the Dining Hall after meals. All uneaten food must be returned to the counter. **NO FOOD IS TO BE TAKEN TO THE WATERFRONT – EVER.** (Gators) No food or drink is to be taken into the chapel.

Gentlemen do not wear hats in the chapel and remove their hats during prayer in other buildings.

PROCEDURES

The nurse is available at all times in cases of emergency; however, for routine problems, the nurse is available only immediately following each meal and at evening chapel.

Horn Signals:

- a. **Five blasts on the horn is the signal for an emergency.** All campers should assemble by cabin groups 100 feet in front of their cabins.
- b. **Two blasts on the horn** signals a meal/program activity.

Mail goes out once a day. Letters to be mailed should be put in the mailbox in the Dining Hall. Stamps are available in the Snack Shack.

Use the restroom before entering the chapel or dining hall. Do not leave the dining hall without your counselor's permission.

DRESS (RESPECT OF SELF)

Camp Horizon is ministry based on Biblical principles. Proper attire shows self respect. Guests are expected to be modestly dressed at all times according to the dress-code policy.

In keeping with biblical principles, campers should be modestly dressed at all times.

No bikini or two-piece swimsuits are allowed. If your belly shows – wear a long dark shirt.

Shirts are to be worn at all meals and at all chapel times.

Tank-tops may be worn for sports and craft activities only.

Tank tops and swim suits are not allowed in the Dining Hall or Chapel.

Shoes are to be worn at all times except when in the water, sidewalks, gym, or in a cabin.

Towels may not be worn over clothing in the dining hall or chapel.

SAFETY AND SECURITY

Camp Horizon guests are entitled to safety and security. Any action that threatens or endangers the safety or security of one's self or another is subject to discipline or removal from Camp Horizon. The Camp Horizon facility has areas which are off-limits to guests that are not accompanied by a staff member. Unacceptable behaviors include fighting, stealing, making threatening remarks or actions, or being off-limits.

Swimming is permitted only when a lifeguard is on duty.

Do not go onto a dock until an instructor is present and grants you permission.

Cabins are locked during activity times. A counselor must be present when campers are in the cabin.

ITEMS NOT PERMITTED

The Camp Horizon program is designed to give our guests a break from the world for the duration of their stay. The following items are specifically forbidden to be kept in cabins: Electronic devices (any device that plays music or video, cell phones, games, computers, etc), cards or dice, and items that could be a potential weapon (knives, guns, etc). These items may be stored in the office until departure. Camp Horizon is a drug-free, alcohol-free, and tobacco-free facility. Any guest that fails to check-in medications according to policy; or brings alcohol or tobacco products to camp is subject to discipline or removal from Camp Horizon. We are bound by law to report possession of illegal substances.

Campers are not allowed to use the telephones except by permission of the Camp Director. All authorized calls must be made collect. **CELL PHONES ARE KEPT IN THE OFFICE!**

Radios, tape players, TVs, and the like are not allowed. They will be kept in the Camp Director's office until the end of camp.

All drugs, prescription and non-prescription, are to be checked in with the nurse during registration. Campers should have drugs only when given permission by the nurse. Tobacco, alcohol, and illegal drugs are grounds for dismissal.

ATTENDANCE The Camp Horizon program requires that all guests attend all scheduled activities.

You may not skip meals, chapel, or craft activities.

If you cannot participate due to injury or illness the nurse will notify you of where to go.

If you want to change craft activities for any reason you must talk to the director or APD

SUMMARY The "S" rules:

- No skipping
- No swearing
- No stealing
- No smoking
- No smooching.

Campers can be sent home if they refuse to follow the rules. (See Camper Discipline Policy)

A Final Word

All campers need to be informed of these rules and policies. However, we must strive to do this in the most positive manner possible. It is the responsibility of the Camp Director and counselors to acquaint each of the campers with these policies. The manner in which this is to be done will be determined by the Camp Director. As stated earlier, do this as positively as possible and be willing to explain the rationale for each policy.

Section Two: Reviewed and Revised 05/2009