

Troll Fjell

DISTRICT 6

Sons of Norway

LANGUAGE & HERITAGE CAMP

CAMP NORGE

Alta, California



**SONS OF NORWAY
DISTRICT SIX
RECREATION CENTER**

CAMP RULES

1. All campers are expected to conduct themselves in accordance with acceptable social standards (common courtesy).
2. To protect the scenic beauty of the property, removal of plants, animals and minerals is prohibited. The use of guns, hatchets and knives is also prohibited.
3. Parents will be held responsible for the activities and conduct of their children at all times.
4. Dogs must be on a leash at all times and owners shall clean up after their own animals. No pets will be allowed inside the buildings.
5. No motorbikes or off-road vehicles shall be operated on camp property. Wheeled shoes, skate boards and roller blades will not be allowed anywhere on camp property.
6. Swimmers must abide by the rules posted at the swimming pool.
7. Garbage and trash must be placed in receptacles provided.
8. Rooms are to be left in a clean and orderly condition. Kitchens and social areas shall also be cleaned and left in an orderly manner.
9. Campers shall be held financially responsible for any property damage incurred by themselves or their family pets.
10. Checkout time for rooms and camping spaces is 2 p.m. unless prior arrangements have been made with the manager.
11. There will be no electronic sound equipment or amplification of music in the meadow area. This includes the amplification from the social hall towards the meadow.
12. No air conditioning is to be used in our electrical hook-ups, unless there is a medical reason, proved by a doctor's written authorization.
13. Sons of Norway Campers are required to show current membership cards at the time of registration.
14. Hiking on designated "Nature Trail" and main roads only. No hiking past the nature trail turnoff on the road to the left at the end of the meadow, or on the roads west of the main road. Beyond these points you are trespassing on the neighbors property, which is prohibited.
15. Do not feed or pet feral cats and wild animals. If bitten or scratched, report to the manager at once.

INFRINGEMENT OF THESE RULES MAY RESULT IN IMMEDIATE DENIAL OF US OF THESE CAMP FACILITIES. THE BOARD OF DIRECTORS OF THE RECREATION CENTER HAS VESTED FULL AUTHORITY WITH THE MANAGER OF THIS FACILITY TO ENFORCE ALL CAMP RULES, REGULATIONS AND POLICIES AS DIRECTED BY THE BOARD.

Welcome To The Staff Of District 6 Language Heritage Camp

The following information will help you become acquainted with our program before you arrive at Camp, so that our time together will be even more productive and rewarding. The better prepared and informed you are will make for a better program for the campers. Be assured you are the program! If it were not for your own special talents, combined with the unique talents of the other staff members, we could not produce such an excellent program.

What Is The District 6 Language Heritage Camp?

Children and grandchildren of members of District 6 attend the two week camp to learn about Norwegian heritage and culture. We attempt to immerse the children in this new culture through daily classes in language, dance, rosemaling and crafts. This immersion process is reinforced by learning numerous songs and dances, and participating in cultural programs.

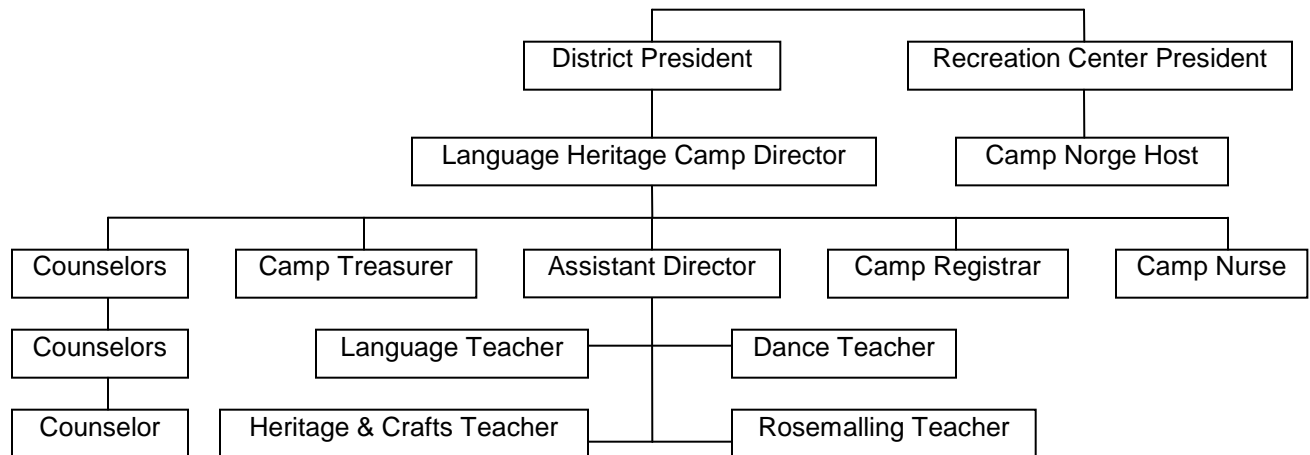
How Did The District 6 Language Heritage Camp Get Started?

An enthusiastic group of members of District 6, who were eager to pass on their Norwegian heritage and language to children in their district, instituted the camp program. The camp is administered by Sons of Norway District 6 Board under the direction of the District 6 President.

Where Is Camp Norge?

The District 6 Language Camp is located at The District 6 Recreation Center, Camp Norge, 250 Canyon Mine Rd., Alta, CA. The Facilities are rented from the Recreation Center Board that governs the camp. The Language Heritage Camp is meant to be self supporting.

Camp Norge & Language Heritage Camp Organization Chart



Manager Of Camp Norge

The manager of Camp Norge is only responsible to the Language Heritage Camp for these items:

- Maintains the swimming pool.
- Arranges for any maintenance or repair needs on Camp Norge property.
- Will have picnic tables moved from the meadows to the top of the hill for classes and meals as directed.
- Will report any damage done by campers to the Recreation Center Board and Director.
- Will supply paper products and supplies for campers to use in cleaning restrooms.
- Will check and restock soap and paper products.
- Will pickup and take mail to post office in Alta.

- Acts as official host of Camp Norge.

Camp Director (minimum age 25 years or older)

The Camp Director is responsible to the Sons of Norway District 6 President for the operational aspects of the Language Heritage Camp. The Camp Directors responsibilities include the following:

STAFF

- Recruits all Staff members.
- Organizes and/or conducts Staff training as required.
- Plans and conducts all Staff meetings.
- Conducts regular conferences with individual Staff members for evaluation purposes and to give assistance as required.
- Delegates authority to Staff members to insure the safety and well-being of all camp participants and to enhance camp efficiency.
- Maintains high camp morale by:
 - Setting and maintaining high standards
 - Being easily accessible to all camp participants at all times and
 - Using a positive approach to encourage high performance and good behavior.

PROGRAM

- Works with Assistant Director to obtain the best program development, operation, and supervision.
- Maintains familiarity with camp activities through visits to all camp areas, and through meetings and conferences with all camp personnel.
- Makes sure that all camp participants obtain adequate food, rest, and sleep.
- Confers with the Nurse on a regular basis regarding both general and specific camper health problems.
- Notifies parents of any camper injuries or health problems.
- Sees that all health, sanitation, and safety regulations are followed.
- Transports campers to doctor or hospital.
- Oversees and check on bathroom cleaning

PUBLIC RELATIONS

- Acts as official host for Language Heritage Camp. Sees that cordial relationships are maintained with camp neighbors, tradesmen, and visitors

ADMINISTRATION (along with Camp Registrar / Treasurer)

- Maintains all records necessary.
- Attends to correspondence along with Camp Registrar / Treasurer.
- Before end of camping season, secures records, recommendations and reports from all Staff members.
- Supervises Language Heritage Camp properties, equipment, and facilities.
- Reports necessary repairs work to camp host.
- Recommends changes in camp layout and equipment.
- Sees that the camp operates financially within the budget.
- Makes recommendations for action in areas where standards are not met.
- Coordinates all ordering of camp supplies with purchasing agent and supervises management of Canteen.
- If emergency arises and the Director is out of camp, he or she will assign the duties to the Assistant Director.

ASSISTANT DIRECTOR

In cooperation with and under the supervision of the Camp Director, establishes the list of participants in each activity group. Under normal conditions, each group will include:

- One Counselor for every four to ten campers.
- Selects tent groups. Each tent group should include a Counselor
- Establishes and posts a daily schedule of classes, rest periods, and extra-curricular events in conjunction

with counselors..

- Organizes special activities such as hikes and meadow games in conjunction with counselors.
- Supervises and assists all camp Counselors. Such assistance includes helping the Counselor to resolve internal group conflicts and emotional problems.
- Carries out a morning cabin inspection.
- Establishes special group and individual awards for outstanding participation and performance.

REGISTRAR (Under supervision of the Camp Director)

- Maintains all necessary records that need to be kept.
- Attends to correspondence along with Camp Director.
- Sends advance notice and application to all District 6 Lodges to put in their newsletters.
- Processes applications of campers.
- Maintains scholarship list.
- Receives camp fees and forwards to camp treasurer.
- Assists in arranging travel for campers.
- Admits campers to camp along with nurse.

TREASURER (Under supervision of the Camp Director)

- Maintains the Language Heritage Camp checking account, making deposits and pays bills.
- Sees that the camp operates financially within the budget.
- Maintains necessary records.
- Assists with audit.

HEAD COOK (Under supervision of the Camp Director)

- Prepares three meals a day. Use as a guide - planned menus, own discretion, and the number of people to be served.
- Ordering food and keeping records of orders and inventories.
- Notifies Camp Director of supplies and foodstuffs that are needed.
- Informs Camp Director of necessary repairs to kitchen facilities.
- Maintains high health and sanitation standards in the kitchen, dish washing, and dining areas.
- Supervises the Assistant Cook.
- Enforces the rule that guests and campers are not permitted in the kitchen area unless they have permission and are helping with preparation or clean-up.
- Takes inventory and stores supplies at the end of the camping season.

ASSISTANT COOK (Under the supervision of the Head Cook)

- Helps to plan and prepare three meals a day.
- Works with Head Cook in preparing food orders.
- Assists with inventories.
- Maintains high health and sanitation standards in the kitchen, dish-washing and dining areas.
- Performs necessary kitchen duties assigned by the Head Cook. Must be prepared to take over duties of Head Cook if he / she is unable to perform duties assigned.
- Assists in taking inventory and storing supplies at the end of the camping season.
- Oversees and works with K.P. crew for a smooth table set up before meals and clean up after meals.

COUNSELORS (Under the supervision of the Camp Director and Assistant Director)

- Lives in a tent with 4 to 8 campers and helping them to know and accept each other.
- Be responsible for the happiness and well-being of the group.
- Before leaving group for your time off, make sure a responsible staff member is assuming your duties.
- Be alert for any signs of illness, fatigue and homesickness and take appropriate steps.
- Inform campers of rules, regulations, and procedures.
- Check in at the beginning of each class to see if your group is there, check with teacher to see if your help is needed.
- Be responsible for the supervision and well-being of campers during "free time".

- Help conduct campfire programs always remembering fire safety rules.
- Utilize and enhance individual camper interests and abilities as well as cabin interests and abilities.
- Participate in group responsibilities such as dishes, cleaning, etc.
- Must be aware of whereabouts of assigned campers at all times.
- Communicate freely with the Assistant Camp Director about any problem within the group when camper or campers are not adjusting,
- Consult with camp nurse about any physical problems.
- Report to the Camp Director any needed repairs and supplies.

TEACHERS

Teachers will be responsible for getting their own supplies and will be reimbursed by the camp when they turn in their receipts. They may be advanced money to purchase supplies. Check with Camp Director on the amount budgeted for your use before shopping. Keep your area clean and neat after all classes.

CAMP NURSE (Under the supervision of the Camp Director)

Health And Safety

A registered nurse is a member of the camping Staff. During scheduled sick-call hours, he or she will be found in the infirmary (lodge kitchen). At all other times, she will post a sign showing where she might be found. The Camp Nurse will decide what procedures should be taken in the event of illness or accident and confer with the Director. All accidents will be reported to Camp Director. The Camp Nurse and Staff member will fill out an accident report stating what happened to the camper and what follow-up procedures were carried out. Find out which staff members have current first aid certification for assistance in case of emergency. The Camp Nurse will enforce and follow all of the following:

- All medicines are to be kept by the Nurse in a locked cabinet.
- Each camper must have at least two showers while at camp.
- Make sure all campers maintain a sanitary appearance.
- Rest hour is a must for everyone.
- All bed times are to be observed. It is important to get a good night's rest.
- Closed toe shoes are to be worn at all times, except during assigned pool/shower times.
- Be responsible for a safe and healthy camp
- Obtains the necessary supplies and equipment before camp opens, keeps the records and inventories of this equipment. (this is in cooperation with the purchasing agent)
- Checks Individual Health Certificates with the incoming campers and collects all medicines they bring to camp following up on any pertinent information with the individual and the Staff member responsible.
- Cares for the physical well-being of everyone in camp.
- Supervises sanitary conditions and makes recommendations to Camp Director.
- Integrates health and safety programs into the total camp program.
- Is available at all times for emergency.
- Takes inventory and stores supplies at the end of the camp season.
- Will be in charge of Petty Cash to be used for **medication and emergencies**.
- Helps enforce the No Running in Camp, except in the meadow rule.

PERSONNEL POLICIES

Your Common sense will tell you in most cases how to behave as a staff member of the 6th District Language Heritage Camp. Over the past years we have set some guidelines for staff members as follows:

- Absolutely no alcohol, non prescription drugs, or profane language allowed at camp.
- No smoking in the Camp buildings.
- Campers will not to be left alone at any time.
- You may physically restrain a camper only if necessary to protect others or the camper from him or herself, but under no circumstance may you strike a camper.
- If you have a problem with another staff member or do not like some aspect of the camp program, take it

- directly to the Camp Director. Please do not gripe in front of, to, or around, the campers.
- Do not make a practice of "putting down" a camper in front of his/her peers. Whenever possible take an offending camper aside to deal with his/her misbehavior.
 - Do your utmost to obtain the camper's cooperation without using punishment of any kind; punishment should be a last resort not a first.
 - We want you to enjoy the relationship you will develop with your campers, but you cannot be a buddy (i.e. just one of the guys] and be an effective counselor. Buddies" cannot exercise authority when it is necessary without causing resentment.
 - Do not keep money in the cabin. Give it to the Camp nurse to lock up or lock in your car.
 - Staff members are to check out with the Camp Director before leaving camp.*
 - Staff cars are to be parked in designated areas only.*
 - Staff members are responsible for the care and cleanup of all equipment they use.
 - Teach campers to respect the equipment. Staff members should try to be as clean as possible at all times. Casual clothes are the dress for the summer; however, "sloppy" or "too revealing" clothes not acceptable.
 - All information about campers should be regarded and treated in a professional manner.
 - Staff members should be scheduled for free time daily. This time is to relax and take care of personal needs.
 - Staff members may be assigned other duties in addition to their specific job description.
 - No hazing or initiation type of activity will be allowed by campers or staff.

What Are The Campers Like?

The campers range in age from 8-13 (both boys and girls). The average age is nine, and normally there is a ratio of three girls to every boy. Most of the children come from California along with a few campers representing Arizona, Colorado, Nevada, and Utah. The children are as individual as is the staff, coming from a variety of social, economic, and educational backgrounds. What they all have in common is the Norwegian heritage and parents who care about passing this heritage on to future generations. These children are average to above average students who are motivated and enthusiastic learners. They are also children/teenagers who need your guidance. That is where your main duties as a staff member lies.

What Should Staff Know?

In order to help you perform well as a staff member; you must know what the needs of children or teens are. Yes, you have been children or teens yourselves but sometimes we forget what it's like. You, as a staff member, have a great deal of influence on the quality of the experiences each camper has. You can make each camper's experience a positive one by being aware of the uniqueness of each camper and by making each feel "at home" as soon as possible. You will find that if a positive and supportive atmosphere is cultivated from the very start, you and the campers will feel more at ease, and derive more pleasure out of your time together.

What Needs Do The Children or Teens Have?

Many of the younger students may be away from home for the first time. They need to feel some stability in the midst of an entirely new and often frightening situation. Remember (or imagine) being somewhere you have never been before with total strangers and you can begin to understand what it's like for most of the campers. As a counselor, you are probably the only one who can provide them with an immediate base of stability. Do not let the older campers fool you even though they may seem more mature and sophisticated.

All campers need this stability. You will have to be a leader, friend, teammate, teacher and a parent. If you have younger campers, you may have to help them wash their hair or remind them to change their clothes or to take a shower.

Teenagers also have needs that you should be aware of many of them are at a rather awkward stage in their development, they are not sure how they should act or feel in many situations, they may appear unenthusiastic, uninterested, and reluctant to participate and be involved. They want to participate but there is an inner conflict, as many of them associate enthusiasm with the play of childhood; thus it is hard for some to loosen up and risk losing their cool, untouchable exterior, With both the younger and older campers you will find challenges that are part of being a responsible counselor. A good counselor understands that these are the ways of children and teens.

Developmental Stages

For many of you this will be one of your first experiences working with children and teens, especially on a live-in basis. In your job you will be working with different age groups. While your campers may not fit exactly into the following patterns, acquainting yourself with developmental stages will help you determine which types of activities would be normal for your cabin group:

Ages 8 to 10 years

- Beginning readiness for leaving home and parents
- Lengthening interest span
- Growing awareness of others and their wants Willingness to share
- Need for close friendship with playmates
- Desire for acceptance from own age group
- Physical coordination not dependable
- Easy to motivate to desirable conduct
- Tires easily on long continued efforts
- Wants everyone to obey stated rules and regulations
- Strong identification with own sex and age group

Ages 10 to 12 years:

- Strong desire for live-away experience.
- Want to be together in groups, teams, clubs
- Has longer interest span, patience to work for a short-term goal.
- Form cliques and friendships with own sex and age groups
- Likes to make, do, and collect things
- Seek status through excellence in skills and knowledge of grown-up things
- Enjoy being mischievous and daring
- Are becoming concerned with physical size and appearance

Ages 12 to 13 years:

- Growing away from family ties and influence
- Still want reassurance of adult supervision and attention to daily needs
- Strong drive for conformity with own age group
- Intensity of feelings and emotions
- Greatly influenced by popular adults and teenage idols - the hero worship and crush stage
- Long interest span and increasing capacity for self disciplining
- Competition with outside groups often preferred to competition with friends in own age group
- Idealistic about the world at large 0 Serious concerns with personal appearance, frequently self-conscious and inhibited

Keeping The Developmental Stages In Mind

You can create an atmosphere in your cabin group from the first day that will move your "family" in a positive direction. Remember that you are striving to create a sort of family unit within their cabin and you should make plans ahead of time that will assure this togetherness and stability. Begin right away by learning each of your campers' name.

How Can I Make The Campers Feel At Home?

The best way to make your campers feel at home and to develop a sense of "FAMILY" within your group, is to make specific plans ahead of time. In other words, you should plan specific activities that you can do on the first night and follow up with various activities throughout the two weeks that develop a positive atmosphere. Plan activities for your first evening together that will help "break the ice." For the younger kids something physical may be a good start, e.g., a tour around camp. For the older kids you may want to do exercises such as the "get acquainted" talk - this is where you break into teams to tell one another about yourselves, then your partner introduces you to the rest of the group. You have probably participated in interpersonal communication exercises

yourself so remember to draw from your own experiences,

What Guidelines Or Rules Should Be Enforced ?

We must, as a total staff, set some guidelines for camp behavior. Present the rules the first night in a positive way and let the campers know that you expect them to abide by these. Sometimes it is difficult for staff members to assert themselves and state specifically the behavior they expect from the campers. If, however, you state your expectations in a calm, confident, and assured manner right from the start, you will find that your campers will respect you much more than if you let them have complete freedom. As we said earlier, the campers do want stability and for most campers you are the only one that provides that stability. A lot of children are afraid to stand up to their peers when it comes to infringement of personal rights (i.e. a cabin member who talks all night, or steals other's personal property, etc.) You will have to be the "iron hand." It is a lot easier to begin by being somewhat strict yet understanding and kind, rather than trying to be "buddy-buddy" with your campers. Most children will do what is expected of them if those expectations are clearly stated from the beginning.

Allow some time after discussing these rules and procedures for the campers to ask questions. There are a lot of new things for them to become accustomed to so make them feel comfortable enough to discuss the guidelines and ask questions. Let them know that you will be there to help them get to the activities on time. In the first couple days, we will more or less lead the campers through the schedule and they will learn from your cues what they are to do. Ensure them that they will "fall" into the schedule after a couple days.

All counselors should remain with their campers the entire night. There must always be one counselor in the cabin with the campers at all times. Some of the younger campers will need help getting ready for bed and you might help them by reading a story after they are all quiet and in their bunks, it will be assuring to them all regardless of their age, to know that you are there if they need you.

General Ideas On What Could Possibly Go Wrong

It is important to be aware of potential problems' campers may experience. Your awareness will help you to properly evaluate the problems if or when they occur.

Home Sickness

This is probably the most common problem you will encounter at Camp. If you begin to develop an accepting and supportive atmosphere in your cabin, you will be lessening the effects of Homesickness. Be sure to give equal attention to all of your campers, not just the ones who are more personable, friendly or "cute." Every camper wants to be recognized as an individual. You should do your best not to choose favorites, If you notice a camper who is withdrawn, or who cries (especially at night) you could take that camper aside and show that you care. Sometimes it helps if you talk to them about a time when you were apprehensive about a new situation, or were even homesick yourself Get them excited about all the activities planned for them in the next two weeks. Talk about how proud their parents must be of them to know that they are learning Norwegian. Bedtime is usually when you will notice homesickness therefore it is important that the counselors are present and aware of each camper. The younger campers are consoled when you tuck them in or give them a good-night hug.

You should let the rest of the staff know when you notice an extreme case of homesickness, so we can all help to make that camper feel at home. Do not promise the child that he/she can go home or call his/her parents on the phone. Only in rare cases are they allowed to do so. Simply encourage the child to participate and be excited about the many fun things we will be doing. If the homesickness is extreme and continues past the third day or so, please speak to the Director about it.

Bed-Wetting

Usually we are alerted to this problem on the information sheets that are filled out by the parents. If you do have a bed-wetter in your cabin, the most important thing to remember is to be discrete about handling it. Never let the other campers know that this has occurred. Inform the Nurse or Director if help is needed.

Campers Who Do Not "fit-in"

It is common, especially with the older campers, to form cliques that exclude other campers. Usually campers who do not have much confidence in themselves, or who desire approval from their peers, tend to form cliques so that they feel as they belong. Children / teens in cliques can often be inconsiderate and thoughtless when it comes to

dealing with peers who are outside their clique. You should try as much as possible to discourage cliques. This can be done once again from the first day on by recognizing the individuality of each camper. Let the campers know that you expect them to respect each other and treat one another as they themselves wish to be treated. Encourage the campers to mingle with one another. If you notice that one or two campers are consistently excluded by the others, try to determine whether the camper(s) being excluded are simply loners, or whether they are deliberately being left out. Some children like being alone at times, but generally everyone likes to feel that they are a part of a group. You can encourage the loner to participate and praise him / her for accomplishments in group and individual activities. Enlist the help of others in the cabin to include the loner in their activities. These previous problems are samples of some of the more likely situations you will have to deal with as a counselor. If you keep your eyes open you can prevent problems from growing out of proportion by taking action on them right away. If you do not know what to do with a particular problem, ask the Director to give you some suggestions. There are other people on staff that have had experience dealing with children, their help can be valuable to you. This will be a learning experience for you as well as the campers, so just remember to be patient and understanding of each camper and motivate them to treat one another fairly and with respect.

Health and Safety Procedures

We will have a Nurse on full-time duty should any emergencies arise. You can help the Nurse by being aware of health problems that come up through routine (yet discrete) checks of your campers. The Nurse will alert you to any special health problems at our orientation session before Camp. Do not hesitate to discuss questions you have concerning camper's health throughout the camp session. **Do not administer any medication (aspirin included) as this must be done under the Nurse's supervision.**

General Nurses Duties

The Nurse will decide what procedures will be taken in the event of illness or accident - do not take this into your own hands. If there should be an accident when you are present, contact the Nurse right away (one staff member should remain with the injured camper). The Nurse will be stationed in the Lodge Kitchen. Notify the Nurse of all injuries immediately. An accident report must be filled out by the Nurse and you stating what happened to the camper and what follow-up procedures were carried out. Find out which staff members have current first aid certification in case of emergency. If you do not know what to do with an injured camper and there are no other staff members around, send two campers to get the Nurse. **DO NOT** leave the injured camper alone.

Some Other Pointers

- If you have a camper who obviously is not eating properly and you cannot talk him / her into eating more, consult with the Nurse.
- Show your campers what poison oak looks like so they will know what to avoid.
- Make sure your campers shower frequently and change their clothes regularly.
- Daily tooth brushing is also important.
- Proper footwear will be worn at all times.

Program

If you still have questions that have not been answered you should find them in this section. **Program** refers to our daily schedule of classes and events, as well as the procedures in connection with the Recreation Hall, and Canteen. These are all aspects of Language Heritage Camp that are scheduled to run like clockwork (we try to make it this way). The following page is a sample of a daily schedule. Each year's schedule will be basically the same, but subject to minor changes.

Daily Schedule Of Activities

The Daily schedule of activities will be directed by the Camp Director and Assistant Director. You will be responsible for getting the campers to the activities on time. Therefore YOU should have a watch and head out for activities a few minutes before scheduled time. We do have a PA system that signals the time of activities,

Here are some notes to help you carry out the daily schedule

Wake-Up

Wake-up call will be announced by the PA system. It is the responsibility of each cabin counselor to start out the

day on a positive and cheerful note, and let the campers know they have a 30 MINUTES to get ready and begin cabin clean-up.

Chores

Chores will be assigned to groups on an alternating basis. This involves setting the tables before the meals, and washing dishes afterwards. A counselor should accompany the crews before and after meals at all times. The Assistant Cook will tell them which dishes to set out, and how to wash up afterwards, but you should be there to make sure everything runs smoothly.

Flag

Will take place in front of the Rec. Hall before breakfast and before dinner. The campers will be lined up by groups. Announcements are made after flag and before meals.

Meal Time

All meals are outside at the picnic tables. Procedure includes grace before meals. The Counselor in charge of the setup crew will check with the cook to see if everything is ready. The staff helps bring the food to the serving tables and helps serve the campers. The campers come through by groups and after being served they go to their assigned tables. There will be a counselor at each table. After everyone at your table is finished eating, the campers will take their plates and cups to the trash can and put their silverware in the provided containers.

Tent And Bathroom Clean-Up

Tent Clean up is done by the occupants of the cabins of the tent each morning after breakfast with supervision. Bathroom clean up is assigned by groups alternately. Show the campers what is expected of them as a daily routine.

Rest Period

Means - just that! All campers are to be in their respective cabins during this time - resting, writing letters, or talking quietly. One staff member should be present at this time. It is also a valuable time for counselors to relax, prepare for activities or take a walk. It is not only a rest time for the campers!

As you can see, the daily schedule is a full one.

For that reason, it is beneficial for you to be as prepared as you can be ahead of time for the activities you will be teaching. Do as much preparation as you can before Camp because you will not have a lot of extra time once you get there. You will have some time on the first Sunday morning before the campers arrive to prepare.

Now that, you have read through the STAFF MANUAL, check it over a couple more times and note any questions you may have. We will have time on the Orientation Day to answer questions and discuss policies. We hope that the information here will help you become acquainted with the District 6 Language / Heritage Camp before the camp session begins.

Policies For All Staff

Each staff member, while contributing unique aspects to the program depending on their individual personalities, must also be willing to work together with other staff members in a cooperative and positive manner. All staff members must act consistently with the guidelines and rules that have been set forth for the campers and the staff. Just as we expect the campers to respect each other, we must also demonstrate through our own behavior a respect for every other member on the staff. If you have a problem concerning another staff person, never discuss them with the campers. And never show behavior to the campers that is aggressive (physically or verbally, towards another staff member). Even if staff members are playing in a competitive game attitudes must remain friendly and good sportsmanship must prevail. We are never to attack one another verbally or physically. Just keep in mind that every staff member wants to do a good job and each person must find their own best way of doing that job. Each staff member has a unique personality, and it is a coming together of each of these individuals that makes up a team. Each of you is a vital part of the team! If you have not learned this yet, you will soon learn that as a member of this team you must be flexible and open to new ideas and willing to give and take. Be considerate.

Staff Breaks

It is important that each staff member make time to relax and rest as the demands made upon you to teach, and be a counselor are tiring. Arrangements for breaks will be made with the Camp Director. It is the responsibility of the Camp Director to ensure that everything runs smoothly and to iron out any problems that do arise that affect the well-being of campers and staff. Do not hesitate to speak to the Director if you have a problem with a camper that you do not know how to solve, or a problem of your own.

General Information

- All tables to be covered for classes and eating. This is a sanitary rule for eating tables
- Language Heritage Camp Staff has the use of the Rec. Center phone which will be answered by the camp host. The Rec. Center Board Treasurer will give a copy of the phone bill to the Language Heritage Treasurer who will pay Rec. Center for their share of bill. A log of out going long distance calls will be kept by users.
- All campers will be assigned to tents.
- There will be a counselor in each tent.
- Transportation to and from camp for staff is their responsibility and expense.
- Language Heritage Staff has limited use of washing machine and dryer. Laundry facilities will be kept locked and will be unlocked for staff as needed.
- Room accommodations for Staff are assigned by the Director and all staff share responsibility for keep their bathrooms clean.
- Campers and staff receive a camp T-shirt.
- Canteen is in kitchen of Lodge. Campers enter thorough kitchen back door go out through front door.
- Hiking is restricted to main roads and nature trails. For added interest before a hike, plan with the campers where you will be going and how far.
- Cleaning schedules will be set up for each tent group and duties shared each day. The tents will be inspected each day by the Nurse.
- Post a cleaning chart the first day that details the specific chores (garbage, sweeping, picking up around the cabin, etc.) and assign duties to specific campers.

Note: You may want to add more guidelines of your own, depending on individual wishes, or let the campers come up with a couple extra rules that help ensure personal freedom and respect. As you present these rules to the campers keep in mind that there is a reason for each of these rules. You don't need to explain the reason for each rule to the campers but be prepared to know the reasons if they ask. Each rule was designed to ensure safety/health standards or to stress respect for one another. The "lights out" policy may seem early to some of the campers. Just explain to them that we have an extremely busy schedule during the next two weeks and we will all get more accomplished and feel "up" for the next day if we get the proper amount of sleep and rest. The reason for keeping boys and girls away from each other's cabins is to protect their privacy. Inform the campers NO candy/food in the tents. We have had problems with field mice in the past. The mice are attracted to any food that is kept around and therefore campers should plan to eat their candy when they get it (instead of storing part of it in the tent). and not take food out of the dining all after meals. **BEARS HAVE ALSO BECOME A PROBLEM AND THEY HAVE A KEEN SENSE OF SMELL.**

Camp Regulations And Procedures

General Camp Rules

- Visitors should be escorted to the Camp Director upon arrival.
- No one is to leave camp for any reason without checking with the Camp Director(s).
- The Main Lodge is to be used only by members of the Staff, such as Directors, Teachers, Nurse, Cooks, and Counselors during designated hours.

Mail

- A box for out-going mail is located on the front steps.
- Campers are to be encouraged to write home. Such mail will be taken to the Alta post office each day.
- In-coming mail will be passed out after lunch.

Telephone

- Campers will not have direct access to the phone.
- Campers are not allowed to bring cell phones to camp.
- Staff members are to log all out-going calls from the main house phone.
- Staff cell phones are to be kept in the main lodge and only used during non working hours.
- Long distance calls are to be made by credit card, calling card or by reversing the charges.
- When a Staff member receives a call, a message will be taken if it isn't convenient to reach them at the time. If it is an emergency call they are to be informed at once.

Lost And Found

- The Assistant Director will maintain the lost and found. Please check your tent area at least twice a week for lost items.

Emergency Signal - - Air Horn

- ALL STAFF AND CAMPERS stop what they are doing and go directly to the meadow.
- Leave belongings where they are.
- Walk; do not run, to the meadow.
- Program staff will take campers from their areas to the meadow and hand them over to the counselors.
- Counselors on time off will go directly to the meadow, not back to the program area for their groups.
- All program staff are to report to designated program staff person.
- Counselors will take role in the meadow.
- If someone is missing, the counselor will report to the designated program staff person.
- Everyone is to remain quiet during drill and stay in meadow until all clear is sent.

Lost Child Procedures

In-Camp Lost Child

- Concerned Counselor reports missing child to Camp Director.
- Fire Drill signal is sounded
- If camper does not respond to the Fire Drill call, all program Staff and the missing child's counselor report to the Director for directions. One program person will stay with the rest of that Counselor's cabin group.

Out-Of- Camp Lost Child

- All campers remain with Counselor.
- If not found, on Staff member will stay in the area. Other Staff will return to camp with campers
- Camp Director or Assistant Director will be notified at once.
- Staff members will be sent to assist Staff member out of camp.

Emergency Service Available -- Dial 911

Forest Service and Alta Fire Department are across the freeway. They answer the call to Camp Norge

Evacuation Plan

1. Registration on Sunday.

After orientation advise campers and staff of boat horn for Fire Drill and emergency.

2. Within 24 hours, we will hold a drill.

All camp personnel will go to the meadow and meet there counselors and staff. Counselors will make sure all campers are accounted for.

Rules and Regulations

Although we want the campers to have fun, the rules and regulations are for the health and safety of all campers:

A Buddy System will be used during camp. (May be a different buddy each group)

- All luggage, bedding and personal belongings will be checked in with Director upon arrival.
- Campers will be assigned sleeping facilities and move their belongings to sleeping area with the help of Counselors.
- All campers will be respectful of adults
- Conflicts between campers will be resolved by adult staff. No hitting or fighting allowed.
- No girls in boys' cabins or tents and vice versa
- No boys in the vicinity of girls' bath and vice versa
- Profane or obscene language are strictly forbidden (what is or is not permitted at home is irrelevant).
- Each camper's private property is to be respected and no camper is to touch something belonging to another without the owner's permission.
- Lights out at 9:30. When lights are out campers are to be quiet and in their own beds.
- Hiking with group and staff only.
- No climbing trees or jumping off steps and porches
- Swimming under supervision of adult staff only.
- No leaving boundaries of camp unless with Adult Staff
- No defacing of camp property. (This includes toilet paper in trees, on signs, etc.)
- Campers are not allowed to misuse camp property or belongings; such as toilet paper, food, etc. No hazing or initiation type of activity will be allowed by campers or staff.
- Campers are required to take two (2) showers per week minimum.
- Campers must wear proper shoes and clothing suitable for camp activities and surroundings, (no sandals).

If there is a continuing problem with a camper, the Director will contact the parents to discuss the problem. Campers who continually violate rules or who refuse to conform to camp standards will be sent home to parents at their expense. No camp fees will be refunded for campers removed from camp because of behavior or continued safety risks. Parents/Guardians will be billed for any damages occurring at Camp Norge that are the direct responsibility of their child. (Broken windows, screens, tent damage caused by sharp instruments, etc.)

Rules for Hikes

- Buddy system to be used.
- At least one leader should be at the front, one at the rear of the line, and if possible, one hiking with those in the center.
- Keep the pace within the ability of the slowest hiker.
- To avoid fatigue, often a cause of accidents, have frequent rest stops.
- On the trail, keep all persons that are ahead in sight.
- The way home always seems longer, so start back in plenty of time.
- Carry along water even on short hikes. ALWAYS CARRY A FIRST AID KIT.
- Always return back to camp in the time allotted or send one counselor ahead to report to the director.
- In case of an accident, one counselor must stay with hikers as the other goes for help.

- If lost, stay put. (We will cover this in more detail during training session).
- On a long hike where the group is divided, agree on a signal system before the group breaks up. (A whistle is very good).
- When leaving the trail, always use a trail marker.
- No hiker should ever leave the group unless the leader is along.
- Stay on the trail if there is one.
- During electrical storm, keep away from isolated trees, wire fences, hilltops or other wide open spaces. Seek shelter.
- Walk around things rather than over them whenever possible. Do not jump off logs, stones, etc.
- Never walk in brush or overgrowth where vision is poor.
- Leave all animals and birds alone. Many of these creatures have fleas and other complications.
- Bring all lunch sacks, etc. back to camp and never leave garbage on the trail. Cleaning up is part of the hike.
- Check shoes and socks of campers before the hike. never wear thongs , carry a light jacket or sweater.
- Absolutely no hiking to the American River or hiking off roads or nature trails.

Dicipline Procedures

Children Choose To Behave OR Misbehave

It is our responsibility to encourage positive behavior while developing self-discipline.

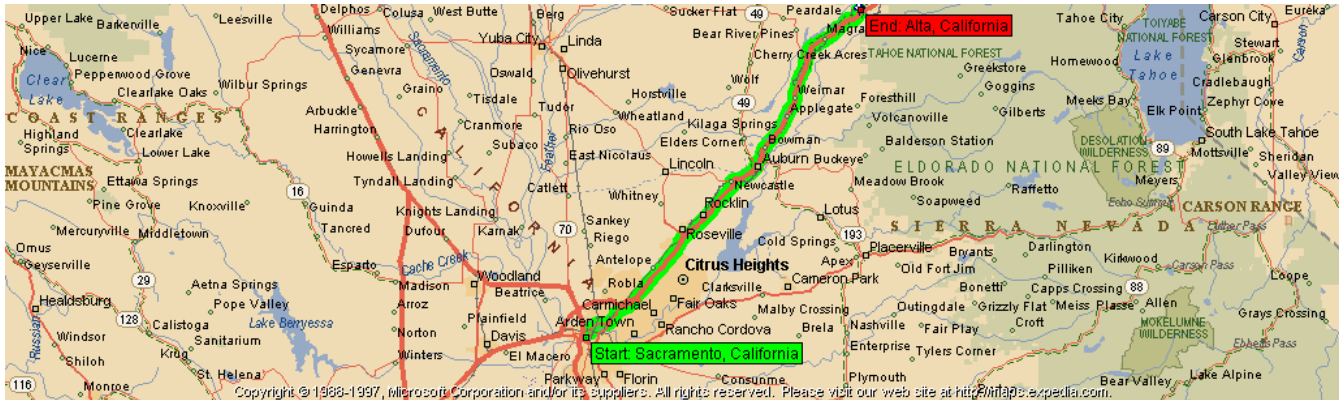
Guidlines

1. **SET BEHAVIORAL LIMITS:** Be specific and keep rules to minimum
2. **BE CONSISTENT:** The rules apply to all children at all times
3. **KEEP ACTIVITIES INTERESTING:** Behavioral problems will be minimal when the children are motivated.
4. **ALWAYS SEEK THE CAUSE OF THE PROBLEM:** Never punish in anger. Be sure that the child knows why he is being punished
5. **UTILIZE POSITIVE REINFORCEMENT AND PRAISE:** Sincere praise, contests, rewards, etc., can prevent misbehavior
6. **EXPRESS CAUTION:** Friendly warnings can be used to encourage the appropriate behavior
7. **AVOID COMPARISONS AND DOWNGRADING:** Statements belittling and voicing unfavorable differences with peers tend to cause misbehavior rather than discouraging it
8. **NEVER STRIKE OR ABUSE A CHILD:** All forms at physical or emotional punishment are forbidden

Procedures

1. **WARNING:** Notify the child that his/her behavior is not acceptable. Instruct him / her of the proper behavior and punishment which will result if unchanged.
2. **TIME OUT:** Remove the child from the activity or group for a short period of time. Use a specifically identified "time out" chair, bench, area, etc., within your sight. Use your judgment as to the length of time out, generally 1 minute per year of age. Discuss with the child the misbehavior and what he/she needs to do to improve. Let the child know that his/her behavior was wrong, and that he/she is still loved.
3. **EXCESSIVE TIME OUTS OR REMOVAL FROM ACTIVITY:** If the child is recurrently misbehaving, or is in danger of hurting self or others, then he or she should be removed from the activity. A visit to the Director should be used as a last resort.
 - The child can sit on the "sidelines"
 - The child can spend time with another group.
 - The child can write a letter home to his/her parents about the misbehavior
 - The child can be suspended from the activities for the day or up to the entire week
 - May use kitchen clean up, dishes and yard clean up.

THE CHILD HAS A RIGHT TO PARTICIPATE IN ALL NECESSARY FUNCTIONS FOR GOOD HEALTH, SAFTEY, EATING, USING THE TOILET, SLEEPING, ETC.



Time	Distance	Instruction	Road	For	Dir	Toward
9:00 AM	0.0	Depart Sacramento, California	Local road(s)	1.3 mi	W	
9:04 AM	1.3	Turn left onto	SR-160	3.1 mi	N	
9:09 AM	4.4	Bear left onto	I-80 Bus	4.8 mi	NE	
9:15 AM	9.2	Go onto	I-80	51.4 mi	NE	Reno
10:06 AM	60.6	At I-80 Alta Bonnybrook Rd Exit, turn right onto	Alta Bonnybrook Rd	0.1 mi	SE	
10:07 AM	61.2	Turn left onto Morton Rd	Morton Rd	100 yds	E	
10:07 AM	61.3	Right on to Canyon Mine Rd. Arrive Camp Norge, CA	Canyon Mine Rd	500 yds	S	Camp Norge, CA

