

Table of Contents

Welcome-	- 1
Trip Planning Checklist/Sample Schedule-	- 2
Policies & Procedures-	- 4
Camp Crosley Activities-	- 6
Health and Safety Guidelines-	- 7
Chaperone Guidelines-	- 8
Business Practices-	- 10
Lodging/Meeting Spaces-	- 11
Recommended Packing List-	- 12
Frequently Asked Questions-	- 13

Our Mission and Cause

Our mission is to put Christian Principles into practice through programs that build healthy spirit, mind, and body for all.

Our cause is strengthening the foundations of community through youth development, healthy living and social responsibility.

Thank you for choosing Camp Crosley!

The team at Camp Crosley thanks you for choosing us for your group's next event. We are looking forward to working with you to create a positive program.

This packet is designed to help you successfully plan and prepare for your time at camp. Feel free to make copies and distribute any of the material in this packet. Please contact our office at any time for assistance. We are looking forward to working with you.

Sincerely,

Joe Case

Joe Case
Groups & Retreats Director

Trip Planning Checklist

Upon receiving contract:

___ Read the entire document thoroughly and sign on the indicated line.

___ If a deposit is required, please send in a check to finalize the reservation of your retreat.

Two Weeks before your trip:

___ Finalize participant number.

___ Email joe@campcrosley.org the number of participants, schedule, and cabin assignments.

___ Anyone with special dietary needs should fill out the information below in an email to joe@campcrosley.org, or see Groups and Retreats Page at www.campcrosley.org and fill it out online.

Special Dietary Requests

Participants Name: _____ Date(s) Attending Camp Crosley: _____

Allergy/Dietary Need:

Contact Information

Name: _____

Phone Number: _____ Email: _____

Before you depart for Crosley:

___ Gather any necessary health forms and/or permission forms:

- Names and addresses of all participants
- Emergency Contact Information
- Organize students and Trail Leaders into trail groups, cabins, and tables

___ Gather extracurricular equipment and supplies you'd like to bring.

___ Check weather forecast and prepare accordingly.

___ Distribute a copy of the schedule and map to Crosley.

When you arrive at Crosley:

___ Check-in at the Welcome Center or Dining Hall. (as designated)

___ Go over details for your stay with Crosley staff.

____ Payment arrangements can be made on the last day of your visit.

After your visit:

____ Within 3 business days you will receive an invoice from Camp Crosley.

____ Your final balance can be paid within 30 of receiving the invoice to avoid additional charges.

Sample Schedule

Friday:

Arrival at 6:00 PM

Evening Activities from 8:00 PM to 10:00 PM

Quiet Hours at 11:00 PM

Saturday:

Breakfast at 8:00 AM

Morning Activities from 9:00 AM to 12:00 PM

Lunch at 12:30 PM

Afternoon Activities from 2:00 PM to 5:00 PM

Dinner at 5:30 PM

Evening Activities from 8:30 PM to 10:30 PM

Quiet Hours at 11:00 PM

Sunday:

Breakfast at 8:00 AM

Morning Activities from 9:00 AM to 12:00 PM

Departure at 12:00 PM

Policies and Procedures

Reservations: The process of reserving your time at Camp Crosley starts with filling out the inquiry sheet at <https://www.campcrosley.org/conferences-retreats/>, and a staff member will be in contact with you within 5-7 business days.

Payment Terms: A deposit is due on the signed return of your contract. You may pay on the last day of your stay or within 30 days of receiving your invoice via email to avoid any late charges.

Personal Property: Camp Crosley is not responsible for any lost or stolen personal items.

Quiet Hours: Camp Crosley asks that all guests observe quiet hours from 11:00 PM – 7:00 AM.

Fires: Campfire locations are provided by Camp Crosley. No fires should be built outside of provided fire pits.

Alcohol/Drugs: Absolutely no alcohol or controlled substances are allowed on Camp Crosley property.

Smoking and Tobacco Use: The YMCA promotes healthy living; as such, Camp Crosley is a smoke free campus.

Vehicles: Guest vehicles are not permitted beyond the parking lot.

Emergency Contact Information

In the event of an emergency the dinner bell will be rung continuously. Move as quickly and safely as possible to the dining hall for further instructions. While moving to the dining hall,

begin gathering and accounting for all campers and personnel under your care.

To report an emergency, stop by the office or call the Director on Duty (DOD) at the number posted on the program office porch. Camp Crosley staff is trained to help you respond quickly and effectively. For medical or security emergencies call 911 for rapid professional response. If you need to call 911 for professional emergency assistance, please also call or contact Crosley staff to ground guide or unlock access as may be needed.

During weekday business hours, you can reach a staff member by calling our main office number, 574-834-2331.

Hazardous Weather Conditions: In the event of severe weather during the day, the dining hall bell will be rung continuously and the Director on Duty will be in contact with the group leader, aiding in directing campers to the nearest shelter location. In the event of severe weather during the night, the dining hall bell will be continuously rung while staff go cabin to cabin to aid in directing campers to the nearest shelter location.

Group Supervision: Children are not to wander around camp without adult supervision and are not to be assigned to cabins without adult supervision. Campers should not be in cabins other than their own assigned cabin. Each group is responsible for its own policies regarding supervision, but Camp Crosley strongly recommends that adults be screened carefully before being given access to campers. We also recommend maintaining a 1:10 adult to child ratio or better at all times. All children and adults must follow the **rule of 3** (1 adult, 1 child

and a buddy), so no adult is ever alone with a child, and no children are alone together. This will eliminate most camper related fights, injuries, emergencies and damages.

The group is responsible for the supervision and behavior of its participants.

Camp Crosley Activities

High Ropes: Participants challenge themselves physically and mentally while harnessed 25-50 feet above the ground

Low Ropes: The low ropes challenge course combines group and individual challenges to create a unique experience that develops group cohesiveness, trust, and group success. Constructed of logs, cables, and ropes, the challenge takes place within a few feet from the ground.

Team Building: Designed to develop teamwork and problem solving skills, this activity presents groups with outrageous problems and unique obstacles that they must solve together.

Climbing Tower: Camp Crosley's 40 foot climbing tower requires participants to step outside of their comfort zone while building self confidence and self esteem.

Giant Swing: Students not only overcome fear of heights, but they also must work together as a team to pull each other up into the air.

Jumping Pillow: A large inflatable pillow that campers bounce on while playing games of tag, popcorn, and more.

Field Sports: Our athletic field provides space for soccer, flag football, wiffleball, capture the flag, and many other large field games.

Basketball: Camp Crosley has two outdoor basketball courts as well as an indoor court at our North Village.

Disc Golf Course: An enjoyable 9-hole Frisbee Golf Course takes the participants on a walk through Camp Crosley's meadows and out and around the H2WoahZone.

Giant Slide: Grab a sled and coast down our giant side-by-side tube slides!

Archery: Our trained instructors teach safety, and the basics of shooting an arrow at a target.

Riflery: Our trained instructors teach safety, proper handling, and technique of firing a rifle. If you represent a school organization, consult your school policies before selecting this as an activity.

Fishing: Campers learn how to fish using traditional cane poles. James Lake is home to largemouth bass, smallmouth bass, walleye, and bluegill.

Canoeing: Camp Crosley's H2WoahZone provides the perfect location for campers to learn and develop their skills in working as a team to effectively maneuver their boat around the pond.

Health & Safety Guidelines

- Camp Crosley will provide a short orientation for emergency procedures including information on how to contact camp personnel in case of an emergency.
- THE GROUP IS RESPONSIBLE FOR ALL ADMINISTRATION OF FIRST AID AND DISTRIBUTION OF MEDICATION. EACH GROUP MUST BRING FIRST AID SUPPLIES.
- Choose one or two adults to administer all medication and first aid. They should keep a log, noting times, symptoms, action taken and dosages. It is Camp's recommendation that this person is First Aid/CPR Certified by a nationally recognized organization.
- Camp suggests packing a small first aid kit with band-aids and gloves for each chaperone or group to carry with them.
- No medication may be kept in cabins with students. This includes adults as well as campers.
- Collect all medication before your departure for camp. Medication includes prescriptions, over-the-counter medications, cough drops, aspirin, Tylenol, ibuprofen, cold medicine, medicated lotions, vitamins, etc.
- Group Leaders should ask all parents ahead of time to find out if there is any necessary information that should be passed along to cabin chaperones. (i.e. Sleepwalking, bed wetting, etc.)
- Many camp staff members are certified in CPR and Standard First Aid. They will assist in case of EMERGENCY only. Camp staff will not provide first aid or dispense medication.
- EMERGENCY CARE: Call 911 to reach central dispatch. Response time is less than 5 minutes, as long as a specific location at camp is given to dispatch.
- THE GROUP is responsible for their own emergency transportation
- MedStat Syracuse is located just 10 minutes away, entrance off St. Rte 13.

<u>Fire, Police, Ambulance</u>	911
<u>Kosciusko County Sheriff Department</u>	(866)322-5857
<u>Indiana Poison Control Center</u>	(800)222-1222
<u>MedStat Warsaw</u>	(574)372-7637
<u>MedStat Syracuse</u>	(574)457-8682
<u>Kosciusko Community Hospital</u>	(574)267-3200
<u>Parkview Warsaw</u>	(574)372-0000

Chaperone Guidelines

Your Role as a Chaperone

Congratulations! By agreeing to become a chaperone, you have agreed to an exciting yet challenging experience. The information here is designed to help you prepare for your role as a chaperone. If at any time you are unsure of your role, please ask your Camp Host. We thank you for taking time to attend camp, and hope you have an enjoyable experience!

- You will be the cabin supervisor at night. This means that you are responsible for maintaining a safe environment and ensuring that participants get an adequate amount of sleep. Camp quiet hours begin at 11:00pm.
- As part of your cabin supervisor responsibilities, you will be responsible for the hygiene of campers as well as the cleanliness of the cabin.
- During the day you will travel with an Activity Group. The camp staff will look to you to help manage behavior concerns, or contact teachers if necessary. During some activities it will be completely appropriate for you to participate, however some activities are meant only for the students.
- You are responsible for making sure campers are on time for activities and meals.
- Please set good examples of appropriate behavior, language and attitude.
- All chaperones at camp are expected to follow certain policies. These include:
 - Maintain a positive, enthusiastic attitude during programs and activities.
 - Do not allow your behavior to interfere with the campers' learning experience. This includes allowing students to figure out challenges without adult help.
 - Alcohol and drugs are not permitted at Camp Crosley.
 - For your own protection and the protection of all campers, always use the buddy system when accompanying campers around camp. Always insure the ratio is 2:1, and never be alone with a camper.
 - Physical punishment of any kind (calisthenics, exercise, hitting, kicking, pushing, hazing or deprivation of sleep or food) is strictly prohibited by State Law and Camp Policy.

Cabin Supervision

It is very important that chaperones be in the cabin anytime there are students in the cabin. Please ensure that campers keep the living area clean and tidy. At the end of each evening's program, campers will return to cabins accompanied by chaperones. Once back in the cabins, it is the chaperones responsibility to make sure all cabin rules are followed for everyone's safety. Including but not limited to: no running, only one person on a bed, bunks are to be used for nothing other than sleeping and any other posted rules. Please help ensure that quiet hours are observed. You'll want your rest!

Program Supervision

Where Crosley program instructors lead activities, chaperones are asked to be directly involved in the supervision of students. This will insure that behavior issues do not take away from the experience or the safety of the students. Instructors may often offer chaperones the opportunity to join the activity, but this will not always be the case, especially during classes where time and proper supervision are critical to providing campers with a positive experience, such as High Adventure programs. Both, YMCA Camp Crosley and Group Administration reserve the right to ask participants to leave camp grounds.

Dining Hall Supervision

The main role of a chaperone in the Dining Hall is to help ensure a relaxed, clean and organized environment. This includes reinforcing manners, proper indoor behavior, and clean-up procedures.

Business Practices

Camp Dates/Reservations: With the demand for specific dates, it is our practice to try and retain your relative dates from the previous year. Sometimes, however, dates need to remain flexible due to holiday fluctuations, calendar changes or adjustments in camp accommodations. In this case, we will always attempt to find similar dates as the previous year. In order to secure your dates for the upcoming year, please book them before your group's departure.

Billing: A 20% non-refundable deposit is required when reserving a camp date. The balance is expected within 30 days of receiving your final invoice after your visit.

Pricing: Our priority at YMCA Camp Crosley is to serve our mission. As a not-for-profit organization, our rates are established based on a balance between serving our mission and managing our financial responsibilities. In doing this, Camp Crosley will continually improve the program and facilities.

Behavior: Our program is designed to function as a partnership between the group and camp staff. As adults, we all share in handling difficult behaviors. The camp staff will intervene in any minor situation that arises. The group is responsible for behavior situations that are deemed detrimental to the activities or the safety of the participants.

Post Camp: Bed Bug Prevention – The following is information that can be shared with your families: In response to concerns regarding bed bugs, we want to inform you of the steps Camp Crosley takes to safeguard your experience and assure your confidence in us.

Bed bugs are transferred by luggage in and out of hotels, colleges, camps and even hospitals. At Crosley, all cabins are checked for insects before a group's arrival and upon their departure. You can help prevent the spread of this nuisance by taking the following precautionary steps.

Before taking your luggage into your home: - Take your clothes, bedding and duffle type bags directly to the washer and dryer (for at least 45 minutes). If you are worried about clothing shrinking, place them in the dryer without washing for the time listed. Make sure any toiletry bags are also included. - If using luggage, place your luggage in black trash bags and place in the sun for a day or two and/or steam clean your luggage.

Lodging/Meeting Spaces

*For photos of cabins and meeting place please visit the
Groups/Retreats tab at campcrosley.org

Cabins: Our cabins are heated/air conditioned and sleep up to 14 people, dorm style. They are ideal for church groups, families, and informal adult groups. Bathrooms are attached or within walking distance of the cabins.

Hargreaves Village: Contains 4 cabins with attached bathrooms. Each cabin is carpeted and has 14 beds.

Fox/Arapaho: 2 Cabins with attached bathrooms. Both cabins are carpeted and have 12 beds.

Woodland Village: Contains 3 cabins with semi-attached bathrooms. Each cabin is carpeted and has 14 beds.

Hilltop Village: Contains 6 cabins. Bathrooms are within walking distance. Each cabin is carpeted and has 14 beds.

Meeting Spaces:

The Pettijohn Chapel: This beautiful pine-paneled auditorium holds groups of up to 300 people. There is a stage for your audio/visual equipment as well as two 'break-out' rooms overlooking the lake that are perfect for smaller, more informal gatherings.

The Lakeview Conference Room: This lakeside building has two rooms that can hold 40 people each. Full length windows offer stunning views of the lake.

Lakeside Village: Contains 3 cabins. Bathrooms are within walking distance. Each cabin has 14 beds.

North Village: Contains 7 yurts and 2 cabins. Bathrooms are within walking distance. All the yurts and cabins are carpeted with the yurts containing 12 beds and the cabins containing 14 beds.

Lodge Rooms: Our hotel-style rooms are perfect for the individual who would like a more private stay. Each room has a private bathroom. Rooms vary in size from 2-6 beds. Linens can be provided for an extra fee.

The Kiva: Located in the North Village, its capacity is 150. The Kiva is a multi-purpose building that can be set up as an auditorium, and then converted to a recreation room with an indoor basketball court. There is a café, as well as a catering kitchen, adjacent to the main room which is great for more informal meetings.

Recommended Packing List

Clothing:We recommend the following
(depending on the time of year)

- Pajamas
- Two pairs of shoes fit for outdoor use
(tennis shoes, boots)
- Daily change of underwear and socks
(extras for cold or mud)
- Daily change of pants and shirts
(extras for cold or mud)
- Jackets/Raincoat/Poncho

Bedding:

- Sleeping bag or sheets with blanket
- Pillow

Toiletries:

- Toothbrush and toothpaste
- Washcloth and towels
- Soap, shampoo, comb/brush
- Deodorant
- Shower shoes (optional)
- 1-2 extra garbage bags (for dirty
clothes, bedding, etc...)

General Items:

- Alarm Clock
- Flashlight
- Insect repellent
- Sunscreen
- Water bottle

Optional Items:

- Camera
- Bible
- Board games
- Playing cards
- Fishing gear

Please DO NOT Bring:

- Alcohol or other controlled substances
- Knives
- Firearms
- Aerosol Cans
- Fireworks
- Silly String
- Pets

Frequently Asked Questions

Q: "How do I register?"

A: "It's easy! Just go to www.campcrosley.org and click the 'Groups and Retreats' tab, fill out the inquiry sheet and a Crosley staff will be in touch with you within 5-7 business days to guide you along the process."

Q: "What do I do if my child has a food allergy?"

A: "Anyone with special dietary needs should go to the Groups and Retreats Tab at campcrosley.org and fill out and submit the form under the Food Services link.

Q: "Can we order wood for campfires?"

A: "Firewood can be purchased from a local supplier, for the contact information please call Camp Crosley at 574-834-2331."

Q: "Can we bring our own sound system?"

A: "You are more than welcome to bring your own sound system, but please remember that quiet hours starts at 11:00PM."

Q: "Can we use your speaker system?"

A: "Using Camp Crosley's sound system may come at an additional charge. We do recommend that, if you need a sound system, you provide your own."

Q: "Can we use the kitchen?"

A: "The North Village has a catering kitchen that can be used at an additional cost. This location does not have ovens or stove tops however, and is suited more for crock pots and food that has been cooked ahead of time.

Q: "What if we need to cancel our event?"

A: "If you need to cancel an event please email joe@campcrosley.org to notify our Retreats Director of the change. Please be aware that the reservation deposit is non-refundable."