



## Heads Up! Hartford Policies and Expectations - 2019

The following policies are in place to help provide a safe environment where campers and adults are able to live the HUH mission each and every day of Camp. All questions concerning policies should be referred to a Camp Director: Julie McGarry at [julie.a.mcgarry@gmail.com](mailto:julie.a.mcgarry@gmail.com), or 860-212-5859.

**1. ABSOLUTELY NO ALCOHOL, DRUGS, CIGARETTE SMOKING, VAPING, OR ANY SEXUAL ACTIVITIES** – any of these infractions by campers, counselors or staff will be cause for immediate dismissal.

### **2. Excessive PDA's**

(Public Displays of Affection) such as touching, kissing, and sitting on laps will not be tolerated. Excessive PDA's will be grounds for immediate camper/counselor dismissal or warnings, depending on severity of infraction.

### **3. Visitation Policy**

No visitation will be allowed by the opposite sex in designated dorms. The women's dorm is off-limits to men and the men's dorm is off-limits to women at all times. This applies to staff/counselors/volunteers (unless advised by a Camp Director) as well as campers.

One of the goals of the camp is to help the teens develop their leadership skills. We have found that limiting visitation helps foster their independence. **We recognize the desire for parents/guardians to check on their campers but we do not allow visitation during day or evening hours, unless you are volunteering, delivering something, or have prior approval by Camp Director. All are invited to the closing ceremonies at 7pm on the last day of camp, where you will experience the campers' energy and joys of the week. Visits by parents of campers who are challenged in some way so as to need parental support, may be pre-authorized by a Camp Director. All parents / guardians must check in at the front desk, (door is on the right hand side of the building) prior to finding their child.**

No students can come to HUH for just a day or part of a day. Parents and parishioners from attending churches who have signed up for specific volunteer duties may attend as day visitors.

All Volunteers must check in at the front desk upon arriving at Camp so that we can provide the proper assignments and directions for volunteer work. Nametags will be provided and will be worn at all times

### **4. Leave Time Policy**

Except in the event of a medical emergency, no camper is allowed to leave HUH early or come late for any reason, or leave the Camp for ANY portion of time, without previous clearance from a Director or their designee. Violation of this policy will be grounds for immediate dismissal from the Camp. In rare cases, a Camp Director may approve a limited absence but such requests must be approved prior to camp (email Julie McGarry at [julie.a.mcgarry@gmail.com](mailto:julie.a.mcgarry@gmail.com)).

### **5. Cell Phone Policy**

Heads Up! Hartford is unplugged (electronic free) opportunity. Please leave all screens behind. We encourage interaction among the registered campers and no camper cell phones will be allowed. Anyone needing to make a call can contact one of the counselors or camp staff, who will direct them to an available phone. Any cell phones observed in campers possession will be taken and locked up, to be returned at the end of the week.

**6. Expected Behavior**

All campers are expected to act in a mature and responsible manner. During scheduled activities, the expectation is for campers to pay attention, give respect to the presenter, no horseplay, to be on time, and participate. At work sites, campers are expected to treat all people with respect, complete assigned work, and report to work on time every morning. We are working very hard to project a respected, valued image in the Hartford area community and we are looking to build respect for our program, which is imperative for future Camps and community support.

**7. Expected Dress**

All campers are expected to dress in a conservative manner both at worksites and during down time. **A crew neck t-shirt is the preferred shirt style.**

- NO wearing of midriff shirts, tops with spaghetti straps, muscle shirts, or tank tops
- NO wearing of short shorts or skirts
- Be able to stand, sit in a chair, and bend over without compromising modesty
- NO wearing of clothing with captions, images and/or logos that could be disrespectful or offensive of others, including those suggesting or promoting violence, alcohol, sex, or drugs.
- NO sandals at worksites, only closed toe shoes.

Campers who do not adhere to this policy will be asked to go and change into appropriate shirt/shorts or may be given a crew neck t-shirt to wear.

**8. Discipline**

Anyone violating these policies or acting in a disruptive or unruly manner will be referred to the Camp Director for appropriate action. A Camp Director reserves the right, in their discretion, to dismiss a camper, counselor, or staff, and to **call parents for immediate pick-up if necessary.**

**9. Right of Inspection**

All luggage will be searched at check-in for items such as drugs, alcohol, tobacco, OTC meds, and cell phones. A Camp Director as well as counselors and staff reserve the right to inspect campers' rooms and belongings at any time while Camp is in session to insure that the above policies are being adhered to at all times.

**10. Valuables**

No one should bring valuables, such as iPods, laptops, portable gaming systems, stereos, boom boxes, good cameras, jewelry, or excess cash to camp, as there is no place to lock and secure these items. If you bring valuables, you do so at your own risk.

**11. Expectations for Summer Camp**

The HUH Camp program revolves around choices. Counselors and staff will do their best to work with campers in helping them make the best behavior choices. Counselors and staff will follow the steps outlined above in reinforcing positive behavior and changing any negative behavior.

**Positive Reinforcement:** Staff will strive to give as many positive comments and as much recognition as possible to campers who are meeting expectations.

**Friendly Reminder:** Staff will give a quiet reminder, explain any inappropriate behavior, and let the camper know what is expected and the consequences associated if the negative behavior continues.

**Time Out:** Staff may use a timeout period to redirect and focus the camper's behavior.

**Conference with Camp Director:** Staff will inform a camp director if a problem continues. A written discipline report will be given and shared with the camper's parents.

**Parent Phone Call:** If problems continue, a camp director will contact the camper's parents. The parent may be asked to come and pick up their camper.

**Major Rule Violations:** These include aggressive action taken by one camper toward another person or blatant disregard of the rules. Examples of major rule violations include aggressive or physical contact (pushing, shoving, hitting, fighting, etc.); any verbal abuse (cursing, threats, teasing, etc.); destruction of property (other campers' belongings, camp materials or public property).

These violations will be dealt with as follows:

**First Offense:** A written discipline report will be given and the parent(s) will be contacted by phone. Depending on the severity of the offense, the parents may also be asked to pick up the camper immediately, and the camper may be dismissed from camp, with no refund of camp fees.

**Second offense:** Further violations of a major rule could result in expulsion from camp with no fee refund and no opportunity to return in the future.

**I am a Camper:**

I hereby agree to participate respectfully in HUH and to abide by the rules laid down and noted above for the week. I understand that I may be dismissed from HUH camp if I do not comply. I understand that although this mission trip is close to home, I will not contact my home or friends not participating in HUH during this time. I will not bring a cell phone or computer or any electronic media to this event.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I am a Parent/Guardian of a Camper:**

I understand the policies as stated and have discussed them with my child. Both my child and I are in complete agreement with the policies as stated.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I am a Counselor/Staff Person:**

I understand the policies as stated, agree to adhere to the above stated policies, and agree to hold campers accountable for these policies.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_