



## Camp Caraway Children's Church Camp Leader Info Letter

Dear Group Leaders,

Thank you for choosing Caraway as a part of your ministry to children and families in your community! We care about you, your chaperones, and the campers you will bring with you. We are praying and preparing for your arrival this summer. Please reach out if you need anything!

**Payment:** For payment, balance, or online questions, group leaders contact Shelly Gandy: 336-521-9210 or [sgandy@caraway.org](mailto:sgandy@caraway.org). Final numbers and balances must be completed by 4 weeks before your camp start date.

**Program:** We are intentional to have fun through Growing Faith in Jesus, Developing Relationships, Building Skills, and Serving Others. This camp is for church or Christian school groups of boys and girls who are in 1st-6th grade with adult chaperones. There must be one gender specific chaperone (at least age 18) for every 6 children.

Campers and chaperones will be encouraged to participate and do well in each activity. The level of participation is always the choice of the individual. We want you to be well informed. Please contact us with questions: Mark "Hound Dawg" Moore: 336-521-9207 or [mmoore@caraway.org](mailto:mmoore@caraway.org).

**Church Leader Video Call:** On Monday, May 8, 7:30-8:30pm we will host an online video call for children's church camp leadership. It is required that at least 1 person from every church attend. Any chaperone is welcome to join. After a time of presenting what to expect info, we will have an optional question and answer time.

**Theme:** Safari-A Wild Adventure

Jeremiah 29:13

You will seek me and find me when you seek me with all your heart.

We will provide church leaders with a digital copy of the themed morning quiet time devotions, and optional small group debrief guides in advance.

**Group Leader To Do Pre-Camp:** As the church group leader, it is your job to ensure everyone gets the information that they need. Please let us know if you need support.

- Be sure that each parent receives a link to the parent information letter and packing list.
- Church leaders must login to their leader account and email an invitation to each camper parent/guardian and chaperones. With this invitation, the parent will finish online registration to complete health information, register medications, complete waivers, and sign up for activities. Confirm that the legal guardian has completed the online forms and activity sign ups by 2 weeks before your arrival. Do not send this out until after our May 8 video meeting.
- Be sure that chaperones are carefully selected, background checked, and prepared to serve. See the back ground check and code of conduct info below. The Code of Conduct will available on Circuitree for chaperones to read and check that they have read when they do the waivers.



**Arrival & Departure:** Arrive as a group on your start day between 10-11am. Do not arrive before 9:45am and do not arrive after 11:15am. If you cannot make this time, contact us in advance to schedule a more realistic arrival time for your group.

Departure: Camp will finish on Friday after lunch around 1:30 pm-ish. Please communicate to your student's parents about estimated times of arrival, etc.

**Check-in:** Temporarily park in the camp gravel parking lot near the Rye Staff House. See our interactive map here: <https://campcaraway.org/interactive-map/>. When you arrive please wait for a staff member to give you instructions before leaving vehicles. Your group will go through a brief health screening and temperature check while the group leader checks the group and medications in.

Our medical staff will properly store and administer all medications so that the chaperones can focus on engaging with kids and having fun. To help reduce check in time, all medications should be in original packaging in a zip bag labeled with the child's full name, age, and group name. Please place medication zip bags in a grocery bag separated by males and females.

**Chaperones:** There must be one adult chaperone for every 6 students and they must be gender specific. They must be at least age 18. Choose mature Christian adults who are already active in your church. These adults need to be healthy enough to be able to walk around the rolling hills of our several hundred-acre campus.

The chaperones have 4 main roles. 1. To engage with students and set a Christ like example as they care for them throughout the day. 2. Help transitions flow smoothly (such as helping campers wake up on time, attend all functions on time, finding their recreation area, and going to sleep on time, etc.). 3. Lead the campers in a morning quiet time devotion (we will provide booklets), and help debrief the day with you, the group leader by participating in a church small group discussion each evening. 4. Help campers take care of their money, water bottle, and other belongings. Many chaperones bring a small backpack to carry money, and other necessities. Chaperones will have to fill out health history forms and waivers online also.

**Chaperone Code of Conduct:** Below is a Chaperone Code of Conduct. Each adult chaperone must thoroughly read it, understand it, and follow it. The code of conduct will be a part of the online registration process when you complete your waiver and health information. There is no need to print this form since you will complete it online.

**Chaperone Back Ground Checks:** We must take every measure of precaution to protect our children. One of these measures is requiring a background check for every adult that attends as a chaperone or vehicle driver. All adults must have a background check completed by the church. Please see the included background check policy and be sure you communicate this with each adult that will attend. The group leader will bring the completed background check form to check in signed by an authorized church leader.

**Chaperone Cell Phones:** Students may not have electronics. Chaperones may have cell phones as long as they do not distract from the program. Their cell phones are to be silenced/muted. The church group leaders should make the decision if a child is to be allowed to call home or not. In many cases, calling home increases their anxiety. If a chaperone needs to use their phone they need to ensure that they are not being a distraction and that they move to an area away from where campers are enjoying their experience. If a parent needs to be contacted for an emergent or urgent reason, please communicate this with the camp leadership so that we may assist as needed.



**Sleeping Arrangements:** Our cabins have twin sized bunk beds with heat/air conditioning. Most cabins will hold about 14-16 people. Your group will lodge in cabins near each other. If one of your genders is less than 14, it is likely that they could share a cabin with another small church group. Bring your own linens.

**Special Food Needs:** If there is anyone in your group that has special diet requests or allergies to food, please let us know when you confirm your numbers. We will work with you to provide that person with the assistance they need with special food needs such as food allergies or special medical related diets. Food is not allowed in the cabins unless it is a medical need.

**Safety & First Aid:** Our staff have been trained thoroughly to do their jobs well. Most staff are trained in First Aid and CPR. There are basic first aid kits in most buildings. We will have a Registered Nurse on call if needed. Our trained staff will be responsible for camper medication administration and will be available to assist during injuries or emergencies. We ask that you not give your campers medication. We provide at no cost most common over the counter medications and the Nurse or an administrator will follow our medical protocol about administering medications to campers. If a camper parent needs to be contacted, we will make sure the church leader is communicated to.

All attendees must observe the Rule of 3. Campers are never alone, and must be in a group minimum of 3 people. Adults are never alone with a camper, ever, unless it is they are the custodial parent/guardian of the child.

**Location & Address:** Caraway is located in Randolph County, North Carolina about 8 miles west of Asheboro in the community of Sophia. Caraway Conference Center and Camp address: 4756 Caraway Mountain Road Sophia, NC 27350.

**Questions:** We will communicate any changes to you. If you need anything, please ask. We are praying for God to use this program, our staff, and your chaperones to create a fun Kingdom focused camp as we seek Him! Make plans to join us for our Church Leader Video meeting on Monday, May 8

Together is better,

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## Camp Caraway Background Check Policy

To: Churches providing volunteers for events for children, youth or developmentally challenged adults  
From: Baptist State Convention of North Carolina (BSCNC)  
Date: All 2023 camps and conferences

Background checks on all adults – anyone under age 18 cannot be a volunteer from a church or chaperoning a group - who will be chaperoning, participating in group activities or accompanying children, youth or developmentally challenged adults from your church to BSCNC events are a necessary part of protecting them and your church. The Baptist State Convention believes that you, as a church, need to know that you are doing everything you can to protect the children, youth and developmentally challenged adults of your church and the assets of your church. It is our hope that you have already put in place a policy that requires background checks for anyone working with children from cradle roll up to those who have reached age 18 and developmentally challenged adults.

**The Baptist State Convention must have a form from your church on adults who are attending or working at such events.** We have formatted a sheet below on which you can list people who have had background checks and are cleared to work or chaperone. It will be the responsibility of your church to complete back ground checks on all adults going with your group at least one week prior to departure. Any adult from your church working or chaperoning children, youth or developmentally challenged adults whose name is missing from this sheet will not be allowed to stay on the premises where the event is held or to work with the event in any capacity. This must be done for the protection of all attendees, your church and the BSCNC!! Your church can choose any background company that you like. At the BSCNC, we use First Point Screening Resources in Greensboro, N.C. We encourage you to consider using First Point.

FirstPoint needs time to set up your account and complete the background screening reports. Please contact them **to set up your new account a minimum of 30 days before your volunteers leave for camp.** For those who routinely drive to such events, you should consider including a driving record check – that would be an additional expense.

Contact First Point Screening Resources: <https://www.firstpointscreening.com/> [info@firstpointresources.com](mailto:info@firstpointresources.com); 1-877-4BK-GRND.  
Thank you for your cooperation.

The names of all adults attending this camp must appear on the form to be presented to Registration when your group arrives at the site of the event. **Otherwise, the adults who accompany your church group will not be allowed to remain on campus!**



**Form to be taken to Camp Caraway and given to Check in Desk**

The following people from \_\_\_\_\_ located at

(Street Address)

(City and State)

have been cleared by background checks -performed by a professional company - to accompany, chaperone, work with children, youth, or developmentally challenged adults at \_\_\_\_\_ during the week of \_\_\_\_\_.

**Any person who is found to have criminal convictions related to sexual offenses shall in no case**

**be permitted to serve in any capacity at BSCNC events.**

<u>Name of Adult</u>	<u>Indicate what person is doing such as chaperoneing, driving, working with Bible studies, working with activities, etc.</u>

Use more than one sheet if necessary.

Certified by signature of pastor of the church, chairman of deacons, head of personnel committee or other church staff or member.

Position in church: \_\_\_\_\_

Printed name: \_\_\_\_\_

Signature; \_\_\_\_\_ Date: \_\_\_\_\_



## Chaperone Code of Conduct

All chaperones will uphold the highest standards of ethical, professional behavior, above reproach in the sight of God and man. To that end, all chaperones will dedicate themselves to carrying out the mission of Baptist State Convention of North Carolina (“BSCNC”) (and the churches and ministries it serves) with honesty, loyalty, trustworthiness, integrity, impartiality, love and respect for others.

Therefore, each chaperone agrees to comply with the following, including but not limited to:

1. I will conduct myself in such a way that does not dishonor Jesus Christ, the Scriptures or His mission of the Great Commission. *Philemon 2:1-8; Romans 12:1-2; Colossians 1:9-14; 1 John 2:6; Ephesians 5:1-2*
2. I will obey the laws of both the United States and, when BSCNC has international involvement, the laws of the respective countries, in a manner consistent with Romans 13. *Romans 13:1-5; Titus 3:1-2; 1 Peter 2:13-14*
3. I will respect the structure and responsibilities of BSCNC’s governing Board and uphold and implement policies adopted by the governing Board and Management. *Romans 13:1-5; Titus 3:1-2; Hebrews 13:17*
4. I will demonstrate the highest standards of personal integrity, truthfulness, and honesty in all activities in order to inspire confidence and trust in such activities. *Proverbs 12:17; 11:1; 12:22; 19:1; Colossians 3:9; Matthew 5:37*
5. I will respect and protect any privileged and confidential information to which I have access in the course of their chaperone duties, with the exception of any mandatory reporting I must make pursuant to Paragraph 10 below. *Proverbs 11:13; 12:23*
6. I will not commit any acts that adversely affect the safety of one’s self or other persons, including violating an established safety rule or generally accepted safe practice. *Philemon 2:3; 1 Corinthians 12:25; Ephesians 4:32*
7. I will not practice or participate in gossip, talking maliciously about (whether rumor or fact) another BSCNC participant. *Proverbs 20:19; 25:9; Romans 14:13; 1 Timothy 5:13; James 4:11*



8. I will not practice sabotage, i.e. undermining the efforts of BSCNC or jeopardizing the health and safety of any BSCNC participant. *1 Peter 2:1*
9. I will not practice any form of discrimination or harassment. *Romans 12:17-21; 1 Peter 3:8-9; Ephesians 4:29; James 1:26*. Harassment includes any act or omission that directly or indirectly creates an intimidating, hostile, or offensive environment.
10. I will not practice or participate in sexual harassment. *Proverbs 11:9; Romans 12:10; Ephesians 4:29; 5:3-4*. Sexual harassment includes any unwanted or unwelcome physical or verbal conduct that directly or indirectly creates an intimidating, hostile, or offensive environment. All chaperones are subject to mandatory reporting laws in North Carolina. Any chaperone that witnesses any form of discrimination or harassment must report it immediately to their church group leader. Chaperones will avoid any type of inappropriate conduct, which can include inappropriate or suggestive comments, gestures, or physical contact, written or social media communication.
11. I will treat all persons with respect and compassion, regardless of race, religion, gender, maternity, marital or family status, disability, sex, age or national origin. *John 13:34; Galatians 3:28; 5:14; Ephesians 2:14; 4:32*. I will not allow any type of bullying, and if I observe harassment or bullying of any kind, I will intervene in an appropriate way and immediately notify my church group leader.

If any chaperone is found to be in violation of the Chaperone Code of Conduct, BSCNC reserves the right to take whatever personnel and disciplinary actions it deems appropriate up to and including removal, and BSCNC reserves the right to do so in its sole and absolute discretion. BSCNC also reserves the right to reject volunteer chaperone status based upon sexual misconduct.

**I have read and understand the Chaperone Code of Conduct:**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_