



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LEA Program Policies 2015

LEAs are Campers! The LEA Program is a training program and participants are here voluntarily. They must abide by the policies and rules of the Camp Hazen YMCA. LEA program policies are necessary to insure a smoothly functioning Camp. The following presents the policies of the Camp Hazen YMCA LEA Program that have been established through experience over several years. From time to time it may be necessary to amend these policies when the situation warrants.

PROGRAM: Camp Hazen YMCA offers equal program opportunities to all individuals regardless of race, creed, sex, or national origin. A completed application is required before any consideration for participation is given. In addition to this, the individual must have a signed agreement and a completed, signed medical examination before participating.

INSURANCE: LEAs must bring health insurance information with them to Camp.

HEALTH: LEAs who are injured or ill must report to the Health Lodge so proper evaluation and treatment can be given. LEAs should not attempt to administer first aid to themselves. All medication must be turned in to the nurse upon arrival at Camp (this includes anything over-the-counter, LEAs MAY NOT have ibuprofen or Tylenol in their cabin). The nurses and physicians will dispense medication. A physical examination for LEAs must be completed within twenty four months prior to the beginning of the LEA session. A Health History/Immunization Record must be completed by all LEAs prior to the start of the program.

TIME OFF:

Camp Hazen YMCA's LEA Program is a 3-week training program. This is a full 3-week training program and there will NOT be a changeover between sessions. LEAs must be signed out from Alpine Village on Checkout Day by a parent or a legal guardian, or have written permission for alternate plans.

There will be recreational activities scheduled throughout the session mixed in with the leadership workshops.

Any other absence from camp must be arranged with the Program Director or Camp Director.

PERFORMANCE EVALUATIONS: At least twice during their session, a performance evaluation will be completed by the LEA and the LEA Directors. It will be based on mutually agreed upon goals and performance standards.

UNSATISFACTORY PERFORMANCE: A LEA may be dismissed for any of the following reasons:

- Failure to abide by policies or to carry out an assigned task.
- Inability to live and work in harmony with campers, staff, or other LEAs.

- Medical condition which, in the opinion of the director, the camp nurse, or a physician, may interfere with the welfare or best interest of the Camp, campers, employees, the LEA, or other LEAs.
- Possession or use of alcoholic beverages, tobacco products, or illegal/illegally used drugs in Camp or on any Camp sponsored trip.
- Returning to Camp or interacting with campers while under the influence of alcohol or controlled drugs (other than prescribed).
- Such other grounds as are deemed in the best interest of the Camp, campers, employees, the LEA, or other LEAs.

BEHAVIOR: All LEAs agree that while at Camp they will adjust their personal habits, actions, and lifestyles to the customs, policies, procedures, and ideals of the Camp. They will conduct themselves at all times, both in Camp and away from Camp, in such a manner that they will be a credit to themselves and to the Camp. LEA members must abide by common standards of decency and are not to use obscenities.

AGREEMENTS: A signed letter of agreement and a signed policy form are mandatory.

USE OF CAMP FACILITIES AND PROPERTY:

- All LEAs are responsible for the care and use of Camp facilities, property, and equipment.
- All LEAs agree to abide by policies and procedures established for each program area.
- Any LEA found with Camp property or materials for which there is no reasonable justification may be dismissed and prosecuted at the discretion of the Camp or Executive Director
- Use of Camper equipment or property by LEAs is strictly prohibited.
- LEAs can not bring vehicles to camp.
- Cabins will be inspected for neatness and cleanliness. Cabins will also be inspected at the beginning of the Camp season for damage or other irregularities. It is the responsibility of the LEA living in a cabin to report any damage or malfunction within or about the cabin. Any damage beyond that of normal wear will be the responsibility of the LEA living in the cabin. Writing on walls, floors, ceilings, rafters, or furnishings is prohibited.
- LEAs must refrain from decorating or personalizing the cabin with items that are unsafe or of questionable taste. Alcohol containers (even if they are empty) are not to be used. Posters must be in keeping with the wholesome atmosphere of a YMCA youth Camp.
- LEAs must limit their use of electrical appliances to the number of outlets provided. It is a fire hazard to overload outlets by using cube taps or extension cords.
- LEAs are not allowed to bring cell phones to camp. Any that are brought to camp will be sent home with the parent/guardians. If a cell phone is found during the session, the phone will be brought to the office and will remain there until the end of the session.

GENERAL POLICIES:

- All Camper, LEA, and staff cabins are off limits to the opposite sex. Family cabins are the only exception to this policy.
- LEAs must agree to keep their personal quarters and themselves in a neat, clean, presentable manner. Body piercing is not acceptable while at Camp. Clothing must be in keeping with the wholesome atmosphere of a YMCA youth Camp.

- Weapons of any kind are not permitted on Camp property.
- LEAs are not permitted in the kitchen at any time without permission of the Food Service Director, Executive Director, Camp Director, or Program Director.
- LEAs must be physically and mentally capable of handling program responsibility and in a condition acceptable for a YMCA youth Camp.
- Visitors are not permitted without permission from the Camp Directors. LEAs are only allowed to leave camp on scheduled time off. LEAs must adhere to mode of transportation approved by Parent or Guardian.
- At no time, and not for any reason, is there to be physical punishment of Campers. Any incidence of physical punishment of a Camper may result in dismissal. Physical punishment is not the same as physical restraint used to prevent a Camper from an action that may be harmful to himself or others.
- LEAs may **NOT** bring personal vehicles to Camp.
- LEAs may **NOT** bring cell phones to Camp.
- Camp Hazen YMCA is not responsible for loss or damage of a LEAs personal property, whether in transit or at Camp.
- LEAs are obliged to immediately report to the Executive or Camp Director any incidence that they observe or learn of involving physical or sexual abuse, molestation, physical or sexual harassment, or any conduct which adversely affects the morals of the Campers.
- LEAs are expected to be present and on time for all meals, activities, events, programs, and meetings.

LAUNDRY SERVICE: Due to the three-week session. LEAs will be allowed to do laundry once throughout a session.

ROMANTIC RELATIONSHIPS: LEAs may not have romantic relationships with staff or campers. We expect that LEAs will keep their focus on developing their skills and relationships with **ALL** of their peers and not develop exclusive relationships.

I accept the position of LEA and the above policies. I also agree to cooperate fully, to support the Camp and its goals and objectives, and to be a positive character role model as determined by the Camp Director. I agree to comply with all Camp policies.

Signature of LEA: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____