

PROGRAM HANDBOOK



Three Trails
CAMP & RETREAT CENTER





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CAMPER HIGH RISK ACTIVITIES

Buddy System

Three Trails Camp will use the Buddy Check System as part of our safety plan. Buddy checks will happen throughout the week. We will ask campers to find a buddy and find them in different situations, fieldtrip, pool, storm and fire drills meals etc. This risk-reduction strategy, is to help assure that all of our campers are accounted for.

Campfire

Campfires are a part of the summer camp experience at Three Trails Camp. The facilities include three distinct campfire areas for group campfires. Campfires are lit and supervised by trained staff, and camper seating areas are well-back from the open fire. The purpose of the fire itself is to provide atmosphere and light for skits and songs, not to warm children on summer nights. Campers are instructed to bring flashlights and appropriate clothing to campfires, and staff completely extinguish campfires at the end of the campfire activity.



Food Allergies

Three Trails Camp understands that campers will have food allergies. In most cases we are able to provide an alternative food to ensure a positive dining experience during their time at camp but it is not guaranteed. We are not a gluten free kitchen. Counselors and Kitchen will be provided with report of any food allergies that parents have provided on the medical form. Campers can provide an alternate meal option themselves when needed.

High And Low Ropes Course

Activities such as the high ropes course, low ropes elements and adventure swing are conducted only with trained and certified instructors. Campers wear appropriate safety gear, including helmets and harnesses. Participants are belayed by instructors. Proper spotting techniques are taught and reviewed regularly.

Our ropes course is regularly inspected by a qualified challenge-course professional, in accordance with requirements of the [American Camp Association](#). The license for the challenge course is renewed annually prior to the start of every season.

Considering putting a bell at the top of the tower so if a camper reaches the top they are rewarded by ringing the bell.

Shooting Sports

Campers participating in shooting sports will be supervised by two or more staff who have been screened and undergone shooting sports training. Safety procedures will be taught and followed

throughout the duration of the shooting sport activity and will adhere to a minimum age requirements.

As part of the activity, consider offering special awards. For example an icy pop if they hit the bullseye. Make arrangements with the DYS to facilitate any rewards.



Swimming Pool And Swimming

The swimming pool is surrounded by a fence and kept locked when not in use. Swimming is permitted only at times approved by the Camp Director(s) and in the presence of a certified lifeguard.

Poolside Spotter Training

The overall role of the pool spotter is to watch for the safety of the swimmers.

First and most important, make sure you know who the qualified lifeguard is for the session. Wear poolside shoes or bare feet and clothing you are able to get wet.

Pool Spotter Role

- 1) Watch to see if swimmers are in trouble.
- 2) Watch to see that no unauthorized children or adults enter the pool deep end area.
- 3) Make sure you can see the pool at all times.

During The Swim Session

1) Count and recount the number of swimmers at the throughout the session. Be aware of swimmers going to the toilet or leaving the pool with a problem.

2) Watch for swimmers who are having breathing difficulties or having trouble swimming and inform the lifeguard.

3) If you see unauthorized persons coming on to the deep end of the pool inform the lifeguard.

4) Help with swim test and swim band management.

Pool Spotter Behavior Management

Spotters are very helpful in managing behaviors at the pool. Lifeguards will blow a whistle to signals to the swimmer that they must stop a behavior or swimming immediately and exit the pool. The lifeguard will tell the spotter in which direction so the spotter can direct the children to exit. The spotter is to help facilitate camper behavior correction.

Pool Spotting Duty

At times spotters will be asked to watch campers in the water because we have to many campers to meet our lifeguard/camper ratio. Lifeguard/camper ratio 1-25 the spotter/camper ratio is 1-10.

Spotters will be asked to watch a section of the pool.

Stand at the edge of the pool and scanning to verify that campers are not having trouble swimming. They will notify lifeguard of trouble. If you see someone in trouble and due to the severity of the situation it would not be immediate enough to inform the lifeguard, you will only then respond by getting in the pool.

CAMPER MANAGEMENT

If you encounter any camper issues not covered in this handbook, please refer to the Divisional Youth Secretary for guidance.

Behavioral Incident Report

If you encounter a behavioral incident, please fill out the Camper Management Form on our website: threetrailscamp.org/camper-management-form (see quick reference for QR)

Cabin Lost and Found

1. Designate a Lost & Found Spot
 - Use a bin labeled “Lost & Found” in each cabin.
2. Hold a Daily Lost & Found Check
 - Counselor holds up each item one at a time.
 - Ask clearly: “Does this belong to anyone?”
 - Wait for a response before moving to the next item.
3. If Claimed:
 - Return item directly to the camper.
4. If Unclaimed:
 - Return item to the bin.
 - At end of the week, get the attention of all campers at once. Repeat holding up items one at a time and asking clearly if it belongs to one of them. If claimed, have camper put the item in their suitcase.
 - Unclaimed items go to the camp-wide Lost & Found in the Youth Office.
5. Tips:
 - Remind campers to check the cabin bin daily.
 - Teach respect by not laughing at or hiding others’ items.



Camper Beds

All camper lodges equipped with bunk beds must have a railing on the outside edge of the bed. The rail should not be removed while a camper is sleeping in the bunk.

Each camper needs to sleep in their own bed. Sharing beds is not allowed.



Camper Cell Phone/Electronic Device Policy

Cell phones and electronic devices are distracting to camp life and there is a constant temptation to use and check them. Therefore we ask that campers do not bring cell phones and electronic devices to camp. If campers do bring cell phones or electronic devices to camp they will be turned in to the office for safe keeping and will be available to pick up at the end of the camper’s stay. Campers are not allowed to use staff

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cell phones or camp phones at any time without the knowledge and permission of the DYS or their designate staff. In the event of an emergency we do allow campers to use our office phones. One of the camp staff must be present when campers are calling home. Designated Senior Staff will be in touch with the parent/guardian in cases of emergency, homesickness, health or discipline issues. The Salvation Army is not held liable in the event of theft or damage of cell phones and electronic devices if brought to camp.

In the event of an emergency we do allow campers to use our office phones. One of the camp staff will be in touch with the parent/guardian in cases of emergency, homesickness, health or discipline issues.

Camper Free Time

Free time occurs several times each day, generally before or after a meal or evening program. During free time, campers have the opportunity to play and relax with some of their favorite games and activities.

Counselors are actively engaged during free time to participate, supervise and/or encourage as needed. Supervision in enclosed spaces should include two adults. Head Counselor will provide staff assignments for free time activities.

Campers enjoy many free time activities, such as:

- Reading a book
- Playing gaga ball
- Playing on the playground
- Shooting hoops
- Playing pickleball
- Playing in the game room - ping pong, pool, carpetball, foosball and air hockey
- Hanging out with friends
- Swimming at the pool
- Going to the Candy Shop
- Writing a letter home



Camper Mail

Receiving mail is one of the highlights of the week for many campers. Encouraging words to a child who is at camp for the first time can improve their experience.

Messages will be delivered each full day of camp at lunch and dinner meals. Any message received after 4pm will be delivered the following day. Any messages received after 4pm on the last full day of camp will not be delivered.

Campers will not be able to respond via email. We want your camper to be fully immersed in the camp experience, and having them sit in front of the computer to respond to messages would definitely be a distraction. They can always go old-school and send a postcard home. We will have stamps and postcards for sale in the candy shop.

Mail to camper should be addressed like the example below:

Camper's Name & Session Name
Three Trails Camp
16200 E US HWY
Kansas City, MO. 64136

Camper E-messages

We offer Camper E-messages! Campers can receive an e-message while at camp. Directions are provided on the camp website



Camper Healthcare

Bed Bug

Counselors will do weekly bed bug inspections. Refer to the Healthcare Handbook for instructions.

Head Lice

Counselors are responsible to assisting with the Headlice check. Refer to the Healthcare Handbook for head check instructions.

Medication

Medications are distributed at breakfast, lunch, activities, dinner, and bedtime. All medications are turned into camp staff and **MUST** include the prescription for the specified camper. Over-the-counter medications approved by parents/guardians are given at the discretion of the Health Care Director. Medication can not be given to campers by staff without the specific direction of the Health Care Director.

Menstrual Cycle

The following is information you can share with a camper that is experiencing her first period.

Encourage campers who start their first period while at camp to contact their parents through the Youth Office.

So you got your first period, now what?

First of all, congratulations! Getting your first period can be very exciting, but also a little bit scary. Below are frequently asked questions about periods.

What is a period? - Period, or menstruation, is the normal release of blood from the uterus, out through the vagina. This happens on average every 28-34 days, and usually lasts from 3 to 8 days.

Every cycle is different and can vary from month to month. After a couple months, your body may establish a rhythm. Talk to a trusted adult about tips to help track your period!

What will I feel? What are typical symptoms? -

“Normal symptoms vary from person to person.

Some symptoms can happen right before, during or right after your period and may include:

- Bloating
- Constipation/Diarrhea
- Lower abdomen cramps
- Changes in appetite
- Fatigue
- Mood swings
- Acne
- Backaches
- Sore breasts

You may feel some slight discomfort, as your body is now going through a full menstrual cycle each month. Talk to a trusted adult and your doctor about ways to help treat your symptoms.

Listen to your body and advocate for yourself!

When you first get your period, you might not know what is normal for you and that is OK. If you notice a symptom feels different or worse, make sure to keep a note of it. If the period discomfort is too painful, don't be afraid to talk to your doctor about it. You know your body best.

Which period products do I use? - Use products you are comfortable using. People feel comfortable with different kinds of products, and that is ok! You can try different products to see what works for you. Remember to change your products according to package instructions. Examples of products include:

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- Disposable pads
- Menstrual Cup
- Tampons
- Period Underwear
- Pantyliners
- Reusable Pads

Talk to a trusted adult if you need help purchasing period products.

How to remove period stains? – Period stains happen sometimes. Use cold water to remove period stains from your underwear or clothes. Let old stains sit in cold water overnight. Still can't get them out? Try white vinegar & baking soda.

Can I shower while I am on my period? – Absolutely! Having a bath can help you relax. Most of the time you won't leak because of the counter pressure of the water. But your menstrual cycle does continue in the shower or pool.

Can other people smell my period? – While we each have our own unique scent, menstrual blood itself has no odor. Change your period products according to their package instructions to avoid bad odor or infections.

What do I do after my period is done? – Be prepared for the next one. Pack a period kit. Fill your favorite small pouch with things that will help you feel extra prepared & confident the next time you get your period. You can expect your period about every 28-34 days. You can include things like:

- Pads, tampons, or pantyliners
- Extra pair of underwear
- Intimate Wipes
- Something to help with the pain
- A snack!

Getting your period is part of your menstrual cycle, and it is completely normal. – About 800 million people menstruate every single day! Always talk to a trusted adult in your home, community or school if you have questions about your period, period products, or any of your period symptoms. Your body is amazing! Continue to learn more, and don't be

embarrassed to ask any questions about your period or menstrual cycle.

Teaching your Campers Good Hygiene Habits

We all need to keep clean to avoid harmful germs and getting sick. Good hygiene also boosts confidence by dealing with problems like bad breath or body odor.



For children, the basics of good personal hygiene are:

- Washing their hands
- covering their mouth when they cough
- having regular baths or shower
- brushing and flossing their teeth

You may have to help your camper learn and practice good personal hygiene habits.

Being able to talk openly and honestly about keeping clean is important. This will help you manage more difficult personal hygiene issues that are likely to come up.

Brushing teeth

Campers should brush and floss their teeth twice a day (in the morning and before they go to sleep). Counselors should schedule time for campers to participate in this activity.

They should brush with a pea-sized amount of children's toothpaste. You may need to help your camper brush their teeth if they are not experienced.

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Clothes and shoes

Doing laundry for a camper who does not have clean clothes is always an option. Campers should have access to clothes that are not obviously dirty and don't smell. Socks and underwear should be changed when dirty and at least every day.

Showering and bathing

Children need regular showers. Counselors need to schedule all campers to take a shower at the end of the day as part of their bedtime routine or in the morning. Your camper's hair should be washed 1 to 2 times a week. If their hair is very oily, it might need washing more often.

Make sure your camper washes all of their body, including:

- under their arms
- their private area
- between their toes

Make sure that their body is thoroughly dry before they get dressed.

Washing hands

Most germs are spread through hand contact. Regularly washing hands will prevent your child and others from getting sick.

Encourage your camper to wash their hands with soap and water for 20 seconds:

- when their hands look dirty
- before eating or making food
- after touching any body fluids like blood, urine or vomit
- after touching animals (including cats and dogs)
- after blowing their nose, sneezing, or coughing
- after going to the toilet



Camper Huddle

This is an introduction time for the counselors and campers. During this time campers should get settled in cabins and make beds. If campers need 2nd Mile supplies this is the perfect time to get campers these items.

Counselors should go over:

- cabin rules,
- cabin clean up expectations,
- severe weather.

Cabin Time And Rules

1. Listen to Counselor

Explain to campers that following the rules will only enhance their camp experience. Remind campers that if they have questions, they should address their concerns with counselor sooner rather than later. Tell them to be honest, and not to wait if they feel uncomfortable or are having issues at camp. Their counselor and the administrative staff are their advocates while at camp.

2. Keeping Camp Clean

Campers will need to participate in daily tasks that help to keep the camp running smoothly. Cabin chores such as keeping their area tidy,

sweeping the bunk, picking up trash and having their laundry put away are just a few of the camp responsibilities that everyone will need to pitch in and help out with. Rewards are given to cabins that do well during cabin inspections.

Personal Space: Campers live in close quarters with many other campers, it's important that they understand the necessity of keeping their sleeping space clean and living space organized. Go over ways for your campers to stay organized and tidy. See if they have a laundry bag to keep clean and dirty clothing separate. Utilize under bed space or put clothes on shelves or cubbies rather than living out of their suitcase.

Camp Grounds: Remind campers that if they see litter on the ground, they should pick it up rather than just walk by it. Explain to your camper that this will be their home away from home for the next week and that it's up to them to keep it clean.

3. **Cell Phone Free Zone**

Guardians of all campers are aware of our no cell phone policy and have agreed to abide by it. Under no circumstances should campers be allowed to keep cell phones. If a phone is found it should immediately be taken away, labeled and turned into the Youth Office.

4. **Lights Out Rules**

At camp, everyone is on the same sleep schedule. This means that if one person stays up past lights out, everyone in the cabin will lose sleep. For this reason, it's important to follow lights out rules so that everyone can rest up for the following day of activities.

If your camper gets anxious about the dark or has trouble falling asleep, help them find a comfort item (from home or give them one) that will help them feel more relaxed at bed time. If a camper is prone to waking up in the middle of the night to use the bathroom, consider providing a small flashlight.

The goal at camp is to provide enough activity to tire out even the most energetic of children. But you need to be prepared to have ideas for campers if they have trouble falling asleep, like counting sheep or flipping the pillow over to the cool side. Help your campers with providing a bedtime routine like playing soft music, tucking them in and talking to each camper before they go to bed.

5. **Play Nice**

Name calling, fighting, bullying, stealing, cussing, lying and arguing are prohibited at camp. Camp is a place to make friends, so aggressive behavior is not tolerated. Remind your camper that they don't have to be everybody's best friend, but they do have to be friendly to everyone. Encourage campers to have the mindset of making a few new friends, and chances are they will leave camp having made more than a few.

6. **Camper Photos**

Campers need to be instructed on the appropriateness of photo taking in the cabins. Taking photos in bathrooms or while campers are not clothed is not allowed.

7. **Dress Modestly**

Wear clothing appropriate for all camp activities.

Swimwear should be modest and provide appropriate coverage. Acceptable options include one-piece swimsuits, tankini tops with full coverage, and swimwear with higher necklines, longer leg cuts, or high-waisted bottoms. Swimwear that is excessively revealing, including thong-style bottoms, overly low-cut tops, or transparent materials, is not appropriate for camp settings.

If you are unsure whether an item meets expectations, please consult with the DYS.

8. **Participate in Camp Life**

Be on time, join all activities, meals, worship, and sessions respectfully.

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9. Stay Safe and Drug-Free

No drugs, alcohol, weapons, fireworks, or pets.
All meds go to the Healthcare Director.

10. Stick to Your Cabin

Do not enter cabins you are not assigned to.

- Extras: provide a personal touch, notes, decorations, bibles and or stuffed animals on bed. Etc.



Cabin Clean-Up/Inspection

Each cabin will be inspected every day. The cleaning that is evaluated includes the following:




- Cabins should be tidy with all camper belongings put away
- Floor should be swept and mopped
- Make all beds. All camper beds should have linens on them
- Take out trash
- Clean bathroom counters and sinks
- Hang all clothing and linens up neatly to dry (indoor and outdoor space)
- All showers should be wiped down
- Toilet and stalls should be clean with all trash removed
- Mirrors cleaned
- Sweep and remove trash from outside cabin

Severe Weather

When a Tornado Warning is Issued while in cabins:

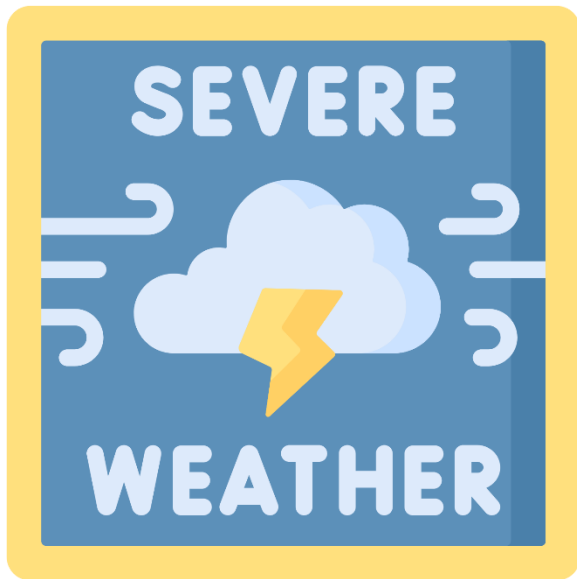
1. Leadership will implement severe weather procedures by activating the camp siren or directly notifying staff.
2. Counselors will gather all campers and complete a head count to ensure all are accounted for.
3. Counselors on the top level will calmly but quickly guide campers to the cabin directly below them.
4. Sit on lower bunks furthest away from the windows with backs against the wall.
5. If active tornado, move to bathroom and cover head and neck with arms or a pillow/mattress if available.
6. Stay quiet and listen for instructions.

Do Not:

-  Use phones unless it's an emergency.
-  Look out windows or try to go outside.
-  Leave your cabin until a staff member says it's safe.

After the Drill or Storm Passes:

- Wait for the all-clear signal from camp leadership.
- Counselors will perform a headcount and give further directions.



Camper Mealtimes

Dining Hall Procedures

The Three Trails Camp dining hall will provide a pleasant eating experience for everyone. We have designed the following procedures to minimize traffic and confusion. More important, we anticipate that everyone will follow the commonly established principles of behavior that make dining a positive experience.

Meal Times

Breakfast/8am

Lunch/12 noon

Dinner/5pm

Campers will gather at the flagpole for instructions and prayer. Cabin groups will be dismissed from the flagpole to go through the lunch line together. They will lineup in the hallways where they will get their meal tray and go to their assigned tables in the dining room. Campers can use the two entrances at the end of the hallways to enter the dining hall.

Sit-Down Meals

Three Trails Camp has sit-down meals. This is a tradition of creating the sense of community around a

table. Attendance at sit-down meals is required for all campers. Campers are required to sit at the tables to which they have been assigned. Campers are to stay at the table until they are dismissed/excused from the meal.

Dining Procedures

All campers and staff will wash their hands prior to the meal. Hand washing stations and bathroom sinks are available for use.

Tables will be arranged so that cabins can sit together. At minimum, the cabin group and their counselor will sit at a table together.

Beverages will be served at the tables. Juice cups and/or individualized milk cartons will be served as part of the meal.

Beverage pitchers, salt and pepper shakers, condiments, cups and cutlery will be at the meal tables when campers arrive.

Once the cabin group has completed going through the line and is sitting at their table, they can begin eating. Announcements and instructions will be given throughout the meal.

If seconds are available, the camp staff will announce this option with directions.

Campers will clear dishes and clean and sanitize the tables after each meal. The dining staff presents a clean table award to camper cabin with the cleanest table.



Summer Food Service Recording

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SFSP serves nutritious meals and snacks to children when school is not in session. Sponsors participating in SFSP must follow program regulations. The program was established to ensure that children continue to receive nutritious meals when school is not in session. Free meals that meet federal nutrition guidelines are provided to all children at approved SFSP sites.

To be reimbursed for eligible camper meals, we have procedures we must follow and requirements we must meet.

Counselors are tasked with recording meals for their campers.

How to fill out meal count sheets

How to Fill Out Meal Count Sheets

Meal count sheets are in a Google Form

There is a separate workbook for each camp.

Different staff groups are on different tabs and each cabin has its own tab.

It is set to auto calculate as long as people enter a "1" and not an "x". You will want to review the sheets and correct any other characters to "1"s so it calculates correctly.

Make sure all meals each person ate are recorded on each day.

Missouri Department of Health and Senior Services
Summer Food Service Program
Meal Count Record Camps

Site:
TSA Three Trails Camp
Key:

Site Supervisor:
Carrie Dixon

B=Breakfast L=Lunch S=Supper 1=First Meals 2=Second Meals

Sponsor Name:
The Salvation Army Three Trails Camp
Week of:

Training 5/30-6/4 2023

Please enter a 1 on your row for the current meal

Participant's Name	E/I/A	5/30/2023			5/31/2023			6/1/2023			6/2/2023			6/3/2023		
		L	S	B	L	S	B	L	S	B	L	S	B	L	S	
Camp Staff																
Carrie Dixon	A	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Mike Dixon	A	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Stephanie Wade	A	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Joe Wade	A	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Paco Navarrele	A	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Sam Littleton	A	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Tyler Littleton	A	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Carlos Valdivia	A	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Heather Montenegro	A	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Xavier Montenegro	A															
Hannah Montenegro	E															
Lucas Montenegro	E															
Angelica Lara	A	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Charlsie Godwin	A	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Amy Vanarsdall	A	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Number of Program Adult Meals Served		10	11	7	9	9	7	10	11	7	10	9	6	8	8	
Number of Non-Program Adult Meals Served																
Number of Meals Served to Non-Eligible Children		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Number of Meals Served to Eligible Children		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Meals Served		10	11	7	9	9	7	10	11	7	10	9	6	8	8	

Camp Totals
Camp & Dates:
Orientation 5/30-6/4 2023

Breakfasts 194
Lunches 267
Suppers 215
Total Meal: 676

Camper Phone Calls

If a camper needs to make a phone call this can be done in the Youth Department Office while Senior Staff is present.

Camper Seeker Information & Counselor Reporting Responsibility

At Three Trails Camp, we are committed to supporting the spiritual journey of each camper. One important part of this is collecting Seeker Information—details about campers who express interest in learning more about Jesus, begin a relationship with Him, or take other meaningful spiritual steps during the camp week.

What is Seeker Information?

"Seeker" refers to any camper who:

- Expresses a desire to know more about God or the Bible
- Accepts Christ as their Savior during the week
- Recommits their life to Christ
- Asks to be connected with a church or spiritual mentor

Counselor Responsibilities:

1. **Observe & Engage:** Be present and intentional during chapel services, devotions, and cabin time. Watch for campers showing spiritual curiosity or asking deep questions.
2. **Listen Carefully:** When campers open up spiritually, take mental or written notes (as appropriate) to help you remember details for end-of-week reporting.
3. **Encourage and Support:** Guide campers gently without pressuring. Pray with them, answer questions, and let them know they're not alone in their faith journey.
4. **Document Spiritually Significant Moments:** Use the Seeker Report form provided in your end-of-week packet. Include:

- Camper's full name
- Age and cabin
- What spiritual decision or interest they expressed
- Any next steps they want to take (e.g., Bible, church, prayer partner)

5. **Turn in Reports Promptly:** Submit all Seeker Information forms to the DYS on the last day of camp. This allows us to:
 - Celebrate spiritual growth as a team
 - Follow up with Corps Officers or youth leaders
 - Provide campers with continued support back home

Camper Transitional Times

Campers are able to move from one activity to the next on their own. If you see a camper in distress or looking lost you must always stop and provide help to get them to where they need to go.

Camper Visitors

Camper visitors are not encouraged. Should an urgent need arise visitors will be required to call ahead to the Camp Youth Office (816-350-0053) between 8am-4pm prior to visiting camp. Every visitor will check in at the main camp office with the camp staff. Visitors must wear a "Visitor Badge" at all times while on the camp grounds. The badge must be visible to camp staff and leaders. Visitor will not be allowed on camp after 9pm while camp is in session.

Candy Shop

Campers can purchase items from the candy shop at free time. They will be given a wrist band that is associated with a monetary amount. As they spend

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money it will be punched off their wrist band. The wrist band should be on their arm at all times and if it is lost it is like losing cash.

Candy shop bands will be collected on the last night of camp prior to bedtime. Facility staff will help to cut off bands prior to call to the cross starting. Please verify that all campers have removed their candy shop bands. Money will be returned to campers at the time of departure on the last day of camp.

Doors to Counselor Room

The doors to the counselor room must remain open at night at minimum 1 foot ajar. The counselor is responsible for knowing what the campers are doing at all times including the middle of the night. Be attentive to noises and respond to inappropriate behavior.

The only time the doors should be closed is if an adult is getting undressed; it is appropriate to seek privacy at that time.

Flag Ceremony

Three Trails Camp will raise and lower the flag each day. Campers are encouraged to participate in the ceremony while being supported/directed by counselors.

Flag raising

- color guard, forward march
- color guard halt (three steps away from flag)
- prepare to raise the colors (they put the flag on hooks but do not raise)
- campers, hand over heart salute
- bugler, sound off
(Flag is raised)
- (when flag is totally up) campers, two (hands at side)
- (when color guard is set facing the flag pole) color guard, about face
- color guard, forward March

- color guard, halt
- campers, at ease



Flag Lowering

- color guard, forward march
- color guard halt (three steps away from flag)
- prepare to lower the flag (they undo the rope)
- campers, hand over heart salute
- bugler, sound off
(Flag is lowered)
- (when flag is totally off the hooks and being folded) campers, two (hands at side)
- (when color guard is set facing the flag pole) color guard, about face
- color guard, forward March
- color guard, halt
- campers, at ease

Homesickness

The first time away from home can be scary for any child. Sleeping in a different bed, eating different food and going without the usual conveniences of home takes some getting used to. It's normal for kids to feel homesick when they're going to summer camp, especially if it's the first time. It's also normal for parents to worry about their kids while they're away. Here are some steps staff can take to help with and prevent homesickness:

- Be enthusiastic: Talk about the exciting new experiences your camper will have at camp. If

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camper has a sibling who's been to camp, connect with sibling and ask them to share their best memories. Describe potential challenges in a positive way.

- **Acknowledge feelings:** Let camper know that missing home is okay, and that other kids and adults feel the same way sometimes. Let them know that they can still have fun though, even if they are sad.
- **Encourage confidence:** Don't feel guilty about encouraging your camper to stay at camp. Camp helps kids develop independence. Let camper know that you are proud of them, and that being at camp is a part of growing up.
- **Don't make promises or bribes:** Try to be reassuring but don't offer material objects in exchange for staying at camp. Also, don't promise that parents will come for your camper if they are feeling homesick. Instead, help make a plan for what to do, such as who they can talk to or how to send letters.
- **Help campers get comfortable:** Have campers get personal items that provide security or provide them with one. Items like a stuffed animal or favorite toy could help comfort campers. Also, sometimes helping a camper prepare for the night by having them practice using camp equipment or a flashlight.
- **Provide distractions:** Use items like games, puzzles, books and new friends to help. Keep campers busy and active.
- **Be aware for cues that may be causing stress** like life events or trauma, such as divorce or a death in the family. Also, let the leadership staff know if your camper will celebrate a birthday or other milestone at camp. Doing something special for the camper might help cheer them up or take their

mind off the fact that they're not at home celebrating with family.

- **After you have tried everything:** Leadership can be contacted to help camper to contact their parents. Counselors should not use personal phones to call parents. As a guide we do not call parents after 8:00 at night. It is difficult for parents to come at a late hour and causes more disruption than necessary.
- **Let camper go home:** While most incidents of homesickness will pass in a day or two, research shows that about 7 percent of the cases are severe. If your camper is not eating or sleeping, then it's time to talk to Senior Staff about camper going home. However, don't make the camper feel like a failure because they didn't stay at camp. Focus on the positive and encourage the camper to come to camp again next year.



Leading A Child To Christ

Important things to remember . . .

1. Don't do all the talking. Ask questions; let the child talk. Let the child ask questions, and help him/her look up the answers in the Bible.
2. Don't use big or confusing words. Instead of the phrase 'Ask Jesus into your heart,' which is too abstract for kids to understand, use the phrase 'Ask Jesus to be your very best friend.' Avoid big words.

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3. Say It. Ask the child to communicate what he/she is doing, to make sure they understand. Ask if he/she has any questions.
4. Go through the ABCs of Salvation or the Gospel Boxes with the child, and use a Bible to help the child look up the Scripture verses.
5. Pray. After going through the ABCs, pray with the child. Ask if he/she wants to pray too.
6. Celebrate! Tell the Children's Pastor, who will follow up with the child's parents. Fill out a Commitment Card (1 for the child, and one for the church to keep). We will follow up with Next Steps for discipleship for the child.



The ABCs of Salvation

- A- ADMIT you are a sinner & ASK for forgiveness!
- a. Romans 3:23- "For all have sinned & fall short of the glory of God."
 - b. 1 John 1:9 "If we confess our sins, he is faithful and just and will forgive us our sins and purify us from all unrighteousness."
- B- BELIEVE in Jesus as your Savior & BECOME a child of God
- a. John 3:16 "For God so loved the world that He gave His one & only Son, that whoever believes in him shall not perish but have everlasting life."

- b. John 1:12 "Yet to all who received him, to those who believed in his name, he gave the right to become children of God."

C- CONFESS that Jesus is Lord & CHOOSE to follow Him daily!

- a. Romans 10:9 "That if you confess with your mouth, 'Jesus is Lord,' and believe in your heart that God raised him from the dead, you will be saved."
- b. Luke 9:23 [Jesus said,] "If anyone would come after me, he must deny himself and take up his cross daily and follow him."

Gospel Boxes

SMALL BLACK BOX

(place in front of you, open end down)

This box represents the dark side of who we are. It represents the sin in our lives. Sin is a word that you don't hear often because people don't like to talk about their sinful nature. (Put the box behind your back.) Some people will pretend that it doesn't even exist and they don't want to look at it. (Bring it back in front.) But regardless of how we want to look at the things that we do wrong, God calls it sin.

RED BOX

(cover black box)

God created us with a free will and He had a plan for us from the beginning. Our sinful nature would be covered by the blood of His Son, Jesus Christ. This occurred 2000 years ago when Christ was crucified on the cross and His blood was shed. And yet this covering is still available today when people come into a relationship with Christ by acknowledging belief through a simple prayer:

Dear God,

I'm sorry for the sins I have committed against You and others. (Repentance)

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Thank you for dying on the cross for my sins.
Please come into my life and be the Lord of my life.
Amen. (Luke 15:10)

WHITE BOX

(continue covering previous box)

This box represents the washing of our sins and the cleansing of believers. Isaiah 1:18 says, "Come now, and let us reason together, says the Lord. Though your sins be as scarlet, they shall be as white as snow; though they be red like crimson, they shall be as wool." When God looks upon believers He sees the purity of Christ instead of the dark, nastiness of sins.

GOLD BOX

Gold is precious---and the promises of God in His Word, the Bible, are His precious gift to us. Here are two of the many promises in the Scripture: Jeremiah 33:3 "Call to me, and I will answer you, and show you great and mighty things, which you know not." 2 Corinthians 5:17 "If anyone is in Christ, he is a new creation, the old things passed away and behold, new things have come."

GREEN BOX

The green reminds us of grass which in turn makes us think of "growing." As believers we need to grow spiritually by developing a relationship with God through prayer, Bible study and worship. As we begin to walk in these new ways we are learning about, our love for God and others grows.

PURPLE BOX

Purple is the color of royalty. When our Father is King of Kings, we become princes and princesses. We are in the family of God: a royal family.

PURPLE LID

The 7th piece represents wholeness and being sealed with the Holy Spirit who empowers us.



Movies

Camp is a time to get away from electronic devices. It is recommended that no movies are watched while at camp. If the opportunity arises for a movie no movie above PG should be viewed by a camper at any time.

Rainy Day Freetime Plans

Activities will be set up in the Dining Hall if weather prevents campers from participating in regular free time activities. Board Games will be provided. Gym will host activities and the game room and candy shop will be open. Lifeguards and recreation aide will join the counselors in facilitating these activities.

Second Mile Closet

The 2nd Mile Closet has been established to help facilitate the needs of campers and staff while at camp. Items have been placed in the closet from collected donations and supplies with the understanding that it is ok if they are not returned to camp. All items can be used while at camp or kept by the recipient. Our goal is to supply the closet with all items that the camper might need:

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- Comfort items stuffed animals, flashlights, journals, pens and bibles
- Linens including blankets, sheets, pillows towels
- Hygiene and sanitary items
- Clothing including underwear socks shoes and swimwear
- Luggage

Second Mile Laundry Procedure

When Campers Do Not Want to Take Linens Home:

1. Place Items in Cabin Laundry Basket:
 - Ensure all items are free of trash or personal items.
2. Turn in to the Youth Department:
 - At the end of the camp week, bring the laundry to the Youth Department Office or designated collection point. Youth Department staff will ensure the items are washed, sanitized, and returned to the Second Mile Closet for future use.

Second Mile Critters

As part of our camp experience, we are excited to have chickens and rabbits on site this summer! These animals offer fun and educational opportunities for campers, but it's important we follow safety guidelines to ensure the well-being of both campers and animals.

General Guidelines for All Animal Interactions

- Supervision Required: Campers must be supervised by a staff member when interacting with animals—no unsupervised contact.
- Gentle Touch Only: Teach campers to use calm voices and slow movements. No chasing, poking, or picking up animals without staff permission.
- One Camper at a Time: Only 1–2 campers should interact with an animal at once to prevent stress to the animal.

- Wash Hands: Campers and staff must wash or sanitize hands immediately after handling animals or being in the animal area.
- No Food or Drinks: Do not bring snacks or drinks into the animal area. Animals should not be fed without staff direction.

Chicken Safety Tips

- No Picking Up Without Permission: Use both hands to support the body.
- Close Coop Doors: Keep coop gates or doors closed at all times to prevent escapes.
- Stay Calm: Chickens are easily startled. Loud noises or quick movements should be avoided.
- Footwear: Encourage campers to wear closed-toe shoes in the chicken area.

Rabbit Safety Tips

- Support the Body: If holding a rabbit, support both the front and back legs to make the rabbit feel secure.
- Quiet Zone: Rabbits are sensitive to sound. Keep the area quiet and calm during interactions.
- Limit Handling Time: To prevent stress, limit rabbit-holding sessions to just a few minutes per camper.
- Let Them Come to You: Rabbits are prey animals—encourage campers to sit still and let rabbits approach them.

Reporting & Cleanliness

- Report any animal bites, scratches, or signs of illness (in animals or campers) to the Healthcare Director immediately.
- Animal areas should be checked daily for cleanliness. Animal waste must be handled under the supervision of trained staff using gloves.
- Campers can clean cages or coops while supervised or during a structured activity with proper hygiene and gloves.

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Bringing animals like chickens and rabbits to camp supports our Second Mile Initiative in the following ways:

Emotional Well-Being

- Animals offer comfort and calm, especially to campers who may be anxious or homesick.
- Gentle interaction with animals can lower stress and boost mood, helping campers feel safe and emotionally supported.

Showing Love Through Actions

- Teaching campers how to care for animals responsibly models compassion, patience, and stewardship—ways we can show love through what we do, not just what we say.

Promoting Healthy Habits & Growth

- Structured animal care routines encourage responsibility, mindfulness, and gentleness—habits that support personal growth and respect for living things.

Sharing the Light of Christ

- Campers learn that even the smallest creatures matter to God (Matthew 10:29), which reinforces the idea that *they* matter deeply too.
- This program opens the door for conversations about creation, kindness, and God's care for all life.

Transportation

Camper Drop off and Registration

Registration and check-in is held on the lawn in front of the Oak Room between 2 p.m. and 3:30 p.m. on the opening day of camp. Campers will turn in all medication and money during registration. After campers are checked-in their parents can help them get settled into their cabins and drop off their luggage.

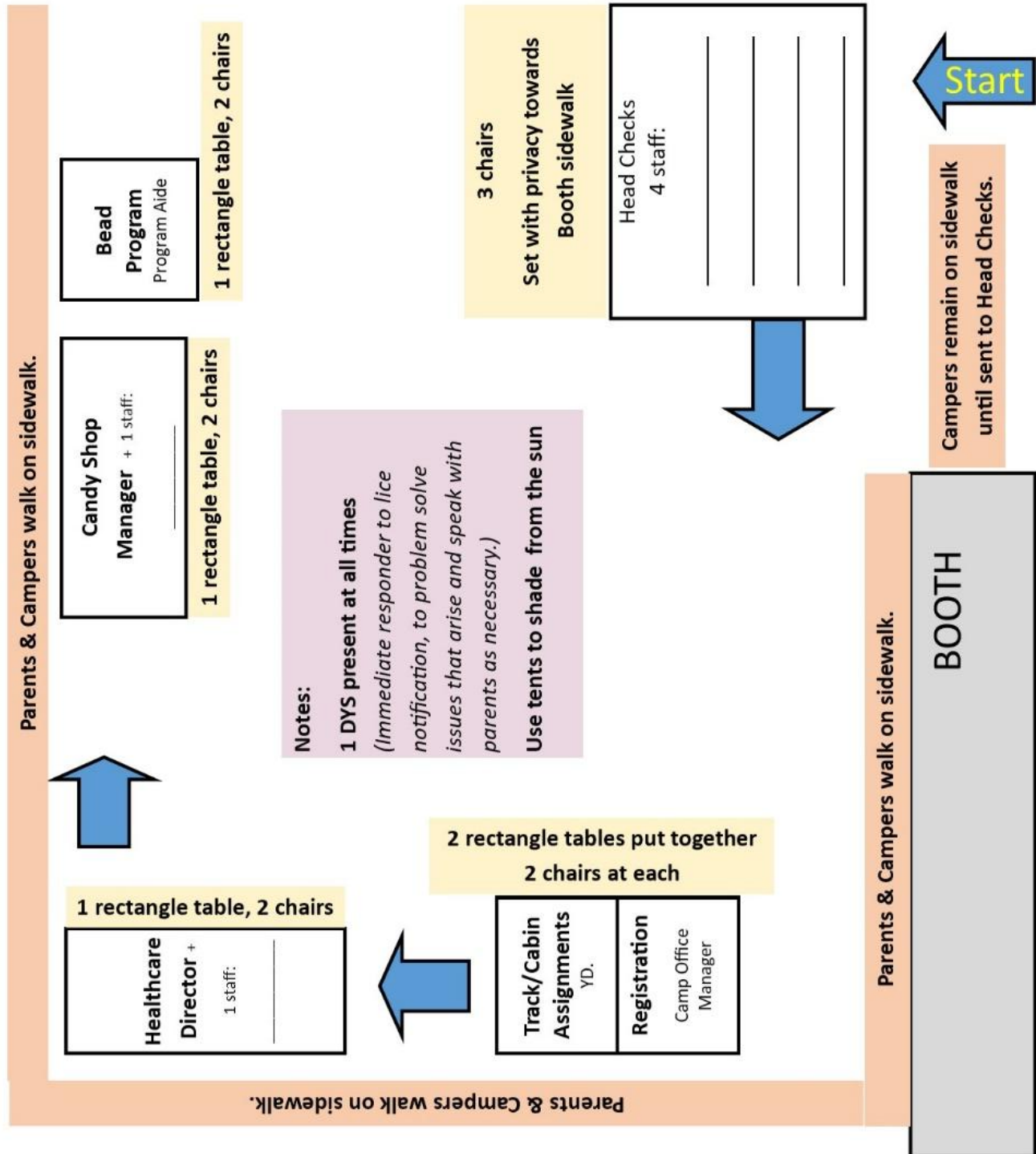
Camper Pick-Up

Pickup will begin at 10am on the last day of camp. When parents enter camp, they will stop in front of the main office and a staff member will get their name and their camper's name(s) and direct them where to go. Two staff will be assigned to hand back any medications that were turned in, as well as leftover Candy Shop money. Parents will pick up campers at the cabins. No camper will leave campgrounds until they have been released by the cabin counselor. Cabins will be cleaned prior to leaving camp, and campers will be checked out of their cabins at that time. Please make sure that your campers have collected all their belongings before leaving camp. Once campers leave camp, it is difficult to retrieve lost items. All lost and found will be collected and taken to a central location for cleaning and storing. If a camper's personal items have been confiscated by staff (i.e., cell phone) make sure these are retrieved before the camper departs camp.



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Registration Setup



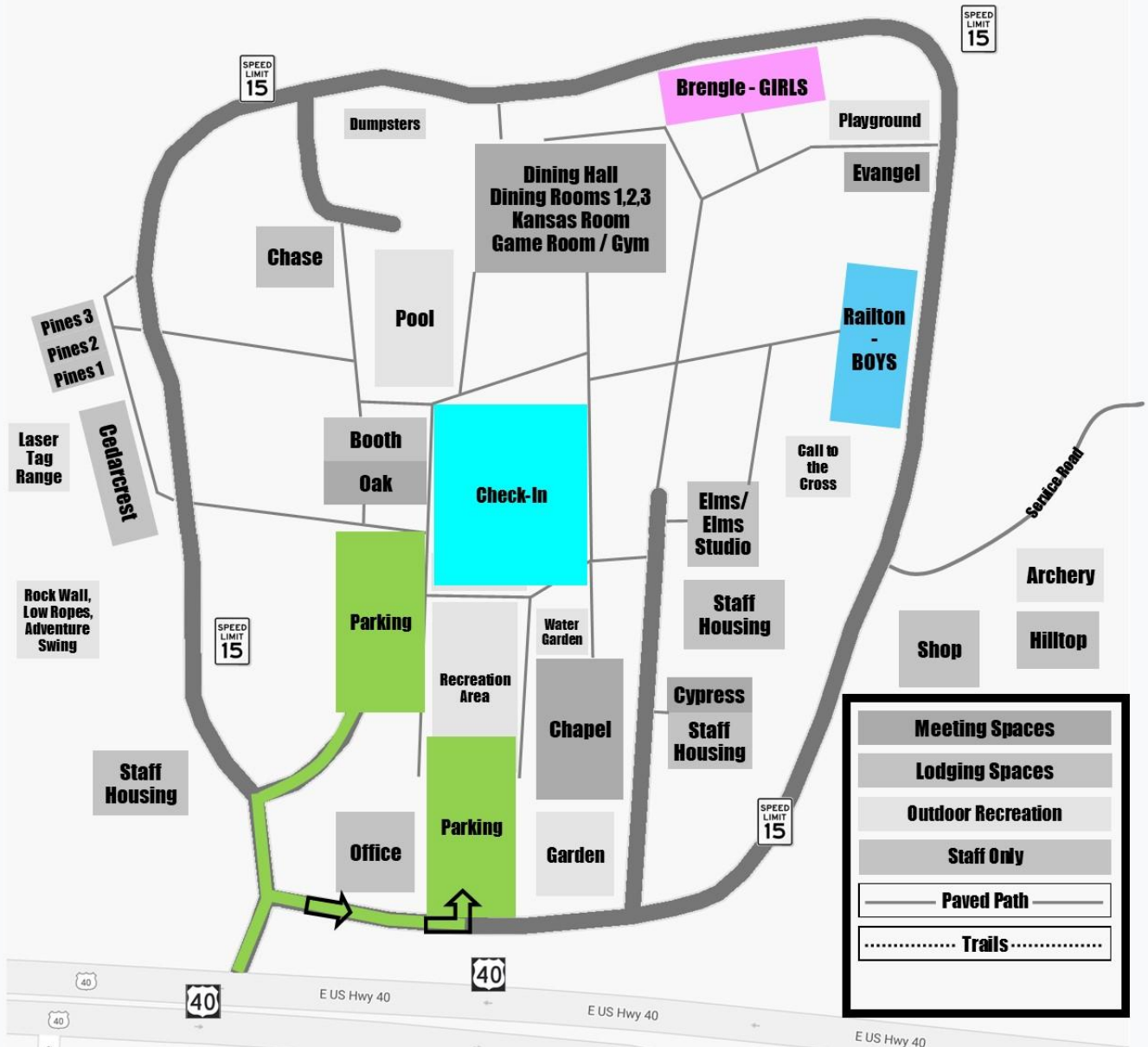


Parent drop-off is 2:30pm-2:50pm.

Check-in ends at 3:30pm.

If you will not be able to arrive before 3:30pm, please call our Youth Department at 816-350-0053 to make arrangements.

With increased Camper attendance this summer, please be patient with our staff and expect longer wait times.



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Camper check-out will begin at 10:00am

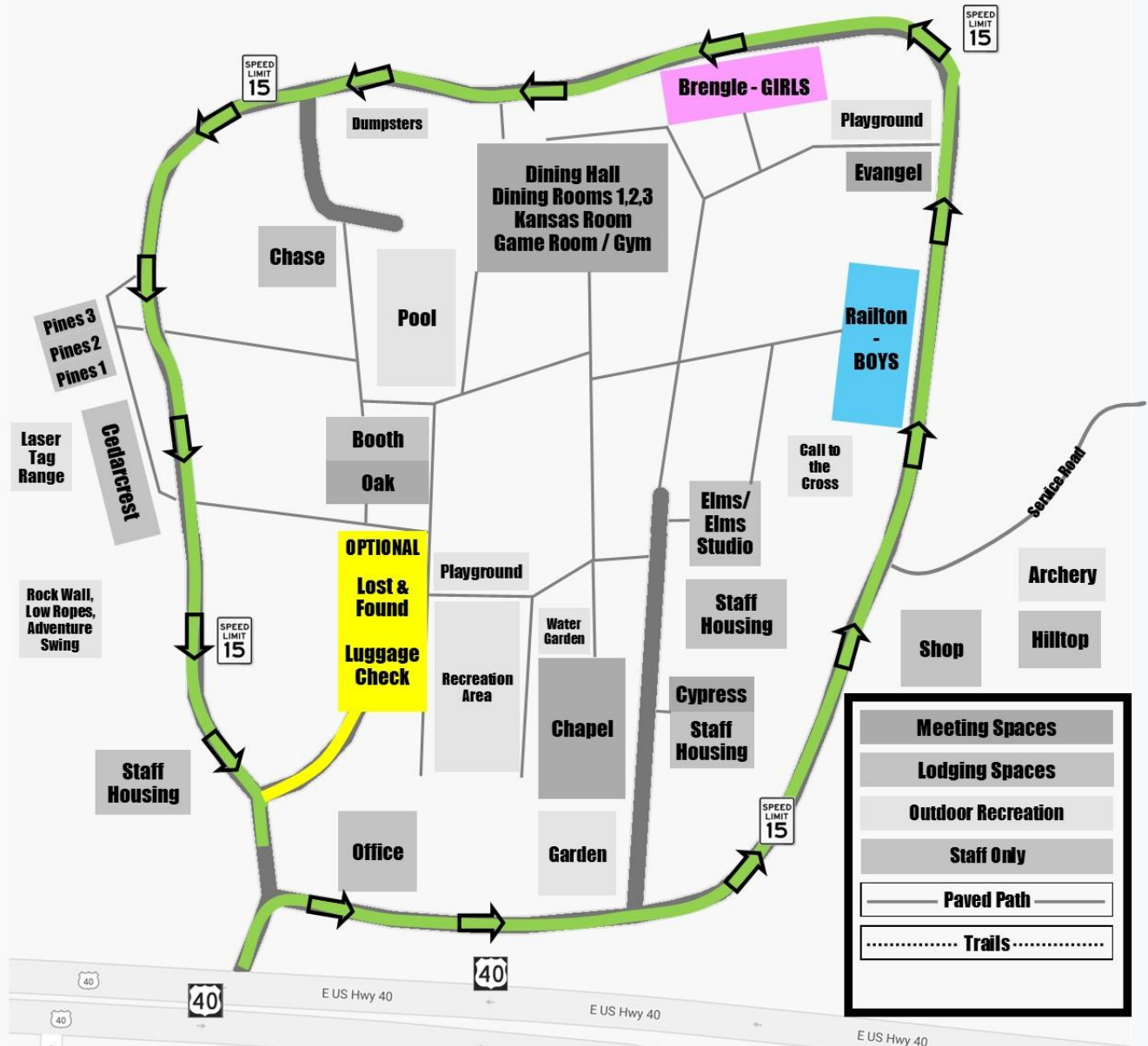
Please bring a photo ID with you.

If someone other than a parent or emergency contact will be picking up your camper, you must notify us by 4pm on the last full day of camp to prevent any delays.

If a person is not a parent or listed on the emergency contacts or as an alternate pickup that we have been notified of, they will be asked to pull to the side so we can contact parents to get approval for that person to pick up the camper. Please reply to this email, or call our Youth Department at 816-350-0053 to let us know of the pick-up change.

With increased Camper attendance this summer, please be patient with our staff and expect longer wait times.

Luggage Check & Lost & Found - If you would like to check your camper's luggage, or check through our Lost & Found, before exiting camp, please turn into the Oak Room parking lot marked in yellow below and park in an available spot.



What is Gaga?

You know that everyone's going gaga over gaga. But what is it? Here's the 101 on how to play gaga ball:

Gaga is a fast paced, high energy sport played in an octagonal pit. The more players the better! Dubbed a kinder gentler version of dodge ball, the game is played with a soft foam ball, and combines the skills of dodging, striking, running, and jumping, while trying to hit opponents with a ball below the knees. Players need to keep moving to avoid getting hit by the ball. Fun and easy, everyone gets a serious workout.

Easily addictive, people can't wait to get back in the pit. The games move quickly...after a few short minutes, the action heats up with a second ball, sure to get even the best players out within minutes. Once the game ends, everyone is back in for the next round.

Rules of Gaga Ball

It's super simple. Basically, we throw a bunch of players and a ball in a pit. Turn up the music, everyone for him/herself; if the ball touches you below the knee, you're out. The last one in the pit wins. Then, everyone hops back in for the next round. Games last no more than five minutes. It's fast, it's sweaty and it's really addictive. As soon as you get out, you can't wait to hop back in. That's why they're all talking about it!

The official game rules of The Gaga Center:

- All players start with one hand touching a wall of the pit.
- The game begins with a referee throwing the ball into the center of the pit.
- When the ball enters the pit, the players scream 'GA' for the first two bounces, and 'GO' on the third bounce, after which the ball is in action.
- Once the ball is in play, any player can hit the ball with their hands only, and may not carry or throw the ball - it must be punched with open hand or fist.
- If a ball touches a player below the knee (even if the player hits himself or herself) he or she is out and leaves the pit. If a player is hit above the knees, the play continues.
- Any player who is touched by the ball either directly or by a rebound off the wall is "out", then must step out of the pit.
- If a ball is caught on a fly, the player who hit the ball is out.
- If the ball goes out of the Ga-ga court, the last player to touch the ball is eliminated. 8. If a player catches the ball before it bounces, the player who had the last contact with the ball is eliminated.
- Once the player hits the ball, he or she must wait until the ball touches someone else before hitting it again (no double touches).
- Using the walls of the octagon to aid in jumping is legal as long as the player does not permanently sit on the ledge of the octagon.
- Players cannot hold the ball.

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- If needed, a second ball can be thrown in the pit to expedite the end of the game. The last player standing is the winner of that round.
- If there are only two players remaining, a player may hit the ball up to 3 times in a row. The ball is “rejuvenated” by contact with the wall, and the hit count resets.

Some Ga-Ga games are designed to be team efforts, although the sport is traditionally a one-against-all competition. Teaming, or intentional passing of the ball to other players, is allowed only at the discretion of the referee and must be specified in advance of play.

There are plenty of variations of the rules, and like 4-square, you can certainly make your own house rules! Have fun and be creative!





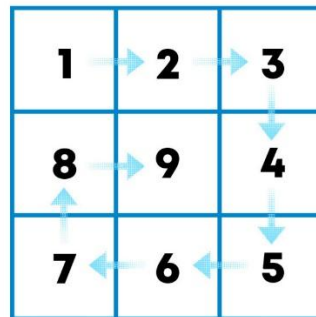
SQUARE IN THE AIR®

OFFICIAL RULES

OBJECTIVE OF THE GAME:

Advance through the 9 squares of the game to the center square and remain there for as long as possible.

Extra players wait in a line here to enter the game.



BASIC GAME PLAY:

The player in the center square serves the ball to any other square. The player receiving the ball must hit the ball out the top of their square and into another square. Each player is allowed to hit the ball only once per turn. Play continues in this manner until someone is eliminated.

Players can be eliminated if:

- ▶ They fail to return the ball to another player's square.
- ▶ They hit the ball outside the entire game structure.
- ▶ They double hit the ball.
- ▶ They touch the game structure during play. (This rule is optional during free play.)

The player who is eliminated will exit the game and get in line and wait to re-enter the game. The remaining players will advance forward in a clockwise manner to fill the empty square, and a new player will enter square one. Once the 9 squares are filled, the center player serves the ball to start the next play.



DETERMINING THE WINNER:

FREE PLAY: During free play, there is no need to keep track of points. Players simply enjoy the fun of trying to get to the center square and remaining there as long as possible. Free play can last for hours and players have the freedom to come and go, new players may join the game whenever they choose. Everyone gets a chance to feel like a winner with free play, if they make it to the center square.

COMPETITIVE PLAY: With competitive play, the player in the center square receives a point each time another player is eliminated. Before the game begins determine if the game will end when a player:

- 1.) reaches a set amount of points (9 points for example).
- 2.) earns the most points in a set amount of time (9 minutes for example).

ADVANCED RULES:

▶ **A LEGAL SERVE:**

The player in the center square serves with both feet on the ground. The ball must be struck, not thrown, and it must have an upward trajectory when it leaves the center square.

▶ **THE JERK RULE:**

The perimeter of your square has an invisible plane that extends toward the sky. If a player in a neighboring square has not yet struck the ball that is in their square, you cannot break the plane of their square. Once a player touches the ball in their square you may break the plane of their square and reach over to attack or block the ball. Also, once the ball breaks the plane of your square, it can be attacked or blocked. This rule can be summarized as the “Jerk Rule.” Don’t be a jerk! Don’t invade other’s squares until they have a fair chance to play the ball.

▶ **A REBOUND SHOT:**

What if you hit the ball and it hits a bar outside of your square, but rebounds to your square without being touched by another player?

You are eliminated.

Why? If you were to hit the ball again, it would be considered a double hit, which results in elimination. Remember, players must hit the ball out of their square and “into” another person’s square to remain in the game. If the ball rebounds and returns to your square, that means it didn’t fall into an opponent’s square.

▶ **JOUST:**

What happens if two player make contact with the ball above the bars and the ball is held between them? Just like in volleyball, this is considered a joust, and play continues resulting in the ball falling into one square or the other. The player will have one hit to return the ball to another square if the ball falls into their square after a joust.



ADVANCED RULES CONTINUED:

▶ BLOCKING AN ATTACK:

The block does not count as the players “one hit” as long as the player’s hands were above the top of the bar during the block. If their hands were not above the bar, it is not considered a block, and would count as their one hit.

▶ HEAD SHOTS:

If the ball strikes any part of your body and leaves your square, that is a legal hit. If the ball then enters another square, play continues. If the ball exits the entire game structure after hitting you, and you are the last person to touch the ball, then you are eliminated.

▶ CATCH, CARRY, OR HOLD:

A player may not catch, carry, or hold the ball when making a play. A “hit” is considered brief, quick contact with the ball with one hand, 2 hands simultaneously, or any other part of their body.

▶ LAST TOUCH:

If a ball is hit outside the entire game structure, the person who was the last to touch the ball is eliminated.

▶ HOUSE RULES:

Enjoy the freedom of creating your own “house rules” or modifying the rules listed above. To ensure a fun playing environment for all, make sure everyone knows the rules your groups uses.