

West Texas District

Kids Camp July 13-17

Arrowhead Camp – Glen Rose, TX

ACTIVATE

kid\$ camp 26



Church Leader's Packet

ACTIVATE kids camp; what you can expect!

- Church kids stay together in their dorm rooms and travel together as a group while at camp. They are also traveling with other churches, usually from their zone.
- Camp schedules from past years are posted on our district website for you to review. We do update them some each year, but these could give you an idea of what to expect. Schedules are emailed out as soon as they are finalized to all church leaders that have children attending camp.
- We travel as colored teams – Red, Yellow, Blue and Green. We work hard to let churches know what colored team they will be on a few days before camp. We cannot finalize those teams until registrations are complete. You are welcome to use those colors to have your campers wear fun shirts, bandanas or other simple items to represent their colors. Some churches gather a couple simple items prior to camp in the different colors so they have a little something fun for their kids.
- The camp opens their snack shack and gift shop each day for the campers to purchase items. We encourage parents to send around \$20 per camper in smaller bills for them to use at the snack shack or gift shop. Counselors will keep their camper's money during the week if needed.
- Service schedule – Monday evening we introduce our theme, prayer stations and worship songs for the week. Tuesday, Wednesday and Thursday nights we have leaders from across our district share based on our theme for the week. Please invite your families and church to join us in praying for your campers especially during these service times.
- Missions - Each morning we open our day with our Missions service learning about how the Lord is using missionaries across our globe to share truth with different people groups.
- Activities – Each day we rotate through various games, crafts and prayer station opportunities. Our camp staff works hard to help our camp theme weave through many of the other activities during the week.
- Late Nights – Each night we have a fun activity planned after our chapel worship services. Juniors have an activity every night, Primary campers are invited to go to a couple during the week but not required.
- Chapel Services – Each night as we gather for worship we seek the Lord, press into Him in prayer and dig into His Word. We give our campers opportunities to respond in creative ways including our altars nightly. We seek salvation, sanctification and the Lord's calling at our children's camp. The Lord loves His children, and we desire to give them a powerful week with Him!

The SCOOP!

(Details are explained more fully in this packet)

WHERE: Arrowhead Camp & Retreat Center
5236 N. FM 199 Cleburne, TX 76033

Arrowhead Camp is located 4.4 miles north on FM 199 off of Hwy. 67,
between Cleburne and Glen Rose.

WHEN: Kids Camp July 13-17, 2026

COSTS:

- **EARLY BIRD = \$275 check / \$284 debit or credit card** Registered May 15
- **REGULAR = \$330 check / \$340 debit or credit card** Registered June 13
- **AFTER June 13 + \$75 Late Fee** (*requires pre-approval*)
- **COUNSELORS & INTERNS = \$150 per worker** Registered by June 13
- **CREW = \$100 per member** (If invited to be a part of the team after the application process.) Registered by June 13

Important Information:

- Payment for camp is preferred when your kids register online. Any payments made after registration will be at the rate that is current at the time payment is received.
- All fees are non-refundable but transferable.
- **NEW 2026 – Fees can be paid by check. ALL Debit and Credit Card payments will include the processing fees. See breakdown above.**
- Walk up registrations will be accepted on a first come first serve basis according to counselor and room availability.
- **Children with physical and emotional needs** (seizures, asthma, special needs, etc.) require extra attention. Please explain any and all needs on the registration form. As an additional safeguard please communicate with our camp registrar by email or phone directly of these needs. Counselors from their home church are required to help make these campers experience as safe as possible.
- **Food Allergies and Special Diets.** Beginning in 2025 there will be a \$1.50 per meal charge for anyone needing gluten or dairy free meals. This equals \$16.50 for the week of camp and will need to be paid when you check in on Monday of camp.
- Camp staff cannot provide transportation to or from the camp for any children. Church leaders will need to make all prior travel arrangements for their campers.
- **If a church is sending children for both tracks (primary 1st-3rd / junior 4th-6th), and or genders, they need to send counselors to cover both age tracks and genders.**
- **Health Form & Pastoral Recommendations in Google Docs** - Links will be emailed

Counselors / Teen Jr. Counselors / CREW / Staff:

1. Age requirements: Counselors - 18yrs. Teen Jr. Counselors & CREW - 16yrs.
2. CREW members must complete an application process and be invited to register.
3. ALL leaders must register online by the deadline date of June 13.
4. In addition to registration, each of the following must be emailed or completed via Google Doc to the camp registrar, Renae Fowler.
 - Pastoral Recommendation - Google Doc option
 - MinistrySafe certificate - valid for 2 years
 - Background check - valid for 1 year

CAMPER (& LEADER) PACKING LIST:

- BIBLE
- Sleeping bag or bedding for a twin sized bed and pillow - **Leaders:** you may have a queen-sized bed in your room - it is not guaranteed but come prepared.
- Tennis shoes (especially for hiking and game times or daily challenges)
- Bath items: shampoo, soap, toothpaste/toothbrush, deodorant etc. Suggested: Please put ALL items for the bathroom in a separate bag to carry between their luggage and the sink counter, a large Ziploc works great.
- Bath towel and washcloth
- Swimsuit, towel, and sunscreen - no 2-piece swimsuits or make sure you bring a cover up if your child wears a bikini. Tankini's work well.
- Play clothes: shorts, t-shirts, etc. (Keep in mind that we get dirty and sometimes clothes get lost or stained. Please also remember that this is a church camp and all children need to be dressed appropriately - no spaghetti straps, make sure all shorts are the proper length, etc.)
- Chapel clothes - clean clothes for chapel each evening (Please don't send super dressy clothes.)
 - Boys - clean shirts, shorts or jeans
 - Girls - clean shirts, shorts, jeans, or summer dresses
- Snack Shack money - The snack shack will be open each day. There is also a gift shop with t-shirts, small toys, etc. Please send smaller bills for the snack shack and gift shop.
- Refillable Water Bottle - labeled with your name on it. We have a water station that we will be using.
- Extra items suggested by counselors over the years: Clock, bug spray, cup, night light, extra towel for bathmat, water cooler for rooms without bathrooms.

SPECIAL NOTE TO PARENTS:

MAIL – In an effort to improve on communication problems that can occur due to homesickness, we want to encourage parents to send mail to their children. We suggest that you mail cards a week prior to the opening of camp so that they begin receiving them on day one. This link to you will help your child feel more secure and be able to stay focused on the activities and fun especially designed for them. Your child will not receive any mail that arrives after the closing day of camp.

Camp Address: **Arrowhead Camp & Retreat Center**
5236 N. FM 199
Cleburne, TX 76033

EMAIL your camper!

Send to campermail@arrowheadcamp.org

- Place your camper's first and last name, as printed on their registration form, in the subject line. An email with a blank subject line will not be delivered.
- Write your message.
- **Please do not send emails prior to camper's arrival.** Emails will be delivered any day your camper is on the campground **except** the last day of camp.
- Email will be checked twice daily and delivered to camp directors except for the last day of camp.

Phone – THERE IS NO PHONE available for your child to call home. The pastor at the church sponsoring your child has the phone number to Arrowhead Camp for emergency use only. All cell phones brought by campers will be turned in to their counselors and used on an as needed basis. If you have any questions about this policy, please call Jennifer Sommers at 817.919.8078.

Travel & Visits– The West Texas ACTIVATE kids camp staff are not responsible or able to drive campers to or from camp. If a need arises and churches want to help each other get kids to or from camp, ALL of these arrangements must be made between the church leaders prior to the week of camp. Kids Camp is a closed camp, parents are not permitted to come and visit except for very rare situations and only with permission from the WTX Kids Camp Directors. Example - medical or family emergencies, etc.

IMPORTANT Church Leader's Note

If you are in charge of getting children and leaders to camp please read carefully!

Background Checks - renewed every year

TEXAS STATE LAW *requires* us to have a yearly background check on each teen and adult leader at camp. We will work with you to help you accomplish this task, but each church will be responsible for doing this check on each of your Counselors, Teen Jr. Counselors, CREW or Staff members.

Procedures for conducting background checks are as follow

1. Enter the web site address:
<https://publicsite.dps.texas.gov/DpsWebsite/CriminalHistory/>
2. Look on the left side and select **New Account**.
3. Read thru the information and follow the steps to set up your user account. This is where you create your user ID and password. Write this down and put it in a secure place for the next time.
4. Sign in; on the left side click on **Criminal History**, click on **Purchase Credits** and buy credits to do your search. You will need 1 credit for each search performed. The cost of each credit is approximately \$3.00. There is a handling charge each time you buy credits.
5. Follow instructions to purchase credits; print receipt.
6. After purchasing credits, click on **BACK** at the top left of the page and go to the left side of the page under **Criminal History**; click on **search under criminal history** and read the **Web-site Caveats**, then click on the **agree to terms** line.
7. Type in data for the 1st person being searched.
8. Print the information received. Your information should have the 'Texas Department of Public Safety' symbol at the top.
9. Mail or email background checks to Renae Fowler.
Renae Fowler 401 Brasenose St. Crowley, TX 76036
#817.939.3960 or rfowler@trainingdepot.org
10. If you are searching another person, go to the top, click on search, and follow the above procedures again.

Pastoral Recommendations

These **Pastoral Recommendations** are required to serve at kid's camp. These recommendations are very crucial and we appreciate you taking them seriously. We do not know your people and are relying on your honest and truthful recommendation of your people to help keep our kids safe at camp. If you wouldn't invite them to watch your personal children, please do not send them to camp. Pastoral Recommendations can be completed as a Google Doc.

Emailing Forms & Google Docs

We are asking Counselors, Teen Jr. Counselors, CREW and Staff members to **email** their current **MinistrySafe certificates and background checks** when they register online. Take time to review our **Health Form in Google Docs**, includes temperature checks, Wellness question, lice checks and pastoral recommendations.



MINISTRYSAFE

CHILD SEXUAL ABUSE AWARENESS TRAINING

ALL Camp Counselors and Staff must have a completed examination and certificate on file with Renae Fowler

What is MinistrySafe?	The child sexual abuse training program used by the West Texas District Kid's Camp for all of their camp sponsors and leaders
How do I get trained?	Send your email address and church you will be attending camp with to Renae Fowler or Jennifer Sommers (contact information below)
How often do I need to be trained?	Your certificate must be updated every two years
How much does the training cost?	\$8 for each person being trained. Churches will be billed for these trainings.
Where do I get trained?	The training is done online and Renae or Jennifer will send you the link via email.
How do I send my certificate?	Email or mail your MinistrySafe certificate to Renae Fowler when you register online to be a camp sponsor. Renae Fowler 401 Brasenose St. Crowley, TX 76036
Questions:	Contact: Renae Fowler 817.939.3960 rfowler@trainingdepot.org or Jennifer Sommers 817.919.8078 jsommers@gen-church.org

Training Information:

This training is approved by the Texas Department of State Health Services for purposes of satisfying the requirements of the Texas Youth Camp Act. Certificates of Completion are required for all youth camp staff and volunteers. Training Course Approval No. YC06-0034.

Pastoral Recommendation

Please complete the ENTIRE portion of this application. This will be kept in strictest confidence. Texas State Law requires us to have a recommendation and a background check for each teen and adult camp leader on file. If you have a person applying that you do not recommend, it is the responsibility of the church to make sure that person is informed. Any person that is not recommended by their pastor will be referred to their church. WTX Children's Camp is not a spiritual training time for adults or teens, but is a week of dedicated Christian workers training our children. If you feel there is nothing to explain, you may leave that blank. Please consider this application seriously and prayerfully. Thank you! (Digital version available)

Applicant Name (print first and last name) _____ Church _____

Does applicant attend church regularly and are they an active member of your church? Yes _____ No _____

Explain _____

How long has applicant been an active member of your church? _____

Do you know what their family life is like? Have you seen any concerns that might involve sexual or physical abuse? _____

What experience does the applicant have in working with the children of your church?

Explain _____

Does the applicant relate well to children?

Explain _____

Does the applicant have any habits that would be undesirable at a Christian Children's Camp such as smoking, tobacco, e-cigarettes, vaping, alcohol, or anything else? Explain _____

Do you have any red flags considering this applicant for the position of Counselor, Teen Jr. Counselor, CREW Member, or Camp Staff at Children's Camp? Yes _____ No _____

Explain _____

Does the applicant have the physical capabilities to keep up with the children during all of the strenuous activities of camp such as hiking, climbing, swimming, etc.? Yes _____ No _____ Explain _____

DO YOU AS A PASTOR RECOMMEND THE APPLICANT FOR THIS POSITION AS A LEADER AT CHILDREN'S CAMP?

Yes _____ No _____

Please write a brief summary explaining why you do or do not recommend the applicant for this position.

Pastor's Signature _____ Date _____

Thank you for your time and careful consideration of this applicant. The quality of counselors is extremely important and we greatly appreciate your help in this matter.

Please mail recommendations to:

Renae Fowler 401 Brasenose St. Crowley, TX 76036 Home Phone: #817.939.3960

COUNSELORS, Teen Jr. Counselors, CREW & Staff MEMBERS

REGISTER @ www.westexnaz.org

ACTIVATE kids camp – July 13-17
Deadline for registering is June 13!

Mail Fees:

Candace Clem
5437 46th Street
Lubbock, TX 79414

Mail Forms:

Renaë Fowler
401 Brasenose St.
Crowley, TX 76036

- **CREW members.** Beginning in 2025 any teens or young adults wanting to serve on the WTX Kids Camp CREW will need to complete an application process.
 - Application will include a children or youth leaders' reference. DUE May 15
 - CREW members selected will be notified by May 25
 - Register online by June 13. Fee = \$100. Paid by the church they attend.
- **TEEN Jr. COUNSELORS.** We will be updating our expectations for any students that are wanting to serve as Teen Jr. Counselors for ACTIVATE. Church Leaders, we will be asking for a recommendation from you and expecting you to communicate these new expectations with your Teen Jr. Counselor before they arrive at camp. All of this will be discussed on our Church Leaders Zoom meetings and via email leading up to camp.
- **ROOMING CHANGES.** Changes are coming to the number of adults that will be required in each dorm room. We are also updating our policy for churches bringing counselors to camp.
 - If your church brings **4 or more students of the same gender** to camp, you are required to provide that same gender adult as their counselor with them or those students will not be able to attend.
 - If your church has **under 4 students of the same gender** coming to camp, you are still encouraged to send an adult of the same gender as their counselor, however you are permitted to work with other churches on your zone to find an adult counselor or the same gender if one from your church cannot be provided. If you work with other churches to find adult counselors, **you are required to complete a special rooming form** that will be due to our camp registrar no later than June 15th. This is to ensure that each student has an assigned sponsor (of the same gender) during camp, for both the safety of our campers and sponsors.
 - All of this will be discussed on our Church Leaders Zoom meetings and via email leading up to camp.

Counselor, Teen Jr. Counselors, CREW & Staff Requirements:

- Counselors - must be at least 18 years old. Teen junior counselors and CREW members – 16 years old.
- **Paperwork required for each Counselor, Teen Jr. Counselor, CREW & Staff member:**
 - Completed MinistrySafe training certificate - every two years
 - Background Check - every year
 - Pastor recommendation
- All counselors, Teen Jr. counselors, CREW & Staff members must be physically strong enough to participate in all outside activities such as walking, hiking, climbing, swimming, etc.
- **Costs for Counselors, Teen Jr. Counselors, CREW & Staff members:**
 - Churches, we need your help! Send \$150 for each counselor, Teen Jr. Counselor & staff member.
 - CREW member fees are \$100 for the week.
 - If a church sends more than 1 counselor per 5-7 children they will be charged full price for that counselor unless they work with another church on their zone to provide counselors for them. That church will then cover that counselors' costs

THE “CREW” JOB DESCRIPTION

1. Be prepared to be a SERVANT OF CHRIST. All CREW members must be 16 years old. The CREW will be expected to come as an older role model for campers.
2. Be prepared to fulfill a variety of support staff positions. Including but not limited to: dining hall duties, activity helper/leader, giving counselors breaks during the day, spiritual helpers/leaders for specific activities, “gopher” for directors/staff, sitting with churches during services, etc.
3. Be prepared to joyfully participate in all assigned activities with our camp staff. Be prepared to serve and fulfill the unique needs that their specific areas require with a positive attitude and a servant heart. Have the attitude of “see a need - fill a need” whenever possible. But be prepared to double check with the camp staff to make sure it is what they need. Treat our camp staff with respect and seek to be a blessing to them as you serve alongside them throughout the week.
4. Be prepared to attend all daily CREW meetings and wear your CREW shirt each day while serving. CREW shirts are provided for you to borrow for the week.
5. Be prepared to help with set up and clean-up of all areas of camp whether you serve at them or not.
6. Be prepared spiritually to pray with each other and for campers when the Lord asks.
7. Be prepared to stay in your room after the late-night break. Usually around midnight each night.
8. Attend the CREW Zoom meeting and watch any and all training videos before camp.
9. Be prepared to follow all MinistrySafe guidelines and expectations for our camp. Have a current MinistrySafe certificate and background check on file with our camp registrar.
10. Serving on the kids camp CREW is not like serving at VBS. You will serve each day from about 7:00am until around midnight or later. The CREW is also phone free while they are serving. Come prepared for this and be prayed and rested up!
11. Be open for all the Holy Spirit may ask of you during this week.

Be praying about how the Lord plans to use you this year at Camp!

CREW member COST - \$100.00

Health Policy

GOOGLE DRIVE DOCUMENTS for 2026

MEDICATIONS (Hardcopy only)

Medication Form for 2026. All campers that bring medications to camp must complete and bring a hard copy of this form with their medications. Please do not send a hand-written note, use the form. Church leaders, we also suggest you pack a plastic shoe box (or larger if needed) sized tub to keep your church's medications in and label it clearly with your church name.

TEMPERATURES (Log in Google Drive)

We are requiring temperature checks for every camper and leader that is attending camp. These temperatures must be taken on July 5, 8, 12 and before arriving at camp. Everyone's temperature will be taken again once they arrive at camp. Please inform your parents and leaders that everyone must be temperature free for 24 hours before they arrive or they will be sent home immediately.

WELLNESS QUESTION (Log in Google Drive)

We ask every camper and leader if they or anyone in their family has tested positive for COVID, FLU or experienced vomiting or diarrhea in the last 5-7 days before arriving at camp. If they answer yes, they will need to contact our camp registrar or directors immediately. All camp participants must be fever or vomit free for 24 hours before attending camp.

LICE (Log in Google Drive and or Hardcopy)

If you choose to use the hardcopy lice form, you must have 1 completed form per person that is coming to camp. This includes: campers and ALL sponsors/leaders.

West Texas Kids Camp will no longer guarantee treatment for children infected with lice.

Mild case (a few nits) - possibly treat but contact parents first - cost = \$35 each

Severe case (head full of nits or eggs/live bugs) - sent home.

*Special Note: Can be invited back once they show proof that they are lice free / WTX Kids Camp Staff determines if they are lice free.

Lice checks must be performed the day before or the first day of camp - July 12 or 13.

We suggest that church leaders provide a medical/school professional to check each child instead of asking parents to check individually. The person checking for lice will be required to sign/initial this form along with the child's parent. With this signature, the parent is accepting financial responsibility for any lice problems their camper experiences while at camp. Churches, you will be expected to pay a \$35 fee for any of your campers that we are able to treat. WTX Kids Camp will require churches to pay for any lice treatment expenses before they leave camp.

If you have any questions about this policy, please contact Jennifer Sommers at 817.919.8078 or jsommers@gen-church.org

Lice Form

One form per camper.

Church Leader's complete this section:

Camper's Name _____

Church Leader & Church Attending with: _____

Today's Date - _____ (must be completed on July 12 or 13, 2026)

Person who checked this camper completes this section:

Person who checked this camper _____

Date this camper was checked - _____

I, _____ (person checking for lice), have completed the above requirement and state that this camper is lice free to the best of my knowledge. I can be reached at this phone number: Cell _____

Parent/Guardian's completes this section:

I, _____ (parent of camper listed above), accept full financial expenditures that may occur as a result of lice being found on my camper. In signing this form, I understand that if my camper is found with a mild case of lice (a few nits) that I will be called to give my permission to treat my child, if the camp staff is able. In signing this form, I understand that if my camper is found with a major or severe case of lice (live bugs or head full of nits/eggs) or if the camp staff is unable to treat a mild case, I will be called to come and pick up my camper. I also understand that my camper is welcome to return to camp once they are lice free. In signing this form, I accept that the camp staff and nurses will make the final decision if my camper is lice free. **Cost will be \$35 per camper** that will need to be paid to the church my camper attends camp with.

I fully understand and agree to the above requirements.

Parent/Guardian Signature _____ Date _____

Church Leaders – NEW 2026

After the tragedy in Kerr County the summer of 2025, the state has passed legislation to protect children and teens that attend overnight camps. This new legislation has added many new requirements for Arrowhead Camp and Retreat Center. Many of these new requirements are being passed on to us as ACTIVATE-kids camp. The changes that will affect your campers and leaders are outlined below.

- FINAL Camp numbers must be turned in to Arrowhead camp managers no later than June 29, we are setting a deadline for registration for June 25. Early Bird registration ends May 15. Regular registration ends June 13. Final registration will end June 25.
- ALL camp paperwork will be due no later than June 25. Our team must turn it in to the Arrowhead camp managers then to Somervell County.
- New Emergency Action Plan must be signed off by parents of every child 18 years and younger that attend camp. We are suggesting you host a meeting with campers, teen Jr. counselors and any CREW members from your church to go over this document and then complete the required forms.
- ALL Camp Paperwork can be sent to both Renae Fowler our WTX Camp Registrar and Jen Sommers our WTX Camp Director. We will be working on this together.
- **DEADLINES – No exceptions. Anyone under 18 will not be able to attend ACTIVATE – kids camp unless their parent has read and completed the Emergency Action Plan (EAP) form and returned it no later than June 25.**

Payment Policies

- NEW Payment policy. Beginning in 2026 we will be collecting the processing fees for debit and credit card payments for all WTX Children's Ministry events and activities. The following camp payments reflect those fees.
 - Early Bird Rate (Due May 15) = \$284 debit/credit card OR \$275 check
 - Regular Rate (Due June 13) = \$340 debit/credit card OR \$330 check
- Church leaders – you can choose to write one big check for your entire group or ask parents to send you a check then you mail them all together. Remember that when checks are postmarked, and debit/credit card payments are made determines the final amounts. For example, camper registers on May 14 but doesn't pay or get their check postmarked until May 16 they now owe the Regular Rate = \$330 check or \$340 debit/credit card.
- ALL Camp Payments are due to Candace Clem our WTX Children's Ministry Treasurer. You can mail payments or contact her about debit/credit card payments after 6pm weekdays.



ARROWHEAD CAMP
— & RETREAT CENTER —

CAMP POLICIES

BIBLICAL STANDARDS

1. This is the Statement of Faith adopted by the global Church of the Nazarene. Each group renting the facility agrees that the program content of their event will not detract from these statements that the Church of the Nazarene holds true:
 - We believe in one God - the Father, Son, and Holy Spirit.
 - We believe that the Old and New Testament Scriptures, given by plenary inspiration, contain all truth necessary to faith and Christian living.
 - We believe that man is born with a fallen nature, and is, therefore, inclined to evil, and that continually.
 - We believe that the finally impenitent are hopelessly and eternally lost.
 - We believe that the atonement through Jesus Christ is for the whole human race; and that whosoever repents and believes on the Lord Jesus Christ is justified and regenerated and saved from the dominion of sin.
 - We believe that believers are to be sanctified wholly, subsequent to regeneration, through faith in the Lord Jesus Christ.
 - We believe that the Holy Spirit bears witness to the new birth, and also to the entire sanctification of believers.
 - We believe that our Lord will return, the dead will be raised, and the final judgment will take place.
2. In alignment with beliefs of the Church of the Nazarene, sleeping rooms may not be shared by unmarried couples (this applies to heterosexual and same-sex couples).
3. Guests must observe modesty of dress compatible with Biblical principles. This applies to clothing and swimwear. Shirt and shoes must be worn in the dining hall.

TEXAS STATE REQUIREMENTS

1. Groups must adhere to Texas State requirements for youth campgrounds as they pertain to the event including but not limited to use of bed linens; provision for basic First Aid personnel, services and supplies; water safety personnel; certified recreational oversight; adult to child supervision ratios; background checks including sex offender status and abuse training for adults. Some State rules apply if children and youth are present without their legal parents or guardians. Please ask for specifics.
 - Children and Youth Camps are CLOSED CAMPS. This means traffic in and out of the campground will be closely monitored and kept to a minimum for security reasons. All persons on the campground are considered part of the camp. Therefore, all adults are subject to background checks and abuse training.
 - Screenings performed by Children and Youth Camp personnel shall be conducted in a manner consistent with Texas State requirements for youth campgrounds and Center for Disease Control guidelines.
2. Groups must adhere to Texas State requirements for no alcohol, tobacco, firearms, fireworks or pets on the campground. Burn ban requirements must be followed.

FACILITY REQUIREMENTS

1. Alcoholic beverages, tobacco, illegal drugs, open-carry firearms and pets are not permitted at Arrowhead Camp & Retreat Center.
2. Buildings will be used as is. Additional equipment needed in each area will be provided as possible. Sound equipment, when provided, is not to be augmented with personal equipment.
3. Grounds and buildings must be kept clean and free of litter daily. Groups are responsible for the cleanup of all buildings prior to departure. Cleanup includes but is not limited to removal of trash, wiping of tables, furniture placed in buildings as found, and sweeping of floors. All cleaning materials will be furnished by Arrowhead Camp & Retreat Center. Please report to the Camp Director any damaged or missing items. Please ask prior to hanging posters, signs or decorations.
4. Upon departure and prior to payment, staff of Arrowhead Camp & Retreat Center will inspect the facilities with event leaders. Event leaders are expected to arrange this inspection with camp management. The final bill will reflect additional charges deemed necessary for excessive cleaning or damage repairs.
5. All groups using the swimming pool must have a certified lifeguard and second responder oversight while using the swimming pool. A second life guard and second responder are to be added for every additional 35 guests or any portion thereof. Specific pool guidelines will be provided to the certified life guard prior to admittance to the pool area.

ADDITIONAL GOVERNING GUIDELINES

1. The group waives any and all claims against West Texas District Church of the Nazarene or any of its boards, committees, or representatives because of personal injury, property damage, or theft which may have occurred on the grounds of Arrowhead Camp & Retreat Center.
2. Proof of liability insurance must be provided to Arrowhead Camp & Retreat Center prior to the group's arrival. Please have insurance carrier name Arrowhead Camp & Retreat Center as an additionally insured party for the duration of the event.
3. Arrowhead Camp & Retreat Center reserves the right to book other groups at the same time of this event and to alter room facilities as needed.
4. All adjustments to any contract must be mutually agreed upon and outlined in a signed contract addendum.



ARROWHEAD CAMP
—& RETREAT CENTER—

Child Abuse Policies and Procedures

We cannot be too careful in the area of sexual, physical or emotional abuse. Even the appearance of wrong or a false allegation can cause irreparable damage to the reputation of the accused. Therefore, all leaders must be cautious in order to avoid doing anything that could be interpreted as sexual, physical, or emotional abuse. Arrowhead Camp & Retreat Center has a “zero tolerance” for abusive behavior.

All employees paid or unpaid and volunteers are required to have a background check every year.

All employees paid or unpaid and volunteers are required to have passed an approved Child Protection Training every 2 years.

Arrowhead Camp & Retreat Center shall not employ paid or unpaid staff members or volunteers if the person has the following types of criminal convictions or deferred adjudications: a misdemeanor or felony under Texas Penal Code, Title 5 (Offenses Against the Person), Title 6 (Offense Against the Family), Chapter 29 (Robbery) of Title 7, Chapter 43 (Public Indecency) or 42.072 (Stalking) of Title 9, 15.031 (Criminal Solicitation of a Minor) of Title 4, 38.17 (Failure to Stop or Report Aggravated Sexual Assault of Child) of Title 8 or any offense under the law of another state or federal law.

Any report of suspected abuse or molestation will be reported to the proper authorities as required by law.

Any paid or unpaid employees accused of abuse will be subject to immediate suspension. If accusations are found to be legitimate, employment will be terminated. Prospective staff and volunteers convicted of abuse or molestation will not be offered employment.

Any accused paid employee shall be put on paid administrative leave. Any accused unpaid employee shall be put on administrative leave. Any accused volunteer, visitor, or camper will be asked to leave the campground.

Arrowhead Camp & Retreat Center prohibits any form of retaliation against any person for filing a complaint under this policy, and shall be prohibited from participating in complaint investigation.

Definition and Effects of Sexual Abuse and Child Molestation

The precise legal definition of child sexual abuse or molestation varies from state to state, but in general includes any form of sexual contact or exploitation in which a minor is being used for the sexual stimulation of the perpetrator.

Child sexual abuse or molestation is criminal behavior that involves minors in sexual behaviors for which they are not personally, socially, and developmentally ready.

Types of Abuse:

- Physical Abuse—includes bodily harm or injury caused by blows or harmful substances, as well as exposure to unreasonable risk of harm or injury.
- Emotional and Psychological Maltreatment—attacks a minor's self-image, often through labels and ridicule
- Neglect—is the failure to provide for a minor's physical, medical, emotional, and safety needs.
- Sexual—can occur through showing and communicating as well as through touching. Not only forced activity, but also permission and persuasion, can be abusive.
- Other types of Abuse—include abandonment and threats of harm

Procedures for Arrowhead Camp & Retreat Center

A. FOR A CHILD ABUSED AT ARROWHEAD CAMP & RETREAT CENTER

1. If child abuse is suspected, the Director, the Group Leader, and the church leader of the persons involved **MUST** be informed at once.
2. To the extent possible, the name of the informant shall be kept confidential.
3. The child should be removed from ALL contact with the accused.
4. The Director, Group Leader and church leader will confront the suspected child abuser.
5. If the above mentioned persons have reason to believe that any child abuse has or will occur, they shall report him/her to the proper authorities.
6. The Director and Group Leader will contact the parents to inform them of the situation.

B. FOR A CHILD ABUSED BEFORE COMING TO ARROWHEAD CAMP & RETREAT CENTER

If child abuse is suspected, either by observation or through confiding in a sponsor, staff member or other leader that he/she has been abused, the following steps should be taken:

1. The sponsor or leader should counsel the child according to the guidelines set forth in "Helping a Victim of Child Abuse" (letter C. below).
2. The sponsor or leader should inform **ONLY** the Director, Group Leader and the Child's church leader of the situation.
3. The Director, Group Leader and the church leader will then follow legal procedures for informing the proper authorities, i.e. the Department of Human Services or the County Sheriff's Department, etc.

C. HELPING A VICTIM OF CHILD ABUSE

After it has been disclosed that a child has been abused, certain steps should be taken to help the child.

- **Listen** — don't panic or overreact. Give the child permission to talk about the abuse to you.
- Listen carefully to everything the child says, and note his/her behavior. Don't fill in words for them. Don't ask leading questions. Have another adult present when you talk to the child.
- **Believe** — never criticize the child or claim that the child has misunderstood what happened. Support the child for disclosing. It is not your responsibility to determine whether the allegation is true. Children seldom lie about abuse.
- **Protect** — Take the child to a private place with either the Director, Group Leader, Health Care Provider, or the child's church leader. Discuss the situation only with these individuals. Try to avoid repeated interviews about the incident. Never promise that everything will be okay. You can promise that you will do what you can.
- **Affirm** - Children who have been victimized may feel sad, angry, fearful, anxious, and depressed. Accept and understand the child's feelings. Avoid telling the child how he or she "should feel." Rather, emphasize that the child is not to blame for what happened. Praise him/her for courage and honesty, and promise that you will get help.
- **Refer** — DO NOT attempt to handle the problem alone. This is important for the wellbeing of the child as well as for your own protection. As a child care custodian, you are mandated by law to report child abuse.

Texas Child Abuse Reporting Law

34.01 Persons Required to Report – A person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall report in accordance with Section 34.02 of this code.

34.02 Contents of Report: to Whom Made

(a) Non-accusatory reports reflecting the reporter's belief that a child has been or will be abused or neglected, or has died of abuse or neglect, has violated the compulsory school attendance laws on three or more occasions, or has, on three or more occasions, been voluntarily absent from his home without the consent of his parent or guardian for a substantial length of time or without the intent to return shall be made to:

- (1) Any local or state law enforcement agency;
- (2) The Texas Department of Human Services;
- (3) The state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred; or
- (4) The agency designated by the court to be responsible for the protection of children.

(b) All reports must contain the name and address of the child, the name and address of the person responsible for the care of the child, if available, and other pertinent information.

(c) All reports received by any local or state law enforcement agency that involve a person responsible for a child's care, custody, or welfare shall be referred to the Texas Department of Human Services or to the agency designated by the court to be responsible for the protection of children. The department of the designated agency immediately shall notify the appropriate state or local law enforcement agency of any report it receives, other than from a law enforcement agency that concerns the suspected abuse or neglect of a child or death of a child from abuse or neglect. If the report relates to a child in a facility operated, licensed, certified, or registered by a state agency, the department shall also refer the report to the agency for investigation. If the department initiates an investigation and determines that the abuse or neglect does not involve a person responsible for the child's care, custody, or welfare, the department shall refer the report to a law enforcement agency for further investigation.

(d) An oral report shall be made immediately on learning of the abuse or neglect, or likelihood of abuse or neglect, as prescribed in Subsection (a) of this section. If a professional has cause to believe that a child has been or may be abused or neglected, the professional shall make an oral report as prescribed by Subsection (a) of this section not later than the 48th hour after the hour the professional first suspects that the child has been or may be abused or neglected. In all instances a written report shall be made within five days to the same agency or department. Anonymous reports, while not encouraged, will be received and acted on as prescribed by Section 34.053 of this code. In this subsection, "professional" means an individual who is licensed or certified by the state, or who is an employee of a facility licensed, certified, or operated by the state, and who in the normal course of official duties, or duties for which a license or certification is required, has direct contact with children. "Professional" includes teachers, nurses, doctors, and day-care employees.

34.03 Immunities

(a) Except as provided by Subsection (b) of this section, a person reporting or assisting in the investigation of a report pursuant to this chapter is immune from liability, civil or criminal, that might otherwise be incurred or imposed. Immunity extends to participation in any judicial proceeding resulting from the report.

(b) Persons who report their own conduct or who otherwise report in bad faith or malice, or assist in the investigation of a report in bad faith or malice are not protected by this section.

34.04 Privileged Communications – In any proceeding regarding the abuse or neglect of a child or the cause of any abuse or neglect, evidence may not be excluded on the ground of privileged communication except in the case of communications between attorney and client.