

2023 CAMP SEQUASSEN



WEBELOS SHORT-TERM RESIDENT CAMP LEADER'S GUIDE

LAST UPDATED: 5/17/2023

CAMP HEALTH & SAFETY

MAJOR EMERGENCY PLAN: In an emergency, responsibility and authority rests with the Camp Director, or in their absence, their designee.

REPORTING AN EMERGENCY: Emergencies should be reported to the nearest Camp Commissioner or Program Area staff member who will contact the Camp Office.

SITUATIONS REQUIRING FIRST AID: All injuries requiring more than wound washing and a band-aid are emergencies and must be reported to the Camp Health Lodge and Camp Office.

EMERGENCY ALARM: In the event of an emergency, the camp has an alarm to alert campers, leaders, visitors, and staff. Whenever a siren is sounded, report immediately to Clark Field or the Dining Hall. If the emergency is at those locations you will be given instruction to assemble elsewhere (parking lot, waterfront, etc). Runners also will be sent to campsites to alert campers. Please listen to and follow any directions a runner may give you and your Scouts.

ALL CLEAR: All clear is sounded by a **steady blast** of the siren. Scouts, leaders, and visitors may return to program areas and routine camp programs.

A campwide speaker (PA) system may also be used to communicate important information.

CAMP EMERGENCY PROCEDURES

FIRE: In the event of fire, ensure everyone is cleared from the area. Report immediately to the Camp Office or Ranger the following information:

- Location of the fire
- The type of fire
- The severity of the fire
- What type of personal injury has occurred, if any

When the siren is sounded (**constant up note**) all Scouts, leaders, and visitors must report to Clark Field or the Dining Hall where attendance will be taken by the Unit Leader and reported to the Commissioner and/or Program Director. Staff will report to assigned positions.

LOST SWIMMER: The Aquatics Area will be cleared immediately. The siren will sound (**high-low pulsating blast**). All Scouts, leaders and visitors should immediately report to Clark Field where attendance will be taken by the Unit Leader and reported to the Commissioner and/or Program Director. Designated Camp Staff will report to the Aquatics Area/assigned positions.

MISSING PERSON: A missing person is to be reported to the Camp Office immediately. Include the following information about the person:

- Name and nickname
- Age and health status
- Where and why the person left (if known)
- Type and description of clothing

The camp's missing person procedure will be followed. If the alarm is sounded (**constant up note**) all Scouts, leaders and visitors should report to Clark Field where attendance will be

taken by the Unit Leader and reported to the Commissioner and/or Program Director. Camp Staff will report to their assigned positions.

EXTREME HEAT: In the case of extreme heat, the Camp Director will declare a heat alert and program activities will be adjusted accordingly. Unit leaders and Scouts should be alert for symptoms of heat exhaustion and sunstroke. Scouts and leaders should drink plenty of liquids, wear appropriate clothing and remain in shady areas.

LIGHTNING OR SEVERE STORMS: The Aquatics Area will be cleared immediately. All watercraft will be returned to shore. Scouts, leaders, and visitors should take shelter in the nearest permanent structure. Scouts should remain in their program area unless the camp alarm is sounded. Everyone must report to the Dining Hall if the emergency alarm is sounded. **(Constant up note)**. Even if the alarm is not sounded, unit leaders may move their Scouts into permanent structures, preferably the Dining Hall, if they deem it prudent. When moving Scouts to permanent shelters, avoid open fields, high trees and carrying umbrellas.

HIGH WIND: High winds expose all campers to the danger of falling limbs and trees. If it becomes necessary, the Camp Director will sound the emergency alarm causing the entire camp to assemble at Clark Field or the Dining Hall.

MAJOR ACCIDENTS OR DEATH: In the event of a major accident or death, the Camp Director, Camp Health Officer and Camp Ranger must be notified immediately by sending a runner to the Camp Office.

NATURAL DISASTER: In the event of a natural disaster all Scouts, leaders, and visitors should remain in the program area they are in or go to the nearest program area and await further instructions by the camp administration. If a program area is affected, all persons should move to the next closest program area or campsite and await further instructions.

CHILD ABUSE: The Camp Director must be notified immediately of any suspected incidents of child abuse including physical, mental or emotional abuse. Connecticut law requires reporting child abuse to the Department of Public Health. A Connecticut DCF 136 form can be found on page 12 for making the report.

CHEMICAL SPILL: In the event of a chemical spill or other hazardous spill, a person should be stationed to keep all Scouts, leaders, and visitors away from the area. The administration should be notified immediately.

ACTIVE SHOOTER: Critical information regarding an active shooter (what, where, direction of movement, etc.) will be announced over the PA system. All personnel are to follow program area staff instructions or disperse into the woods. RUN and/or HIDE; RESIST only as a last resort. The "All Clear" will be announced on the PA system and a prolonged steady blast of the siren. Stay hidden until the all clear is sounded.

GENERAL CAMP OPERATION

LEADERSHIP GUIDELINES: Every troop staying in camp must be under the supervision of at least two adult leaders registered with the Boy Scouts of America. Both must be at least 21 years of age. Units with coed youth members, even those including parent and child, require male and female adult leaders, both of whom must be 21 years of age or older and registered members of the BSA. All adults accompanying a Scouting unit who are present at the activity for 72 total hours or more must be registered as leaders. The 72 hours need not be consecutive.

Connecticut Yankee Council requires all adults serving as leaders at summer camp to be current with Youth Protection Training. Please submit proof of YPT completion for all adults attending camp with the unit at the pre-camp leaders' meeting. A print out of a unit's training report and/or individual completion certificates may be used to comply with this requirement.

CAMP SEQUASSEN CODE OF CONDUCT: As Scouts and Scouters, we all agree to do our best to live by the principles of Scouting by following the Scout Oath, Scout Law, Scout Motto, and the Outdoor Code. You will find a copy of the Camp Code of Conduct on page 10. Please review this with the youth, parents, and adults who will be at Camp Sequassen this summer. We ask that you collect copies of the signed Code of Conduct for your records. Please complete and submit the Code of Conduct Acknowledgement (on page 11) with your unit's registration paperwork. As always, your unit's adult leaders are responsible for the supervision of its membership, maintaining discipline, security, and the Camp Sequassen Code of Conduct.

UNIFORMS: Scouts and Scouters are required to wear the official B.S.A. Field Uniform to dinner each evening. Uniforms should be worn properly with shirts tucked in. During other times, Scouts should dress in Activity Uniform or other appropriate attire for their activities. Uniformed troops will get extra credit towards Honor Troop and Super Troop recognition.

CAMP DRESS CODE: During times other than evening flags and dinner, Scouts should dress in Activity Uniform or other modest, non-revealing attire appropriate for their activities. Yoga pants, tights, and biking shorts should not be worn. Appropriate swimwear for females are one-piece, lifeguard style swim suits and for males are shorts (not brief) style trunks.

QUIET HOURS: Quiet hours start at 10:00 pm with the sounding of taps. After this time, until reveille, all Scouts and leaders should be in their campsite. In the event that your unit needs assistance after this time, please contact your Commissioner or a Camp Staff member.

SIGN-OUT AND SIGN-IN: Once registered, all Scouts and Scouters leaving camp for any reason must sign out at Alderman Center. Upon return, each person must sign in. If a Scout is leaving camp, the Scout release policy applies.

VISITORS IN CAMP: All visitors to camp must sign-in and sign-out at the Alderman Center. Please remind all visitors to sign in immediately upon their arrival at camp and before proceeding to campsites or program areas. All visitors are required to wear wrist bands while on camp grounds.

Visitors will be asked, when they sign-in, if they plan to be eating any meals at the dining hall while in camp. Meals should be paid for at check in and seating will be provided at a guest table (see page 7).

MEDICAL FORMS: Each Scout and adult staying in camp more than 23 hours must have a completed medical form on file at the Camp Health Lodge.

BSA requires a physical evaluation be completed annually for adults and Scouts attending resident camps. A BSA health form signed by a licensed health care provider and dated within one year of the month attending camp must be on file at the camp's medical facility. The form is good through the last day of the month the physical was done, one year later.

For a Scout to carry his/her personal emergency medications (e.g., EPI pen, inhaler, Insulin, etc.) while at camp, the State of Connecticut Department of Public Health (DPH) requires a statement signed by the individual's medical provider authorizing self administration.

The current BSA Annual Health and Medical Record, a three part (A, B and C) medical history and physical evaluation form, is required for all Scouts and adults attending resident camp. Additionally, Connecticut Yankee Council added an addendum to meet Connecticut DPH regulations. The CYC Addendum is required for all Scouts under 18 years of age to receive over-the-counter (OTC) drugs and products for the routine treatment of minor ailments and injuries and for issuing topicals such as Bacitracin.

A fillable PDF of the current BSA medical form including the CYC Addendum and Authorization to Self Administer is available at: sequassen.org.

Medical forms must be completed to the Health Officer's satisfaction before the individual may stay or participate in camp activities. To avoid delaying the start of a Scout's full participation at camp, unit leaders need to review all health forms prior to arrival at camp.

Please Watch for the Following Errors - which account for 90% of all health form problems:

1. Part B2: The State of Connecticut requires both parent and doctor signatures to authorize administration of the medications entered on each line.
2. Part C (lower right): Provider must sign and date the form in the spaces provided. A "stamped" signature is not acceptable. Double check for the DATE!

INDIVIDUAL PLAN OF CARE*: An Individual Plan of Care is a plan for a Scout with special health care needs, considerations, or disabilities that make it necessary to plan or make accommodations for the time they are in camp to ensure a safe experience or provide emergent supportive care if need arises. There are many possible reasons to have an Individual Plan of Care. The most common ones include Asthma, Anaphylactic Reaction (EPI Pen), or Diabetes. The purpose is to document needed accommodations to be provided for the student/Scout. In most cases, this plan already exists with schools for students with these issues. Parents can use their copy or can get a copy from their school nurse. If a copy of the Individual Plan of Care cannot be obtained from the school, a parent can develop a plan with the Scout's medical provider's input. All medications must have a medical provider medication order with instructions. A parent cannot order/direct medication administration. If you have any questions please feel free to contact Karen Caiati, 203-951-0234 or karen.caiati@scouting.org.

*Connecticut State Youth Camp Requirement

MEDICATIONS: All medications are dispensed from the Camp Health Lodge by the Camp Health Officer. All medications must be labeled with the Scout's name, Unit Number and Campsite and must be in the original prescription container containing only the amount needed for their stay at camp.

CAMPER INSURANCE: Connecticut Yankee Council's Scouts and Scouters are covered by a limited health and accident insurance policy that is included with the unit charter. Out of council units are required to show proof of insurance.

LOST & FOUND: Neither Camp Sequassen nor the Connecticut Yankee Council is responsible for lost or stolen items. Please do not bring valuable items to camp. Lost and found items may be turned in or claimed at the Alderman Center. Items labeled with the owner's name and/or unit will be returned to the unit. Unmarked, unclaimed items will be disposed of on August 21.

TELEPHONES: The camp telephone is for emergency purposes and camp related business only.

CAMP TELEPHONE: 860-379-2009 (for emergency use only)

CAMP FAX: 860-379-8977

MAIL SERVICE: Mail is delivered daily to Camp Sequassen. Mail for Scouts should be addressed as follows:

Camp Sequassen, BSA
Attn: Scout's Name, Campsite and Unit number
791 West Hill Road
New Hartford, CT 06057-4218

TRADING POST: Camp Sequassen operates a Trading Post which includes a full selection of advancement materials, souvenirs, snacks and craft kits. The camp trading post accepts cash, major credit cards, personal checks and Travelers' Checks.

SHOWER HOUSES: Shower houses are provided for the convenience of Scouts and leaders. Shower houses are equipped with individual locking shower stalls so scheduling Scout and Scouter shower times is unnecessary. Scouters may also use the showers and restroom facilities on the lower level of the Alderman Center (Camp Administration Center). The Alderman facilities are off limits to Scouts; please remind them of this policy.

LATRINES: Each campsite and program area in camp is equipped with a latrine facility. Please help us to keep them clean. Units are responsible for daily cleaning of their latrines. The commissioner will make supplies available for maintenance of your campsite's latrine.

CAMP PHOTOS: Unit camp photo shoot sessions should be scheduled during Sunday check-in. Unit photos can be taken anywhere in camp as long as arrangements are made in advance. An 8x10 photo costs \$15. Please place your order early to allow adequate time to fulfill your order. Unit photos will be distributed to unit leaders on Saturday prior to closing unless other arrangements are made in advance with the Administrative Assistant.

PATROL COOKING: Units are encouraged to provide Scouts with the opportunity to prepare meals in their campsite. The camp will provide the necessary ingredients. If your unit is interested in patrol cooking, please fill out the Patrol Cooking Request Form and submit it during the pre-camp leaders meeting.

FAMILY BRUNCH: A Family Brunch will be held from 9:30 – 10:15 AM on Saturday for parents and guests. Brunch tickets may be purchased during check-in on Sunday or online prior to arrival at camp. Ticket prices are: Adults --- \$10.00, Youths between 6 and 12 --- \$6.00. There is no charge for youths 5 and younger.

VISITOR AND GUEST MEALS: Guests and visitors may eat in the dining hall but may not be able to sit with the unit because seating is assigned. Seating will be provided elsewhere, if needed. Arrangements for meals should be made when the guests sign in at the Alderman Administration Center with the Administrative Assistant.

If a unit anticipates three or more additional people for any meal, the specific meal and number of "guests" needs to be provided at Sunday check-in or, in the case of Sunday or Monday meals, no later than noon the preceding Friday, to ensure availability of guest seating and food.

Meal costs for visitors and guests are:

Breakfast	\$10.00
Lunch	\$12.00
Dinner	\$14.00

FOOD ALLERGIES: It is important that the Camp Health Officer, Camp Office and Kitchen Staff be made aware of any food allergies. We can accommodate minor requests for menu adjustments, but they must be made in writing a minimum of two weeks in advance of the Scout's arrival in camp. Dietary Restrictions forms received at the Council office within two weeks of the first day of the applicable camp session will incur a late fee of \$25 which will be added to the individual Scouts' fees. Peanut butter is not served in our dining hall although individually wrapped nut containing products, such as candy bars, are available for purchase at the Trading Post.

BUDDY SYSTEM: No one should be alone when fun is being had. Scouts are friendly and should travel through camp in pairs or larger groups. Please enforce the Buddy System.

CAMP ROADS: Camp roads are not thoroughfares. All vehicles are to be parked in the main parking lot or the north parking lot. No vehicles will be allowed in or around campsites or program areas.

FUELS: Propane and liquid fuels are permitted in camp but must be used under adult supervision. Bulk fuel must be stored in your automobile or with the Camp Ranger. Fuel containers with more than one quart capacity are not permitted in the campsite. Please dispose of "empty" gas cylinders properly at checkout.

NOT ALLOWED IN CAMP: The following items are not allowed in camp:

- Camouflage clothing
- Clothing with inappropriate messages/illustrations
- Open-toed shoes (except within the confines of the waterfront or in showers)
- Alcoholic beverages, marijuana, and illegal drugs
- Fireworks
- Aerosol cans/airhorns
- Bulk (over one quart) liquid fuel (Must be stored with the Ranger if in camp)
- Glass bottles
- Sheath or survival-type knives
- Privately owned firearms, including rifles, shotguns, pistols, pellet and BB guns, air soft guns, paintball guns, bows, blowguns, slingshots and crossbows (Police may be exempted from this policy but must inform the Camp Director of their situation)
- Privately owned bikes, guns, bows, chain saws, and/or climbing gear

- Electronic devices such as radios, video games, pocket televisions, laser pointers, etc.
- Scout use of cell phones in camp is strongly discouraged.

CAMPFIRES: Campfires are encouraged and should always be supervised by an adult. Campfires should only occur in the designated campsite fire ring. Ground fires may be suspended during droughts, the Commissioner will advise you of restrictions in effect. No open flames, propane or candles are permitted in any sleeping shelter especially tents.

POCKETKNIVES: Pocketknives are used in some camp programs, but sheath knives and survival knives should not be brought to camp. Pocketknives must be no longer than three inches when closed. Units are encouraged to use the Totin' Chip. Pocketknives may be purchased in the Trading Post only if the Scout can show their Totin' Chip.

PETS: Pets of any type are not allowed in camp. Please remind parents and visitors that animals are not allowed at Sunday check-in or Saturday brunch.

LITTER: Help us to keep Camp Sequassen clean. Please dispose of trash properly in trash receptacles located throughout camp. Remember, a clean camp is a safe camp.

SMOKING: Smoking in front of Scouts is not permitted. Smoking tobacco products is allowed only in the designated smoking area at the Dining Hall loading dock. Smoking is not allowed in or around tents, campsites, program areas or camp buildings.

CAMP EQUIPMENT: Camp equipment is available from the Camp Commissioner. Please report any damaged equipment to the Commissioner Staff for repair or replacement. Units are responsible for any camp equipment negligently damaged or not returned. Camp equipment must be returned prior to check-out. Please help us to maintain our camp equipment and facilities.

VESPERS AND CHAPLAIN SERVICE: A Scout is reverent. Recognizing that reverence is an integral part of the character-building process of the Boy Scouts of America an all faith service will be held immediately after lunch on Wednesday at the Maxim All Faith Chapel. Our goal is to instill respect for all beliefs while giving pause to examine the strength and comfort we derive from our own convictions. Everyone is expected to attend this brief service as an expression of our common bond with the creator in the brotherhood of Scouting.

TICKS: Ticks are part of the natural environment and have been found at all the council camps. Tick bites can result in serious diseases and health problems. All tick bites should be reported to the Camp Health Officer and leaders must ensure Scouts are reminded to check themselves daily for ticks and signs of tick bites.

PRANKS: Sorry. Pranks are not part of the camp program and are not appreciated. They waste time, damage or lose resources and generally set a bad example for other Scouts. Please do not encourage or allow your Scouts to participate in pranks.

WILDLIFE: Bears and raccoons are part of our life at Sequassen. Do not leave food or trash unattended in the campsite. Dumpsters are provided behind the dining hall and all campsite trash should be placed in (not next to) the dumpsters each evening. Information about encountering bears is posted on your campsite bulletin board.

STAY OVER UNITS: Units staying more than one week are advised that no weekend program or staff is provided. The Camp Director must approve all requests to stay over the weekend. Assistance with local facilities and attractions will be provided upon request.

MERIT BADGE RECORDS: The camp uses an automated merit badge registration/recording system, therefore blue cards are not required. Merit badge records will be issued at the end of your camp week.

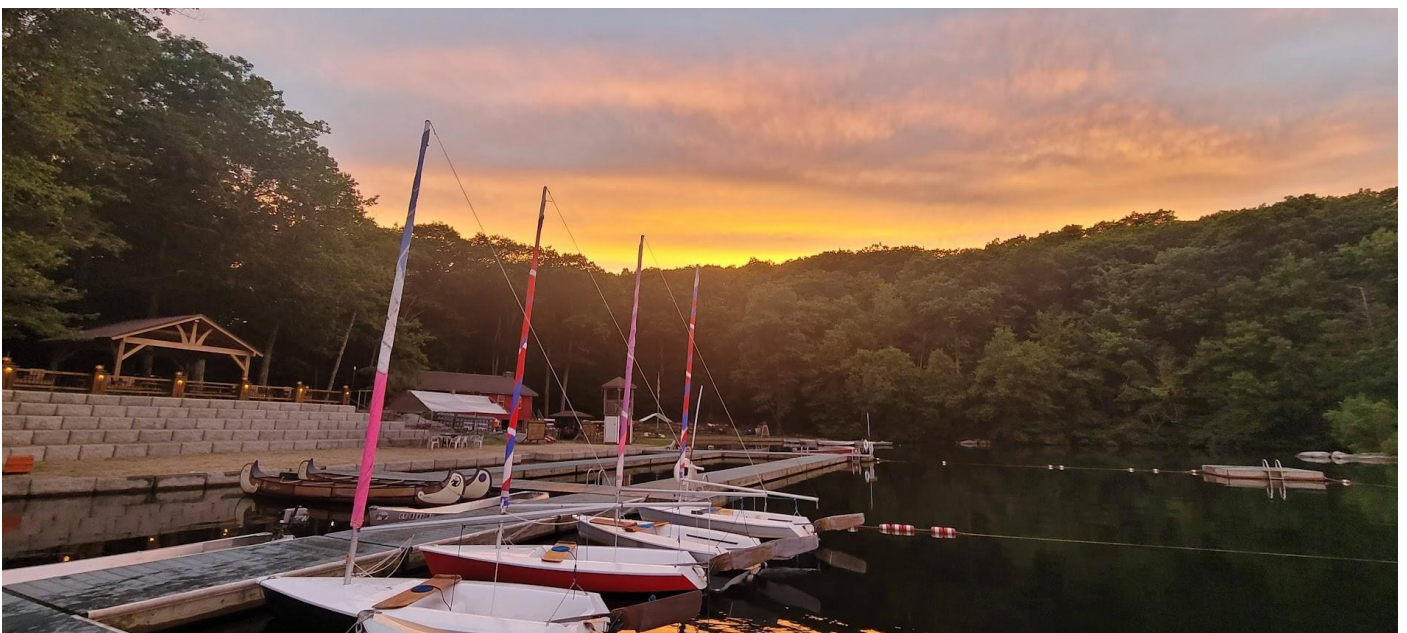
NOTE: PLEASE BE SURE TO CHECK YOUR FOLDER BEFORE YOU LEAVE CAMP ON SATURDAY TO ENSURE YOU HAVE RECORDS FOR ALL OF YOUR SCOUTS' MERIT BADGES.

A SCOUT IS CLEAN

Each year hundreds of dollars and countless hours are required to repair damage or correct conditions caused by Scouts who probably don't realize the problems their carelessness or prankish actions are causing. The impact of one incident per week per Scout times 1600 Scouts per year results in an overwhelming maintenance burden. Following is a list of the problems most frequently encountered:

- Slashed mattress covers and tents
- Litter dropped on trails
- Trash (cups, cans, etc.) in latrines or portable toilets
- Broken roof shingles or punctured roofing. Please keep off the lean-to roofs
- Pranks of all kinds usually result in lost, broken or abused property
- Cots and mattresses moved from lean-tos or lodges
- Creating new fire rings

Please ask your Scouts to help keep their camp clean and in good shape and correct any behaviors which may cause undue wear and tear to camp facilities/resources. Camp Sequassen belongs to each of us. Let's keep it in great shape.



CAMP SEQUASSEN CODE OF CONDUCT

As Scouts and Scouters, we all agree to conduct ourselves according to the Scout Oath, Scout Law, Scout Motto, and Outdoor Code.

- I will use the buddy system.
- I will wear my Camp Sequassen wristband at all times.
- I will abide by the Camp's dress code.
- I will show respect and consideration to my fellow Scouts, visitors, staff, and leaders.
- I will be respectful and tolerant of others at all times.
- I will respect the privacy and boundaries of all individuals, regardless of age or gender.
- I will respect and take care of camp property.
- I will respect other people's property.
- I understand that bullying or intimidating behavior will not be tolerated.
- I understand that the use of profanity or abusive language will not be tolerated.
- I will not use or possess any alcohol, marijuana or illegal drugs. If found or detected, my parent/guardian (and/or police if necessary) will be notified immediately.
- I understand that, according to BSA regulations and State law, tobacco products may only be possessed/used by adults and, then, only in designated areas.
- I understand that Camp visitors must check in at the Camp office and wear a wristband. If I see someone without a wristband, I will notify a staff member or adult immediately.
- I understand that Camp visiting hours are from 7:45 am to 9:30 pm. All Camp visitors must sign out of camp by 9:30 pm.
- I understand that Camp visitors are not permitted in campsites without the permission of an adult leader assigned to that campsite.
- I understand that Scouts may visit other unit campsites only by invitation and with the expressed approval of an adult leader from the visited campsite. Adult leaders must be in the campsite anytime a visitor is present.
- I will respect quiet time from 10:00 pm to 7:00 am.
- All Scouts and leaders should be in their campsite by 10:00 pm. Exceptions can be made when returning from specific camp programs.
- I will follow BSA youth protection guidelines and policies at all times.
- When in doubt, I will let the Scout Oath and Scout Law be my guide.
- I will take responsibility for my own actions and behavior.



As a Camp Sequassen Scout, I agree to do my best to show Scout Spirit at all times and behave in a manner consistent with the Scout Oath and Scout Law.

I agree to comply with the Camp Sequassen Code of Conduct and I understand that failing to abide by the Camp Code of Conduct will subject me to possible disciplinary action by my unit and/or Camp.

Printed Name: _____ Youth / Adult

Signed: _____ Date: _____

Unit _____ Council _____ District: _____

For youth under 18 years of age:

Parent/Guardian Signature: _____ Date: _____

**PLEASE GIVE A SIGNED AND DATED COPY TO YOUR UNIT LEADER/SUMMER CAMP ADULT LEADER
(PROVISIONAL SCOUTS SHOULD SUBMIT THIS FORM TO THE COUNCIL OFFICE WITH OTHER REQUIRED PAPERWORK)**

CODE OF CONDUCT ACKNOWLEDGEMENT

As Scouts and Scouters, we all agree to do our best to live by the principles of Scouting by following the Scout Oath, Scout Law, Scout Motto, and the Outdoor Code.

After reviewing the Camp Sequassen Code of Conduct with the youth, parents, and adults who will be at camp this summer, please complete the form below and turn it in with your unit's registration paperwork, indicating that you have shared the agreement with your members and have collected their signed forms documenting their understanding and concurrence.



The youth and adult members of our unit, attending summer camp at Camp Sequassen, have all reviewed, signed and submitted the Camp Code of Conduct to our camp coordinator.

On-Site Unit Leader/Scoutmaster:

Printed Name: _____

Signed: _____ Date: _____

Unit _____ Council _____ District: _____

REPORT OF SUSPECTED CHILD ABUSE OR NEGLECT

DCF-136
05/2015 (Rev.)



Careline
1-800-842-2288

Within forty-eight hours of making an oral report, a mandated reporter shall submit this form (DCF-136) to the relevant Area Office listed below. See the reverse side of this form for a summary of Connecticut law concerning the protection of children.

Please Print or Type

Child's Name	<input type="checkbox"/> M <input type="checkbox"/> F	Age Or DOB	Race: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black/African American (not of Hispanic Origin)	<input type="checkbox"/> Hispanic <input type="checkbox"/> White (not of Hispanic origin) <input type="checkbox"/> Unknown <input type="checkbox"/> Other _____
Child's Address				
Name Of Parents Or Other Person Responsible For Child's Care		Address		Phone Number
Name Of Careline Worker To Whom Oral Report Was Made		Date Of Oral Report	Date And Time Of Suspected Abuse/Neglect	
Name Of Suspected Perpetrator, If Known		Address And Phone Number, If Known		Relationship To Child
Nature And Extent Of Injury(ies), Maltreatment Or Neglect				
Describe The Circumstances Under Which The Injury(ies), Maltreatment Or Neglect Came To Be Known				
Describe the Reasons Such Persons(s) Are Suspected of Causing Such Injuries, Maltreatment of Neglect				
Information Concerning Any Previous Injury(ies), Maltreatment Or Neglect Of The Child Or His/Her Siblings				
Information Concerning Any Prior Cases(s) In Which The Person(s) Have Been Suspected Of Causing An Injury(ies), Maltreatment Or Neglect Of A Child				
List Names And Ages Of Siblings, If Known				
What Action, If Any, Has Been Taken To Treat, Provide Shelter Or Otherwise Assist The Child?				

REPORTER SECTION

Reporter's Name:	Reporter's Race <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black/African American (not of Hispanic Origin) <input type="checkbox"/> Hispanic (any race) <input type="checkbox"/> White (not of Hispanic origin) <input type="checkbox"/> Prefer Not to Answer <input type="checkbox"/> Other _____	
Agency Name:		
Phone Number:		
Agency Address:		
City:		
Reporter's Signature	Position	Date

WHITE COPY: TO DCF AREA OFFICE (see below)

IF YOU NEED ADDITIONAL SPACE, YOU MAY ATTACH MORE DOCUMENTATION

Bridgeport 100 Fairfield Avenue Bridgeport, CT 06604 203-384-5300 TDD: 203-384-5399 Fax: 203-384-5306	Danbury 131 West Street Danbury, CT 06810 203-207-5100 TDD: 203-748-8325 Fax: 203-207-5169	Hartford 250 Hamilton Street Hartford, CT 06106 860-418-8000 TDD: 800-315-4082 Fax: 860-418-8325	Manchester 364 West Middle Turnpike Manchester, CT 06040 860-533-3600 TDD: 800-315-4415 Fax: 860-533-3734	Norwalk 761 Main Avenue, I-Park Complex Norwalk, CT 06851 203-899-1400 TDD: 203-899-1491 Fax: 203-899-1463, 203-899-1464
Meriden One West Main Street Meriden CT 06451 203-238-8400 TDD: 203-238-8517 Fax: 203-238-6425	Middletown 2081 South Main Street Middletown, CT 06457 860-638-2100 TDD: 860-638-2195 Fax: 860-346-0098	Milford 38 Wellington Road Milford, CT 06461 203-306-5300 TDD: 203-306-5604 Fax: 203-306-5606	New Britain One Grove Street, 4th Floor New Britain, CT 06053 860-832-5200 TDD: 860-832-5370 Fax: 860-832-5491	New Haven One Long Wharf Drive New Haven, CT 06511 203-786-0500 TDD: 203-786-2599 Fax: 203-786-0660
Norwich Two Courthouse Square Norwich, CT 06360 860-886-2641 TDD: 860-885-2438 Fax: 860-887-3683	Torrington 62 Commercial Blvd Torrington, CT 06790 860-496-5700 TDD: 860-496-5798 Fax: 860-496-5834	Waterbury 395 West Main Street Waterbury, CT 06702 203-759-7000 TDD: 203-465-7329 Fax: 203-759-7295	Willimantic 322 Main Street Willimantic, CT 06226 860-450-2000 TDD: 860-456-6603 Fax: 860-450-1051	Special Investigations Unit 505 Hudson Street, 7 th Floor Hartford, CT 06106 860-550-6696 FAX: 860-723-7237

SUMMARY OF LEGAL REQUIREMENTS CONCERNING CHILD ABUSE/ NEGLECT

PUBLIC POLICY OF THE STATE OF CONNECTICUT (C.G.S. §17a-101)

To protect children whose health and welfare may be adversely affected through injury and neglect; to strengthen the family and to make the home safe for children by enhancing the parental capacity for good child care; to provide a temporary or permanent nurturing and safe environment for children when necessary; and for these purposes to require the reporting of suspected child abuse or neglect, investigation of such reports by a social agency, and provision of services, where needed, to such child and family.

WHO IS MANDATED TO REPORT CHILD ABUSE/NEGLECT?

Child Advocate and OCA Employees	Mental Health Professionals
Chiropractors	Optometrists
Coaches and Directors of a Private Youth Sports, Organization or Team	Persons Paid to Care for Children
Coaches and Athletic Directors of Youth Athletics	Persons who Provide Services to and have Regular Contact with Students
Dental Hygienists	Pharmacists
Dentists	Physical Therapists
Department of Children and Families Employees	Physician Assistants
Domestic Violence Counselors	Podiatrists
Office of Early Childhood Employees and Department of Public Health Employees who are Responsible for Licensing Day Cares and Camps	Police Officers
Family Relations Counselors (Judicial Dept.)	Probation Officers (Juvenile or Adult)
Family Rel. Counselor Trainees (Judicial Dept.)	Psychologists
Family Services Supervisors (Judicial Dept.)	Public or Private Institution of Higher Education Administrators, Faculty, Staff, Athletic Directors, Athletic Coaches and Athletic Trainers
Licensed Foster Parents	Registered Nurses
Licensed Marital and Family Therapists	School Administrators
Licensed or Unlicensed Interns at Any Hospital	School Coaches
Licensed or Unlicensed Resident Physicians	School Guidance Counselors
Licensed Physicians	School Paraprofessionals
Licensed Practical Nurses	School Superintendents
Licensed Professional Counselors	School Teachers
Licensed Surgeons	Sexual Assault Counselors
Licensed/Certified Alcohol and Drug Counselors	Social Workers
Licensed/Certified Emergency Medical Services Providers	Substitute Teachers
Medical Examiners	
Members of the Clergy	

DO THOSE MANDATED TO REPORT INCUR LIABILITY?

No. Any person, institution or agency which, in good faith, makes or does not make a report, shall be immune from any civil or criminal liability provided such person did not perpetrate or cause such abuse or neglect.

IS THERE A PENALTY FOR NOT REPORTING?

Yes. Any person required to report who fails to do so may be prosecuted for a Class A misdemeanor and may be required to participate in an educational and training program. Any person who intentionally and unreasonably interferes with or prevents a report may be prosecuted for a Class D felony.

IS THERE A PENALTY FOR MAKING A FALSE REPORT?

Yes. Any person who knowingly makes a false report of child abuse or neglect may be fined not more than \$2,000 or imprisoned for not more than one year or both. The identity of such person shall be disclosed to the appropriate law enforcement agency and to the alleged perpetrator of the abuse.

WHAT ARE THE REPORTING REQUIREMENTS?

- An oral report shall be made by a mandated reporter by telephone or in person to the DCF Careline or to a law enforcement agency as soon as practicable, but not later than 12 hours after the mandated reporter has reasonable cause to suspect or believe that a child has been abused or neglected or placed in imminent risk of serious harm. If a law enforcement agency receives an oral report, it shall immediately notify Careline. Oral reports to the Careline shall be recorded.
- Within 48 hours of making an oral report, a mandated reporter shall submit a written report to the DCF Careline on the DCF-136, "Report of Suspected Child Abuse or Neglect."
- When a mandated reporter is a member of the staff of a public or private institution or facility that provides care for children or a public or private school, the reporter shall also submit a copy of the written report to the person in charge of such institution, school or facility or the person's designee.

DCF CHILD ABUSE AND NEGLECT CARELINE: 1-800-842-2288

STATUTORY REFERENCES: C.G.S.17a-28, §17a-101 et seq.; §46b-120

DEFINITIONS OF ABUSE AND NEGLECT

Abused Child: Any child who has a non-accidental physical injury, or injuries which are at variance with the history given of such injuries, or is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment.

Neglected Child: Any child who has been abandoned or is being denied proper care and attention, physically, educationally, emotionally, or morally or is being permitted to live under conditions, circumstances or associations injurious to his or her well-being.

Exception: The treatment of any child by an accredited Christian Science practitioner shall not by itself constitute neglect or maltreatment.

CHILD UNDER AGE 13 WITH VENEREAL DISEASE: A physician or facility must report to Careline upon the consultation, examination or treatment for venereal disease of any child who has not reached his or her 13th birthday.

DO PRIVATE CITIZENS HAVE A RESPONSIBILITY FOR REPORTING?

Yes. Any person having reasonable cause to suspect or believe that any child under the age of 18 is in danger of being abused or has been abused or neglected may cause a written or oral report to be made to the Careline or a law enforcement agency. Any person making the report in good faith is immune from any liability, civil or criminal. However, the person is subject to the penalty for making a false claim.

WHAT IS THE AUTHORITY AND RESPONSIBILITY OF THE DEPARTMENT OF CHILDREN AND FAMILIES (DCF)?

All child protective services in Connecticut are the responsibility of the Department of Children and Families.

Upon the receipt of a report of child abuse or neglect, the Careline shall cause the report to be classified, evaluated immediately and forwarded to the appropriate Area Office for the commencement of an investigation or for the provision of services within timelines specified by statute and policy.

If an investigation produces evidence of child abuse or neglect, DCF shall take such measures as it deems necessary to protect the child, and any other children similarly situated, including, but not limited to, immediate notification to the appropriate law enforcement agency, and the removal of the child from his or her home with or without the parents' consent consistent with state law.

If DCF has probable cause to believe that the child or any other child in the household is at imminent risk of physical harm from the surroundings, and that immediate removal from such surroundings is necessary to ensure the child's safety, the Commissioner or designee shall authorize any employee of DCF or any law enforcement officer to remove the child and any other child similarly situated from such surroundings without the consent of the child's parent or guardian. The removal of a child shall not exceed 96 hours. If the child is not returned home within such 96-hour period, with or without protective services, DCF shall file a motion for temporary custody with the Superior Court for Juvenile Matters.

WHAT MEANS ARE AVAILABLE FOR REMOVING A CHILD FROM HIS OR HER HOME?

- 96-Hour hold by the Commissioner of DCF or designee (see above).
- 96-Hour hold by a physician – Any physician examining a child with respect to whom abuse or neglect is suspected shall have the right to keep such child in the custody of a hospital for no longer than 96 hours in order to perform diagnostic tests and procedures necessary to the detection of child abuse or neglect and to provide necessary medical care with or without the consent of such child's parents or guardian or other person responsible for the child's care, provided the physician has made reasonable attempts to (1) advise such child's parents or guardian or other person responsible for the child's care that the physician suspects the child has been abused or neglected, and (2) obtain consent of such child's parents or guardian or other person responsible for the child's care. In addition, such physician may take or cause to be taken photographs of the area of trauma visible on a child who is the subject of such report without the consent of such child's parent's or guardian or other person responsible for the child's care. All such photographs or copies thereof shall be sent to the local police department and the Department of Children and Families.
- Bench order of temporary custody – Whenever any person is arrested and charged with an offense under Section 53-20 or 53-21 or under Part V, VI, or VII of Chapter 952, as amended, the victim of which offense was a minor residing with the defendant, any judge of the Superior Court may, if it appears that the child's condition or circumstances surrounding the case so require, issue an order to the Commissioner of the Department of Children and Families to assume immediate custody of such child and, if the circumstances so require, any other children residing with the defendant and to proceed thereon as in other cases.

WHAT IS THE CENTRAL REGISTRY OF PERPETRATORS OF ABUSE OR NEGLECT?

The Department of Children and Families maintains a registry of persons who have been substantiated as responsible for child abuse or neglect and pose a risk to the health safety or well-being of children. The Central Registry is available on a 24-hour daily basis to prevent or discover child abuse of children.

WEBELOS RESIDENT SHORT-TERM CAMP SCHEDULE

	7/23/2023	7/24/2023	7/25/2023	7/26/2023
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
7:45 AM		Morning Flags Clark Field	Morning Flags Clark Field	Morning Flags Clark Field
8:00 AM		Breakfast Dining Hall	Breakfast Dining Hall	Breakfast Dining Hall
9:00 AM		Archery, BB Gun, and Scoutcraft	Archery, BB Gun, and Scoutcraft	Closing Ceremony
10:00 AM				Campsite Clean Up
11:00 AM				Depart from Camp
12:30 AM		Lunch Dining Hall	Lunch Dining Hall	
1:00 PM	Arrival & Check In	Siesta	Siesta	
2:00 PM	Campsite Setup	Gaga Ball Clark Field	Sports Game Clark Field	
3:00 PM	Camp & Program Area Orientation	Swimming, Handicrafts, and Fishing	Swimming, Handicrafts, and Fishing	
4:00 PM				
5:00 PM	Campsite Setup Time	Campsite Time	Campsite Time	
5:45 PM	Evening Flags Clark Field	Evening Flags Clark Field	Evening Flags Clark Field	
6:00 PM	Dinner Dining Hall	Dinner Dining Hall	Dinner Dining Hall	
7:00 PM	Campsite Time	Ecology Program	STEM Program	
8:00 PM	Opening Campfire	Staff-Lead Campsite Activity	Closing Campfire Campsite	
9:00 PM	Campsite Time	Campsite Time	Campsite Time	
10:00 PM	Lights Out	Lights Out	Lights Out	