

**ATTENTION ALL CAREGIVERS/CHAPERONES – PLEASE READ, SIGN AND
RETURN THIS FORM TO THE DESIGNATED PERSON BY
7:00 P.M. TONIGHT**

**CAREGIVERS GUIDELINES FOR HAPPINESS RETREAT 2020
Caraway Conference Center
Asheboro, North Carolina**

In an attempt to make your stay at Caraway more pleasant, enjoyable, and rewarding, please abide by the following suggestions and guidelines.

1. **Caregivers must not “sleep in” but actively care for their campers.** You need to be with your campers to assist them when needs arise. Housekeeping will attempt to clean all bedrooms daily by 1:00 p.m. so your bedrooms will be available for afternoon rest periods.
2. **Caregivers need to assist with personal hygiene needs for campers.** We always need your help keeping rooms clean. Extra garbage bags will be provided in each bedroom.
3. **Caregivers need to make sure that items such as clothing or personal belongings are not loose on the floor or bed or in the bathroom when housekeeping comes to clean the bedrooms.** Clothing and personal belonging that are not in their proper place slow down the cleaning time immensely.
4. **Caregivers need to make sure that the shower liner is inside the bathtub.**
5. **Caregivers are to assist Housekeeping when messy bowel or when urinary accidents occur. If an accident occurs and it is obvious that the linen item cannot be re-cleaned, the caretaker needs to discard it. Caraway will provide containers for this purpose in the hallways on the A, B, C, and E halls.** Housekeeping will provide replacements at no charge. Once you discard linens in the container, please report it to Housekeeping so they can place them in the dumpster. **When this situation is not handled properly, it is unsanitary for our guests and costly for Caraway.**
6. **Caregivers need to make sure rubber sheets are used by bedwetters.** If you have a bed wetter please let Housekeeping know so rubber sheets can be provided before the mattress is damaged.
7. **Caregivers need to make sure that their campers know how to use the public restrooms.** Inform and assist your campers in this area. If you discover an accident please report it to the office staff or Housekeeping immediately so it can be cleaned up before the odor spreads.
8. **Plungers will be provided for commode stop ups.** Usually if a plunger is used when the commode first stops up, it clears up immediately. If you need a plunger or assistance please inform Caraway’s staff.

9. **Caregivers are to assist with food trays of campers who need assistance.** Happiness Retreat staff are available in the dining room to help serve. If your camper cannot wait through the line seat them at a table and get help from the Happiness Retreat staff who are helping in the serving line

Jimmy Huffman, Director of Caraway, helped us develop the above guidelines to us. They are reminders of the day-to-day care giving for our special campers.

Please sign and return to the designated person before 7:00 p.m.

(Signature)

(Church/group)

(print name)

Instructions for Chaperones

Keep This Form

These instructions are taken from the “Registration Procedures” form:

- All male campers must have male chaperones rooming with them, and all female campers must have female chaperones rooming with them. (Exceptions to this requirement will be made for parents rooming with their sons or daughters and by decision of the camp Director. See Camp director for help if you have issues.)
- All chaperones must be adults (eighteen and older.)
- A chaperone must be on site for each group during all sessions in case of emergencies. Chaperones must accompany their campers to afternoon recreational activities and to evening programs.
- Chaperones will be expected to leave rooms as neat as possible since we must turn over the entire conference center to a new group in a matter of a few hours.

The two statements below are taken from the “Parents/Teachers/Chaperones” 2019 Registration Form. You signed them previously:

1. While at Happiness Retreat I will be responsible for no more than 3 campers. I will be with them at all times except during the Department Session time. During this time I will let our contact person know where I will be in case of an emergency. If I leave the grounds during the 3 day period I will let my contact person know.
2. I understand that the Parents/Teachers/Chaperones in my group will be responsible for medications for the campers in my group. It is not the responsibility of the Happiness Retreat staff to administer medications to the campers.