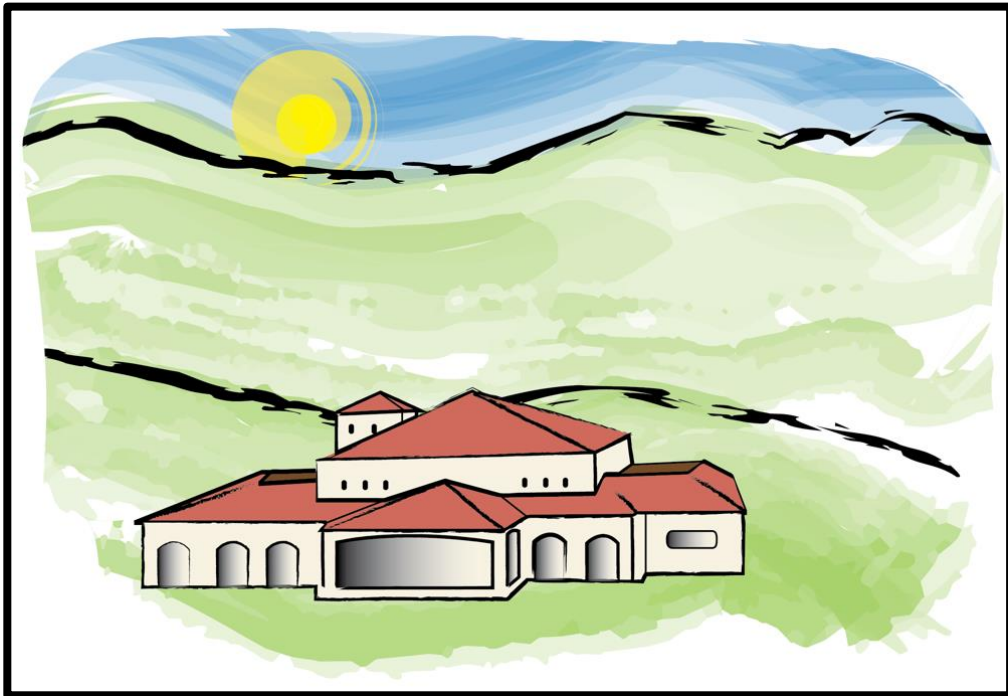




## Handbook for Guests



Visit us at: [www.StTeresitaYCC.org](http://www.StTeresitaYCC.org)

# Santa Teresita Youth Conference Center

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Welcome all Young Retreatants!

We are excited to have you with us at Santa Teresita Youth Conference Center (STYCC), a Catholic Diocese of Fresno retreat facility. We believe that all young people are on a spiritual journey to experience oneness with God, each other, and the faith community. Our mission at STYCC, therefore, is to tend to this spiritual life by providing retreats, programs, and events that accompany young people on their journey.

Located on twenty-five acres at the foothills of the Sierra Nevada Mountains near Sequoia National Park, our facilities at STYCC include a large assembly and dining room, two large gathering rooms, two large dorms with beds for 120 youth, four chaperone rooms with beds for 20 adults, a craft room, a pool, a recreation room, many trails, and an amazing natural environment.

We value your time with us and want you to have the best possible experience. Our website will provide you with a view of our beautiful location and facilities, and inform you of upcoming retreats. Our website will also provide you with our rules, guidelines and necessary forms. Please feel free to contact us at any time to discuss how STYCC can serve your youth community.

**Visit us at: [www.StTeresitaYCC.org](http://www.StTeresitaYCC.org)**

Please read over the information in this handbook, as we feel it will help us work together in making your retreat faith-filled and meaningful. We eagerly look forward to your time at STYCC.

Sincerely in Christ,

*Cristal Juarez*

Ministry Director

# Facilities Information

## **Main Hall**

This beautiful Spanish-style multi-purpose room is fully equipped with a restaurant size kitchen, capacity for 230 people, a stage and sound system, a projector and large screen, large decorative windows, high ceilings, and restrooms. Dining seating capacity is 170.

## **Two Dorm Buildings**

Our two large dormitories sleep a total of 120 youth and 20 adult chaperones. Each dorm building is equipped with bunk beds for 60 youth, restrooms, shower facilities, and two chaperone rooms accommodating 5 adults per room (each with a private restroom and shower). Each dorm also has a cozy meeting room for 10 people.

## **Two Gathering Rooms**

Our gatherings rooms are perfectly designed for groups to create a set-up that best serves the retreat experience. With a capacity of 75 people each, the rooms are equipped with comfortable carpet, tables, chairs, a projector and screen, a sound system, an office space, restrooms, and a welcoming feel.

## **Pool and Pool House**

The 30 X 80 salt-water pool is a refreshing option for groups especially during the hot summer months. The pool house is equipped with a recreation room, a patio and restrooms. *A lifeguard is required for pool use, one for every 25 swimmers. Please see the rules related to dress code and pool use provided in the Guest Handbook.*

## **Recreation Activities**

Our youth friendly center includes space to be active and have fun. In addition to our pool, we provide a cement basketball court, a sports field, a small recreation room, and many beautiful hiking trails. *Please see rules regarding trails provided in this Handbook.*

## **Portable Cabins**

Our two large cabins sleep a total of 12 adult chaperones. Each cabin building is equipped with 6 beds for adults, restroom, and shower facilities. Cabin has a cozy meeting room.

## **Craft Room**

The 30-person capacity craft room provides creative space for groups to work with art forms that might be a bit messy but are a whole lot of fun.

## **Wheelchair Accessibility**

All of our facilities are wheelchair accessible. Please notify us for any other accommodations needed.

# What to BRING List / What NOT to Bring List

**For Overnight Retreatants, You Must Bring:** *STYCC does not provide bedding for guests, so please bring...*



- Sleeping Bag or Sheets and Blankets (*twin size*)
- Pillow and Pillow Case
- Towel
- Toiletries (*shampoo, soap, toothbrush, toothpaste, etc.*)
- Warm clothes/jacket for cool days
- Clothes for hot days
- Athletic/hiking shoes
- Open Spirit



## You May Also Bring:

- Water Bottle
- Flashlight
- Sunscreen
- Hat or Visor
- Sunglasses
- Rain Jacket or Poncho
- Swimming attire (*see Pool Policy dress code*)



## Do NOT Bring:



- Weapons
- Illegal Drugs
- Alcohol
- Fireworks
- Inappropriate clothing, books or magazines
- Lighters
- Knives
- Gum
- Closed attitude

Since each retreat and activity at STYCC is a unique event designed for a particular purpose, **other restrictions may apply, including the use of cell phones, computers and electronic devices.** Please see the “What to Bring / What Not to Bring” list for the retreat/event you will be attending, or consult your parish, school or organization representative.

# Pre-Arrival CHECKLIST

## FOR LEADER OF VISITING ORGANIZATION

Organizing a retreat requires our utmost attention to details, for you as the attending group and for us as the host site. Please look over this pre-arrival checklist to make sure you are ready for your amazing retreat experience.

- Reservation Agreement (*contract*) is signed and deposit is received by STYCC.
- STYCC Youth permission slips including insurance and medication information are completely filled out and signed by a parent or legal guardian. For pool use, an additional initial signing is required. STYCC Youth permission slips are available on the STYCC website.
- Certificate of insurance is received by STYCC. (*For non-Diocese of Fresno groups*)
- Request Form for Trips* completed and sent to Diocese of Fresno Risk Management Office. (*This form only applies to Diocese of Fresno Catholic organizations*)
- Child and Youth Protection Verification for Non-Catholic Groups OR Safe Environment Child Protection Verification* form is complete and signed. (*If applicable*)
- Adjustments in arrival time and/or departure time are communicated to STYCC at least 30 days prior to event.
- Special requests are communicated to STYCC at least 30 days prior to event.
- All needed personnel (*first aid, lifeguard, adult chaperones, etc.*) are enlisted. (*if applicable*)
- Adult forms including insurance and medication are completely fill out and signed. Forms are available on the STYCC website at [www.StTeresitaYCC.org](http://www.StTeresitaYCC.org).
- Copies of Lifeguard Certificate(s) verifying the qualifications of your enlisted personnel, to be given to STYCC 30 days prior to arrival.
- A complete list of all youth and adults, to be given to STYCC upon arrival.
- Youth are informed of What To Bring / What Not To Bring.
- All youth and adults have thoroughly read and understand the *STYCC Rules for Retreatants*.
- All adults have thoroughly read and understand the *STYCC Rules for Adult Chaperones/Leaders*.
- Time designated in schedule for a STYCC staff 15-minute orientation, which will happen at the beginning of your retreat.



# Room Capacities, Room Set-ups and Group Responsibilities

STYCC provides several rooms, with varying capacities, designed for multi-purpose use. These rooms and capacities are:

**Dorms** - Sleep 120 youth and 20 adults

**Main Hall** - 230 (170 for dining)

**Two Gathering Rooms** - 75 each

**Craft Room** - 30

**Two Portable Cabins** - 6 each

**Recreation Room** - 15

**Two Dorm Meeting Rooms** - 10 each

**Swimming Pool** - 50

## **Set Up:**

In order to provide you with enough tables, chairs, and multi-media equipment (*if available*), please let us know your use for these rooms, at least two-weeks in advance.

We ask that you provide a team to arrange the set up of each room. If you need STYCC to set up the rooms, please let us know your arrangement two weeks in advance. Because of our limited staff, STYCC is not able to rearrange rooms during your retreat.

Lastly, we require you to stack the chairs and put away the tables in each room before you depart.

## **Meals:**

Breakfast at 8am, Lunch at 12noon, and Dinner at 6pm. Please let us know 30 days prior if assigned times will not work for your groups.

STYCC requests that you to provide a pre-meal and post meal team of five. These meal-related teams are responsible for setting up before meals, and cleaning up after meals.

Please let us know two weeks prior of any special dietary needs.

Please let us know how we can assist you with any special request.

Thank you for all your help and cooperation!

# Rules for Retreatants, STUDENENTS , and GUESTS

In order to ensure that everyone has a safe and positive experience, everyone must adhere to the following rules. Any infraction of these rules may result in dismissal from STYCC.

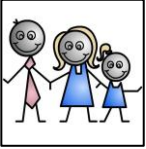
1. All adults must follow the *Diocese of Fresno Safe Environment* policy. (Read: *Rules for Adult Chaperones and Safe Environment* policy)
2. Treat each person with kindness and respect.
3. No inappropriate behavior is allowed such as fighting, activities that may cause injury, hazing, pranks, foul language, inappropriate intimacy, theft, or bullying.
4. Alcohol, weapons, firearms, knives, smoking, and illegal drugs are prohibited.
5. Treat the facilities as a home. Do not misuse or damage anything related to the buildings, equipment, dining facilities, and grounds. You are responsible for any damages.
6. Care for the natural environment by properly disposing of all trash and treating the living surroundings with respect.
7. All exits and passageways must be kept clear of any obstructions such as chairs and tables.
8. Dress modestly and appropriately at all times, we recommend you dress for comfort. Any symbols or writing on clothing must be wholesome and clean. No provocative attire is allowed. Shorts must have an appropriate length and tops must have appropriate coverage.
9. Swimming pool attire: Boys must wear appropriate length trunks and girls must wear a one-piece bathing suit. You must follow all rules and regulations related to the pool. (Read: *STYCC Pool Policy*)
10. Boys are not allowed in the girls' dorm, and girls are not allowed in the boys' dorm.
11. No food or drink other than water is allowed in the dorms for health and safety reasons.
12. Minors are not allowed off the premises unless accompanied by a chaperone or parent.
13. No unauthorized person is allowed in the kitchen at any time. Only certified STYCC personnel are allowed to prepare and serve food.
14. No minor is allowed to hike alone or without an adult. (Read: *Trail Rules*) Please wear appropriate shoes and stay on the designated trail.
15. Do not handle any wildlife and stay clear of any creature that may be considered dangerous. Please notify STYCC staff if you see any dangerous creatures.
16. Upon departure all retreatants are required to clean the facilities to an acceptable level.



# Rules for ADULTS Chaperones and Leaders

All adult chaperones and leaders serve a unique and necessary purpose: *To ensure the safety and well being of the participating youth.* To promote this purpose we require all adult chaperones and leaders to adhere to the following rules and adhere to the *Diocesan Safe Environment* policy (Read: *Safe Environment Policy*)

1. Always treat young people with respect and value. Be supportive, assuring, and positive.
2. Immediately report any suspicion of child abuse or inappropriate behavior by an adult to STYCC management and your group representative. (Read: *Safe Environment Policy*)
3. In case of an emergency, dial 9-1-1 and notify STYCC management and your group representative. Phones are located in the dorms, pool area, break room, and administration offices.
4. In the event of a fire or emergency, ALL PERSONS will evacuate to the cement courtyard and wait for further evacuation instructions. The Renting Organization must make sure all persons are accounted for.
5. Immediately report anything dangerous or hazardous related to the facilities, wildlife, food, etc. to STYCC management and your group representative.
6. Be present to the youth under your supervision. Listen and watch for issues that may arise related to safety, abuse, illness or injury.
7. No unauthorized adult is permitted on STYCC property.
8. Chaperones should be 25 years of age or over. No one under the age of 21 can be a chaperone.
9. Generally, one chaperone should be provided for every 5-7 minors depending upon the activity and age of the participants. A minimum of one chaperone per every 10 minors is required. STYCC requires that groups provide a minimum of two chaperones (*per gender if spending the night*), even if there are fewer than 10 youth.
10. Chaperones must not independently discipline the youth. The school teachers and/or the designated persons in charge must be the disciplinary agent.
11. Make sure all events and activities are properly supervised. Be especially careful on hikes.
12. All adults must follow the *STYCC Rules for Retreatants, Students and Guests*, which involves proper dress attire, appropriate behavior, and prohibitions.
13. Read the rules and information provided by STYCC related to safety, behavior, and restrictions. Enforce when needed. (Read: *STYCC Rules for Retreatants, Students and Guests*)
14. We encourage the use of trails in groups consisting of least two minors and two adults, with a ratio of no more than seven minors to one adult.



## Safe Environment Policy

STYCC maintains compliance with the CA Penal Code Article 2.5 –the Child Abuse and Neglect Reporting Act (Section 11164-11174.3). STYCC Management and staff are mandated reporters, as outlined by Section 11165.7a-6, and reserve the right to report suspected abuse to the proper authorities.

STYCC fully supports and is in full compliance with the *Catholic Diocese of Fresno Safe Environment* policy. The goal of Safe Environment is to protect and ensure the safety of young people by training and screening (background checks) adults who interact with minors. STYCC policies and rules related to Safe Environment are as follows:

- 1) All adults representing STYCC, including staff and volunteers, are required to complete the *Diocesan Safe Environment* training and successfully pass a background check.
- 2) All adults accompanying Catholic organizations must be in compliance with the *Catholic Diocese of Fresno Safe Environment* policy, including training and screening. The pastor, principal or chief executive of the renting Catholic organization must sign Section 12 of the renter's agreement verifying that all accompanying adults have completed either the *Catholic Diocese of Fresno Safe Environment* requirements or a similar process provided by other Catholic dioceses. Non-Diocese of Fresno Catholic organizations must sign the form: *Safe Environment Child Protection Verification*.
- 3) In addition to adherence to *Diocesan Safe Environment* regulations, all Non-Catholic renting organizations must provide a certificate of insurance naming the Catholic Diocese of Fresno as additionally insured. The official representative must complete and sign the form: *Child and Youth Protection Verification for Non-Catholic Groups*.
- 4) Diocese of Fresno policy states that chaperones should be over 25 years of age. No one under the age of 21 can be a chaperone. Generally, one chaperone should be provided for every 5-7 minors depending upon the activity and age of the participants. A minimum of one chaperone per every 10 minors is required. More chaperones are often needed so that each gender has adequate chaperone supervision. STYCC requires that groups provide a minimum of two chaperones (per gender if spending the night), even if there are fewer than 10 youth.
- 5) All adults accompanying Catholic and Non-Catholic organizations must read and understand the *STYCC Rules for Adult Chaperones and Leaders*. The official representative of the renting organization must require all attending adults to have read and understand this document by the time of arrival.
- 6) When minors occupy STYCC facilities, no unauthorized adults are allowed on the premises.



## Pool Policy

### The policy pertains to all users of the pool.

STYCC maintains compliance with CA State laws and Diocese of Fresno (DOF) policies related to pool safety, regulations, and equipment. The following policies and rules are in place to ensure the health, safety and a secure environment for all participants.

- 1) ***Diocesan Safe Environment* policies prohibit the use of the pool by any outside persons, when youth occupy STYCC facilities- no exceptions.**
- 2) The pool will be closed between 9 P.M. and 9 A.M. daily. The pool is open during designated seasons and times of the day. Pool use must be pre-arranged by renting group at least 30 days prior to use.
- 3) **The maximum capacity of the pool is 50 persons.**
- 4) **Groups using STYCC or STAR facilities are responsible for providing a certified lifeguard(s) if they are using the pool. Proof of certification must be submitted to STYCC before use of the pool. One certified lifeguard is required per 25 minors. A lifeguard with a valid lifeguard certification must be present when minors are using the pool – no exceptions.**
- 5) In case of emergency DIAL 9-1-1. A phone is located in the pool office.
- 6) *Diocesan Safe Environment* policy and *STYCC Rules* apply to pool use.
- 7) All safety rules are posted by signage within the pool area and clearly visible. The safety rules include, but are not limited to, no diving, no running, no horseplay, no activities that may cause injury, no glass items, no foul language, no smoking, no alcohol, no weapons, and no eating or drinking (other than water) in the pool area. Any violation of rules may result in elimination of pool use and/or expulsion from STYCC.
- 8) In addition to lifeguards, one safe environment certified adult must be present in the pool area for every seven youth under the age of eighteen.
- 9) **All non-dioceses of Fresno organizations must provide additional documentation related to safe environment and insurance. (Details provided upon request)**
- 10) **Dress Code** appropriate attire is required: Boys must wear appropriate length trunks and girls must wear a one-piece bathing suit.
- 11) For **Minors (10 and over)** unaccompanied by a parent or legal guardian, all permission slips and parental waiver/release forms must be signed and received by STYCC from the parent/legal guardian before the child/children use the pool.
- 12) **No Diapers are allowed in the pool area.**
- 13) All minors **under the age of 10** must be supervised by a parent or legal guardian at all times. Permission slips and parental waiver/release forms must be signed by the parent/legal guardian before the child/children use the pool. All swimmers must be able to swim the short length of the pool (approximately 30 ft.). The on duty lifeguard as the authority to test anybody for this ability.
- 14) All safety equipment is easily accessible and maintained for proper use.

## Trail Use and Rules



The clearly marked trails surrounding STYCC are for the use and enjoyment of our retreatants. We ask you to stay on the trails in order to avoid rattlesnakes, poison oak, and hazardous terrain.

- 1) No youth can use the trails without adult supervision.
- 2) We encourage the use of trails in groups consisting of at least two youth and two adults, with a ratio of no more than seven youth to one adult.
- 3) All groups will receive a brief orientation regarding trail rules and safety precautions at the start of each retreat, program and event.
- 4) An adult must take a head count of youth and take all necessary measures to keep track of all youth during the hike.
- 5) STYCC observes the **leave no trace** rule: Respecting nature by not taking anything or leaving anything behind.
- 6) For safety reasons, leaders for night hikes must provide adequate lighting.



## Trail Safety Procedure for Adults

All adults accompanying youth on trails must adhere to these guidelines in order to prevent injuries and accidents.

- 1) Watch for and avoid hazards (*i.e. broken overhanging limbs, flooded creeks, lightning, poor footing, poison oak, snakes, etc.*)
- 2) Stay on the designated trail at all times.
- 3) Stay out from under trees during times of high wind.

In case of severe injury or health-related injury, the trail guide should:

- 1) Take necessary first-aid action in order to prevent loss of life (*i.e. CPR, direct pressure to stop severe bleeding, etc.*)
- 2) Dial 9-1-1 in case of emergency.
- 3) Take firm charge of the situation. Reassure the injured person and the trail group.
- 4) Keep the injured person and trail group calm while awaiting assistance.
- 5) In case of fire on the trail, stay away from the fire's path, alert the supervisor and take the safest route back to the retreat site.



## Basic Safety Information

First Aid and Fire Safety measures are required to ensure the safety and well-being of each person and the environment.

- 1) In case of an emergency, DIAL 9-1-1 and notify STYCC management and the leader of the renting organization.
- 2) If you see a fire immediately report it to STYCC management and DIAL 9-1-1.
- 3) We require that each renting organization provide a First Aid certified person.
- 4) FIRST-AID KITS are located in the Dorm meetings rooms, Dining Hall break room, Pool Office, Recreation room, and Administrative Office in dining hall.
- 5) No campfires are permitted at STYCC unless approved by the STYCC manager.
- 6) All exits and passageways must be kept clear of chairs, tables, etc.

## Warming Fire Rules



Warming Fires are only permitted in designated area. Warming Fires are only permitted if the temperature falls below 51 degrees and only between the dates of December 1<sup>st</sup> to April 30<sup>th</sup>. Fires cannot be any larger than 2 feet by 2 feet.

- 1) Only adults are allowed to start and tend to the fire.
- 2) Chaperones must be in the Warming Fire area when minors are present.
- 3) Only use non-treated wood. You may bring newspaper and matches to start fire.
- 4) You cannot use: combustible lighter fluid, charcoal, or any other flammable material.
- 5) The Warming Fire cannot be used to cook food. Only adults are allowed to warm simple dessert items, like Smores.
- 6) No Warming Fires are allowed on windy days or windy nights.
- 7) Warming Fires must be completely extinguished with water by an adult before leaving area and the area must be clean of all food debris.
- 8) STYCC reserves the right to cancel a Warming Fire event at any time.
- 9) Renter is responsible for all damages to buildings, grounds, and equipment caused by Warming Fire.

## Proper Use of Facilities and Damage Responsibilities



Providing quality facilities is a high priority for STYCC. In order to maintain a quality, clean atmosphere the following rules apply:

- 1) Groups are not allowed to use any tape that leaves a sticky residue, or use tacks, nails, screws, etc. in any part of the buildings.
- 2) Open-flame candles are NOT PERMITTED at STYCC. Please use flame-less candles, battery operated candles, or LED candles.
- 3) Incense is not allowed in any of the buildings.
- 4) Groups are responsible for all damages to buildings, grounds, and equipment caused by the groups, other than ordinary wear and tear. The cost for repair or replacement may include labor costs.

## Cleaning Policy



STYCC requires groups to clean all used facilities to an acceptable level by time of checkout. A site check by STYCC management and the group leader will be conducted prior to group's departure. If not cleaned to a satisfactory level, there may be an added charge for cleaning. Satisfactory level means the following:

- 1) All property of the group must be removed.
- 2) All trash inside the facilities and outside on the premises must be placed in the garbage dumpster.
- 3) All floors swept broom clean.
- 4) All sinks cleaned of debris.
- 5) Furniture returned to its original location.
- 6) All signs and residue must be removed and cleaned off surfaces.
- 7) Damage must be brought to the attention of STYCC management. Costs for damages may apply.