



# CAMP SUNRISE

**ADMIN MODULE**

Glastonbury Parks & Recreation Department  
Staff Manual

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# 1. STRUCTURE & RESPONSIBILITIES

The success of the Summer Camp program depends on the daily performance of the staff. As Director/Assistant Director/Group Leader, the decisions you make and judgment you use on a daily basis are essential to the safe and smooth and operation of the program.

This manual serves as a reference with regard to basic policies and procedures to be followed within. It will not address every situation you may encounter. You are encouraged to consult with the Recreation Supervisor whenever you need help in interpreting or applying a policy and/or procedure.

## Roles May Include

- Supervising Staff
  - Staff Recognition & Discipline
- Scheduling
- Staff Evaluations
- Planning Camp Activities
- Field Trip Management/Coordination
- Medical intake on first day of sessions
- Camper Paperwork for each session (contact parents for those missing)
- Address behaviors and special needs of campers
- Communication needs and issues of campers and staff in group
- Do what it takes to ensure program runs smoothly!

## Confidentiality

In your role you will have access to information and conversations about your campers and staff. Specific camper information is available ONLY to paid staff. Discretion is sacred. Do not share or discuss personnel issues regarding any staff member with anyone other than your supervisor. Supervisors don't always have the ability to share everything with employees. Staff will respect and trust you more if they understand confidentiality won't be broken.

## Expectations

1. Professional
  - It's your job to make sure your staff do their jobs
  - Lead by Example = Be A Role Model to Staff
2. Planning
  - Timely
  - Creative
  - Well thought out
3. Communication
  - With your supervisor
  - With your staff
  - With parents
4. Consistent
  - Discipline
  - Schedules/Activities
  - Expectations
5. Knowledgeable
  - Be aware of all camp procedure/policies
  - Ask questions when you are unsure
  - Don't give an answer you're not sure of

The following is the chain of command for Camp Sunrise, as well as a general description of staff responsibilities.

**Camp Sunrise Director:** The Director's primary responsibility is planning, implementing and evaluating the Camp Sunrise program. Works under the general direction of the Recreation Supervisor and provides direction to Assistant Director, Group Leaders, Assistant Group Leaders and Volunteers. Attends and oversees staff meetings as required. Is responsible for the in-service training of camp staff and makes sure all activities are conducted in a safe manner so as to prevent injury to program participants. Adheres to and enforces all established Town and Department procedures and performs related work as required.

**Camp Sunrise Assistant Directors:** The Assistant Director's primary responsibility is planning, implementing and evaluating the camp program, with a main focus on volunteers and field trips. Works under the general direction of the Camp Sunrise Director and provides direction to Group Leaders, Assistant Group Leaders and Volunteers. Attends and oversees staff meetings as required. Is responsible for the in-service training of playground staff and makes sure all activities are conducted in a safe manner so as to prevent injury to program participants. Adheres to and enforces all established Town and Department procedures and performs related work as required.

**Camp Sunrise Group Leaders:** Group Leaders work closely with the Camp Sunrise Director and Assistant Director on the planning, implementation and evaluation of the Camp Sunrise program. Works under the general director of Camp Sunrise Director, provides direction to Assistant Group Leaders and Volunteers and is responsible for the day-to-day operation of their assigned area. Completes program, accident and attendance reports; prepares weekly lesson plans, announcements/correspondence with parents and notes home. Attends all required staff meetings. Makes sure all activities are conducted in a safe manner so as to prevent injury to program participants. Makes sure all activities are conducted in a safe manner so as to prevent injury to program participants. Adheres to and enforces all established Town and Department procedures and performs related work as required.

**Camp Sunrise Assistant Group Leaders:** Assistant Group Leaders are directly responsible to the Group Leader and also work under the general direction of the Camp Sunrise Director. Are responsible for the supervision and safety of all program participants and for the planning, preparation and implementation of activities. Attends all required staff meetings. Makes sure all activities are conducted in a safe manner so as to prevent injury to program participants. Adheres to and enforces all Town and Department policies and procedures and performs related work as required.

**Camp Sunrise Volunteers:** Volunteers are directly responsible to the Group Leader and also work under the general direction of the Camp Sunrise Director and Assistant Director. Are responsible for the supervision and safety of all program participants they have been assigned to work with. Attends all required volunteer meetings. Makes sure all activities are conducted in a safe manner so as to prevent injury to program participants. Adheres to and enforces all Town and Department policies and procedures and performs related work as required.

## **2. STANDARDS & EXPECTATIONS**

Working in a summer camp is a highly responsible position involving the safekeeping of children with a high standard of conduct expected from the staff. Failure to comply with the policies and procedures described in this manual is taken seriously and disciplinary action will result.

### **Camp Dress Code**

Refer to the Glastonbury Parks & Recreation Dress Code in the General Module. Camp specific dress code includes:

- Staff shirts will be given to all staff. These shirts should be worn on all field trips days.
- Staff Name Badges must be worn at all times when working.
- Sneakers are recommended. Sandals may only be worn at the pool during assigned swimming duty.

### **Cell Phones**

Personal phone calls and texting are not permitted during work hours. Cell phones are to be turned off or muted. Staff may use their phones throughout the day for camp communication/taking photos for the slide show only. All staff may bring their cell phones on field trips for communications and safety/emergency purposes only.

### **Hours & Work Shift**

Program meets Monday-Friday 9:00 a.m.-3:00 p.m. Group Leaders are scheduled 8:30 a.m.-3:15 p.m. Assistant Group Leaders are scheduled 8:45 a.m.-3:15 p.m. There may be times that hours differ slightly depending on an extended field trip, special event, staff meeting etc. You will not be paid for arriving earlier or staying later except when special activities or situations require it.

### **Attendance & Punctuality**

Staff is expected to attend each day, report on time, and follow their assigned work schedule. Any requests for time off should be submitted before the start of the program. Any request for time off once the program starts must be requested to the Camp Sunrise Director and approved by the Recreation Supervisor. It is imperative that you show up on time throughout the summer. On time means being at your assigned area and ready to go at your designated time. If you are running late, for a reason in or out of your control, please call the Camp Director.

### **Attendance & Illness**

If you are unable to work, you are required to contact the Camp Director or Assistant Director at the earliest possible time. If you are unable to reach anyone, you should leave a message with the Recreation Supervisor to report you will be absent. If you have a contagious illness, please stay home. If you are taken ill while on duty, notify your Camp Director or Assistant Director so that you are properly relieved before leaving your station.

### **Attitude**

A positive attitude is the best and most important thing that you can bring to camp with you each day. Enthusiasm goes a long way with kids, and your attitude will be infectious amongst the campers in your group.

When field trips or games are not what we expect, or a camper complains, do not sympathize! Get into the game—lead by example. Staff can make or break a child's experience at camp. Remember that, and always strive to be the best role model that you can be for the children in your care!

### **Accountability**

You must be accountable not only for yourself, but also to your co-workers and each and every camper under your watch. An accountable staff member:

1. Shows up to all scheduled shifts on time with a positive attitude, ready to take on the day.
2. Always knows the number of campers under their watch, and is able to report their attendance numbers and the locations of any campers not with the group whenever asked by the Camp Director or Assistant Director.
3. Leads their group to and from activities in a timely manner. Some transition times may be short, especially for the younger campers. Please help campers move quickly in order to not miss out on any activities.

## **Radios**

Camp Director, Assistant Director and Group Leaders will be assigned a radio to be used for communication amongst all staff throughout the camp day. You are personally responsible for keeping track of your radio and for turning it off and plugging it in at the end of the day. Uncharged radios will not be helpful at all the next day when other staff need to communicate with you. Please keep the radio on you at all times throughout the day and turned to a volume where you can hear it. It is of the utmost importance that you are reachable at all times!

## **Lunch**

Staff eats lunch with the campers. Staff may sit at a table together or with campers, but must remain alert and be able to monitor the room, beyond the table where they are sitting. There are coolers available in the school cafeteria where lunches can be stored. On days when lunch will be eaten off-site, staff and children are responsible for storing and transporting their individual bag/cooler.

## **Food Allergies**

Because of food allergies, Staff will enforce strict “No food trading/sharing” rules. Please do not allow campers to trade or share food with anyone else! If any campers have serious food allergies, a Peanut/Nut Free Table will be utilized at all lunch and snack times. This could vary session by session depending on campers enrolled.



### 3. ROSTER & CAMPER INFORMATION

Every child is required to have a completed Camp Sunrise application online. This includes a health form, teacher assessment form and medications forms (if applicable). Forms require parents check off permissions for PMT and field trips. Photo permission is optional. The Camp Sunrise Director is responsible for checking forms and making sure all the information is included.

#### DO NOT HESITATE TO ASK QUESTIONS ABOUT ANYTHING YOU'RE NOT SURE OF!

- Camp Sunrise applications are a very important!
- The Camp Director, Assistant Director, Group Leaders and Assistant Group Leaders will have access to all applications.
- Group Leaders will be provided with a "Summary Sheet". You need to make sure they a **readily available**.
- Forms should be placed in a binder that will go with the Group Leader on ALL field trips and to the pool. All forms should be kept in alphabetical order and **with/near you at all times**.

Applications are given to Parents when they register. They are instructed to turn the forms in prior to the start of camp. Once they turn in their paperwork, they are given the calendar of activities for that session(s).

IDENTIFICATION INFORMATION:	The name, address, date of birth should be filled in. Make sure the parent information is filled in and includes phone numbers! Parents should list at least one but preferably two Emergency contacts with phone numbers. We will always try to contact Parents first.
NEEDS:	Make note of any specific disabilities.
PHYSICAL CARE:	Make note of mobility, supervision, life skills, communication.
APPLICANT PROFILE/BEHAVIOR:	Make note of hobbies, interests, any aggressive tendencies.
SWIMMING ABILITY:	Make sure the swimming ability has been indicated. Note if the child requires a lifejacket.
ADDITIONAL INFORMATION:	Make note of important information parents share.
SUMMER SCHOOL:	Make note if the child attends summer school. If yes, contact the parents to discuss field trip attendance.
SPECIAL SERVICES:	Make note of any 1:1 or nurse.
PERMISSIONS:	ALL children must have Field Trip Permission and PMT permission checked. Photo permission is optional. Make note of any children that DO NOT have photo permission.
PICK UP AUTHORIZATION:	Applications should have additional people that can pick-up in the event that a parent/guardian cannot be reached. DO NOT release campers to anyone not listed on as a parent/guardian or with pick-up authorization.
HEALTH FORM:	Should be completed and signed by a physician. Immunization records should be attached. Note any allergies or medications. If indicated, there must be an accompanying Medication Administration Form.
MEDICATION AUTH FORM:	Any child requiring medication at camp (including inhaler, epipen, etc...) must complete a medication authorization form. Please note that the topical medication DOES NOT include sunscreen. Staff CANNOT apply topical sunscreen (only spray sunscreen).
PAYMENT INFORMATION:	The weeks registered in the computer are accurate. Refer to the spreadsheet for updated information.

# Logging into MyRec

1. Leadership staff will have access to rosters online if needed.
2. To get to your MyRec account, visit [www.glastonburyct.myrec.com](http://www.glastonburyct.myrec.com) and click on “Log In”. If you do not have an account, be sure to click on “Create Account” to complete your information.
3. Log into your account using the username and password created (check with Recreation Supervisor for login credentials)
4. Upon logging in, you will be brought to your account “household” where you will be able to access information.
5. To get to the different tabs, click on “Rosters” (pictured below). If you are on a mobile device, click on the “Utilities” button, and then click on “Rosters”.

**Emmanuel Household**

Account Finance Members Balances Registrations Memberships Reservations Products Cart

Account Overview

Account	Account Members	Balances	Registrations	Other Purchases
<b>Finance</b> Logged In: Geordie Grade Roll Up: 06/01/2023 Last Update: 06/02/2022 Yearly Review: 09/15/2022 <a href="#">Account</a>	<b>Add Member   Add Payer</b> Geordie Emmanuel Test Emmanuel <a href="#">Account Members</a>	<b>No Balances Owed</b>	<b>Camp Sunrise 2022 - Camp Sunrise TEST</b> <a href="#">Activities</a>	<b>Redeem Gift Certificate</b> Congratulations Staff Training Camp After Camp Camp After Camp Adult Softball League <a href="#">Reservations</a> <a href="#">Point of Sale</a>

**Emmanuel Household**

Account Finance Members Balances Registrations Memberships Reservations Products Cart

Rosters for Coaches & Instructors  
(Guide)

**Music & Arts Camp - Camp After Camp**  
06/27/2022 - 07/21/2022

- [View Roster](#)
- [View Digital Sign In/Out Sheet](#)
- [View Dynamic Forms](#)
- [View Custom Forms](#)
- [Export Roster](#)
- [View Attendance/Sign In Sheet](#)
- [Email Roster](#)
- [Text Message Roster](#)
- [Email Coaches](#)

## Accessing the Roster

1. Click on the “View Roster” tab
2. This will bring up all camper information including: age, birthday, grade, parent/guardian and their information, and emergency contact information. Printed copies of the roster will be made available.
3. Rosters can be sorted by first name, last name, age, grade and gender if needed.
4. Custom form information can also be viewed on the roster, by clicking on the “Show Custom Form Information”. This will **only** show the following:
  - Camp Information (special needs information, allergies and medication information)
  - Camp Permissions (T-Shirt Size, Walking/Biking permission to/from camp, and pickup contacts)
  - Camp Swimming Information (level of ability child has swimming)

## Accessing Custom Forms

1. Click on the “View Custom Forms” tab
2. This will bring up all custom forms for each child registered for the program. It is defaulted to list the participants in order by first name, but can be sorted by last name. To change this, look for the “Sort By: First Name; Last Name” options at the top of the screen.
3. If looking for something specific on a custom form, there is the option to only view specific a specific form for all children enrolled in the program. To change which form you are viewing, click on the “All Forms” button at the top of the screen and select which specific custom form you would like to view.

Forms are given to Parents when they register. They are unable to complete the registration process until all required forms are completed.

## Camper Shirts

Each child gets one (1) camper shirt which is included in the registration fee. Some parents may have purchased additional shirts. Parents were asked to check of their child’s size at registration and you will receive a list of sizes. Do your best to provide the size they requested! **Use your Camp Calendar to remind kids to wear shirts on field trip days where shirts are required.**

## 4. ARRIVAL & DEPARTURE POLICIES

### Sign-In/Sign-Out

Group Leaders are responsible for sign in/sign out procedures. If the parent/guardian is dropping off/picking up, they are required to come into the building to sign their child in and out each day. Staff will be provided with attendance forms. If campers are being transported by bus/van, Group Leaders must sign their campers in and out.

If a child is walking or biking to camp, the parent/guardian must provide a note that says the child has permission to walk and/or bike. “**Note to Camp**” forms are available for parents to complete.

### Bus Duty

**Assign each staff member a day that they are responsible for bus duty on a rotating basis for the start of camp and at the end of the day.** Use the bus duty forms provided. Staff on bus duty must greet campers, take them off the bus and escort them to the camp entrance door (if needed). Group Leaders should sign campers in when they arrive at the group mat. The remaining staff and volunteers should be in the cafeteria or other designated area with the kids getting them ready to start their day. Keep an eye on parking lots and traffic during arrival/departure. Kids should not be running to & from the building! Be sure volunteers are assigned to specifically watch children, get them into the cafeteria or designated area and show them where to put their belongings and get them ready to start the day. Make sure that Group Leaders have activities out for the kids when they arrive.

### Bulletin/White Board

A decorated bulletin board that highlights and displays themes, trips, activities etc. should be done for each session. Group Leaders should use their white board for any daily announcements or reminders. Be sure they are located where parents, campers and volunteers will see it at drop off and pick up!

### Arrival Procedures

Arrival time is 9:00 a.m. Parent should not be allowed to drop off children any earlier! The parent of any child that arrives early should be contacted by the Group Leader and told that that supervision is not available until 9:00 a.m.

If a child is going to be dropped off at a time other than 9:00 a.m. or if they are attending summer school, remind the parent/guardian that they are responsible for knowing your schedule, as there is a lot of off-site activity. They may not be able to drop off late if the group is off-site on a field trip. “**Note to Camp**” forms are available for parents to complete.

### Dismissal Procedures

Children should be at their assigned area with their Group Leader and ready for dismissal at the end of the day. Group Leaders must make sure that each child in their group has all their belongings together and is ready to go!

If a child is going to be picked up at a time other than 3:00 p.m., remind the parent/guardian that they are responsible for knowing your schedule, as there is a lot of off-site activity. They may not be able to pick up early if the group is off-site on a field trip. “**Note to Camp**” forms are available for parents to complete.

When the Parent/Guardian or Bus arrives Group Leaders should dismiss the children to the staff person on bus duty. Group Leaders should sign out the campers going home by bus/van. Parents/Guardians must come in to the building to sign their children out if they are picking them up. Each Group Leader is responsible for dismissing the kids assigned to their group and for knowing who the child goes home with. The child should identify who is there and the Leader should release them. If someone other than the parent/guardian will be picking the child up, a written permission note with the person's name must be given. “**Note to Camp**” forms are available for Parents to complete. Ask the child to identify the person at pick up time. Make sure it is the one listed on the note! Staff will under NO circumstances, release a child to anyone other than the parent/guardian or individual authorized on the paperwork as a pick up. The Parent/Guardian must be notified if someone comes to pick up the child and you do

not have a permission note with their name on it.

If a child has permission on file from the parent/guardian to walk and/or ride a bike home, the Group Leader is responsible for signing the child out and watching them leave the grounds.

**DISMISSAL AT THE END OF THE DAY MUST BE ORGANIZED AND SYSTEMATIC! IT IS NECESSARY THAT WE KNOW WHO EACH CHILD HAS GONE HOME WITH AND ON WHICH BUS THEY ARE TRAVELING!**

## **Communication with Parents**

Camp Director, Assistant Director and Group Leaders should maintain open communication with parents. Encourage Group Leaders to inform parents of any upcoming events or announcements and especially anything they need to know about their child's day.

Give time each day for the Group Leaders to write notes home (if they choose to do camper notebooks). Group Leaders should be communicating with parents either via e-mail, text, phone or notebooks at least once/week.

Greet parents with courtesy and enthusiasm. Point out calendars, schedules, white boards etc. that give important information about the program when parents are on-site. Answer questions correctly and/or refer the person to someone who can give correct answers. If you don't know the answer to a question, ask for help.

Complaints must be taken seriously.

- Always handle complaints out of earshot from the campers.
- Remain calm and courteous regardless of the customer's demeanor.
- Actively listen, address the person by name, acknowledge you hear what they are saying by paraphrasing or taking notes, ask questions to demonstrate a sincere desire to understand the issue, apologize for the inconvenience and thank the person for bringing it to your attention.
- Allow an angry person to explain his/her anger and calm down before you respond to the complaint. Avoid being defensive.
- If insulting language is used, or if the situation becomes a personal confrontation, simply walk away from the person. To trade insults will only make a bad situation worse.
- If the complaint concerns something within your control, take action immediately. If not, refer the person to your supervisor. Do not make promises you cannot keep, and inform your supervisor of the situation as soon as possible.
- Complete an incident report when appropriate.

## **Late Pick Up**

A \$15 late fee should be charged to the Parent/Guardian picking up after 3:10 p.m. They should be given warning the first time it occurs and charged any time after that. The Camp Director should handle all Late Pick Up fees.

## **No-Show Pick Up**

In the event a parent/guardian does not arrive at pick-up time, you are required to stay with the child. Never leave a child unattended and always have a minimum of two staff wait with the camper. A staff and camper should never be alone at any given time.

If a parent/guardian has not arrived by 3:10, try to contact them. If you can't reach them, start calling the other emergency contacts listed on their form. If one of the contacts will pick up the child, leave a message with the parent/guardian that includes the name of the person the child is going home with and the time that you are calling. School buildings often close at 3:30 p.m. If someone is not on the way by then or you are unable to wait with the child, contact the Recreation Supervisor and we will bring the child to the Parks & Recreation office. Leave a message with the parent/guardian that the child has been to the Parks & Recreation Office at 2143 Main Street and include the time.

## 5. TIMESHEETS AND PAYCOM

All Employees are responsible for keeping their information up to date in PayCom. Timesheets are the responsibility of each individual staff member. You are required to fully and accurately complete your time sheet at the end of each shift and to verify that all information regarding date, and hours worked are correct. Falsification of time sheets is grounds for dismissal.

- Your timesheet must be **COMPLETED** and **APPROVED**.
- Please enter your time in actual time in and time out times.
- Select the correct allocation/project code for the program you worked (if you work more positions).
- The code for entering hours for Camp Sunrise is 15073 40430. Your PayCom account should automatically default to this code, but double check before submitting hours.

**It is on the employees to input their time correctly.** Employees will no longer submit paper timesheets, and only Recreation Supervisors have the ability to approve/view timesheets. In lieu of approving timesheets, Admin Staff are required to do the following:

- **Be sure to remind staff to fill out their timesheets!** For the most accurate record keeping, all staff should fill in their time directly after their shift is over.
- If an employee has a question about their timesheet, assist or refer them to the Recreation Supervisor. **If you don't know the answer, ask a Recreation Supervisor!**
- Assist the Recreation Supervisor with accurate timekeeping by keeping paper attendance records for a way of double checking when payroll is being approved.
- **Only employees have the ability to edit their timesheets.** If a mistake is noticed, the Recreation Supervisor will alert Admin Staff to have staff adjust timesheets as needed.
- Paper timesheets are **not** an option in lieu of Paycom.

The payroll period is bi-weekly with paydays on the Friday following the completion of the period:

<b>Hours in PayCom</b>	<b>Work Performed</b>	<b>Paycheck Date</b>
Friday, June 14	Preseason Training	Friday, June 21
Friday, June 28	Week #1; Week #2	Friday, July 5
Friday, July 12	Week #3; Week #4	Friday, July 19
Friday, July 26	Week #5; Week #6	Friday, August 2
Friday, August 9	Week #7;	Friday, Aug. 16

[Please use this link to access the PayCom Training](#)

## 6. STAFF EVALUATIONS

### Employee Performance Evaluations

Supervisors will be responsible for completing an Employee Performance evaluation on each of the staff assigned to them. Depending on the length of the program a midpoint evaluation should be done half way through. Midpoint evaluations can be verbal or done on paper. A formal evaluation will be done at the end of the summer. Please keep this in mind throughout the summer. A copy of the evaluation is given out at staff training so all staff know the areas they will be evaluated on.

Fill out form completely – including first and last name that you are evaluating. All evaluation are official documents and should be completed in pen.

Utilize handouts given during training when doing performance evaluations.

### Performance Issues

As a Director/Assistant Director you will likely be the first one to recognize a performance issue. The summer season is very short. It is important that you verbally acknowledge a problem as soon as it occurs. The Director and Recreation Supervisor are available to assist you. Do not hesitate to ask for help and be sure to communicate with your Supervisor about any performance issues. If you delay in handling what seems to be a minor problem, it will get more difficult as time goes on. It is necessary and important you follow the proper protocol.

### Disciplinary Procedures

The following disciplinary protocol will be followed when an employee's performance, attitude, work habits or personal conduct, at any time falls below a desirable level.

1. **Verbal Acknowledgment:** In minor incidents such as the first time an employee is a few minutes late, a verbal acknowledgment is sufficient. No documentation is required.
2. **Verbal Warning:** In instances where the employee's performance, attitude, work habits, or personal conduct falls below a desirable level, a verbal warning with some consultation of how to improve his/her performance is warranted. A verbal warning can be given by the immediate supervisor. The person issuing the warning will complete a Report of Verbal Warning to be submitted to the Recreation Supervisor.
3. **Written Warning:** In situations where a verbal warning has not resulted in expected improvement or in situations where more severe initial action is warranted, a written reprimand provided by the Recreation Supervisor may be sent to the employee.
4. **Suspension or Termination of Employment:** If significant improvement after a written warning is not accomplished, or in situations where appropriate, the Recreation Supervisor may recommend to the Director of Parks & Recreation that the employee be suspended without pay or dismissed.

## **7. DELEGATING DUTIES**

### **Keeping your Staff Involved**

Keeping your Staff involved will help contribute to the success of your program! In addition to working with children, be sure you **delegate duties to your staff**. It is a good idea to list, post and rotate your duties/assignments so that each member of your Staff knows how to do the things that need to be done. It keeps them involved and makes them better leaders!

The following are some general ideas for breaking down duties. You will need to develop your own.

**MORNING DUTIES:** Have staff check outside areas for hazards, trash, broken glass, etc.

Make sure staff have activities out for the kids

Assist with Sign in; Collect Notes, Meds, permission Slips etc.

Assign bus duty staff and make sure they are doing what is being asked

**LUNCH DUTIES:** Get kids ready for lunch (groups, seated, quiet etc.)

Watch kids during lunch and take care of any problems.

Make sure all trash is picked up, lunch boxes and coolers put away etc.

**FIELD TRIP DUTIES:** Get kids ready to go. Make sure they have everything they need (bags etc.)

Choose kids to help bring cooler on the bus if necessary

Check area before leaving to make sure things are picked up, kids have their stuff etc.

Before kids get on the bus, start the Trip Planning Form and have Driver Sign

Load kids orderly onto the bus. Get a Head Count before we leave and again before we return.

After kids are off the bus complete the Trip Planning Form and have Driver Sign

**AFTERNOON DUTIES:** Assign bus duty staff and make sure they are doing what is being asked

Pass out anything that needs to go home.

Make sure kids take everything they need to take home

Make sure everything is cleaned, picked up and neatly put away



## **8. PARAS & VOLUNTEERS**

### **Volunteers**

A small group of high school volunteers will be assigned to work with each group. There are approximately 20-30 volunteers each week. Once you receive your volunteers, you should assign them as a “buddy” to 1-2 specific campers within your group. Notify the Camp Director/Assistant Director if you have too few or too many volunteers. Make sure your volunteers are aware of any allergies/medication/swimming ability of the campers in your group (this information MUST be posted at your group mat).

Volunteers should be considered part of our staff; however, they are not paid staff and should not be asked to assume the responsibilities of paid staff. Volunteers should not be left alone with any camper(s) or group of camper(s). If it becomes necessary to inform a volunteer of inappropriate behavior, it should be done in cooperation with the Assistant Director and Director. It is important to remember some of the Can and Can't for Volunteers:

### **Volunteers Can**

- Organize activities, games and art projects
- Lead activities, games and art projects
- Assist in preparing supplies for games/activities
- Assist with supervision of children at camp and on field trips

### **Volunteers Can't**

- Be left alone to supervise groups of children on their own.
- Discuss discipline/camper related behaviors with parents.
- Change Campers/Clean Up after Bathroom Accidents.

### **Paras**

Some school districts will provide a para or 1:1 support for a camper or group of campers. Paras should be considered part of our staff; however, they will be assigned to work with specific campers or groups of campers.

## 9. CAMP ACTIVITIES

### Program Plans

All of the off-site trips and swimming times are preplanned and built into your weekly schedule. Staff is responsible for planning activities for on-site time. Group Leaders are required to submit written program plans to the Camp Director a week prior to the start of a new session. Plans should include activities for arts & crafts, sports, games, special events etc. Each week will be assigned a theme to use when making weekly program plans. Always have alternative plans in case of rain or heat.

### Session Calendar

A calendar will be prepared and given to parents that will include all of the off-site field trip information, swimming information and any highlighted on-site activities planned for the session prior to the start of camp. In addition, a weekly newsletter will be sent home on Monday (and e-mailed to parents) that includes important reminders about when to wear your camper shirt, bring a water bottle, bring extra spending money, etc.

### Repeated Activities

Every camp/camper has their favorite activities, those activities are an important part of camp and should be planned for each session but be careful not to repeat the same activity too much. Camp is also a time to try new things and all staff should be challenged to introduce new and exciting activities to camp!

### Leading Activities

Once the schedule for the session is reviewed by the Camp Director, the Group Leaders will notify Assistant Group Leaders of the activities they will be responsible for. All staff should be prepared to lead activities and take it as an opportunity to introduce new and exciting activities to camp!

### Movies

Many/most parents do not want their child watching movies at camp. **No more than one movie is allowed to be shown per session.** It **MUST BE RATED G or PG** and when possible let parents know when it is planned and what the movie will be so they can decide if they want their child to watch it. **ALWAYS** have an alternate activity when you are showing a movie.

## **10. PURCHASING SUPPLIES**

### **Purchasing Supplies**

Activities planned may require additional supplies that are not available on site. As part of the planning process, staff must submit a list of supplies needed to the Director with a minimum of one week's notice. Someone will be sent out to go shopping at one of the towns "preferred vendors". Camp staff may not purchase supplies and seek reimbursement without permission from the Director or Recreation Supervisor.

### **Tax Exempt**

The town is a tax-exempt organization. When possible, we try to get the tax removed from our purchases. If you are sent out shopping please be sure to bring along a tax-exempt certificate and see if the store/vendor is able to remove tax from your purchase.

### **Coupons**

Our budgets only have so much money in them so any way we can save money leaves us more money for another projects or activity.

### **Tips/Donations**

If you are making a purchase on behalf of the town you cannot "round up" for a charity. We can only pay for the actual item you are purchasing. Please consult your supervisor before using town money to tip on a purchase.

### **Receipts**

Receipts are required for all purchases. If you are making personal purchases at the same time you are picking up camp supplies please get separate receipts.

### **Petty Cash**

With the Recreation Supervisors approvals purchases may be made with petty cash. A maximum of \$50 may be spent with petty cash.

# 11. BEHAVIOR MANAGEMENT & PMT

## Dealing with Behavior Issues

One of the biggest obstacles Staff face each summer is maintaining a well-behaved group. Your summer can be awesome or miserable, based solely on your Group Leaders and other staff handle behavior issues. When dealing with behavior issues, remind staff that consistency is key. If a verbal warning or time out is given to a camper, Group Leaders should make other staff aware so that the camper does not counselor hop.

How well the group behaves is often a reflection of the approach Group Leaders use with them. Taking an *"I'll be tough with them and then loosen up"* approach will definitely fail with many kids today. Another approach that is very likely to fail is the *"I'm your buddy, not your parent or school teacher - let's go nuts"*. A much better approach is to start friendly and be firm. Children need structure and consistency. On the first day of each new session (and as often as needed), during openings, review the components with campers. Discuss rules and expectations:

- Respect: Have respect for self, others, and their property.
- Cooperation: Work together as a group.
- Caring: Adhere to all camp safety, check-in and behavior guidelines.
- Compassion: Exhibit good sportsmanship and kindness to others.
- Honesty: If you see something happening that shouldn't be, talk to a staff person.

When the contract is broken you will be stepping in to help deal with the problem. It is very easy to get heavily involved with who did what to whom and why. This is very counterproductive. If you allow it, one difficult camper can isolate 90% of your time. In effort to help staff and campers, use the following steps when handling problems:

- Be Clear - Be Consistent - Be Calm - Be Fair
- When a problem arises: Intervene right away
- Find Out the problem - What is going on?
- What is the rule?
- What should the camper be doing?
- What are the camper's choices/consequences?
- What's going to happen now?
- **MOVE ON....**
- You can find out Who, What, When, Where, How.
- Don't Waste Your Time with "why" - Children really can't answer that one!

## Behavior Policy

One of the criteria for attendance at Camp Sunrise is that behavior must be manageable by recreational staff and should not hinder or interfere with other participants' recreational opportunities and/or experiences. Examples include (but are not limited to) inability to transition from one activity to another in a timely manner over a length of several days/weeks; inability to consistently comply with direction without dedicated assistance from staff; physical aggression to self or others; lengthy amount of time spent in the restroom/excessive assistance required in the restroom on a daily basis; inability to adhere to camp rules (even with the assistance of a high school age volunteer).

Safety, respect of others, and a positive experience are our most important priorities. Our first step in preventing inappropriate behavior is to set clear limits as to what is expected at Camp. At the beginning of Camp, Staff will discuss the Camp Rules, the reasons for them and the consequences if they are not adhered to. We will attempt to redirect inappropriate behavior; however, situations may still occur. If a problem continues, camp staff will discuss the situation with you and attempt to come to a solution. Generally, Camp Sunrise will utilize the following steps if behavior issues persist during the summer.

- STEP 1: Phone call home to discuss behavior followed up with a behavior form sent home with the child to be signed and returned by the parent/guardian. If behavior continues, proceed to STEP 2.
- STEP 2: Suspension from Camp Sunrise for a minimum of 1 day. If behavior continues, proceed to STEP 3.
- STEP 3: Conference/Meeting with Staff and Parents to create a behavior plan to include daily behavior updates. If behavior continues, proceed to STEP 4.
- STEP 4: Camper will be required to have more rigorous 1:1 support at camp provided by the parent/guardian. If behavior continues, proceed to STEP 5.
- STEP 5: Removal from the Camp Sunrise program.

It is not our intent to discourage participation because of behavior problems. However, in cases where all the steps have been followed and no sustained improvement has been reached, it will be necessary to remove the child from the program.

**BEHAVIOR THAT IS HARMFUL TO THE SAFETY OF OTHER CHILDREN AND/OR STAFF WILL NOT BE TOLERATED.**

## **Behavior Form**

Some behaviors will immediately result in a Behavior Form being issued which must be signed and returned by the camper's parent. Every attempt should be made to speak with the Parent/Guardian first. This can be done at drop-off/pickup or by calling them during the day. **Communication is just as important as the written form!** Often times the Director will fill these forms out, but they will rely on the Group Leader who witnessed the incident to help with recounting the events that occurred, and the names of all campers involved.

Please use the forms correctly. It is important they are complete and include an explanation of the problem. **Keep copies of all signed and returned forms in your notebook/file box.** In the event of continued problems and/or the need to remove a child from the program, the forms will need to be turned into the Recreation Supervisor.

## **Protective Holds**

All staff will be required to be trained in PMT (Physical & Psychological Management Training). PMT training helps staff recognize that the basic need for security will determine how they function under stress. When there is only a minimal or no protocol for managing the agitated person, staff's concerns with performing adequately will automatically interfere with their functioning.

The PMT program on "Verbal Interventions and De-escalation Strategies" (VIDS) helps staff interact with disruptive, challenging individuals in a practical and effective manner. The program is a collection of proven techniques and concepts that have worked for caregivers, mental health workers and educational professionals from a variety of agencies and disciplines.

**In the event that de-escalation strategies are ineffective, and a physical restraint technique must be used, documentation is required by completing a Protective Hold Form. Contact the Recreation Supervisor immediately.**

## 12. ACCIDENT AND INCIDENT REPORTS

When an incident happens, it is **required** by staff to document what happened. This is either done on an Accident Report or an Incident Report, dependent on the nature of the incident. **These are legal documents that can be used in a courtroom if a situation results in that course of action.**

### Accident Reports

- Used when there is an *injury* and first aid has been given to a program participant.
- These **must** be turned into the Recreation Supervisor as soon as possible, but maximum of 24 hours after the incident happened.
- For more serious accidents, a follow-up will be made by the Recreation Supervisor.

### Incident Reports

- These should be used for unusual circumstances (vandalism, locked facility, angry parent, etc.) occurs.
- You should complete the incident report and turn into the Recreation Supervisor as soon as possible, but maximum of 24 hours after the incident happened.
- The written report will help us to be aware of the incident and respond to any calls Parks and Recreation or Town Hall may receive.

### Expectations of Accident and Incident Forms

- They must be COMPLETELY filled out! Make sure to check that all the following information is included:
  - Location, Date and Time
  - Name, Address, Date of Birth and Phone Number of participant
  - Description of the incident – **As much detail as possible**
  - Witness Information
  - Follow Up information
- List names rather than titles
- If the incident or accident happens with no witness, or information cannot be verified by a staff member, it is crucial to put that the child is stating the information that is being given.

### Employee Injury

If one of your staff are hurt or injury while at work:

- Provide First Aid and immediate care.
- If further medical attention is required speak to supervisor about referring them to the Town's participating medical provider. If life threatening call 911.
- Notify the Recreation Supervisor as soon as possible.
- Complete an Employee Report of Injury before completing your shift for the day.

## **13. MISSING CAMPER SITUATIONS**

Staff is responsible for knowing where campers are at all times! Take attendance at strategic times throughout the day to ensure all campers are properly accounted for. If staff are not able to account for a child for any reason, immediately implement the following procedures:

### **On-Site**

Staff should immediately notify the Camp Director if they suspect they have a missing camper

- Check the area where the child was last seen.
- Take attendance and confirm your head count
- Camp Director radio all staff to bring their groups inside and await further instructions.
- Camp Director assigns staff to do a sweep of the area (gym, café, bathrooms, hallways, outside grounds)
- If child isn't located within the initial sweep, contact the Recreation Supervisor
- If child is not located within 15 minutes, Camp Director or assigned staff must call 9-1-1
- Call the parent to alert them of the situation
- Follow any instructions from the police
- Continue to assign some staff to search
- Complete an Incident Report when camper has been found.

### **Field Trips**

- Have a plan in place in the event of a missing child.
- Know where any lost child, first aid, management offices etc. are located.
- Tell your kids what to do in the event they become separated from the group.

A planned meeting place should be agreed upon in advance in the event that a camper becomes separated from the group. If the meeting place is staffed by a facility employee make them aware of your lost camper plan and give them the phone number of the Assistant Director.

An Assistant Group Leader who cannot account for a child should be told to immediately notify the Group Leader with the following information:

- The last place the child was seen
- Child's name, age, description of what they're wearing and any information that may be helpful.
- Upon notification of a missing child, check the planned meeting place and have an announcement made as soon as possible.
- Complete an Incident Report when camper has been found.
- Inform the parent about the situation

### **Swimming**

- Immediately notify the Lifeguard if you suspect you have a missing camper
  - Be prepared to give a description of the child (gender, hair, swimming ability, bathing suit, last seen)
  - Lifeguards will take charge of any water search
- Get all campers, volunteers and staff out of the pool.
- Volunteers should stay with campers and keep everyone calm and on their towel
- One Staff check the bathroom
- One Staff check the ice cream truck area
- One Staff check the Beach/Pool grounds, parking lot etc..
- If the camper is still missing, contact the Recreation Supervisor/Parks & Recreation Office

## 14. SWIMMING

Camp Sunrise will swim at Addison Pool. Staff and volunteers should be prepared to be in the water with the kids. Often times Group Leaders, Assistant Director and Director will remain on the pool deck or standing in the shallow water areas. Your name badge must be worn at all times you are not in the pool so that you are visible to campers.

You will be working in cooperation with the lifeguarding staff and are expected to actively supervise campers in and out of the water. It is not a time to socialize! Each Group Leader, Assistant Group Leader and Volunteer will be assigned a child or group of children to supervise in/around the pool as follows:

Addison Pool:	Wading Pool:	Wading Pool
	Shallow End Only Swimmers:	On the deck/in the pool at the 4 foot marker
	Proficient Swimmers:	On the deck/in the pool in the deep water area

### Swimming Abilities

Parents will indicate their child's swimming ability on the Camp Sunrise application (wading pool only, shallow end only or proficient). Parents will also indicate if their child swims unaided, needs assistance or wears lifejacket. This will be used to help determine appropriate swim buddies for volunteers/staff. There are to be no exceptions to the following:

- All children, regardless of swimming ability who do not indicate a swimming level are to be designated as wading pool only.
- Kids identified as Shallow end Swimmers are not allowed in the Deep Water Area and may be required to wear a life jacket if indicated on the application or determined by staff.
- Only kids identified as Proficient Swimmers are allowed in the Deep Water Area.
- Wheelchair campers will swim with lifejackets in the shallow end only.

### Camp Sunrise Swim Procedure

- In the event of inclement weather, keep an eye on the forecast to determine the feasibility of swimming that day. If swimming needs to be canceled, contact the Recreation supervisor.
- Assign swim buddies by matching up swim abilities of volunteers and staff to the campers
- Call "swimming" and have staff bring campers that are swimming that day to the bathrooms at Smith Middle School. Staff should stay with the group that they have been assigned to work with that day. ALL Group Leaders, Assistant Group Leaders and Volunteers must help with changing. Only Group Leaders that have campers that need to change in other areas will stay behind.
- Strongly encourage campers to use the bathroom before putting on their bathing suits.
- Staff should line campers up and prepare them to board the bus/van to Addison Pool. Make sure campers stay with their assigned buddy or group leader.
- As campers enter the pool area, they should sit in their group's assigned area.
- Make sure your campers have the necessary swim equipment. Lifejackets are located in the Guard area.
- When the Director indicates, campers that are swimming alone or that have their buddy may go in.
- When the entire group is in the water, proceed to walk around the pool deck until everyone is situated. Assist with wheelchairs if needed. You MUST stay in the pool area on/around the pool deck.
- When swimming is over, instruct campers, staff and volunteers to get out of the pool. They will be transported back to Smith Middle School for changing.

### Lifejackets

Kids identified as Shallow end Swimmers are not allowed in the Deep Water Area and may be required to wear a life jacket if indicated on the application or determined by staff. Wheelchair campers will swim with lifejackets in the shallow end only. Lifejackets are provided and should be put on at the pool before going into the water.



## Buddy System

- All wading pool only and shallow end swimmers will have a volunteer or staff buddy!
- **MAKE SURE CAMPERS UNDERSTAND THEY CANNOT GO IN THE POOL WITHOUT THEIR BUDDY.**
- Staff should be able to answer any questions and/or concerns Parents may have regarding swim procedures, safety at the pond/pool etc. They will have some!

### **IF A CHILD IS MISSING: NOTIFY THE LIFEGUARD IMMEDIATELY!**

- Immediately notify the Lifeguard if you suspect you have a missing camper
  - Be prepared to give a description of the child (gender, hair, swimming ability, bathing suit, last seen)
  - Lifeguards will take charge of any water search
- Get all campers, volunteers and staff out of the pool.
- Volunteers should stay with campers and keep everyone calm and on their towel
- One Staff check the bathroom
- One Staff check the ice cream truck area
- One Staff check the Beach/Pool grounds, parking lot etc..
- If the camper is still missing, contact the Recreation Supervisor/Parks & Recreation Office
- If the person is still missing, contact the Recreation Supervisor at the Parks & Recreation Office (652-7678)

## Swim Diapers

Swim diapers are required for campers that are not toilet trained or those that have accidents. Parents should purchase swim diapers on their own. If a camper does not have a swim diaper and they are not toilet trained or have occasional accidents, they are not allowed to swim. Contact the parents to discuss with them.

## Before you Go

- Know the swimming abilities of the kids in your group!
- Make sure each child is assigned a swim buddy with the same ability!
- Be sure you have an accurate attendance headcount.
- Go over the Pool Rules and the role of the Lifeguards.
- Go over your Rules (Don't go anywhere without asking permission, ice cream truck, lunch, trash, bathroom)
- Stress the importance of the Buddy System **YOU MAY NOT SWIM WITHOUT YOUR BUDDY**

## At the Pool

- Have all kids sit in their group's assigned area.
- Clean up all trash before leaving.
- Be sure to have an accurate attendance count before leaving.
- Do not allow children to go to the Ice Cream Truck alone.

## Procedure for Pool Accidents

1. If a camper has an accident in the pool, immediately take the camper out of the pool.
2. Inform the Director or Assistant Director of the accident. One of them will inform the lifeguard.
3. The lifeguard will determine whether or not we must evacuate the pool.
4. If we do, return to group area as if it is the end of the swim period. Do not discuss what happened with the campers, as this may be embarrassing for the camper who had the accident. If asked why we need to leave early, tell the campers that the lifeguards need the pool. If you are unaware of the situation, do not ask other staff members around the campers for the same reason as stated previously.
5. Upon return to Smith Middle School, proceed to changing area. Depending on the time, we may have an activity of free time.

# 15. FIELD TRIPS

It is crucial that the safety of the campers is the top priority on all trips. Staff and camper behavior are a direct reflection on the Glastonbury Parks and Recreation Department and the expectation is for excellent organization and professional conduct at all times.

## Permission Slips

The parent/guardian has provided field trip permission as part of the Camp Sunrise application.

## Waivers

Some field trips may require waivers to be completed that are collected by the field trip facility. Group Leaders should collect these forms at the beginning of each session and mark that the form has been collected on the sign-in sheet. Volunteers and staff must also complete waivers. **Please review all waivers for accuracy and completion!** It is important to ensure that camper information is readily available, especially in the event of an emergency. Using the MyRec portal, this important information can be available right on your phone, computer and tablet. Important documentation and rosters will also be printed for convenience. Through MyRec, any and all information about camper's medical information (if any), swimming ability, approved pickup contacts, emergency contact information, etc. can be found.

## Reporting Attendance

Transportation to all off-site activities and field trips is by school bus or van.

**Anytime you take children on the bus or van, you will need to provide an accurate attendance to the Camp Director who will make sure attendance is accurate in MyRec.** This is to ensure that in case of an accident, we know who is on the bus.

## Develop Plans for the Trip

For each off-site activity, there must be a plan in place and known by staff and campers:

- A planned meeting place in case of separation or emergency
- If a phone number is available at the trip location, make sure all staff have it
- Remind campers:
  - Where they are going, what they are doing, etc.
  - Stay with your buddy/group
  - What to do if they become separated
  - Avoid talking to strangers
  - Always tell a Group Leader about any problem or concern you have
  - We will follow the rules regarding use of facility

## Make Preparations for the Trip

Assistant Director should make sure all paperwork is organized and easily accessible on the day of the trip. Assistant Director should make sure you are familiar with the location and what the activity package includes.

Group Leaders should sit down and talk with kids and volunteers ahead of time. Tell them where they will be going and what they will be doing. Make sure kids know what the rules are, including your expectations for any special activities, spending money etc. Explain to them how important it is to listen, stay with the group and not wander off, not to talk to strangers, and what to do if they get separated. Your regular behavior policies should carry over to field trips. Be prepared to answer questions from parents....they will have some!

Have a plan in case of an emergency.

Pack all of the needed equipment and supplies for the trip including, first aid kit, camera, radio's etc. Make sure all of the kids in the group have their belongings and anything they need to bring.

## **When Going Off-Site**

The following materials must always be taken on any off-site activity

- Camp Roster
- Camper Summarized Application Forms (organized and easily accessible)
- First Aid Kit
- Authorization for Medication Administration Forms
- Medications

## **Day of the Field Trip**

- Prepare an accurate roster of campers attending the trip
- Call attendance into Parks & Recreation Office (860-652-7678)
- Post information on white boards indicating where the group has gone and when they will return.
- Make sure kids have lunches, bags and belongings
- Assistant Director should complete the Trip Planning Form (before and after the trip)

## **Bus Procedures**

The Assistant Director/Trip Leader will complete a Trip Planning Form before the group boards and again at the end of the trip when everyone has gotten off. Be sure to check that nothing is left on the bus!

Staff must be dispersed throughout the bus and be active in controlling behavior during each and every bus ride.

- Kids are to board and unload the bus in an orderly manner.
- Riders are to stay in their seats when the bus is in motion
- No standing is allowed
- Face forward with feet on floor. Kneeling on seats and/or looking backwards is not allowed
- Keep hands and other objects inside the windows at all time
- Do not throw any object in the bus or out the windows of the bus
- Eating on the bus is not permitted
- Talk quietly with their neighbor. Yelling and screaming will not be tolerated.
- Pushing or and/or shoving are not allowed
- Do not talk to the driver while bus is in motion.

## **Admission/Check-In**

The Assistant Director/Trip Leader should get off the bus and check the group in. In most cases you will be given a receipt from the vendor on the day of the trip. Receipts are to be turned into the Camp Director the day of/after the Trip!

## **Staff Responsibilities During the Trip**

Children must be fully supervised at all times. Keep them close to you at all times, especially in crowded areas. Take them on bathroom and lunch breaks together and never let a child wander to any area alone. Always be able to keep an eye on them and make sure they are not separated from the group. Under no circumstances is a child permitted to go anywhere alone.

Use a "buddy system". This means pairing kids together with staff and volunteers. They will walk together and stay with the group. If there is an uneven amount of children in your group, one child can buddy with the Group Leader, or one of the groups can have three children instead of two. Tell children to inform their Leader if they ever lose track of their buddy. This will help ensure they are also keeping an eye on each other.

Take attendance. Know the names of everyone in your group. Attendance will be taken on the bus before leaving for the trip, when you arrive, every half hour or hour during the trip, before you leave and when you arrive back at the school. This way you can be sure all of the kids are present at all times.

Group Leaders should have Assistant Group Leaders and Volunteers check-in with them frequently. This will ensure kids are being counted regularly and that you can take immediate actions if a child is missing.

Staff should use excellent time management skills. Groups should be on the bus and at check-ins at designated times as specified by the Assistant Director or Director. Make sure kids get on and off the bus safely and in an orderly manner. Be alert and ensure all campers are seated quietly and are being respectful of the staff and driver. Make sure the buses are clean and no items are left behind. Report any issues to the driver or Camp Director.

In addition to two way radios, cell phones are permitted on trips. They may be used to contact staff and volunteers. Misuse of cell phones may result in disciplinary action.

The number one expectation of staff on field trips is to supervise campers in the activity. Sometimes this is best done by participating and other times it is best done by watching from the side. Depending on the trip staff will be assigned different roles some of these are less desirable i.e. monitoring doors or bathrooms but these are important roles.

# 16. SAFETY & MEDICAL

## Safety Precautions

You are responsible for the health safety and welfare of children in our program.

### Participants

- Know which campers are on medication and be alert to changes in behaviors or other physical indicators
- Be aware of the skill and general physical conditions of the campers at all times during their participation in an activity to avoid over-exhaustion.

### Activities & Facilities

- Inspect equipment, supplies, facility and grounds daily and report any safety hazards to the Director
- Use common sense and safety consciousness when setting up and conducting activities. Stay alert to potential hazards related to the facilities, grounds and equipment. Before conducting an activity, explain the rules and proper procedures for using the equipment. Stop the activity if campers are getting out of control or not complying with the rules, making the activity unsafe.
- Make sure campers use supplies and equipment such as climbing bars, swings and slides etc. only as intended

### Outdoor

- Watch out for bees, broken glass, etc.
- Be aware of the dangers of overexposure to the sun.
- Use sunscreen, hats, liquids, etc. Make note of shaded areas.

### General

- Report any unusual or questions situations and/or persons to the Director.
- Emergency phone numbers are located on your name badge.
- Staff is not permitted to have visitors/guests without permission from the Director

## First Aid

The Director and Assistant Director are certified in First Aid/CPR/AED and Medication Administration. All first aid/medical concerns should be handled by a certified staff member. Staff should be aware of any allergies or medical concerns amongst the campers in their class, but will not be expected to administer medication or intervene with medical situations. Please contact the Director or an Assistant Director with any medical concerns that arise.

## Emergency Medical Protocol

In the event of a medical emergency paramedics/ambulance will be called. This decision will be made by certified staff, noncertified may be asked to assist by:

- Calling 911
  - State your name and location
  - Describe nature of the injury
  - Describe location of the injured person
  - Provide the phone number (camp cell phone is on the back of your badge)
- Meeting the ambulance outside
- Moving the rest of the campers to a location that they cannot see or hear what is going on and leading a game or activity until given the all clear to resume normal activities.

## **Medications at Camp**

All camper medication will be handled and administered by Camp Directors and Assistant Director. All medication at camp should be safe and secured. Campers should not have any medication in their possession unless the Director has a signed form.

If a staff member has a medication they will need at camp, if possible it should be left in the locked office. If the medication is Emergency Medication (inhaler, epipen) staff may carry it on them, please be sure the Director is aware of any medications at camp.

## **Allergies & Asthma**

All staff must be able to identify children with asthma and food allergies and follow the specific precautions in place for that child. Know where the inhaler and/or epipen is at all times!

## **Concussions**

A Concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a fall or blow to the body that causes the head to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Tell a staff member immediately if you witness a camper suffer a bump, blow or jolt to the head, even a minor one, or if a camper reports such an injury to you.

## **Heat/Hot Weather**

The Director will monitor the Heat Index daily and make decisions regarding time spent in spaces that are not air-conditioned spaces. The Heat index (HI) is an index that combines air temperature and relative humidity to determine an apparent temperature — how hot it actually feels.

Changes in weather require you to monitor the health and safety of both the children and yourself. Always adhere to the following basic precautions when the Heat Index is high:

- Clothing: Light weight cotton should be worn to help maintain body temperature.  
Wearing a hat will provide shade and keep the head cool.
- Beverages: Help the body maintain a comfortable temperature.  
Water or fruit juice is best (avoid high sugar content drinks like soda)
- Sunscreen: Look for sunscreen with SPF-15 or higher with UVB and UVA ray protection
- Shaded Areas: Shaded play areas protect from the sun.  
Exposure to full sunshine can increase the heat index by 15°