

# **CAMP DISCOVERY**



# **MODULE**

**SUMMER 2021**

Glastonbury Parks & Recreation Department  
Staff Manual

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# 1. GENERAL INFO

## INTRODUCTION

Welcome to the Glastonbury Parks and Recreation Department's Camp Discovery program. We are pleased that you have chosen to work for this program this summer. This staff manual was written to help you better understand our programs and policies. We ask that you read thoroughly and understand this manual.

## CAMP HOURS

Program meets for 7 consecutive weeks, Monday-Friday 7:30 AM – 5:00 PM.

## STRUCTURE AND RESPONSIBILITIES

The following is the chain of command for Camp Discovery, as well as a general description of the responsibilities of each person.

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

**Group Leaders:** The Group Leaders are responsible for the supervision and safety of all program participants and for assisting in the planning, preparation and implementation of activities. Responsible for supervision and assisting with evaluation of Counselors. Group Leaders work under the general direction the Director. 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.

**Program Instructors:** The Program Instructors are directly responsible for planning, implementing and evaluating their specific program area. Work under the general direction of the Directors and is responsible for their assigned area. When in not preparing or running activities in their program area, Program Instructors assume the responsibilities of a Counselor. Attends all required staff meetings. Makes sure all activities are conducted in a safe manner to prevent injury to program participants. Adheres to and enforces all established Town and Department procedures and performs related work as required.

**Counselors:** The Counselors are responsible for the supervision and safety of all program participants and for assisting in the planning, preparation and implementation of activities. Counselors work under general direction of Group Leader and supervision of the Director. 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.

**Junior Counselors:** The Junior Counselors assist with the supervision and safety of all program participants and helps to organize and lead a variety of recreation activities. Junior Counselors work under the general direction of the Directors. 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.

## **2. COVID-19 PROCEDURES**

### **CAMP GROUPS:**

- Campers will be assigned to groups no greater than 16-20 campers with 3-4 dedicated staff members.
- Campers will be grouped by age. There will be 6 Groups at Camp Discovery so multiple grades will be grouped together. Parents are able to make one friend request to be grouped together.

### **CAMP LAYOUT**

- Each group will be assigned one classroom. Each group will also have an assigned outdoor area.
- Lunch will be eaten in their dedicated group classroom, cafeteria or outside on nice days.
- Each group will be assigned a time slot daily to use the Playground. On rainy days groups will receive a 45-minute timeslot to use the Gym.
- Campers stay in their designated groups for all activities.
- No outside visitors except those approved by Recreation staff (such as camp shows).
- Any outside visitors approved by Recreation Staff would need to perform activities outside, wear a face covering and remain 6' from any group
- No camp to camp group visits
- Each group will have its own set of materials, which will be wiped down as much as possible and stored away after each use. There will be limited sharing of supplies among groups with proper cleaning in between use.

### **HEALTH & HYGIENE:**

- Campers and Staff should wash hands (or use hand sanitizer if a sink is not available) when they arrive, before eating, when coming in from outside and frequently throughout the day.
- Campers who are not feeling well should be brought to the Director's office and arrangements will be made to have the camper sent home.

### **TRAVEL:**

- It is recommended that staff and campers follow CT Department of Public Health guidance regarding travel which can be found here:  
<https://portal.ct.gov/coronavirus/travel>
- Camp will not be collecting paperwork or negative test results related to travel.

### **DIAGNOSIS/EXPOSURE OF COVID-19:**

If you are exhibiting symptoms or diagnosed with COVID 19 you must inform your supervisor immediately. In the event, of a positive case of COVID-19 at camp, we will consult with the Glastonbury Health Department for current quarantine recommendations. If all protocols stated herein are followed, confirmed by Camp Directors, the remaining groups will be permitted to continue normal camp activities. All staff and parents will be notified of any positive cases.

### **3. CAMP PROCEDURES**

#### **DROP-OFF/PICK-UP PROCEDURE**

**DROP OFF TIME:** Drop off is 7:30-8:45 AM.

**DROP-OFF PROCEDURE:** It is recommended that campers and parents stay in their vehicle upon arrival at camp. Parents will be directed to pull up in the bus circle at the school. Traffic flow signage will be posted directing vehicles where to go. Vehicles will follow the traffic flow signage to proceed to the drop off zone. Staff will check for signs of a runny nose, coughing or chills. If children exhibit any indicators of illness, they will not be permitted to attend camp for the day.

- After being cleared, children will be walked to their designated entry area to be signed in by the staff member assigned to their group.
- In the event of a late drop off, parents will call the camp phone number and a staff member will go outside to implement the intake procedure.

**STAFF RESPONSIBILITIES:** Director's will call staff from each group out to greet campers as they arrive be sure your walkie talkie is on and volume up so you can come out promptly when called. Some staff may be used as runners to bring children into groups that only have one staff member first thing in the morning.

**PICKUP TIME:** Pickup will take place between 4:15-5:00 PM.

**PICKUP PROCEDURE:** Pickup will be held at the same spot as Drop-Off. Parents will pull up in the pick-up lane and let the staff member managing pickup who they are there to pick up. The staff member will call the child out and see them into the car.

- It is recommended that parents in their vehicle upon arrival at camp. Traffic flow signage will be posted at each facility directing vehicles where to go for camper pick up. Vehicles will follow the traffic flow signage.
- A staff member will mark who the child was picked up by and the time picked up.

**STAFF RESPONSIBILITIES:** Pay attention to your walkie talkie at pickup time and walk campers out to vehicles.

## **DAILY SCHEDULE**

The program offers varied activities in arts and crafts, music, games, swimming, and special events. A typical camp day is as follows:

7:30 – 8:45 Drop off/Sign-in

8:45 – 9:30 Counselor-led activity

9:30 – 11:30 Swim @ Grange Pool (including changing, bus travel time, and swim time)\*

11:30 – 12:15 Program Area: Sports/Camp Games

12:15 – 12:45 Lunch

12:45 – 1:30 Program Area: Arts & Crafts

1:30 – 2:15 Program Area: Music, Movement & Drama

2:15 – 2:30 Snack

2:30 – 3:15 Counselor-led Activity

3:15 – 4:15 Nature/Team Building

4:15 – 5:00 Free Play/Pick Up

\*Each group will swim twice a week.

Special events will be incorporated into the weekly schedule for each of the groups, and will include activities like special performers, kids yoga, and game shows. Directors will communicate these events to the staff in the group schedule each week.

## **DAILY ACTIVITIES**

The goal is to provide a day full of packed activities which will help the day go by fast for both campers and staff. You will receive a schedule from the Directors with allotted time to use the Playground or Gym, swim times, and program area schedules.

Program instructors will visit each of the groups and run the following program areas: Arts & Crafts, Sports/Camp Games, Nature/Team Building, and Music, Movement & Drama activities.

Staff are encouraged to participate with campers in all camp games and activities. Due to the smaller group sizes, counselor participation will be integral in having enough participants to play certain games/activities.

Please be prepared to lead activities and take it as an opportunity to introduce new and exciting activities to camp!

## **SWIMMING PROCEDURES**

Camp Discovery will swim at Addison Pool, Eastbury Pond, and Grange Pool. Each group will usually swim twice per week for free swim. Staff will work in cooperation with the lifeguards and are expected to actively supervise the campers in and out of the water.

#### BEFORE DEPARTING:

- Have your group changed with all belongings needed for swimming ready for your pickup time. All campers should use the bathroom before they leave the school. Lunches and snacks should be left at the school, but campers SHOULD bring water bottles, towels, and sunscreen with them.
- When the bus arrives in the bus loop at the school. Load your campers onto the bus filling from the back to the front.
- If more than one group is sharing a bus two rows should be left empty between groups. The seat behind the driver must be left empty.
- If your group is split between two buses one counselor should ride with each group.
- Maximum of 2 people per seat as long as both people are in the same group.

#### AT THE POOL:

- Ensure that campers have all of their belongings before exiting the bus.
- Enter the pool area and follow pool rules. Have campers put their belongings in their designated area and sit down until given further instructions from a lifeguard.
- During your first visit to the pool, a lifeguard will cover pool rules.
- SWIM ABILITIES:
  - Your group may contain campers of different swim levels and they may need wristbands to indicate those levels. Parents indicate the swim levels of their children on their camper information forms at the start of each session.
  - Purple wristbands indicate SHALLOW SWIMMERS, meaning that they must stay in the shallow end of the pool. Green wristbands indicate DEEP WATER SWIMMERS and they may swim in any section of the pool.
  - Lifeguards may determine that a camper should get a lower wristband but if a camper wants to move up to a deeper swimming level Directors must be informed and parental permission obtained.
  - Make sure that campers are aware of their swim level. Have a conversation with them about their swim level and keep an eye on them as they swim.
- Groups swim until the end time when lifeguards blow the whistle. Your group should exit the pool and go toward their towels. Dry off, gather all of your belongings, and return to the bus.
- Another group may start their swim time as you exit the pool. Ensure that the groups maintain their distance.
- Because you will be outside, masks are not required during swim (for campers or staff).



# **WORK SCHEDULE**

## **SHIFTS**

Directors are scheduled for approximately 40 hours per week; Group leaders are scheduled for approximately 40 hours per week; Counselors are scheduled for either 40 or 20 hours per week; Junior Counselors are scheduled for approximately 20 hours per week.

You are grouped with 2-3 other counselors and may work together with the other staff if your group to switch shifts as long as:

- There are always 2 staff on with the group
- No staff members goes over 40 hours per week
- Director approves

## **LUNCH**

Campers and staff eats lunch with their designated groups each day. There needs to be a minimum of 6 feet between Campers and Staff to eat lunch. Counselors may sit at a table with campers to eat lunch, but must remain alert and be able to monitor the room, beyond the table where they are sitting.

On Fridays campers and staff will be provided with lunch.

## **Food Allergies**

Because of food allergies, Camp 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.

## **BREAKS**

If you are scheduled for a 5 hour shift you may take one fifteen-minute break away from the group or if you are schedule for a full day you may take 3 fifteen-minute breaks away from the group. Please arrange breaks with your co-counselors. Breaks may be taken at your car, in the Director’s office or outside. You must maintain 6 ft or more of distance between yourself and any counselors from another group.

## **ATTENDANCE**

Staff are 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 Director and approved by the Recreation Supervisor.

## **ABSENCE & ILLNESS**

If you have a contagious illness, please keep it at home. If you are sick or need to be out for any reason, you must notify the Director via personal cell phone 30 minutes before a 7:15am shift and via the camp cell phone an hour before any other shift.

## **5. EXPECTATIONS**

### **CAMP DRESS CODE**

Staff shirts, name badge, and sneakers must be worn by staff every day of camp. Sandals may only be worn for water play or on the pool deck if your group is swimming, flip flops are prohibited.

### **CELL PHONES**

Cell phone usage will not be allowed at camp. Cell phones must be turned off or put on silent and left in your bag. Cell phone should not be carried on staff at camp.

The Directors may have their phones on them throughout the day to be used for camp communication only.

### **RADIOS**

Each counselor 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.

Lost radios will have to be paid for, and 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, turned to a volume where you can actually hear it. It is of the utmost importance that you are reachable at all times, as the Directors may need to know where a camper is that needs to be picked up, etc.

### **PUNCTUALITY**

It is imperative that you show up on time for all scheduled shifts throughout the summer. Being on time means showing up at the school however early is necessary to be at your assigned post by your scheduled start time. Pulling into the parking lot at your scheduled time and making your way to your group 10 minutes later is not acceptable.

All staff must have their temperatures checked before their shift begins. If you arrive late you will have to wait until a Director is available to check your temperature, you will not be paid until you start work with your group.

If you are running late, for a reason in or out of your control, please call the camp phone to notify the Director.

## **6. SAFETY & MEDICAL**

### **SAFETY PRECAUTIONS**

You are responsible for the health safety and welfare of your group. From the moment a parent drops off his/her child at camp, you need to know where the child is and what they are doing at all times. Take attendance at strategic times throughout the day to ensure that all campers are properly accounted for.

#### **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**

All first aid/medical concerns will be handled by the Group Leader or Playground Director. Leaders must be aware of any allergies or medical concerns of the campers in their group, but will not be expected to administer medication or intervene with medical situations. Notify the Group Leader or Playground Director with any medical concerns that arise.

- Group Leaders should regularly check your First Aid kits to maintain adequate supplies at all times.
- Parents must be well informed of accidents, injuries and health related situations. As a general rule, an injury to the head, face, neck, back, or anything else that is at all serious requires an Accident Report and a call to the parent/guardian. Telling parents about any bumps and bruises at pick up is always a good idea too, to keep communication open.
- All accidents, as well as band aides, icepacks etc. must be written in the First Aid Log Book.
- Protective gloves (equipment) must be used at all times when applying first aid.
- If a child needs to be taken to the hospital, the Director will designate a staff member to accompany him/her.

## **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 a certified staff member. 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 during snack/lunch (separate table, staff person sitting with them, hand washing, table washing etc.) Know where the inhaler and/or epipen is at all times!

## **HEAT/HOT WEATHER**

The Directors 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°

## **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 First Aid Responder 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.

## **7. LEADERSHIP & PROFESSIONALISM**

### **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 activities are not what we expect, or a camper complains, do not sympathize! Get into the game—lead by example. Counselors 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 for 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 a 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 fun activities.

## **8. MISSING CAMPER**

Staff is responsible for knowing where campers are at all times! If you are not able to account for a child for any reason, immediately implement the following procedures:

### **ON- SITE**

Immediately notify a Director if you suspect you have a missing camper

- Check the area where the child was last seen.
- Take attendance and confirm your head count
- Directors radio all staff to bring their groups inside and await further instructions.
- Director assigns staff to do a sweep of the area (gym, café, bathrooms, hallways, pool and outside)
- If child isn't located within the initial sweep, contact the Director and Recreation Supervisor and alert the school office to see if someone is available to check security cameras and make an announcement on the PA system.
- If child is not located within 15 minutes, Director 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.