

# **SUMMER PLAYGROUND**



# **MODULE**

**SUMMER 2021**

Glastonbury Parks & Recreation Department  
Staff Manual

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# **1. GENERAL INFORMATION**

## **INTRODUCTION**

Welcome to the Glastonbury Parks and Recreation Department's Summer Playground program. We are pleased that you have chosen to work for our program this summer. This manual serves as a guide and reference to your employment with the Parks & Recreation Department. It is only a guide and will not address all individual situations. You are, therefore, encouraged to consult with your immediate supervisor or Recreation Supervisor whenever you need help in interpreting or applying a policy, procedure etc.

## **PROGRAM OVERVIEW**

The program meets in three 2-week sessions. A maximum of 40 children participate each session. It is offered at: Buttonball schools. Field Trips and other off-site activities like swimming and special events are currently on hold, trips for the first session are very unlikely but we are looking to see what we may be able to do later in the summer. Staff work together to plan on-site themes and activities each week.

## **PROGRAM DATES**

Session 1: June 21 – July 2  
Session 2: July 6 – July 16 (no program July 5)  
Session 3: July 19 – July 30

## **HOURS**

Program meets Monday-Friday 8:30 AM – 3:00 PM.

## **STRUCTURE AND RESPONSIBILITIES**

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

**Playground Director:** The Director's primary responsibility is planning, implementing and evaluating the playground program. Works under the general direction of the Recreation Supervisor and provides direction to Head Leaders and Leaders. 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.

**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.

**Leaders:** 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. Leaders are directly responsible to the Group Leader and also work under the general direction of the Playground Director. Adheres to and enforces all Town and Department policies and procedures and performs related work as required.

**WORK SHIFT**

Staff are scheduled 8:15 AM – 3:15 PM for a total of 35 hours each week or 4 days per week with 2 full day shifts 8:15-3:15 and two half day shifts, 8:15-12:15 or 11:15-3:15. 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**

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 Playground Director and approved by the Recreation Supervisor.

**ABSENCE & ILLNESS**

If you are unable to work, you are required to contact the Playground Director at the earliest possible time.

**TIMESHEETS/PAYCHECKS**

Timesheets will be collected by the Playground Director. Each Leader is responsible for completing their time sheet neatly and accurately at the beginning/end of each shift. Head Leaders will verify the dates and hours worked are correct. Paychecks are received via Direct Deposit and paystubs delivered via email.

**TIMESHEET IS DUE**

**WORK PERFORMED**

**PAYCHECK DATE**

Friday, June 18

Preseason; Set Up

Friday, June 25

Friday, July 2

Week #1 (June 21-25); Week #2 (June 28-July 2)

Friday, July 9

Friday, July 16

Week #3 (July 6-9); Week #4 (July 12-16)

Friday, July 23

Friday, July 30

Week #5 (July 19-23); Week #6 (July 26-30)

Friday, Aug. 6

**LUNCH**

Staff eats lunch with the campers. Leaders 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.

**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.

## **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.

### **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 swimming, flip flops are prohibited. On field trips all staff must wear the same staff shirts.

### **CELL PHONES**

Personal phone calls and texting are not permitted during work hours. Cell phones are to be turned off or muted.

The Director may use their phone throughout the day for camp communication only.

All staff may bring their cell phones on field trips for communications and safety/emergency purposes only.

### **RADIOS**

Each staff member 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!

### **PUNCTUALITY**

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 8:15 AM. If you are running late, for a reason in or out of your control, please call the Director.

### **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. Leaders 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 Playground 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.

### **3. COVID-19 PROCEDURES**

#### **CAMP GROUPS:**

- Campers will be assigned to groups no greater than 16-20 campers with 2 dedicated staff members, a minimum.
- Campers will be grouped by age. There will be 3 Groups at Buttonball School and 2 Groups at Hopewell School 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 in 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.

## **4. CAMP PROCEDURES**

### **DROP-OFF PROCEDURE:**

Drop off is 8:30-9:00 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 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:** One Staff member from each group will be at a designated space outside with their group sign. As Director's clear campers to exit their cars the campers will be sent to their group sign and the staff member at that sign should escort the camper to the group room.

### **PICKUP PROCEDURE:**

Pickup will take place between 2:45-3:00 PM. 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:** Depending on weather groups may wait outside at designated spots during pickup or in their classrooms. Pay attention to your walkie talkie at pickup time and walk campers out to vehicles being sure to keep 6 feet of distance between any other staff or campers.

### **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 Head Leader should handle all Late Pick Up fees.

### **SESSION/WEEKLY CALENDAR**

The Director will be responsible for distributing a weekly or session calendar with details about special events, theme days etc. If you have any information for your group that you would like included in the calendar please be sure to get it to the Director by Wednesday of the week prior.

### **COMMUNICATION WITH PARENTS**

Parents will be encouraged to communicate with staff by phone or email.

## **PROGRAM PLANS**

The goal is to provide a day full of packed activities that 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 Swings or Gym (if raining), and Water Play Area. Directors will also include virtual activities.

Group Leaders and Leaders are responsible for planning and leading daily activities including 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.

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

## **SPECIAL ACTIVITIES**

If you want to plan a special activity (cookout, pizza, ice cream etc.) you will need to collect money from each child. This is ok to do once per session only, not on a regular basis. Discuss your plan with the Playground Director who will decide on details, fees etc.

## **SWIMMING PROCEDURES**

Playgrounds will swim at Eastbury Pond and Grange Pool. Each group will be scheduled to swim twice per week for free swim once at each location. 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 leaving 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.
- Because you will be outside, masks are not required during swim (for campers or staff).



## **PURCHASING SUPPLIES**

Activities planned may require additional supplies that are not available on site. As part of the planning process, Group Leaders must submit a list of supplies needed to the Playground Director with a minimum of one week's notice. Camp staff may not purchase supplies and seek reimbursement without permission from the Playground Director or Recreation Supervisor.

## **DEALING WITH BEHAVIOR ISSUES**

When dealing with behavior issues, consistency is key. If a verbal warning or time out is given to a camper, make other staff aware so that the camper does not counselor hop.

Discipline Steps are as follows:

1. Verbal Warning
2. Time Out
3. Camper Calls home

Some behaviors will immediately result in a Behavior Form being issued which must be signed and returned by the camper's parent. Often times the Group Leader will fill these forms out, but they will rely on the Leader who witnessed the incident to help with recounting the events that occurred, and the names of all campers involved.

If at any time you feel uncomfortable dealing with a situation or are unsure of how to proceed, please ask the Group Leader or Playground Director for assistance. In many cases, having a different or neutral staff member step in will go a long way in helping a camper to calm down and explain what happened.

## **5. 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.

## **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.

## **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!

## **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.

## **6. 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 you are not able to account for a child for any reason, immediately implement the following procedures:

### **ON- SITE**

Immediately notify the 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
- Director 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, playground)
- If child isn't located within the initial sweep, the Recreation Supervisor
- If child is not located within 15 minutes, 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.