

**Glastonbury Parks & Recreation
Department**

Music & Arts Camp



MODULE

TABLE OF CONTENTS

Section 1 – General Info

Introduction	3
Camp Dress Code	3
Camp Hours.....	3
Hours of Service	3
Absence & Illness From Duty.....	3
Attendance.....	3
Arrival Procedures	3
Departure Procedures.....	4
Schedule.....	4

Section 2 – Structure & Responsibilities

Director.....	4
Assistant Director.....	4
Teacher	4
Teaching Assistant	4
Aide	4
Volunteer	4

Section 3 – Aides & Volunteers

Guidelines for Aides/Volunteers	5
Guidelines for Staff	5

Section 4 – Safety & Medical

Safety Precautions	6
First Aid.....	6
Emergency Medical Protocol.....	6
Medications at Camp	7
Allergies & Asthma	7
Concussions	7
Heat/Hot Weather	7

Section 5 – Missing Camper

Procedure.....	8
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1. GENERAL INFO

INTRODUCTION

Welcome to the Glastonbury Parks and Recreation Department's Music & Arts program. Music & Arts Camp provides top notch instruction to campers in the arts, dance, drama, instrumental and vocal music, and recreation by certified teachers from local school districts. Camp culminates with an evening performance/art show.

CAMP DRESS CODE

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

- Staff Polo shirts will be given to all Instructors & Teaching Assistants and Staff T-Shirt will be given to all Aides & Volunteers. These shirts should be worn on the first day of camp, and parent's day.
- Staff Name Badges must be worn at all times when working.

CAMP HOURS

Program meets for 4 consecutive weeks, Monday-Friday 8:30 a.m. – 11:55 a.m.

HOURS OF SERVICE

Instructors and Teaching Assistants are expected to be in their classroom by 8:15 a.m. each morning to greet students as they arrive for the day. On the first day of camp all staff are asked to arrive and be ready to assist by 7:45 a.m.

The building is open by 7:30 a.m. each morning, if they wish Instructors may arrive earlier to prep their classroom.

Campers are dismissed at 11:55 a.m. Staff may leave at this time or stay in their rooms to finish things up or prepare for the next day. All staff should make sure their room is empty before leaving.

ABSENSE & ILLNESS FROM DUTY

Staff who are ill or have to miss camp for any reason must notify the Director as soon as possible. Staff may notify the Director by calling the camp office phone, the Camp Director is typically in the camp office by 7:30 a.m., or emailing the Director at musicartdirector@glastonbury-ct.gov.

ATTENDANCE

The Music and Arts camp operates as a school does with children being dropped off at the facility between 8:15 a.m. and 8:30 a.m. Children will go to their 1st period class where attendance will be taken. Attendance sheets will be collected by the office and a master attendance list of who is out of camp will be generated and distributed to each teacher. Teachers will take attendance for every class and report and absences not listed on the absentee list to the office.

ARRIVAL PROCEDURES

Arrival time for campers begins at 8:15 a.m. Parents are not allowed to drop children off any earlier!

The Parent of any child that arrives early should be contacted (via phone or note home) and told supervision is not available before the start of the program. If a child is going to be dropped off at a time other than 8:15-8:30 a.m. remind them that the child must be dropped off in the Camp office. All children dropped off between 8:15 a.m. and 8:25 a.m. will be escorted to the gymnasium. At 8:25 a.m., campers can start making their way to their first class.

DEPARTURE PROCEDURES

Campers will be dismissed at the end of the day from their 6th period class. All campers should be instructed to leave the building through the gym entrance/exit. Children attending the Camp After Camp or Teen Scene program should be instructed to report directly to the program area after their 6th Period class.

Campers being picked up before the end of the day will only be dismissed from the camp office. Special arrangements for such a departure from camp should be made in writing to the Director.

MUSIC & ARTS CAMP SCHEDULE

Campers take selected classes in Music, Art, Dance, Drama, and Recreation:

Period 1	8:30-9:00
Period 2	9:05-9:35
Period 3	9:40-10:10
Period 4	10:15-10:45
Period 5	10:50-11:20
Period 6	11:25-11:55

2. STRUCTURE AND RESPONSIBILITIES

The following is the chain of command for Music & Arts Camp, 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 Director, Teachers, Teaching Assistant, Aides and Volunteers. Completes all program reports and evaluations as required by the Recreation Supervisor. Oversees the development of the closing performance produced by the campers. Responsible for the scheduling of all campers enrolled in the program. Performs related diverse functions required to operate the camp on a daily basis. Adheres to and enforces all established Town and Department policies and procedures. Performs related work as required.

Assistant Director: The Assistant Director works closely with the Director on the planning, implementation and evaluation of the program. Work under the general direction of the Director. Responsible for overseeing and supervising the Art Department and coordinating Aides and Volunteers. In the absence of the Music & Arts Director, the Assistant Director must be able to act in his/her behalf assuming all the responsibilities of the Director's position; supervising the daily operation of Music & Arts Camp and is responsible for the safety and care of all program participants. Responsible for the proper care and use of facility and equipment, assists in the planning of classes and special events. Complete all program reports and evaluations as required by the Recreation Supervisor. Performs related diverse functions required to operate the camp on a daily basis. Adheres to and enforces all established Town and Department policies and procedures. Performs related work as required.

Teacher/Instructor: The teacher's primary responsibility is for the planning, implementation, and evaluation of the curriculum in their assigned subject area. Works under the direction of the Camp Director and Assistant Director. Responsible for teaching a combination of classes in assigned subject area totaling three hours of classroom instruction per day, five days a week for four-week summer program. Responsible for completing required lesson plans and class preparation. Responsible for safety, supervision, and discipline of all students. Must attend all required staff meetings and final evening performance. Completes written year end program evaluation and makes recommendations to Camp Director with regards to purchase of materials and supplies. Adheres to and enforces all Town and Department policies and procedures and performs related work as required.

Teaching Assistant: Assists with the provision of art or music instruction to youth in a camp type setting. Works under the direction of the Camp Director and Assistant Director. Helps to organize and lead activities designed to enhance skill development in Music & the Arts. Responsible for teaching 2 hour long classes or 4 half hour classes. Assists with the general supervision of children, ensuring that the activity is conducted in a safe manner; issues equipment and supplies, adheres to and enforces all Town and Department policies and procedures; and, performs related work as required.

Aide: Assists in various Music & Arts Camp classes as assigned. Works with and assists class participants and assigned teacher in a classroom setting. Works under the immediate supervision of the teacher assigned to the class and the Assistant Director. Helps to organize and lead activities in assigned Music & Arts classes. Assists in the supervision of children ensuring that activities are conducted in a safe manner. Attends required staff meetings, as well as, other Camp activities. Adheres to and enforces all Town and Department policies and procedures. Performs related work as required.

Volunteer: Intended to provide work experience. Guidance is provided by camp staff. Assists in various classes under the supervision of the teacher assigned to the class.

3. AIDES & VOLUNTEERS

The purpose of the Aide & Volunteer positions are to give high school students an opportunity to learn and develop skills to become leaders, teachers and positive role models and to understand what goes into making camp an unforgettable experience. Aides & Volunteers are great role models to campers and will assist with various tasks around camp.

GUIDELINES FOR AIDES/VOLUNTEERS:

- Follow the same policies and procedures as Staff
- Check-in upon arrival with Director or Assistant Director
- Follow assigned schedule daily
- Follow direction of Teachers, Teaching Assistants, Assistant Director and Director

DOs

- Assists with activities, games, lessons and projects
- Assist in preparing supplies
- Assist with supervision of children
- Bring any concerns regarding camper safety or wellbeing to Supervisor.

DONTs

- Discuss discipline/camper related behaviors with parents
- Be left alone to supervise groups of children
- Make parent phone calls
- Complete camp forms

GUIDELINES FOR STAFF:

All other staff members are expected to be positive role models for all Aides/Volunteers. Aides/Volunteers need adults who will help them to develop the necessary skills to become effective leaders for young people.

DOs

- Utilize for tasks the teachers and/or campers need assistance with
- Keep Visual Contacts with Aide/Volunteer working with an individual camper or small group of campers.
- Review all teaching material that Aide/Volunteer will provide to camper

DONTs:

- Should **NEVER** be left alone with a large group
- Should not be speaking to parents about behavior/discipline

4. SAFETY & MEDICAL

SAFETY PRECAUTIONS

You are responsible for the health safety and welfare of your class.

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°

5. 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 the Assistant 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
- Assistant Directors radio all staff to bring their groups inside and await further instructions.
- Assistant 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, Assistant Director or 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.