

Music & Arts Extended Day



GLASTONBURY
PARKS & RECREATION

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 Music & Arts Extended Day 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.

PROGRAM OVERVIEW

The program provides a full day option for those children who attend Music & Arts Camp. All campers in this program attend Music & Arts Camp in the morning. At the end of Music & Arts Camp day they transition to the Extended Day program where they eat lunch, go on field Trips and other off-site activities like swimming and special events are preplanned into the weekly schedule. Staff work together to plan on-site themes and activities each week.

CAMP HOURS

Program meets for 4 consecutive weeks, Monday-Friday 11:55 AM – 4:00 PM.

STRUCTURE AND RESPONSIBILITIES

The following is the chain of command for Music & Arts Extended Day, as well as a general description of the responsibilities of each person.

Head Leaders: The Head Leader works closely with the Program Coordinator on the planning, implementation and evaluation of the Extended Day program. Works under the general director of Program Coordinator, provides direction to Leaders and is responsible for the day-to-day operation of their assigned area. Completes program, accident and attendance reports; prepares weekly calendars, announcements and permission slips. 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.

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 Leaders. Group Leaders work under the general direction the Head Leader. 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: The Leaders are responsible for the supervision and safety of all program participants and for assisting in the planning, preparation and implementation of activities. Leaders are directly responsible to the Head Leader. 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. WORK SCHEDULE

WORK SHIFTS

Staff is scheduled 11:45 AM – 4:15 PM for a total of 22.5 hours each week. If a staff member is working at Music & Arts Camp in the morning they should report to Extended Day immediately after they are relieved of their Music & Arts duties. 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.

LUNCH

Campers and staff eat lunch with their designated groups each day. There needs to be a minimum of 6 feet between Campers and Staff to eat lunch. Leaders 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.

Staff can store lunches throughout the day in the Food Decorating classroom fridges.

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.

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 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, please call the Music & Arts Camp phone 860-652-4909 as early as possible but no later than one hour before your shift begins.

3. EXPECTATIONS

CAMP DRESS CODE

Staff shirts, name badge, and sneakers must be worn by staff every day of camp. Sandals may only be worn on an aquatic field trip or on the pool deck if assigned swimming duty, flip flops are prohibited.

On field trip days, staff must all wear the same shirt. This will either be the most current staff shirt, or the dri fit shirts. Check with Head Leader the day before a trip to see which shirt should be worn.

CELL PHONES

Personal phone calls and texting are not permitted during work hours. Cell phones are to be turned off or muted and out of site. All staff may bring their cell phones on field trips for communications and safety/emergency purposes only.

The Head Leader may use their phones throughout the day for camp communication only.

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 Music & Arts Camp office phone.

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 a Head Leader.
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

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!

ONSITE DAYS

Group Leaders will plan a majority of the activities onsite activities. However, leaders will also be responsible for planning some activities for onsite days. Please be prepared to lead activities and take it as an opportunity to introduce new and exciting activities to camp!

PURCHASING SUPPLIES

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

4. 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. Campers who registered for Camp After Camp and Teen Scene may be combined.

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.
- If groups are using a shared space (cafeteria) they should be separated by a minimum of 6 feet.
- 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 camp 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.

5. CAMP PROCEDURES

SIGN IN/OUT PROCEDURES

Since children will be arriving straight from Music & Arts camp it will be the responsibility of the children to check in at the sign-in table each day. A staff member will write what time the child arrives and initial next to their name. You will be provided with attendance forms to use for sign in. Direct children to hand in any notes their parents might have sent with them at this time.

The Music & Arts Camp Director will provide you with an attendance list each morning. If a child is not on the absentee list from the morning and does not arrive at Extended Day by 12:05 p.m. notify the Music & Arts Director or Assistant Director who can help check that child's last class of Music & Arts camp.

ARRIVAL PROCEDURES

Children will be arriving from their last Music & Arts class at 11:55 a.m. Children should be directed and reminded frequently to report straight to the Extended Day classroom after their last class. After the first day of camp campers will report directly to their group and Group Leaders will be responsible for signing them in.

On the busy and hectic first day, campers should check in and be assigned directly to their groups. Be sure staff are assigned to specifically watch children, get them into the classroom, show them where to put their belongings and get them ready to start the day.

DEPARTURE PROCEDURES

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. Ask the child to identify the person at pick up time - Make sure it is the one listed on the note! 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 is going to be picked up at a time other than 4:00 p.m., a written permission note is to be given. Remind the Parent/Guardian they are responsible for knowing your schedule as there is a lot of off-site activity! NO PICKUP/DROPOFF AT FIELD TRIPS IS ALLOWED.

The parent/guardian will pick up from the cafeteria entrance. Parents/guardians should remain outside the building. The Group Leaders are responsible for sign out procedures. 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.

SESSION CALENDAR

A calendar will be prepared and given to parents that will include all of the special events and swimming information and any highlighted on-site activities planned for the program. It should also include important reminders if special things are needed, bring a water bottle etc.

COMMUNICATION WITH PARENTS

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

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

The Head Leader is certified in First Aid/CPR/AED and Medication Administration. All first aid/medical concerns should be handled by a certified staff member. Leaders should be aware of any allergies or medical concerns amongst the campers in their small group, but will not be expected to administer medication or intervene with medical situations. Please contact the Head Leader 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 Head Leader. All medication at camp should be safe and secured. Campers should not have any medication in their possession unless the Head Leader 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 Head Leader 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 Head Leader 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. 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 Group Leader and Head Leader if you suspect you have a missing camper

- Check the area where the child was last seen.
- Take attendance and confirm your head count
- Head Leader radio all staff to bring their groups inside and await further instructions.
- Head Leader 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 Program Coordinator 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, Head Leader 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.

8. SWIMMING

The Music & Arts Extended Day program will swim at Glastonbury High School Pool. Staff is not allowed to swim with campers. On very hot days it is ok to jump in quickly to get wet. It is also ok to stand in the shallow water areas.

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 Leader will be assigned a group of children with the same swimming ability and stationed by the Head Leaders as follows:

Shallow Swimmers: Standing on the deck at the 4' marker
Deep Water Swimmers: Standing on the deck by diving board

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 Group Leaders 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).