

Staff/Volunteer Orientation Plan

Staff/Volunteer Requirements

- All Teamworks Summer Camp Staff are required to be 16 or older.
- Volunteers can be 15 or older.
- All Summer Camp Staff and Volunteers are required to have the following on file:
 - Completed Staff Application (Counselors/Lifeguards ONLY)
 - CIT Application (Volunteers ONLY)
 - 3 Written Letters of Reference
 - CORI/SORI background checks
 - Physical and Immunization records (within the last year)
 - Valid CPR/First Aid Certification (Teamworks will provide a combined first aid and CPR training course for summer employees. If an employee is unable to make this course, it is the employee's responsibility to obtain this certification and present proof of its completion to the directors)
- Each Staff Member or Volunteer must complete a thorough orientation program prior to their employment or volunteer time at Teamworks Summer Camp

Duties and Responsibilities of a Counselor

- Teamworks Camp Counselors are responsible for the well being of each and every one of their campers. Campers should be supervised closely at ALL times and counselors should be attentive to the needs of each individual camper as well as their group as a whole.
- Teamworks Camp Counselors are responsible for maintaining the proper ratios of campers to counselors as listed below:
 - Campers 6 and under → 5 Campers : 1 Counselor
 - Campers 7 and over → 10 Campers : 1 CounselorUnder no circumstances are campers able to leave their groups or roam the facilities unsupervised. This includes walking to the bathroom, pool, office, lunch rooms, etc.
- Camp staff will always be at least 3 years older than the group of campers they will be supervising.
- Over and above being a counselor and supervising campers, all counselors will be expected to perform above and beyond their typical duties including assistance with:
 - **Daily Activity Preparation:** Each day, counselors will be given a schedule listing various blocks throughout the day. Counselors are expected to review these schedules and plan their days accordingly. Certain activities will require counselors to set up equipment. Counselors are responsible for making sure equipment is available, set up, and put away properly. Each field or space should be left clean for the next group that will need it. Certain "Special Activity" days require additional assistance to prepare. Counselors may be asked to help a director prepare for/clean up a special activity. Being prepared will help the day to run smoother.
 - **Rosters and Schedules:** Counselors will be provided with schedules and camper rosters at the start of each day. In addition to preparing for daily activity periods, counselors are required to review their camp roster and make themselves aware of any allergies, medications, special conditions, or notes regarding particular campers. Each counselor in a group should be informed of any allergies, medications, special conditions, or notes and take the appropriate steps to ensure a child's safety throughout the day.

- **Attendance:** All counselors are required to record attendance at the beginning and end of each activity period. This includes but is not limited to: snack times, lunch periods, pool periods, field times, etc. All absent and tardy campers should be reported to the Camp Director. This ensures we have documentation of who is attending camp for the day and who is not. Additionally, group leaders should conduct a head count periodically throughout the day to make sure all campers are accounted for.
- **Clean Up:** At the end of each day, the entire facility will be inspected to ensure cleanliness. All litter must be picked up. All lost and found items must be brought to the proper areas, all trash containers must be emptied, and the facility should be ready and organized for any nighttime activities that may be occurring. Between 4:00pm and 4:15pm cleaning is a team effort and no staff member will be dismissed until it is done properly. There will be a daily checklist in the office that will need to be completed by the appropriate camp group and initialed prior to counselors leaving for the day.
- **Equipment Care:** The Teamworks facility provides a wide variety of programs that are dependent upon certain shared equipment. The success of these programs is impacted by the functionality of this equipment. Counselors who are using any equipment with their groups (i.e. pinnies, gator balls, cones, sticks, etc.) must return these items to their assigned spot to ensure safety and organization. There will be no tolerance for equipment that is lost or damaged due to irresponsible employees or campers. Group leaders will be held responsible for any lost or damaged equipment.
- **Staff Meetings:** Teamworks Camp Counselors are required to attend weekly staff meetings. Staff meetings will be held on Wednesday afternoons from 4:15pm – 4:30pm and will be held for the following reasons:
 - To re-educate staff in terms of the policies that apply to camp counselors and why some policies may be adopted, changed, or reviewed.
 - To provide staff with a positive, productive forum to propose changes for the betterment of the facility.
 - To discuss camp problems and to provide solutions to these problems.
 - To promote unity within the staff and create a friendly atmosphere.
 - To further train staff members.
 - To promote and discuss new ideas.
 - Meetings are not a time to discuss personal problems. Any personal issues must be discussed privately with a Director.

Attendance at Staff Meetings is MANDATORY and staff are expected to plan their schedules around staff meetings

- **Responsibility/Reliability:** Teamworks Camp Counselors are expected to be responsible and reliable. Not only are these characteristics beneficial to have as an individual, but they help to influence those around you creating a positive and welcoming atmosphere. By showing responsibility, the campers will also begin to express the same traits. When a camper is acting responsibly it is very important to comment the camper for their behavior. By addressing the camper with a positive attitude, other campers will strive to act the same. As part of being a responsible staff member, it is important not to humiliate a camper in any way. When a problem arises, it is appropriate to handle the situation without having an audience. In any behavioral situation, a camper should be removed from the group or situation and be spoken to in private.
- **Discipline:** Teamworks Camp Counselors must use appropriate discipline techniques with campers. At no time should a counselor discipline a camper using crude or severe punishment, humiliation, or verbal abuse. At Teamworks we try to prevent problems before they happen. Staff members are not only expected to resolve problems as they occur, but are also expected to prevent them. It is of utmost importance that all staff members maintain order and organization from the very first day of Summer Camp. This ensures that the precedent has been set, that all campers know who is in charge, and they will respect those authority figures from the start. We are aware that every situation is different and a staff member's discretion is crucial in

determining how to reach the necessary solution. The desired outcome is to resolve the situation without creating a new one.

- **Communication with Parents:** As a camp counselor, Teamworks staff may have to interact with parents. We encourage counselors to speak with parents regarding both positive and negative situations involving their camper as long as the staff is comfortable. Any serious issues or questions should be directed to the Camp Director. Staff should comply with the following guidelines when communicating with parents.
 - Show genuine concern and take the time to listen to your child's parents carefully. Through this strategy you can learn a great deal about parental concerns which could, in the long run, improve your coaching techniques.
 - Communicate quality information. Be clear, complete, and accurate. If you can't answer the question, be honest, say so, and refer them to your Director if need be. It's more beneficial for both the parent and yourself to answer truthfully and then refer them to someone who knows the correct answer.
 - When dealing with parents, you should put yourself in their position. Their child is the most important thing in their lives and they trust you (a stranger) with this responsibility. Make sure you have patience, information, and concern for their family.
 - It is important to be polite. If there is a dilemma it should be handled in a calm and appropriate manner. **REMEMBER:** It is the parents that are paying for their child to attend summer camp. They are a customer and need to be treated with respect.
 - During the amount of time a child spends at our program, it is not only essential to get to know the children, but counselors should also get to know the parents. By getting to know the parents, you gain more knowledge about their child and you will understand how to make their experience at our camp more enjoyable.
 - Build a good rapport with the parents. This way they get to know you as an individual and begin to respect your own values, concerns, and interests.
 - Any disagreements that may occur with a parent should be directed to the Camp Director(s).
 - Any questions concerning payments are to be directed to the Camp Director(s).
 - Most important, here at Teamworks we must follow the golden rule: "Treat others the way you wish to be treated."
- **Professionalism:** Teamworks Camp Counselors are expected to maintain professionalism at all times. Not only does this apply during camp, but also as a representative of camp during off hours. Examples of this include but are not limited to:
 - Camp problems, statistics, finances, politics, etc. must never be discussed in front of a camper, family member, or in public at any time.
 - Personal problems should always be discussed with the Camp Director rather than amongst employees, and never in front of campers or families.
 - When speaking with a parent, be open and communicate the information as needed. If you can't give correct information or solve a problem, please ask them to speak to the Camp Director. Never raise your voice or speak rudely towards a parent.
 - Information regarding a camper should never be disclosed to anyone other than a parent of a legal guardian.
 - Counselors should always wear a Staff T-Shirt (Pink or Green) in order to identify themselves to parents and campers.
- **Teamwork:** All staff members must realize that everyone is here to achieve the same goal. We are equally responsible for success or failure of our summer program. Teamwork is imperative and a required tool for all staff members. All employees should be a team player in every respect. For example, if a counselor is moved

from one group to another for a reason unknown to him/her, he/she should take it in stride and do the best job he/she possibly can. As a team, our goal is to make this Summer Camp the best it has ever been!

Summer Camp Scheduling

- All counselors are expected to arrive at least 10 minutes prior to their scheduled shift. This ensures that any personal tasks are taken care of prior to the start of a shift and counselors will be ready to go at their start time.
- Some counselors may be scheduled to work extended hours between 4pm and 6pm, as needed. Two counselors must be on the premises at all times. This includes staying with a camper who is late to leave. Counselors will be paid for these extended hours.
- All staff members are expected to complete all elements of their job, including cleaning tasks, even if this requires them to stay past their shift.
- **Staff Schedules:** Schedules for a particular week will be distributed the Tuesday prior to the start of the week. Schedules will list start and end times for employees as well as which camp the employee will be working. Any mistakes will be adjusted and the schedule will be re-sent to all staff members.
- **Payroll:** At the start of their shift, all staff members will be required to clock in using the hand scanner and their four digits pass code. You will need to do this each morning as this is how your hours will be tracked and you will be getting paid. Staff members will be paid every two weeks on Fridays. Paychecks can be obtained at the end of the day after all cleaning duties have been completed. We encourage employees to enroll in direct deposit and if you would like to do so you can pick up a direct deposit form for the Camp Director. If there are any questions pertaining to your check, please do not hesitate to contact the Camp Director or Facility Manager.
- **Days off/Vacation:** All staff members working 8 weeks or less are allowed one week of vacation time. Any one working 9 weeks or more is allowed two weeks of vacation time throughout the summer. Any days taken off are unpaid. An employee can request a day off from the Camp Director at any point prior to the schedule going out for that week. Days off will only be approved if enough staff is on hand to accommodate the amount of campers for a given day. No time off is guaranteed, however each request will be given full consideration by the Camp Director. Staff cannot change their hours or switch their shifts without the approval of the Camp Director(s).
- **Lunch Breaks:** During lunch periods at summer camp, counselors are required to supervise their groups of campers at all times. At this time, employees will also eat their lunch which can be brought from home or ordered from Teamworks. Employees may order cheese or pepperoni pizza ONLY from Teamworks. Ratios must be maintained during lunch periods and counselors are expected to sit with their campers and engage while eating.
- **Tardiness:** Occasionally, due to unforeseen circumstances, a staff member may be late. If a staff member is going to be more than 5 minutes late, he or she must call the Camp Director to inform them. If an employee is aware that they will be late due to a doctor's appointment or other known circumstance, they must inform the Camp Director as soon as they are aware. If any employees are consistently late, the Camp Director will discuss with the party involved privately and issue a warning. If the tardiness persists, the staff member will be terminated.
- **Sick Days:** All camps counselors must call the Teamwork's office or a director at least one hour before their scheduled shift. If there is no one available in the Teamwork's office to take your phone call, please leave a message on the voicemail indicating your absence for the day and why you will be out. If an absence does occur, staff members must consider how absence will affect the children and fellow staff members and make the appropriate decision whether or not to come to work that day.

- **Termination of Employment by a Staff Member:** If a Counselor is going to resign from Teamworks, he/she must give at least 2 weeks (preferably 3 weeks) notice and a written letter stating what the last day of employment will be. Staff members who give their written notice of termination will be considered as definitively leaving. Both the Camp Director and staff member must reach an agreement if the staff member decides to stay after giving their notice.
- **Termination of Employment by Teamworks:** Termination of employment is rare, but does occur. Any employee violating a State or Public law will be terminated immediately. If a situation arises in which behavior can be addressed and corrected, Teamworks will do all it can to help the staff member see why his/her actions have disrupted camp prior to termination. In addition, the employee involved will discuss why it is difficult with them to comply with Teamworks' policies. An action plan will be created by both parties involved. If that plan is not followed, termination will occur as the final step.

General Camp Policies

- All camp counselors and staff are expected to act with professionalism both during and after work hours. Employees are representatives of Teamworks and should act as such.
- **Personal Appearance:** The way staff at Teamworks presents themselves conveys to the public a generalized image of the facility and the business as a whole. By wearing the appropriate attire provided, Teamworks is looked upon as a professional facility that is dedicated to the development of young children and the community around them.
 - **Uniforms:** Three staff T-shirts will be given to each staff member prior to the first day of camp. All employees must purchase additional staff shirts. These shirts are to be worn each day.
 - Pink shirt will be worn on Mondays and Wednesday.
 - Green shirts will be worn on Tuesdays and Thursdays.
 - On Fridays, staff is expected to dress up for the theme day OR they can choose their color for the day.
 - Staff members are required to wear black shorts/athletic pants to accompany their staff shirt. Any shorts must be of a suitable length. As a responsible employee you should make your best judgement and wear clothing that you deem appropriate, however the Camp Director will make the final decision.
 - **Theme Days:** Counselors are encouraged to dress up and become as involved in our theme days as possible. With that being said, any clothing or attire worn on theme days must be appropriate and cannot contain profane words or pictures.
 - **Swim Wear:** No bikinis, two-pieces, tankinis, or thong bathing suits are permitted at the pool. One piece swimsuits and swim trunks only.
- **Cell Phones:** Staff cell phones are required to be placed in a designated area in the office prior to the start of a shift. Staff phones should be kept off at all times. If a staff member needs access to their phone at any time for any reason, they should inform the camp director. Certain exceptions will be made to this rule. For example during field trips, counselors will be allowed to have their phones in case of an emergency off campus. Exceptions to the rule will be determined by the Camp Director.
- **Camper Discipline:** All Campers must be treated equally and fairly. No camper shall be subjected to crude or sever punishments, humiliation, or verbal abuse. No camper shall be denied food as a form of punishment.
- **Suspected Abuse/Neglect:** All counselors are considered mandatory reporters. Any counselor who suspects child abuse or neglect must report their suspicions to the camp director.
- **Staff Related Problems:** There is not a problem, staff or programming, which does not get a fair and complete hearing. The Camp Director is always available to help and can be depended on to keep any discussion confidential. These problems must never be discussed with parents, only with the Camp Director. The Camp

Director is more than qualified to help both parties involved come to a beneficial solution. Meetings that held between the Camp Director(s) and employees are to be kept confidential and are not to be discussed with anyone, however, the Camp Director(s) have the right to discuss all personnel and program related matters with the Facility Manager. These conversations will also be kept confidential.

- **Sexual Harassment/Discrimination:** Our work environment will be free of discrimination and sexual harassment. It is our policy not to tolerate any verbal or physical misconduct, whether it is inside or outside of our facility. This includes any inappropriate behavior that disrupts or interferes with another individuals' work performance or creates an offensive, hostile environment. An incident of this kind will be taken seriously and could result in immediate termination of employment. Any of these behaviors directed against guests of Teamworks will result in immediate termination of employment.
- **Sexist Behavior:** Staff members at Teamworks must not in any way exhibit any sexist behavior. This includes inappropriate jokes, which should never be told in front of campers. Furthermore, campers should be discouraged from telling inappropriate jokes.
- **Profanity:** The use of profanity is not tolerated in the facility. As an employee it is necessary to be a positive role model at all times. Profanity should also be discouraged amongst campers.
- **Smoking/Alcohol/Drug Use:** Smoking and alcohol/drug use is not permitted inside or outside of the facility while camp is going on. Any counselor who is found to be drinking underage or using drugs either during or outside of work will be terminated.

Emergencies and Injuries

- All camp counselors are required to be trained and certified in First Aid and CPR. When an injury occurs, staff must follow proper protocol in treating the injury.
- **Injuries:** All group leaders are required to report any problems (disciplinary or injury) to the Camp Director. An injury report must be completed by a staff member who witnessed the incident and is applying first aid. The Camp Director will follow up with parents if the injury is serious or the Director feels they need to be made aware of the situation promptly. Otherwise, counselors should notify parents at the time which the child gets picked up. At this time, it is important to mention how the incident occurred and in what ways we treated the camper's injury so parents are ensured their child is in good hands at Teamworks.. All incident reports must be filled out completely and legibly so we have record of what exactly occurred. The injury log book is located with the first aid kit in the main office. All injuries, not matter how minor, need to be recorded.
- **Emergency Injuries:** On occasion a situation may arise in which a camper or staff member may need emergency assistance and have to call 911. Phones are stationed throughout the building and can be utilized to call for emergency services if necessary. Counselors should tend to the emergency, assess the situation, instruct an assistant counselor to call 911 if necessary, and inform the Camp Director of the situation. All campers should be cleared from the area so when emergency services arrive, they are able to take care of the injured person without interference. An injury report should be completed and placed in the injury log book. Additionally, an official injury/incident report form must be completed and turned in to the State by mail or fax within 48 hours.
- In addition to injuries, emergencies such as lost campers, swimmers, and campers may arise. Teamworks Camp Counselors will be trained in the proper procedures outlined in our camp policies book regarding these situations.

General Camp Procedures

- **Morning Drop-Off**
 - The front lobby area outside the office will be set up each morning with 2 – 3 tables. One table will be equipped with sign in sheets and pens. The other should be equipped with lunch forms, pens, snack

envelopes, and change. There should be enough supplies to allow multiple parents to sign their children in and order lunch at once without delay.

○ Sign-in Procedures:

- When parents arrive with their children, they should be greeted by a Teamworks Camp Counselor who welcomes them to camp.
- Counselors should show where to sign their child in.
 - Any parent who is highlighted should be directed to the office to make payment or pass in paperwork.
 - If a camper is not listed on the registration sheet, the counselor should confirm with the Manager on Duty that the child is registered, has paid their balance, and has passed in their paperwork.
- When signing their child in, counselors should direct parents to sign their name, write the time their child was signed in, and write the name of the person who will be picking up their child LEGIBLY. **THIS IS EXTREMELY IMPORTANT.** If they are unsure, they can list two names.
- Counselors should ask parents if their campers have any medications. If yes, these medications need to be turned in to the Manager on Duty and logged in the medication log book. They can be picked up daily OR at the end of the week.

* It is important that campers are signed in in a timely manner to limit the waiting time of other parents.*

- After campers are signed in, they should be directed sign in for lunch or to put their lunch bags (if their lunches have been brought from home) in the proper lunch bin. Make sure the campers name is clearly marked on their lunch bag.
 - If a camper is buying counselors should collect the money from parents and show them where to sign their child in for lunch
 - If a camper is pre-paid for lunch, the counselors should find their name on the lunch sheet, ask the child what they would like to order, and mark this down on the lunch sheet.
- Campers should then be directed to place any backpacks or bags on shelving units in the middle of the facility. Shelving units will be marked with a sign for each group and a counselor should be positioned to assist the campers with placement then direct them to Turf 1.
- Once their items have been dropped off at the shelving units, the child should be direct to turf 1 where they will gather with other campers until 9:00am when camp separates into groups.

- Once morning drop off is complete at 9:00am, counselors will take attendance and do a head count for their group. Any camper who is absent should be reported to the front office.

● **Game/Field Periods**

- Counselors will receive a schedule at the beginning of the day. At this time, they should organize their day and determine what games, activities, drills, and skills they will cover that day. Counselors should gather campers, collect their necessary equipment, and bring the campers to their designated turf/area for that time. Prior to the end of a group's time on the turf, all equipment should be picked up and placed back into the equipment closet.
- A water cooler and cups will be stationed in the center of all indoor fields, at the ropes course, and on the outdoor turf. If campers are thirsty, they should be directed to the nearest watercooler. If a cooler is empty, a counselor should refill it as long as their group can stay in ratio. If not, they should inform a cook/snack bar attendant that the water jugs need to be filled.

- **Pool Time**

- All campers will have access to the pool area on a daily basis. During this time there will be qualified lifeguards on duty, but it is also mandatory that all group leaders assist in the pool area during their group's swim time. Pool time is NOT free time for counselors. This is important in terms of keeping an appropriate child/adult ratio.
- Camp counselors are responsible for:
 - Following the correct schedules and ensuring that campers move in and out of the pool in an orderly and timely fashion.
 - Preparing campers for pool time prior to its scheduled start. Preparation includes:
 - Assisting with sunscreen application. Sunscreen must be a spray sunscreen or we need written consent from the parents.
 - Having campers change into their bathing suits
 - Having campers put any extra clothing for the day into baskets
 - Making sure campers are wearing appropriate footwear.
 - Being stationed around the pool with a counselor in arms length of the kids in the three foot section and two counselors on either side of the four foot and five foot sections of the pool.
- During swim time Lifeguards are responsible for:
 - Administering swim tests and swim bands in order to identify which campers can swim in which sections of the pool.
 - Stationing themselves in a lifeguard chair so as to have proper visualization of the pool.
 - Maintaining the camper to lifeguard ratio
 - 1 lifeguard : 25 counselors
 - Wearing lifeguard shirts to be clearly visible and easily distinguished from camp staff and campers.
- All counselors will be trained according to the Teamworks Summer Camp Staff Pool Policies and Procedures.

- **Ropes Course Time**

- Throughout the camp week, various groups with campers aged 7 and older may have the opportunity to utilize the ropes course. During this time, it is essential that all campers and staff follow the proper procedures to ensure the safety of each climber.
- Only qualified ropes course personnel will be able to set up elements and belay at the ropes course.
- Qualified ropes course personnel will be responsible for:
 - Setting up and cleaning up various elements at the ropes course
 - Safety checks of equipment and climbers (harnesses, helmets, etc.)
 - Belaying climbers using proper belay techniques
- Extra counselors will be responsible for:
 - Supervising and organizing games for the campers who are not climbing
 - Assisting with harnesses and safety checks
- All counselors will be trained according to the Ropes Course Training Procedures

- **Morning/Afternoon Snack**

- During snack time, groups will be brought to their lunch bin to get their snacks. Any child on the snack list or who is pre-paid should be brought to the snack bar to purchase snacks. **NO CANDY OR SODA WILL BE SOLD DURING CAMP HOURS.** Campers will eat in the café, party room, or other designated area depending on enrollment for the day.
- It is important that campers' allergies are checked and any child who has brought an allergen be asked to sit at a designated allergy table. This table should be sprayed and wiped clean at the end of the snack

period. Before returning to their regular activities campers should pick up any trash they have left on the floor and counselor should have them wash their hands.

- **Lunch**

- Lunch is eaten in the café, party room, or other designated area. Any lunches that have been brought for camp should be picked up at the proper lunch bin. Anyone who has ordered lunch should be directed to take a seat in their designated lunch area and wait for their counselor to serve them lunch. Counselors should have the lunch forms for their group and cross off the names of each child as they are served.
- It is important that campers' allergies are checked and any child who has brought an allergen be asked to sit at a designated allergy table. Before returning to their regular activities campers wash their hands.
- At the end of each lunch period, campers should be directed to pick up any trash off the floor and counselors should wipe down all tables.
- Whenever one group leaves the café or party room, the room should be ready and clean for the next group.

- **First Aid Kits**

- First Aid Kits are located in the main office and at the pool. Any injury should be treated with the proper first aid procedures and logged in the injury log book which is located in the front office. This includes anything as small as administering a band aid.

- **Afternoon Pick-Up**

- At the end of the day, all children will be asked to gather their belongings and bring them to their designated field. Counselors should organize a game for their group or cooperate with another group to play a large game.
- Once all campers have gathered their belonging, counselors should do a check of all shelving units, bleachers, and lunch bins. Any extra items should be placed in the "lost and found" bin.
- Two Counselors should be manning the sign out table and the rest will be playing in and supervising the games and activities on the field.
- When a parent/guardian comes to pick up their child, they will be required to show a picture ID. This ID will be verified against the listed person picking up as well as the authorized pick up list if it is someone different. AN ID SHOULD BE CHECK EVERY DAY – NO EXCEPTIONS
 - If this person matches, they will be asked to sign the pick up form.
 - If this person does not match the pick up form and is not on the authorized to pick up list, an office manager should be notified immediately. The child is not allowed to go with this person until pick up can be verified by a parent or guardian.
 - EVEN IF THE CHILD RECOGNIZES THE PERSON, THEY ARE NOT ALLOWED TO LEAVE WITH THEM.

- **Extended Day Procedures**

- At 4:00pm, counselors will gather the campers listed for 5:00pm and 6:00pm pick up. The remaining campers will gather their items and head to the bleachers. Any child who is not listed on the extended day sheet and remains at camp after 4:10pm, will be considered late. Parents will be called the camper will be charged for pick up until 5:00pm if picked up after 4:10pm and 6:00pm if picked up after 5:10pm. After the camper's parents have been called, the camper will be able to join the extended day group.
- Extended day counselors must follow the same ratio procedures during the camp day as well as the same sign out procedures during afternoon pick up. They should check IDs and make sure the name on the pick up sheets matches the name on a parent's ID.
- There must be at least two staff members with the extended day campers at any time. If a camper's parents arrive after 6:00pm, the Camp Director should be notified. Counselors should stay with the

camper until their parents arrive and parents should be directed to speak with the Camp Director upon pick up OR be notified that the Camp Director will contact them the following day.

- **Fridays**

- Friday is the last day of camp and is considered to be the most crucial day of the week. The final day should consist of a summarization of the skills learned during the week or fun games and activities. In order to make this day successful there will be scheduled theme days and fun activities that occur on Fridays. Campers should be notified of these theme days and encouraged to dress up. Counselors are also encouraged to dress up. It is important for counselors to make Fridays a memorable day for campers as it is typically their last day and we want to leave a good impression on both the camper and the parents.

Additional Policies and Procedures

- In addition to the policies and procedures listed above, all camp personnel will be trained in the following plans and procedures:
 - Policies and Procedures on Background Review of Staff and Volunteers
 - Policy on Reporting of Suspected Child Abuse
 - Camper Discipline Policy
 - Fire Evacuation Plan
 - Disaster Plan
 - Lost Camper Plan
 - Lost Swimmer Plan
 - Traffic Control Plan
 - Contingency Plans
 - Camper Release Policies
 - Health Policies
 - Field Trip Policy
- Furthermore, staff will be provided with and can review at any time the following documents:
 - Camp Professionals: What you need to know about H1N1
 - Extreme Heat: A Prevention Guide to Promote Your Personal Health and Safety (Parts 1 – 3)
 - Recommended Immunizations for Children Attending Camp
 - Meningococcal Disease and Camp Attendees: Commonly Asked Questions
 - Public Health Fact Sheet: Rabies
 - Preventing Rabies Exposures: Guidelines for Recreational Camps
 - Is Your Summer Camp Bat Proof?
 - Capturing A Bat: What You Need and How to Do It
 - Camper Injury Report Form