Summer Camp

Staff Training Manual 2016

**Policies and Logistics**

**Reporting to Work:**

Please arrive early to roll call, meals, and all events. This gives you time to get yourself organized, put your things away, and receive the kids from before care. You will also have enough time to get ready for some of the day’s activities (arts/crafts, games, etc…).

**Staff Actions/Public Relations:**

Please conduct yourself in a manner of courtesy, helpfulness and professionalism. In addition to being a camp counselor, we all work first and foremost for Bemidji State University. Even when you are not at work remember that the children and parents will still know you as an employee/counselor of the BSU summer camp. You should act in a way that in honorable to not only BSU, but yourself. This is an incredible responsibility, but a wonderful opportunity. If parents have questions about other Bemidji State programs, please answer any question you can, and also offer to help with anything. They can always be directed to the office to pick up a brochure. If someone is being abusive or has a serious problem/complaint, please refer them to the Summer Program Director.

**Absence Procedures:**

If you are sick, please make arrangements with a co-worker to cover your shift. All staff is expected to be on-call even when on-duty for the duration of the camp.

**Payroll/Paychecks:**

All employment authorization forms must be completed prior to the first day of the camp. Camp counselors will be paid in one lump sum.

**Accidents & Reports:**

You will be asked to complete an incident report for injuries, accidents, poor behavior and other incidents. You will be provided with the Incident Report Procedure on how to write this report. All documentation must be emailed to the Summer Program Director by the end of the day.

Be very specific in filling out the form, but do not try to make a doctor’s diagnosis. Never discuss the accident with other children or other parents. **Say absolutely nothing** to persons who want to talk about the accident. **In the event that a child is taken to the hospital, you should not go to the hospital that day or any other day to visit the child.** Be sure to speak with the Summer Program Director as soon as possible about the accident.

**Parent Communication:**

Always be positive! If there is a problem with any participant, you should speak with the Camp Director first and they will decide how to best approach the parents. Any requests the parents ask regarding the program should be handled by the Camp Director (example: bringing children late, picking them up early, and giving them medication).

**Telephone:**

**Under no circumstances should an employee give out home or cell phone numbers of other employees.** Personal cell phones should not be used during camp for texting or calling, unless its work related. You may take photos and post to the Instagram. #summerbsu If you need to make a personal phone call, this should be done during your break period. Your undivided attention is mandatory while supervising the campers. In the event of an emergency off-site, you may use your personal cell phone to contact emergency personnel or additional staff.

**Head Counts:**

Take a head count many, many times! Know the children you are responsible for at all times. By learning their names as soon as possible, you will be able to identify them more quickly, as well as making them feel important and special as individuals.

**Hanging Things on the Walls:**

Please see the Summer Camp Director first. We are not allowing tape on any of the walls in the new building. There should already be hangers available from the dry erase/bulletin boards.

**Personal Property:**

We encourage staff to keep a back pack with them to keep their immediate programming plans, small supplies, manual and of course, their daily schedule. Please leave valuables and large sums of money at home. **BSU will not be responsible for loss or damage to personal property.**

**Arts & Crafts Storage:**

Please feel free to use anything in the camp bins, but please put it back in place when you are done. Please keep the bins as organized as possible. If you need additional supplies, 24-hour notice is appreciated.

**Safety:**

* Children need to be accompanied everywhere. Bathrooms are always a concern. Be sure to supervise the bathrooms adequately.
* No climbing or hanging on any trees.
* No balls or other flying objects will be permitted indoors, unless it is a scheduled activity at Campus Rec.

**First Aid Kits:**

There will be First Aid kits available in the main camp room. All counselors should keep track of where it is and what is in it. Always take it when away from the camp location. Counselors are responsible for keeping track of the supplies in the First Aid kit. If you find the supply is low on certain items, inform the Summer Program Director.

Various supplies:

* Band-Aids (assorted sizes)
* Gauze Pads
* Rubber/Latex Gloves
* First Aid Cream/Antiseptic
* Mobile Ice Pack\*\*
* Sunblock Lotion

\*\*Please remember that these are very dangerous if broken.

When on field trips, each staff member will be responsible for carrying a first aid kit. Groups will be divided and all counselors should be prepared with supplies for any given situation.

**Field Trips:**

**Things to bring:**

* + First Aid kits
  + Sunscreen
  + \*Medications for children who need to take them at certain times
  + Money for Camp Directors and Counselors (The Camp Director will keep the field trip money in the Recreation Director’s office)
  + Directions
  + Emergency Contact Information (Health forms, phone numbers, incident/accident reports)

**Field Trip Procedures:**

* **Always take a head count before entering and leaving the desitation.**
* Counselors will double check their health forms and First Aid kits.
* Counselors will enforce the use of the buddy system on field trips and make sure that the children stay with their group at all times.
* Counselors will be very aware of safety when walking a large group of children along a sidewalk near the road and therefore, they will have children hold hands with their buddies. Always have a Counselor at the head and the end of the line.
* When crossing the street an additional Counselor must come forward to the front of the line. When the road is clear or when the cross walk signal flashes “walk,” Counselor #1 steps into the middle of the street waiting for campers to cross. Counselor #2 leads them across the street with Counselor #1 following the last camper.
* If a child becomes ill or an emergency situation arises, the Counselor will seek the aid of another staff member before leaving their group.

**Van Procedures:**

* When waiting for the bus always make sure the children wait on the sidewalk. Always check the parking lot for any cars that might be coming before the campers enter the van.
* Always be aware and keep the children in a single file line.
* **Always take a head count before entering the van, and again when the van is full.**
* Don’t forget to bring the directions to the field trip site.
* Campers must remain seated at all times.
* No horseplay!
* Avoid interactions with strangers.
* Eating, drinking, and chewing gum are not allowed on the van.
* Keep all campers’ body parts inside—no playing with the windows!
* Take a head count when getting off the van.
* Keep track of head count throughout the day.

**Prevention of Lost/Missing Child and Search Procedures:**

* Always question the motives of adults who seem unusually interested in knowing our campers’ schedules.
* Notify your supervisor immediately if you are ever suspicious of someone’s motives. Your Camp Director will not hesitate to contact the police.
* Report all cases of unidentified spectators to your Camp Director, but do not leave the children alone to do this.
* Remember…You, as a Counselor, ask for directions or help—Not the children! Never let children visit with unidentified individuals.
* Do not let the children accept gifts, candy, toys, money or other rewards from anyone during camp hours. Exceptions are pre-planned special visitors, special events, or gifts from the Highland Parks and Recreation Department.
* Always stress safety in numbers in all activities. Enforce a “buddy system” at appropriate activities/trips. Always do “head counts.”
* Do not ever allow children to go to the restrooms or drinking fountains alone. Take your entire group or ask for the assistance of another Counselor or Director.

**If you have a Lost/Missing Child…**

* Immediately notify the Camp Director when a child cannot be located.
* Another Counselor or Camp Director will assume leadership responsibility for the Counselor’s group whose child is missing.
* The Camp Counselor’s first responsibility is to quickly check the surrounding area (restrooms, park shelters, etc).
* The first call will be made to the Camp Director. She will call the parents or family to inquire if the child is within their care.
* Upon direction from the Camp Director, a call will be made to the police to aid in the search of the child.
* Once the child has been located, a full written report will be emailed the same day to the Camp Director.

**In Case of Fire:**

* Be sure to calm everyone and quickly tell them to get in a single file line.
* Be sure to have all children in your responsibility accounted for before leaving.
* Do not let children collect their belongings; only worry about reaching a safe location.
* If you are missing someone, let the Directors know immediately.
* Directors will be in charge of checking bathrooms, kitchen, closets, and offices.
* Once you have your group together exit the nearest door and go to the far back corner of the field/park.
* Take care of any first aid situations once you are out of danger.

**In Case of Storms or Tornados:**

* In case of lightning, get children inside as quickly as possible.
* Try to be sensitive to those children who are frightened.
* Implement a quiet activity until the group is adjusted.
* In case of a tornado, organize children and have them wait in the hallway outside of the classroom.

**In Case of Storms or Tornados – Off Site:**

* Get your group inside a business, facility, or agency as soon as possible. Anyone will be willing to take you into their place of business at a time such as this. Do not go into a private home.
* Contact the Recreation Director of your whereabouts and safety as soon as possible.
* When in the fieldhouse, go directly to nearest hallway near the small gym.
* Never go under any tree for safety during a tornado or severe storm.
* If you are in a field and no safe building is available, find a ditch immediately.

**General Procedures:**

* Please avoid all interactions with strangers while out in the community, including friends you may see.
* Always take a head count when entering and leaving a field trip site.
* Always keep a good Counselor-to-camper ratio (especially if you have to split up).
* Inform the campers of the rules when you arrive.
* Keep the campers in organized lines.