



# **2020 STAFF MANUAL**

# COVID-19 & CAMP

## HYGIENE PRACTICES

- Wash hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.
- Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.
- Cover cough and sneezes.
- Cover your mouth and nose with a cloth face covering when you have to go out in public.
- Use of a cloth face covering is required among staff when physical distancing is not possible.

## CLEANING, DISINFECTING AND VENTILATION

- Clean and disinfect frequently touched surfaces. (door handles, sink handles, drinking fountains, shared objects, toys, art supplies)
- Ensure safe and correct application of disinfectants and keep products away from children.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows, doors, using fans or other methods.
- Do not open windows or doors if they pose a health or safety risk.

## ENSURE SOCIAL DISTANCING

- Ensure that camper and staff groups are as static as possible by having the same group of children stay with the same staff.
- Restrict mixing of groups as much as possible
- Cancel all Field Trips
- Limit gatherings and activities to those that can maintain social distance and support proper hand hygiene.
- Restrict non-essential visitors
- Space seating 6ft apart
- Close communal areas such as playgrounds or stagger use
- Meals should be served in classrooms or outside in assigned area with assigned group

## CHECK FOR SIGNS AND SYMPTOMS

- Safety and Health Screenings
- Temperature Checks everyday
- Wellness Log
- Staff and children should stay home if they feel sick
- Communicate to parents the importance of keeping children home when they are sick.

- Be vigilant for symptoms and staying in touch with facility management if or when they start to feel sick.
- Keep sick children and staff separate from well children and staff until they can be sent home.
- Sick staff members should not return to work until they have met the criteria to discontinue home isolation.

## **IF SOMEONE IS OR BECOMES SICK**

- Symptoms that require isolation
  - Fever
  - Cough
  - Shortness of breath
- Extreme Fatigue
- If you notice a child you think may be experiencing these symptoms, contact Trish or Megan immediately.
- Isolation Room: **Lobby**
- Be ready to follow CDC guidance on how to disinfect your building or facility
- If a sick child has been isolated, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.
- If COVID-19 is confirmed in a child or staff member:
  - Close off areas used by the person who is sick.
  - Open outside doors and windows to increase air circulation in the areas.
  - Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
  - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
  - If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
    - Continue routine cleaning and disinfection.

## **STAFF TRAINING AND ORIENTATION**

All staff are required to attend their appropriate staff trainings. Staff should plan to be on time for staff trainings and stay for their duration.

### 2020 Training Dates

- May 26<sup>th</sup>: In-House Training
- May 27<sup>th</sup>: In-House Training
- May 28<sup>th</sup>: In-House Training
- May 29<sup>th</sup>: CPR/First Aid/AED Training 8-5

## **INTRODUCTION TO CAMP O**

### WELCOME TO CAMP O

As a staff member at Olivette Camp O you are joining a group of people dedicated to providing a safe, fun-filled and enriching experience for all campers. Many of our staff, like many of our campers, return to Olivette each summer because they love working in a camp

atmosphere where they help mentor children and act as extraordinary role models. If we have hired you to be part of our staff, we trust that you understand the important positive impact that you can have on the lives of children.

At Camp O we are a team, working together to help ensure that each camper has a wonderful, enriching camp experience. You should always feel comfortable asking for advice or help to reach that goal. Please do not hesitate to come to us with problems, concerns, ideas or suggestions. This staff manual provides necessary information that will help you do your job effectively and responsibly. Please read it carefully and return the affidavit on the last page that indicates that you have read it.

### DEPARTMENT MISSION STATEMENT AND PHILOSOPHY

Create community through people, parks, and programs. Strive to enrich community members through active participation in life-long learning, health and wellness, community involvement and recreational activities.

At Camp O, innovative programming and nurturing leadership encourage the acquisition of skills, the development of friendships, and a heightened awareness of our natural and social environment, all-important elements in each child's growth.

Camp O builds and enhances our campers' competence and confidence. Our camp community is supportive and welcoming – children thrive and grow stronger in many important ways. All our boys and girls are exposed to and try new things. We help campers develop lasting friendships, work well in groups, and work toward attainable goals. At summer's end children are more prepared to take on the challenges of a new school year.

## **PURPOSE**

Our primary objective is to provide campers with a positive camp experience by encouraging teamwork, sports integrity, and communication skills while building a positive self-image for each camper.

## **A LEADER'S INFLUENCE**

As a Camp Leader, you will have a significant influence on the lives of the campers. They may idolize you and try in many ways to mirror your actions. This puts a great deal of responsibility on you as a leader. The children will notice things about you that you probably do not even notice yourself. They will copy your dressing habits, speaking habits, **and your attitude toward camp**. This should inspire you to be aware of these points and motivate you to be a positive influence. **YOU ARE A ROLE MODEL!**

The most important influence is your personal attitude. Always remember this and live up to the standards of the Olivette Parks and Recreation Department and your personal standards. *Be enthusiastic! Be outgoing! Be engaging!* This is important. Know what you are trying to achieve. Study and work to understand the goals and objectives of the Olivette Parks and Recreation Department. Always remember, you are a representation of the City both on the clock and off.

Consider what kind of influence you are making. Be alert to your personal habits of dress, cleanliness, speech, and your attitudes toward play and work. Your actions speak louder

than your words. Your group will have fun if you have fun. They will behave if you have high standards of behavior and expect it of them.

The group's reactions to the rules and procedures of the camp will be formed largely by your reaction to these rules and procedures. Know that conflicts of schedules, timing and equipment availability will occur. Your attitude toward these conflicts will make or break the good experience of your group. The immature, fearful leader will complain and fuss, while the wise leader will see that good activities are spontaneous, and that any necessary discussion of a problem is covered at the proper time with their Camp Director.

Remember that you have the lives of children in your care. You have an AMAZING opportunity to positively effect a child's life this summer.

## **CAMP O GOALS**

- Children, as well as all people at camp, are to be treated with respect, fairness and kindness
- Children come first. Though we certainly realize our staff loves being at camp, providing a fun filled, safe, stimulating program for our campers is our priority.
- Try to reach out in a special way to each camper every day.
- Encourage all campers to participate in each activity. Create an environment where camper feel safe enough to take a risk and try something new or something they are struggling with. Be a cheerleader for your group and encourage campers to do the same.
- Act all the time as though the parents of your campers were watching you. Behave with their child in a way they would approve.
- Protect the physical and emotional wellbeing of your campers. You must intervene to protect campers from any physical harm and/or emotional bullying. Do not tolerate children being mean or abusive to each other.
- Children should never be humiliated or publicly embarrassed. Involve a Lead Counselor and Director in any disciplinary decision or action.

## **CAMP O HIGHLIGHTED POLICIES**

- As an employee of Olivette Camp O, you represent the camp when you are at camp and when you are out and about in the community. (Especially if you are wearing your Camp shirt. Always act appropriately.
- Camp is 39 days and we expect each staff member to be here for all of them. Unless on an approved break, staff must always be with their group and be aware of the location of all the campers in their charge.
- Staff are not permitted to use cell phones during the camp or on the bus unless it is for a camp purpose. Do not let kids use your phone.
- Staff is expected to dress appropriately.
- Staff is responsible for the care and use of all camp program equipment.
- Staff must help keep camp clean.
- All notes from parents must be given to the lead counselor and director.
- At Camp O, we work as a team. Staff may be asked to fill in for another staff member at any time during the camp season.
- Be certain to report any incidents of consequence with your lead counselor and director each day.

- Any confidential information you have regarding campers **MUST** remain confidential. This includes any medical information.
- You must report any unethical or illegal behavior to the director.
- Smoking, drinking, the possession or use of any illegal substance at work is cause for immediate dismissal. (Tobaccos, Juuls etc,)
- Possession of any item that can be used as a weapon is not allowed and may be cause of immediate dismissal.
- Any physical force used against a child is grounds for immediate dismissal.
- Sexual harassment is strictly prohibited and is grounds for immediate dismissal.
- Staff is not allowed to have visitors at camp.
- The camp is not responsible for any personal items you bring to camp and suggests you do not bring anything valuable.
- The employment agreement may be terminated at any time, without cause, at the discretion of the Recreation Coordinator
- Olivette provides equal opportunity to employees and applicants without regard to race, color, religion, sex, national origin, age, disability or veteran status.

## **PERSONNEL**

### CAMP DIRECTOR

Responsible for the day-to-day operation of camp with the help of the three Recreation Leader IIs and camp staff. The Recreation Coordinator will verify timecards, make Extended Care schedules for Leaders and supervise staff. He/she will be responsible for camper and staff supervision at the pool. He/She will also oversee camper discipline and parent communication.

### RECREATION LEADER II

In charge whenever the Camp Director is not present and will assist the Camp Director in the total operation of the camp; plan activities; setting schedules; supervise staff, discipline of camper etc. He/she may also lead a group of children during the absence of a leader.

### LEADER I

Leads a group of 7-10 children through daily activities of camp, providing the best possible care for the children in a safe, friendly environment. Responsible for staying on schedule as provided by the Assistant Director. Will work with the Assistant Director to plan activities. Will complete other duties assigned by Camp Director, Recreation Leader II or Recreation Coordinator. He/she will also be responsible for camper and staff supervision at the pool.

### LEADER IN TRAINING (L.I.T.)

A Leader-In-Training is a volunteer position to aid the Camp Director and Leaders. L.I.T.s are staff members and are responsible to uphold staff policies. A L.I.T. will not be solely responsible for a group of campers. Will complete other duties assigned by Camp Director and Rec Leader IIs.

All camp employees and volunteers must realize this job is a **PRIORITY**, which comes before ALL other employment. It is important to be present

# WORK SCHEDULES

## DIRECTOR

The Camp Director will work Monday through Friday, 8:30am- 4:30pm at the Olivette Community Center. The Camp Director may also be called upon by the Recreation Coordinator to work additional hours or participate in extended care hours when necessary.

## LEADER II

REC IIs will work Monday through Friday, 9:00am- 5:00pm and will supervise extended care hours two to three times per week, not to exceed 40 hours per week.

## LEADERS

Leaders will work varying schedules. Typically, 8:45 a.m. - 3:45pm and extended care hours. Extended care days will be determined on a rotation set by the Recreation Coordinator at weekly staff meetings. These hours are REQUIRED! AM care staff will be set at the beginning of the summer.

## LEADERS IN TRAINING (L.I.T)

L.I.T.s will work 8:45 a.m. - 3:45 p.m. and are not required to work during Extended Care. L.I.T.s are expected to follow the same policies as all other employees.

# ADMINISTRATION

All leaders are required to take attendance each day and submit to the Director every Friday. The Camp Director will file these with the Recreation Coordinator at the end of each camp session.

Timecards will be kept by each employee and verified by the Recreation Coordinator on a weekly basis. Employees must NEATLY record their hours worked each day. If the Recreation Coordinator cannot read your writing, you may not be paid on time. The Camp Director will give the timecards to the Recreation Coordinator each Friday no later than 4:30 p.m. If you are off on Friday, it is your responsibility to make sure you have your timecard submitted before you leave. If you do not, you may not be paid on time.

All Leaders are expected to work Extended Care hours. Extended Care hours are **MANDATORY** and will be scheduled by the Recreation Coordinator. It is imperative that you show up for work every day you are scheduled and be prompt. TARDINESS will be subject to discipline!!!

If you should need a day off which has not been pre-approved, it must be requested at least one week in advance with the Recreation Coordinator. In case of illness, each employee must contact the Recreation Coordinator (Megan Hukill) NO LATER than 7:00 a.m. at (740) 629-5380 by a call or text. If you do not contact someone before 7am, it counts as a no call, no show. You receive 2 no calls, no shows for the entire summer.

# ABSENCES AND SICK DAYS

Minus training, camp operates for 39 days in the summer. We need and expect our staff to be there each day we are open. It presents a hardship to other staff members when someone is absent from camp. The only legitimate reason for an absence is if the staff member is ill. Staff is

not paid for any time not at work. Must notify the Recreation Coordinator by 7am if you will not be able to attend camp that day.

## **COUNSELING AND DISCIPLINE**

### **PURPOSE AND INTENT**

It is the obligation and expectation of all employees to conduct their normal work activities in a businesslike manner, within established rules of good conduct. Violations of rules and regulations require appropriate action by supervisory personnel.

### **COMMUNICATION OF RULES**

Every effort will be made by all Supervisors to counsel employees on the purpose and intent of various rules and regulations in order to encourage genuine cooperation and corrective action.

## **PROGRESSIVE COUNSELING AND DISCIPLINARY STEPS**

Counseling: Violations of Rules and Regulations shall be explained to the employee by his/her supervisor, indicating the corrective steps to be taken to prevent recurring violations. Written documentation will be put in the employee's file that a counseling session took place.

Oral Reprimand: Step "1" shall be repeated by the supervisor, representing a warning that any reoccurrence of the rule infraction will result in more severe discipline, up to and including termination. At the time the oral reprimand is given, it will be clearly explained to the employee that a written record of the oral reprimand shall be kept by the supervisor. If no further action is taken on the matter which resulted in the oral reprimand, all written records of such reprimand shall be destroyed after twelve (12) months have elapsed. Written documentation will be put in the employee's file that an oral reprimand took place.

Written Reprimand: Step "2" The report by the supervisor shall indicate, but not be limited to: the date, time of the infraction of the rule involved, prior record of similar violations and efforts made by the supervisor to correct the problem indicated. Written reprimands shall become part of the employee's personnel file after the employee is notified and the infraction is reviewed with the employee.

Suspension: Step "3" Suspensions are temporary separations from the City service for disciplinary purposes. An employee may be suspended by his/her Supervisor without pay for a length of time deemed appropriate. Suspensions may be effective immediately. Written documentation will be put in the employee's file that a suspension took place.

Termination: Step "4" A Recreation Coordinator may terminate an employee under his/her direction at any time. The Supervisor will give the employee a written notice of termination at the dismissal, including the reasons for termination. The City Olivette and Recreation Coordinator have the authority to skip the disciplinary steps listed on the following page and issue immediate termination.

## **CAUSES FOR SUSPENSION OR TERMINATION**

The first violation of any rule may require the bypass of steps “1” and “2” in the disciplinary procedure. An employee may be suspended or terminated immediately if he/she:

- Violates any of the regulations in this Manual.
- Fails to obey any proper direction given by his/her supervisor.
- Uses or is under the influence of illegal drugs or alcohol while on duty.
- Is incompetent or inefficient in the performance of his/her duties.
- Is careless or negligent with the monies or other properties of the City for his/her own use for sale or gift to others.
- Fails to notify his/her supervisor of a condition, which could impair his/her ability to perform his/her job in a safe manner.
- Gambles while on duty.
- Fights while on duty, or engages in threatening, intimidating, or violent behavior.
- Disregards established safety rules.
- Destroys, uses, or removes City property without authorization.
- Fails to give proper notice of absence.
- Has confirmed positive drug test.

## **SEXUAL HARASSMENT**

Sexual harassment is deliberate or repeated unsolicited verbal comments, gestures, physical contact, and/or acts that are unwelcome and/or create a hostile working environment. Unwelcome contact or acts of this nature that interfere with work productivity and/or operations of the City will not be tolerated.

## **FRATERNIZATION**

Overt demonstrations of affection in anything other than a tone of platonic friendship is prohibited at camp. We understand that camp is a social environment, but appropriate behavior is always expected. Campers emulate counselors and our job is to place campers in the most relaxed emotional and psychological environment possible.

## **MISC. RULE INFRACTIONS**

It is to be recognized that other infractions or misconduct may be sufficiently grave to warrant suspension or discharge even though they have not been specifically covered in the preceding list.

**In some extreme instances suspension or termination may be effective immediately.**

## **EMERGENCY PROCEDURES**

An emergency is anything that is life threatening (e.g., injury, weather, a suspicious looking individual).

**A Parent Report should be filled out upon return to camp and ready when the parent picks up the child (refer to Post-Incident Procedures).**

## **FIRST AID**

It is very important that you read and remember any specific medical problems your campers may have. **ALWAYS USE GLOVES WHEN DEALING WITH ANY OPEN WOUNDS OR BLOOD. It is also important you recognize this information as confidential and intended only for our camp staff.** You will receive a First Aid kit at training that you are expected to keep with you at all times during camp hours.

These are a few of the medical problems you may encounter and the procedures you should follow:

### Bee Stings

Wash with soap and water and put ice or cold compress on the sting. Remove stinger with the extractor kit. Relieve pain with topical cream from the First Aid Kit. Continue to watch the child throughout the remainder of the day for swelling or any other physical reaction to the sting.

### Head Injury

If a camper falls and hits or hurts his/her head, neck or back do not touch or move them. Make them lie still and ask a Camp Director or Supervisor to call 911.

### Bump or Bruise

If there is a bump, bruise or scrape to another part of the body, use ice and keep a close watch.

### Nosebleeds

Encourage the camper to use thumb and forefinger to pinch the nose/skin on the bridge of the nose between the eyes for about five minutes before releasing. Tilt head slightly forward so that blood can run out of the nose, not down the throat. **DO NOT TILT HEAD BACK!**

### Heat Stroke

Symptoms: unconsciousness, hot skin, high body temperature, rapid pulse, and difficulty breathing. A Camp Director or Supervisor should call 911.

### Heat Exhaustion

Symptoms: heavy sweating, weakness, fast pulse, headache, dizziness, nausea or vomiting. Move the victim to a cool place and elevate the feet 8-12 inches. Apply cold packs or wet towels and fan the victim. Give the victim water. If improvement is not seen within 15 minutes, a Camp Director or Supervisor will call 911.

You may not administer any medication to your campers. If a parent asks you to give a child prescription medication, inform them you cannot accept that responsibility and direct them to the Camp Director or Recreation Coordinator. However, you may be called upon to remind a child to take his/her medicine.

# INJURY PROCEDURES

## ORDER OF STEPS TO BE TAKEN FOR INJURIES:

1. Examine the situation. If the injured person is in the water, leave him/her 'as is', until you have carefully examined him/her: talk, feel and observe.
2. Check the victim for an Emergency Medical Identification Symbol Tag. The presence of a symbol means: "look for medical information that can protect life." Double check CIF (Confidential Information Form).
3. Make the victim comfortable. Avoid moving the head, neck and back if injury is suspected with the head, neck, or back.
4. Administer the necessary first aid.
5. Know the location of the nearest telephone. You are only allowed use of your cell phone during emergency situations.
6. Have your Camp Director or Assistant Director call Megan Hukill and she will call 911 for help if an ambulance is needed.

Megan Hukill                      Recreation Coordinator                      314-994-2405    314-991-1249

Give that person the following information:

- Type of injury
- The address or exact details of your location.
- The name and age of the injured person
- 

A professional staff person should handle notification of injured party's family.

In case of death – never give information to press, etc., but direct them to the proper professional staff person. Inquiries after an incident should not be discussed, except by the person responsible.

# POST-INCIDENT PROCEDURES

The following steps are intended to minimize the likelihood of a suit or to assist in your defense and minimize any claim.

1. Render first aid, notify proper authorities, and fill out correct documentation.
2. Prepare written reports of each factual detail of the occurrence promptly for later reference. Put in every detail (e.g., distances, time, location). *Your memory will never be fresher than right after an incident occurs.*
  - a. Include in written report recommended steps that can be taken to prevent this incident from reoccurring.
  - b. Record the names of all witnesses present to include in your report whether or not they say they saw anything.

ACCIDENT/INCIDENT REPORT: This must be filled out on all incidents. All accident/incident forms must be filled out completely (including a diagram of where the person was injured on the back of the form) and given to the Camp Director Immediately.  
PARENT NOTIFICATION FORM: This must be sent home with each camper who is treated with First Aid at camp. This includes band-aids and ice.

3. Be careful of reckless and unnecessary remarks to the injured party or the injured party's friends or parents. (Encourage children to move away from the injured party to protect against the innocent yet harmful remarks.)

4. Be careful not to make statements in the nature of a conclusion that might be later used against you such as: "We are sorry; it was our fault." Whether it is legally your fault may depend upon many factors and the applicable laws. (The fact that one may *feel* morally guilty does not necessarily make him/her legally liable.)

5. Be humane, helpful, and courteous, but refer any questions of a legal nature to the Parks and Recreation Director, Beverly Tucker Knight.

6. Keep the City informed of your whereabouts if you need to be contacted by the City a few years later regarding the incident.

## **INCLEMENT/HOT WEATHER**

(The following information is in the Parent Handbook)

Camp will be held every day, rain or shine, at the Olivette Community Center and Warson Park. If you are unsure of the situation, always ask the Camp Director or Assistant Director. Campers' safety is the number one priority to our department.

### **EXTREME HEAT ADVISORY:**

In the event of extremely hot days, camp will be held at OCC. The gym and classrooms will be used as a cooling area as needed. As a leader, you are responsible for making sure campers get enough water. The following precautions will be taken:

- Frequent water breaks in the shade
- Limited physical activity
- Water games
- Avoid full sun exposure

### **LIGHT MIST OR RAIN:**

In the event of light mist or rain, camp will be held as usual. We have two large shelters to protect campers from rain.

### **INCLEMENT WEATHER:**

**In the case of inclement weather, camp activities will be moved inside.**

Make every effort as a staff member to maintain control. The campers will watch you for their example of how to behave. If you present a controlled, calm demeanor, they will be less likely to become stressed by the situation.

The Recreation Coordinator will constantly monitor the weather for statements or warnings. In the event of an oncoming storm, camp staff will walk children to Remington Traditional

School if time and safe conditions permit, as determined by the Camp Director or Recreation Coordinator

If camp is cancelled due to severe weather after camp begins, parents must pick up their child immediately. Parents should make alternate plans for their children in case of camp cancellation. Leaders will need to remain at camp until all children are picked up or until dismissed by the Camp Director or Recreation Coordinator. Staff will remain with campers until all parents have arrived.

If the National Weather Service issues a SEVERE THUNDERSTORM WARNING OR TORNADO WARNING, and the children are at the pool, the children will go to the Olivette Community Center. Parents should pick up their children from the Olivette Community Center immediately.

## **SUPERVISING AND RELEASING CAMPERS**

### **Responsible Supervision**

From the moment a parent drops his/her child off at camp, staff is responsible for the whereabouts of that child. A staff person should be assigned each day to monitor the check-in and check-out procedures of the campers. Knowing where each child is at all times is a critical responsibility of all staff, and failure in this area will be grounds for release from employment.

### **Supervision during Low Staff Times**

During certain times of the day there may be less staff on duty and providing responsible supervision during those times are critical. These times are generally at the beginning of the day, during lunch, and at the end of the day. It is imperative to recognize these moments and work with the fellow staff to provide appropriate coverage. Camp Directors as well as Center Directors should be expected to assist in group coverage during those times.

### **Quiet Time**

- Children should be encouraged to bring a book or journal to occupy them during quiet time.
- Quiet time occurs from time to time and will allow children the opportunity to catch up on their summer reading, write in a journal, color, or play a quiet game.
- Nap time is not permitted during summer camp.
- Children should not be allowed to bring sleeping bags or blankets to camp. If a child wishes to lay down during quiet time they can bring a mat or use a mat provided by the facility.
- At no time is a child allowed to be under a mat or blanket especially with another camper.

### **Responsible Release of a Camper**

When releasing a camper, always implement the following procedures:

- Review the registration form of the camper to verify who is authorized to pick the child

up.

- Never release a camper to anyone other than the authorized person(s).
- Ask for picture ID until you can recognize the person, and have him/her sign out the child.
- Only deviate from the registration form if the authorizing parent has provided a written change in pick-up procedures.
- If you have doubts about anything, take the time to check further, even calling the parent before releasing the child. Do not release the child until everything has been satisfactorily verified.
- Do not allow a LIT to release a child to a parent.

### **Late Pick-Ups**

- Parents should make every effort to pick up their children by 3:30 pm daily.
- If a child is not picked up by 4:00 pm, a late fee of \$5.00 will be charged.
- Police will be called to pick up the child at 5:00.
- A maximum of 3 late pickups in a calendar month will result in a one-week suspension from the program, and possible termination of the program.

## **APPROPRIATE COUNSELOR-CAMPER CONTACT**

Counselors should be aware that all people react to touch differently. Some children appreciate hugs and physical contact and will initiate this contact with you. Others are less physical and will not appreciate physical contact of any type. Always err on the side of less contact.

### **Please be aware of these guidelines**

- Never touch a child against his/her will (unless the child is in clear danger)
- Never against a child's discomfort, whether expressed verbally or non verbally
- Never in a place on a child's body that is normally covered by a bathing suit Only in the presence of other adults
- Only on the hand, head, shoulder, or upper-back. High fives are great
- Younger children should be encouraged to change their own clothes as much as possible
- Counselors should never be alone with a child
- Counselors will set limits with children who "cling" or hang on them Do not give children piggy back rides

## **MISSING CHILD PROCEDURES**

When a student is reported missing during the school day, the following procedures will be used by the administrator or designated person(s) who has received the missing child report:

- The Camp Director will check rooms or last known location of the student.

- The Recreation Coordinator and all available staff will check restrooms, classrooms, conference rooms and outside school grounds.
- After a maximum of 8 minutes from the time of the initial missing child report was made, the Coordinator will call #911 to notify local law enforcement (Olivette Police Department), log time called and name of person to whom they spoke. The building administrator will provide student information profile sheet with picture for law enforcement. Call the administration building emergency line.

Continue to search while the Coordinator contacts the parent or guardian and informs

## CAMPER BEHAVIOR & DISCIPLINE

(The following information is in the Parent Handbook)

The Olivette philosophy of discipline is based on respecting the child's self-esteem, setting reasonable limits and consequences, encouraging increased self-discipline, and promoting respect for others. We want each child's experience to be a positive one. We need to be proactive in our approach in order to stop problems before they occur.

Behavior that affects other children, leaders, or supervisors, such as, but not limited to swearing, verbally fighting, leaving the group, name calling, refusal to obey directives of leaders, intimidation and refusal to participate will be handled in the following manner:

<b>First Occurrence</b>	Children will be counseled on what is appropriate behavior.
<b>Second Occurrence</b>	Child will receive a Verbal warning and may not be allowed to participate in scheduled events for a maximum of a half hour. 10min 'timeout'
<b>Third Occurrence</b>	Child will receive a written reprimand and will not be allowed to participate in scheduled events for a minimum of a half hour.
<b>Fourth Occurrence</b>	Parents may be called for pick up. Camper will miss the remainder of the day.
<b>Fifth Occurrence</b>	Child will be removed from the camp for the remainder of the week/ summer and fees will be refunded for any unused future sessions. At discretion of OPRD Director.

NOTE: Depending on the situation, certain incidents may receive discipline beginning at a level determined appropriate or suspension by the Camp Director or Assistant Directors. **Bullying is an increasing problem among young children and both the bully and victim can hide it very well. It is your responsibility to know the signs indicating a potential bullying situation.**

## CAMPER BEHAVIOR & DISCIPLINE CONTINUED:

- Any time a child is disciplined for their behavior, the Leader must record this in his/her discipline log and discuss it with the camper.
- If a child is sitting out of an activity for any length of time due to a disciplinary action, it needs to be recorded.

- The Camp Director will collect discipline logs on a weekly basis once they have been signed by a parent/guardian.
- Please remember that appropriate discipline requires individual judgment. Use your best judgment and, when in doubt, talk with a Camp Director.
- After the second occurrence the Leader will inform the Camp Director of the discipline.
- The Camp Director will discuss the behavior with the Recreation Coordinator to decide whether a suspension needs to occur or not.
- The Director will contact the parent/guardian of the child to discuss this behavior.
- If the behavior persists after a second occurrence, the Camp Director and Recreation Coordinator will decide on that child's future with the camp.

These occurrences will be on a cumulative basis for the summer. **Campers do not receive a "clean slate" at the beginning of each week.**

The following actions will result in immediate removal from the camp. Use your judgment, and when in doubt, talk to the Camp Director or Assistant Director.

Damaging/defacing property, sexual harassment, false fire or 911 alarm, fighting/hitting/physically harming or attempting to harm another child or staff member, threatening another child or staff member, intentionally setting a fire, stealing, possession of fireworks, ammunition, guns, knives, matches, lighters, tobacco, alcohol, or any other illegal substance.

We are not social workers and cannot assume those responsibilities. We can, however, try to work with the child and parents to come to an agreement to correct the problem.

Do not offer bribes to a misbehaving child. Offer choices whenever possible. Allow a child to feel as though he/she is making a positive choice in achieving appropriate behavior. Make sure both choices are options **you** can live with.

Withholding field trip privileges may be used as a last resort. The Recreation Coordinator, Camp Director and Assistant Director are the only people who can take away the pool time. Do not threaten to take away swimming time without their approval.

We need to work together as a team. Keeping good discipline logs and open communication will help make this possible.

## **INCLUSIVE RECREATION**

Adaptive and Inclusive Recreation: Inclusion Support Services

### ***What is Inclusion?***

We consider inclusion as supporting people of all abilities to be included in parks and recreation programming to the best of their ability. It is about bringing together people with and without disabilities. The Americans with Disabilities Act (ADA) requires that parks and recreation programs and services are provided in the "most integrated setting." In addition to the benefits to those with disabilities, inclusive programs help everyone to become more sensitive to individual differences. This awareness and sensitivity to individual differences will hopefully lead to attitudes of acceptance, which carry over to all areas of life.

## **How do parents/guardians receive assistance from Inclusion Services?**

Requests should be made at the time of registration and at least two weeks in advance of the start of the camp or program to assure that we have adequate time to develop modifications and identify appropriate staff to have in place. Please note that we make every attempt to provide requested services, however due to staffing limitations we cannot guarantee these services.

Note: We do not provide one-on-one services.

## **Responsibilities of Assigned Inclusion Leaders:**

- Facilitate social interaction among all campers
- Swim with assigned camper(s) unless assigned elsewhere
- Implement positive behavioral supports and other interventions as needed for the assigned camper
- Maintain positive relationship with assigned camper(s) by showing support and effectively communicating to campers' emotional needs and problem solving any camper issues
- Encourage the assigned camper to develop independence and self-sufficiency
- Be a role model for campers by following all policies and demonstrating enthusiasm, sense of humor, and self-control
- Effectively communicate with parents, other counselors, and supervisors about the observed needs/behaviors of the assigned camper
- The Inclusion counselors will work with the program or camp staff to use a variety of technique or modifications to create a successful recreation experience. Once the techniques or modifications have been implemented, the role of the inclusion staff changes from direct to indirect support.

## **Tips for Successful Inclusion:**

- Ensure all campers are accepted, respected, and supported
- Identify barriers (physical, social, communication) and safety concerns
- Modify activities when needed; Keep it simple; Redirect
- Provide time for transition
- Post and follow a consistent schedule
- Alternate high and low intensity activities
- Assistance is provided only to the degree needed- encourage independence
- Provide opportunities for social interaction among all campers and encourage friendship
- Keep things positive; be consistent and fair
- HAVE FUN!

# **FIELD TRIP EXPECTATIONS**

Leaders are always expected to be with their group. This includes everything from riding the bus to eating lunch to walking through a building. Make sure your group is always with you and on their best behavior. Count your group often to make sure campers are always accounted for. Place L.I.Ts or Leaders throughout buses on trips. Field trips give us the opportunity for other people to see our program. "Let's make a positive impression!"

While at the swimming pool, Leaders will supervise the locker rooms and assist the guard in watching the pool. A rotation will be set to keep the Leaders alert and doing their job. During your rotation, you will STAND or SIT on the side of the pool and watch the swimmers. You MUST not take your eyes off the pool while you are on duty.

All staff and campers should wear their camp shirts on all field trips.

## **BUS RULES**

- The driver is in full charge of the bus and riders. Riders must obey the driver promptly and willingly.
- Riders must also obey the orders of the Leaders.
- Leaders must sit throughout the bus to help supervise riders.
- Each rider may be assigned a seat in which he will always be seated unless permission to change is given by the driver or Leader.
- Use Buddy System
- Riders are to assist in keeping bus clean by keeping their wastepaper off the floor. Riders must also refrain from throwing objects out of the windows.
- No rider shall open a window on the bus without first getting permission from the Leaders.
- No rider shall at any time extend his/her head or arms out of the windows whether bus is on motion or standing still.
- Riders are to remain seated while bus is in motion and are not to get on or off bus until the bus has come to a full stop. Riders must leave the bus in an orderly manner and must obey the orders of the Leader on bus duty. They MUST NOT cross the highway until given consent by the bus driver or the Leader.
- Riders must not stand or play in the roadway while waiting for the bus.
- Leaders must see that campers have nothing in their possession that may cause injury to another such as sticks, any type of firearm, straps, or pins extending from their clothing.
- Each rider must see that his/her personal belongings are kept out of the aisles.
- No rider will be allowed to talk to the driver more than is necessary.
- No rider shall sit in the driver's seat, nor shall any rider sit to the left, nor right of the driver interfering with him/her in any manner.
- Leaders must stand in the street and stop traffic before campers can cross the street.

## **SWIM DAY RULES**

While at the pool, Leaders will supervise the locker rooms and assist the guards in watching the pool. You **MUST** not take your eyes off the pool when you are on duty. The pool rules will be strictly enforced, even if you do not agree with them.

☐ Staff will be assigned to monitor specific areas of the pool. Camp staff are required to be in the pool engaging with the campers during swim time. This is not break time for leaders.

- Changing clothes and application of sunscreen for all campers will be finished before we leave Community Center.
- Limit the number of items you bring to the pool. Bring **ONLY** what you need to survive! (You will need only a towel.) Children are not allowed to bring \$ for concessions. Staff may purchase food with Camp Director's permission.
- If a camper gets into trouble at the pool, then he/she is also in trouble with us. Even if the pool staff disciplines him/her, we will still discipline the camper. Be sure to jot these notes in your discipline log.
- The pool restrictions can be used as a means of discipline only in rare instances, as approved by the Camp Director or Assistant Director.
- Campers wanting to ride the Extreme Bowl **MUST** take a swim test prior to riding the Extreme Bowl. A list of these campers must be given to the Assistant Director.
- A leader **MUST** sit at the bottom of the Extreme Bowl with the list to make sure that only those campers that passed the swim test ride the Extreme Bowl.
- Our camp staff is expected to follow the same rules as the campers at the pool.
- Two leaders will remain on the top deck with the sign in and out list. This is to monitor campers on the top deck and to have the list available for parents to sign out their child if leaving the pool early. Under no circumstances will there be more than 2 staff at this table.

## **HOME TO CAMP COMMUNICATIONS**

All communications between Camp O and parents are the responsibility of the Recreation Coordinator and Director. Any communications received by counselors are to be turned over immediately to the Director. Counselors may not send home any letters, memos, etc. not authorized by the Director and Coordinator. The LC will bring the communication to the Director. IF the LC has any doubt as to whether the Director should be notified, the rule of thumb to follow is to notify the director. You will never be criticized for supplying the office with too much information.

Olivette encourages unit leaders to initiate positive communications with the families of campers. If a camper has realized success in a given area, as in finally placing his head

underwater or successfully overcoming an athletic challenge, we encourage the leaders to notify parents of the “good news.”

## **CAMP MAINTENANCE**

Our maintenance team work hard each day to ensure camp is pristine. We ask that all staff work with us to help keep the camp clean and orderly. Take pride in camp and help us maintain these grounds and encourage our campers to do the same.

Lunch and afternoon snack need close supervision with regard to garbage. Make sure you keep lunch areas and snack areas free of garbage, so we do not attract unwanted animals and bugs. Point out to your campers where garbage is to be put. Then before leaving the area, ask your campers to police the area for trash. Garbage cans are available throughout the camp. **PLEASE USE THEM!**

Show each camper the shelf for their stuff. It is the responsibility of the leaders to remind campers to bring their clothes, shoes, artwork, etc. home each day. Particularly our younger campers are likely to need help to do this. Bring any unclaimed articles to Lost and Found.

## **EQUIPMENT CARE AND STORAGE**

All equipment involved with the camp must be treated as your own. Proper use and care is necessary so the next person can use the equipment. If you use equipment, count it and return it with the same count and store neatly in its proper place. Remember no one cleans up after you, so police your area(s) and make sure it's clean and ready for the next group. All equipment shortage or breakage should be reported to the Camp Director who will report to the Recreation Coordinator. Each Leader will responsible for completing tasks assigned by the Camp Director before leaving each day.

## **FACILITY SAFETY/CLEANLINESS**

Inspect your area(s) daily. Look for anything that might present a hazard to the campers, for instance, playground apparatus, volleyball area, equipment, grounds, etc. **Trash MUST be picked up before, during and after camp.** If any problems occur with park patrons, please notify the Camp Director or Recreation Coordinator immediately. Do not permit campers to socialize with park patrons in any manner other than a friendly one. If a park patron approaches a camper, a camp staff member should become involved in the situation immediately and notify the Camp Director and Recreation Specialist.

## **WHAT NOT TO BRING TO CAMP**

You are responsible for any personal possessions that you bring to camp that is lost, damaged, or stolen. Please do not bring to camp:

- Any substantial amount of money

- Electronics (hand-held gaming devices, iPods, etc). Though you might have a cell phone at camp, we expect that you do not use it for personal use while you are on duty with campers.
- Expensive clothing, jewelry, or accessories.

## LOST AND FOUND

There is a designated area for lost and found in the Parks and Recreation office at the Olivette Community Center. If any of your campers are missing something, after you check the spot where they might have left it, you should check these lost and found area. In addition, if you find something lying around camp that does not have a clear owner, you should bring it to the lost and found.

## FOOD POLICIES

Staff should not bring any food to camp to be given to campers. Any food given to campers will be approved or brought from parents. There is **ABSOLUTELY NO EATING ON THE BUS**.

As a leader you must be conscious of all food allergies in your group. You need to make sure that campers with allergies avoid contact with their allergen. For serious cases campers may need to sit at a separate table in order to ensure that they do not encounter their allergen. No nut foods permitted at camp.

## LUNCH

- Leaders are expected to eat lunch in the pavilion with their campers. A 10-minute break may be granted with a Director's permission.
- After lunch, leaders will ensure that all lunch trash has been picked up off of the ground and disposed of before excusing the campers from the tables.
- Leaders will not leave the park to purchase lunch and will not be permitted to order from a delivery service without prior approval of the Camp Director. (This would be a whole-staff event.)
- This is a **NUT FREE** facility. However, there will be a designated allergy free table for any children with food allergies. Please acquaint yourself with any allergies your campers may have.

## STAFF DRESS CODE

- All staff members are required to wear their staff shirts every day. **This is mandatory!** If Leaders arrive to work without their staff shirt, they will be required to return home without pay to get their staff shirt.
- Staff members will not wear halter-tops, inappropriate tank tops, open toed shoes (i.e., sandals, Crocs, flip flops), or inappropriate bikinis. Crocs and flip-flops may be worn at the pool but **must** be changed upon returning to camp. Chacos are permitted.

- Please wear appropriate swim attire. No bikinis, etc. One-piece bathing suits are required.
- Alterations of staff uniforms are prohibited. Unless instructed or approved by Megan.
- Each employee is responsible for providing his/her own pants or shorts that must be neat and in good taste at all times (no holes, stains, etc.). Shorts must come down to mid-thigh level. Cut-offs are not allowed.
- No staff member will wear any article or clothing condoning or advertising alcohol, cigarettes, drugs, or bars. Staff clothing will not contain profanity, nudity, or any sexual suggestion.
- Leaders shall dress in a manner that portrays a casual, professional image. No excessively revealing clothing will be allowed (i.e. short shorts, boxer shorts, etc.).

## CELL PHONE POLICY

Leaders will always keep their cell phones put away. If you are caught texting, taking pictures or talking on your cell phone at any time without a Director's permission, you will receive a verbal warning. The second offense you will be written up and after a third occurrence you will possibly be sent home for the remainder of the day. A fourth violation will result in termination.

## SOCIAL MEDIA

### BE MINDFUL OF:

**WHO:** Who can see your Facebook page, who you have as friends, who your friends of friends are and who can tag you in photo

**HOW:** How you manage your Facebook settings. **Clean it up!** Parents and campers can find you.

**WHAT:** Consider the content of your page, images and anything that can be found via the Internet.

**WHY:** It will make life much easier for you in the long run.

Camp staff **CANNOT** post photos of campers on their personal social media pages.

It is strongly recommended that leaders **DO NOT "Friend"** campers or campers' parents.

If you take **ANY** pictures at camp, they **CANNOT** be posted on any kind of Social Media, Facebook or Internet. You can forward them to Megan Hukill at the Parks and Recreation Department, and **WE** will determine what is acceptable to use.

## PRIVACY

- We respect the privacy of our campers and our staff. This means:
- Staff is never allowed to take photos, share, modify, post or send photographs of campers. Unless permitted by Megan Hukill.

- Photographs taken at camp are the property of camp and only to be used by the camp. Leaders will be assigned to take photos with the camp designated camera each day.
- Staff is never allowed to photograph campers engaged in a private activity such as using the bathroom or changing.
- You must exercise restrictions on camper access to your phone number, cell phone number, e-mail address, screen name, social networking sites such as Instagram or Facebook, etc.
- The Internet is public space and is accessible to campers, to parents, to the public at large. How you portray yourself online is ultimately not private. Keep that in mind when making decisions about what you say and do.

## **FORMS THAT WILL BE USED**

- Pick-Up Authorization Form—used if person picking up is not in household account
- Walk/Bike Home Form
- Incident/Accident Report Form
- Disciplinary Form
- Parent Notification Form
- Supply Request Form
- Availability/Request Off Form

## **MISCELLANEOUS POLICIES**

- Leaders will not be permitted to leave the camp during the day unless directed by the Camp Director (examples: supply trips, bank runs, etc....). The only exception to this policy will be personal or family emergencies.
- Leaders WILL NOT “bunch” or group together under any circumstance. Your job is to supervise your campers; you cannot do this if you are talking with friends.
- Staff will not have friends visit them while working.
- Leaders will not smoke cigarettes or use any form of tobacco while on duty.
- Use of cell phones is prohibited unless it is an emergency or if you have been given permission by the Camp Director.
- Pictures of campers will not be posted to Instagram, Facebook, or any form of social media.
- **WHEN IN DOUBT – CONTACT THE CAMP DIRECTOR OR RECREATION COORDINATOR.**

## IMPORTANT NAMES AND CONTACTS

Megan Hukill; Recreation Coordinator T:314-994-2405 C: 740-629-5380

Camp Director; Trish Sorenson T:314-991-2405 C:414-813-8031

Peyton Jones; Admin Assistant T: 314-991-1249 314-994-2402

Don LaChance; Assistant Director T: 314-994-2401

Beverly Tucker Knight; Parks Director T:314-994-2400

# *WELCOME TO CAMP O!*





## Code of Conduct Agreement

*This is to acknowledge that I have received and read a copy of the Camp O Staff Manual and understand the policies and procedures discussed within it. By signing this acknowledgement, I agree to abide by the policies, procedures and standards set forth in the handbook.*

---

Employee Name (Print)

---

Employee Signature

Date