



Daze and Fest Staff Handbook Addendum

Loudoun County Department
of Parks, Recreation and Community Services



LOUDOUN COUNTY DEPARTMENT OF PARKS, RECREATION & COMMUNITY SERVICES

If you require a reasonable accommodation for any type of disability or need language assistance to participate, please contact adaptrec@loudoun.gov, 703-777-0343, TTY-711. At least three business days of advance notice is requested; some accommodations may require more than three days of notice.

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Introduction to Daze and Fest Camp

Mission

The Daze and Fest mission is to provide a quality Summer Camp program in an inclusive, safe and nurturing environment. We deliver an experience that empowers our campers to explore their interests and passions in a social and recreational setting. We hire and train counselors who are enthusiastic and lead with positivity and integrity.

Values

- We are a team that strives toward the same end goal
- We are collaborative, utilizing each other's strengths
- Fun and safety are always at the forefront of our minds

- Our interactions with participants, families, and other stakeholders is professional and respectful
- We are engaged with our participants, learning from them, as well as them learning from us
- We create an environment that is warm and welcoming, for staff, participants and families

Organizational chart

Camp Aides and Leaders report to the site supervisor, and all site staff report to the Camp Coordinator, Caroline Bennett-Davis.

Contact Information

Name	Role	Telephone	Email
DUTY PHONE	Emergencies!	571-233-3234	n/a
Caroline Bennett-Davis	Camp Coordinator	571-233-1464	Caroline.Bennett@loudoun.gov
Jenna Smead	Camp Specialist	571-233-0485	Jennafer.Smead@loudoun.gov
Kristin Garrett	Children's Programs Division Manager	571-258-3108	Kristin.Garrett@loudoun.gov

The Duty Phone

The camp duty phone is manned by the Coordinator or one of the Specialists from 6:15am-6:15pm, every day of camp. We are here as a resource to get you the information you need, such as:

- You need to call out (please call between 6:15am-6:30am, or the day before if possible)
- Emergency situations—911 Called
- A camper arrives who is not on your roster
- Discipline problems
- Parent situations
- Head injuries and any injuries other than minor scrapes
- If any parent does not arrive by 6pm
- If you call the Department of Social Services when you suspect child abuse
- Property damage
- When in doubt about any situation
- If you are going to arrive late to site



- Complaints or concerns from school staff
- Questions, concerns, or issues
- Site problems

Please DO NOT give the duty phone number to parents – this number is for site staff to use only. If a parent needs to contact the office, please have them call 703-737-8042.

Other important numbers

In the event of an emergency

CALL 911 then call the Duty Line

DUTY LINE: 571-233-3234

Call immediately, especially if others are involved, and inform your supervisor.

Emergency Numbers	
Duty Phone Line	571-233-3234
Loudoun County Sheriff (LCSO)	703-777-0407 703-777-0408
Poison Control	1-800-222-1222
Child Abuse Hotline	703-771-5437 (KIDS)
Emergency, EMT, Fire, Rescue	911

Administrative office location:

Loudoun County Parks, Recreation, and Community Services
 742 Miller Drive, PO Box 7800
 Leesburg, VA 20175
 703-737-8042

Employee Expectations

Staff Conduct

- Other staff and campers will mirror your behavior and attitude—remain positive, enthusiastic, happy and calm!
- All information in camper and staff files is confidential and for staff use only.
- Once outside the program no staff shall discuss any information pertaining to the campers or the camp site including in blogs, websites, and social media.

- Camp Staff should set a good example by using appropriate language. Staff should not shout at campers unless in an emergency situation.
- Respect Camp and CASA supplies and the school in which you work. Maintain good supervision to ensure campers do the same.
- Maintain and update the Licensing Board as necessary. If you have any questions about what should be on the board, please call the Duty Line.

Work hard / play hard!

Camp staff are all on temporary contracts. We ask you to work hard, play hard and have a great summer—if we receive good feedback on you and witness great performance at site during the summer, we are likely to invite you back! Temporary staff may have their hours reassigned for poor performance at any time. This includes failing to follow policies and procedures or failing to maintain Licensing Standards.

Working with Loudoun County Public Schools



Camp staff comes into contact with school principals and other school personnel on a regular basis. It is vital that our administrative staff be made aware of any situations that may occur at a particular school. School principals traditionally are very supportive of our program.

All school personnel should be aware that we have programs and we're counting on their positive comments. Each school employee can have a great effect, positive or negative, on your program. Please make a good first impression, be a cooperative school team player, ask if you have any questions.

Any time there is damage to school property, staff must immediately contact the Duty Line. The Camp Coordinator will then contact the Division Manager and PRCS Director. You will be instructed at that time how and when to contact the school principal.

Loudoun County Public Schools provides transportation from summer school for some camp participants. You must be sure a staff person is at the bus stop to meet these campers when they arrive. Please ask parents during the welcome/introduction call if their child will be attending summer school, when it begins, and how they will get to camp. This information needs to be provided to us in writing.

Important dates / Meetings / Training dates

Camp Calendar

Our camps typically run in one-week sessions, with dates as follows:

Week 1 – 6/24-6/28

Week 2 – 7/1-7/3

Week 3 – 7/8-7/12

Week 4 – 7/15-7/19

Week 5 – 7/22-7/26

Week 6 – 7/29-8/2

Week 7 – 8/5-8/9



Staff Training and Work Hours

Camp training will be held Tuesday June 18th, Thursday June 20th and Friday June 21st at a location that will be confirmed ASAP. The day will include some sit down presentations along with some interactive games and activities, so come dressed comfortably and ready to engage and learn!

All staff (both regular and substitute) will be asked to attend site set up which will take place on Thursday June 15th. Site set up will be from 2-4:30pm, with an open house for families to meet staff, drop off medication, etc from 4:30-5:30pm. There will be a site certification some time between 3-4:30pm with Camp or CASA office staff.

Supervisor planning hours

Supervisors are not offered planning hours outside of site time. Staff are encouraged to plan for the daily schedule and activities before campers arrive, in between cleaning responsibilities or after numbers go down, if time allows.

Daily work schedule

Staff work hours

1. All regular staff will work their given shift, typically either 7am-12:30pm or 12-6pm. On field and pool trip days your shift will finish later or start earlier for you to attend the trip.
Staff CANNOT go over 40 hours per pay period (Thursday to Wednesday)
2. Substitutes are worked on an as-needed basis; hours vary based on assignments.

Staff CANNOT go over 40 hours per pay period (Thursday to Wednesday)

Site assignments

Site assignments are determined by the following factors:

- Returning site staff get first opportunity to return to their old position
- If there is a vacant position they wish to move into, then they may do so
- New staff are assigned into positions remaining, according to hire date

Site assignments can change at any time, due to needs elsewhere in the program.

Daily procedures

- Arrive **on time** to begin work.
- Check phones for voicemails.
- Set up room including Licensing Board. Set out supplies for crafts. Check room and outdoor play areas for safety hazards or damages, and complete Site Safety Check. Report damages or problems to the Duty Line and school staff.
- Meet with co-workers and go over daily activity plans. Check allergy list.
- At 7:30am greet parents and children at the door of the building with a smile and do daily health check. Remember school doors should always remain locked.
- Offer choices of activities (after 1st few days) throughout morning after opening announcements.
- Provide a variety of activities to the campers and rotate through high and low activities taking into consideration any heat advisories.
- Offer frequent bathroom breaks - All children must be escorted to and from restrooms. Be sure children understand they won't have another opportunity to use the restroom for a while. (i.e. Encourage them to go.)
- Supervised free play outdoors or, if raining, in gym or multipurpose room ***Be sure children understand outside and inside camp boundaries.**
- Have a snack mid-morning, lunch around 12pm, and a mid-afternoon snack. Encourage frequent water breaks throughout the day.
- 5:00pm - All join back as one group. Camp staff assist with room clean-up or whatever the site needs. If necessary, do something with children to allow supervisor time to deal with problems or situations before camp staff leaves.
- Closing Ceremonies: Recap of the day, camp songs, Supervisor or Leader leads activity, finishes activity, then allows children to play individually at their station.
- 5:30pm – 6pm Good-bye to children - Check Brightwheel that all campers have been signed out! Make sure supplies are put away, trash picked up, tables cleaned, receipts or whatever else may need finishing. Call with anything that needs to be reported before morning. Plug in iPhone and iPad to charge, lock up cabinets, turn lights out if appropriate, and check out with the appropriate site staff, (i.e., janitor, etc).
- Leave with a smile!

Camper Pick Up Procedures

- Campers can only be collected and signed out by those listed as parents / guardians and authorized pick ups.
 - If someone is listed as not being authorized to pick up a child, there will be accompanying legal paperwork to verify this.
- Ensure all campers are signed out via Brightwheel at the end of the day.

Ride Share Pick Up procedures

Start of day

- If your site is identified as one where a Ride Share Pick up service will drop off / pick up, ALL campers at your site will wear a name tag every day for all weeks of camp
- Identify which campers are using a Ride share service to be dropped to / collected from camp, using the chart provided
- When a child using the ride share service is dropped to camp, write the campers first name, last initial and the word 'car' on their name tag – affix to their chest (eg “Caroline D car”)

End of day

- Parents who are using the Ride Share service will text you the name of the driver - this will likely change daily
- If you have not heard from a parent by around 5:30pm, please text them to remind them
- Note the name of the pick up driver on the daily pick up chart, which should be stored in the camp clipboard for the child's privacy
- When the driver arrives, ask the driver for the full name of the child being collected
- Cross reference with the list of authorized pick ups, and ask the driver for photo ID
- When the camper has collected their belongings, verify their full name before releasing the camper to the driver and signing the child out on Brightwheel

IF AT ANY POINT THE NAMES PROVIDED DO NOT MATCH, PLEASE CALL THE DUTY PHONE!

Example chart:

Site: Countryside

Date: 6/24/24

Camper Name	HH ID	Parent contact information	Dates attending	Driver name
Caroline Davis	123456	Mother davis 7037777777 mom@mom.com	6/20-6/30	

Leave requests

Absences

In the event of contagious illness or emergency situation that prevents the employee from working, call the Camp Duty Phone at 571-233-3234 **between 6:15am and 6:30am. If you leave a message it is your responsibility to call the Duty line back again prior to 6:30am to ensure your message was received.**

Absences, other than contagious illnesses and death in family, are strongly discouraged.

Should you become ill at work, you will be asked to remain at your campsite until a sub is sent to relieve you as soon as possible. Be mindful that you are scheduled to work the dates and times defined in your work agreement. Unauthorized absences may result in termination.

Timecards

Maximum Hours

All Loudoun County staff are limited to working a maximum of 40 hours per pay week, no exceptions. The pay week runs Thursday to Wednesday. If you think you will go over 40 hours please contact the duty phone immediately so we can find a solution. These 40 hours include ALL positions you hold with Loudoun County, not just Summer Camp.

Time Card Entry

Employees are required to accurately complete their timecard online bi-weekly. Your time card should accurately reflect your assigned hours and hours actually worked, rounded to the closest 15 minutes. For example 7.25 hours not 7.3 hours. Use correct numbers and titles, and total all

hours worked. All staff are encouraged to check paychecks for accuracy. Any discrepancies should be reported to the Camp Coordinator immediately.

Time Cards are to be submitted online via Oracle.

Paychecks

Employees will begin receiving paychecks only after all required paperwork has been submitted to Human Resources and Payroll. *Some staff may get their first check prior to others for this reason.* If a time card is not submitted on time, or required paperwork is submitted after the deadline, your pay will not come until the end of the following pay period. Make sure all required paperwork is turned in on time so your pay is not delayed. Upon receiving your paystub in Oracle, verify all information to be correct. All errors should be reported to your supervisor.

Oracle

Timecards must be filled out and turned in by the dates listed below via Oracle. Every staff member will have a log in to Oracle – do NOT wait until the day time cards are due to address any issue with log in, etc. Make sure you are accurately and honestly tracking and submitting all hours. Timecards are approved or denied by the Camp Coordinator.

Pay period	Timecard Due Date	Pay date
5/23-6/5	6/5/24	6/14/2024
6/6-6/19	6/19/24	6/28/2024
6/20-7/3	7/3/24	7/12/2024
7/4-7/17	7/17/24	7/26/2024
7/18-7/31	7/31/24	8/9/2024
8/1-8/14	8/14/24	8/23/2024

Logging into Oracle

1. Logon to www.loudoun.gov
2. Go to the “For Employees” link
3. Click “Log into myLoudoun (Oracle) (there will be a pop up alerting you that you are leaving the county website – click OK)
4. The Oracle login page will open for staff to enter their username and password
5. Enter your employee ID number (contact your supervisor if you don’t know your employee ID #)
6. Upon initial login use p@ssw0rd1 plus the last 4 digits of your Social Security Number (Please note the 0 in word is the number zero)

7. Once logged in, you will be prompted to change the password to one you create. You should be asked to log in again using your new password
8. Once logged on, locate the Employee Self Service link on the left side of the screen and click the folder
9. A number of options will be visible.
10. Choose MANAGE PAYROLL PAYMENTS to enter direct deposit information
11. Choose TIME ENTRY, then CREATE A TIMECARD to enter hours worked

If you have trouble accessing Oracle:

1. Oracle will lock users out if the password is entered incorrectly too many times. If you lock yourself out, call DIT at 703-771-5555 from and outside number or 5555 from a County landline. In the phone tree choose the option for PASSWORD RESET. (If you choose the option for Oracle, DIT won't be able to help) Please note: Only DIT can reset passwords.
2. If you are able to login but the Navigation area is empty, email ORACLEHR@loudoun.gov . Explain your problem and the appropriate Oracle team member will help you. Please note: Only the Oracle team can correct this.

For all other technical Oracle issues, email ORACLEHR@loudoun.gov . PRCS HR and the camp team can't troubleshoot Oracle, only the Oracle team can.

Staff Meetings

Supervisor Meetings

All regular Camp Supervisors are required to attend the following meetings.

Shift Supervisors will report to weekly meetings from 10am-11am (PM supervisors) or 1:30-2:30pm (AM supervisors). These meetings will be in person at the PRCS office at 742 Miller Drive, Leesburg.

Week 1 – Monday June 24th

Week 2 – No meeting this week!

Week 3 – Monday July 8th

Week 4 – Monday July 15th

Week 5 – Monday July 22nd

Week 6 – Monday July 29th

Week 7 – Monday August 5th



iPhones / iPads

All applicable county owned site telephones, computers, ipads, iPhones, and other smart devices are for business purposes only. Staff are not permitted to share their personal phone number with any children or parents at the site. Staff are not permitted to use any personal devices such as cell phones or smart devices while working on-site and shall share the site phone numbers with their own family members/close contacts for use in emergencies only.

Program specifics

Payments, Withdrawal Procedures & Late Pick-Up Policy

Camp fees are due three weeks prior to each camp session. Families may make payments online through Webtrac; send a check to the admin office in Ashburn; or pay in-person at the admin office in Leesburg.

Site staff are not permitted to accept camp fee payments or any other money, cash or otherwise, from families. This includes but is not limited to cash for food delivery or holding on to spending money for campers.

Example Daily Schedule

Below is a suggested daily schedule, but can vary depending on whether we have a field or pool trips that day, whether we have site guests that day, and can even vary depending on the weather! Your team will receive supplies to create a daily schedule for your campers which should be posted at your site for all to see.

7:30am – 9:00am – Campers arrive / Centers / Free play

9:00am – 10:00am – Outdoor time

10:00am – 10:30am – Snack time

10:30am – 11:30am – Craft / cooking project

11:30am – 12:00pm – Group games in the gym

12:00pm – 1:00pm – Lunch

1:00pm – 2:00pm – Outdoor time

2:00pm – 3:00pm – Craft / cooking project

3:00pm – 3:30pm – Group games in the gym

3:30pm – 4:00pm – Snack time

4:00pm – 5:00pm – Board games / centers

5:00pm – 6:00pm – Group games in the gym / Free play

Communication

Communication is the key to any successful team. The Camp program provides many situations where communication can be challenging—different points of contact for different events or activities, and dealing with parents and siblings throughout the camp day. Once you decide that communication is the only way Camp can function, you will find you have more time to enjoy your job and be able to perform to the best of your ability. No one can be productive in this program without utilizing their ability to think, act, and communicate in a timely manner.

Camp Leaders & Supervisors must work together to ensure communication is taking place between both shifts of staff as well as one another. All staff will come into contact with parents and this information must be shared amongst one another. If you need support or have questions, be sure to involve the Camp Specialists and Coordinator in that communication cycle.

No matter how big or small the issue, we have an Open Door Policy for all staff. If there is any issue you would like to discuss you can always reach out to the Camp Specialists and Camp Coordinator. Information will be used as discretely as possible to assist with improving a situation, unless the situation is deemed as unsafe and actions are necessary for the best interest of the program.

Workplace accident

If you have a work-related injury you MUST report it to the Duty Line within 24 hours. We will provide you with a Worker's Compensation packet, which includes full instructions on what doctors you should visit. You should only visit your Primary Care Provider if they appear on the list.

Staff attire

Staff are required to wear their staff camp shirt and Loudoun County ID on a daily basis. This should be accompanied by closed-toe shoes (no flip flops or crocs) and comfortable pants or shorts. *Ripped jeans, short, or tight shorts or skirts are not appropriate for camp. Closed toe shoes should be worn at all times.

Shoes

Closed-toe shoes should be worn every day to camp by staff AND campers. Flip flops and crocs are not permitted at site.

Leaving site

Staff should remain on site with the group, for the entirety of the shift. Staff should not leave site unless authorized to do so by the duty phone in case of an emergency, e.g. family emergency.

Camp Shirts

This summer, campers will receive two orange camper shirts, intended to be worn on field and pool trip days.

Money

All activities and supplies are included in our weekly fee. Campers do not need to bring additional money. If campers do bring money for while on trips, staff cannot hold this money. Staff may not order lunch for campers from the site. If a camper forgets their lunch, please call the duty phone.

Lunch Stickers

Every day, each child's lunch must be dated— pre-printed lunch stickers will be provided to each site.

Name Stickers

For the first three days of each camp week, every camper and staff member needs to wear a name badge to allow everyone to get to know one another. These stickers will be provided to each site. Stickers should be removed when going on field trips and pool trips and attached to the inside of the shirt by the camper.

Lost and Found

We discourage families from sending expensive clothing, toys or electronics to camp. The camp program is not responsible for lost or damaged items. At the end of the summer all lost and found items at site will be taken to the main office.

Code Red Weather Days

Code Red days will be monitored by the staff. On these days, camp will limit their time outdoors. If outside during very hot and humid days, staff will encourage campers to drink plenty of water and will facilitate only passive, low-aerobic type activities.

Important Information for Both Field Trips and Pool Trips:

- ✓ Post the field trip and pool trip schedules at site so that parents and campers are aware

of the schedule.

- ✓ The day prior to a trip make a sign for parents so they know what time you will depart the site.
- ✓ Afternoon staff should arrive 30 minutes prior to the departure time listed on the trip schedule to assist with preparing the group for the trip.
- ✓ Ensure you take a head count form with you on every trip and complete it at every stage noted below:
 - # At site (how many you have when departing the site)
 - # At location (how many you have when you unload the bus)
 - # Back on bus after trip (how many campers you have—please note any changes in numbers, e.g., Mom picked up from pool because John felt unwell)
 - # Back at site (number of campers once you have unloaded the bus and performed a bus sweep)
- ✓ As well as noting your numbers, please also TEXT the Duty Line from your site cell phone with your site name, number of campers and number of staff e.g. Balls Bluff 30 campers, 5 staff, each time you do the head counts above. If any campers are missing, please **CALL** the Duty phone immediately.
- ✓ Every time the campers depart the bus, have a supervisor do a sweep of the bus to ensure no campers, bags, or other personal belongings remain.

Pool Trips

Campers will go swimming once a week, weather permitting. Swimming pool rules will be explained to all campers before leaving for the pool and again while at the pool. Swimmers will be allowed in the areas of the pool as determined by the swim test conducted by lifeguards at the pool. All swimmers will be required to have a level-identifying wrist band. If a camper refuses to test they will automatically receive a red swim band, regardless of what level is indicated on their registration form.

Swimming Ability Levels are:

Swimming Levels	Yarn Band Color	Area of pool allowed to swim based on testing
Beginners	Red Band	Shallow only - In water level to the child's shoulders—can only go on the slides with direct supervision

Average	Yellow Band	Shallow to mid-depth area - Can go on the slides with general supervision.
Excellent	Green Band	Any area - Can go off the diving board and slides with general supervision.

Assessing Swim Level

Procedures

On the first day of swimming, children will be briefed on rules, regulations, and procedures at the swimming pool. When children arrive at the pool, they will be directed to sit in an assigned area. The lifeguards will be notified of their arrival and testing will begin. The lifeguards will administer a swim test and qualify the children to swim in one of three areas. Staff will record their level and place an armband on the child designating their swim area.

Pool Break Procedures

Children are required to come back to their assigned area/groups during pool breaks and staff will take attendance. Children will stay in the assigned area during the break. Staff make a sweep of changing areas to make sure nothing is left behind. Staff will take attendance on the bus before departing the swimming pool and again back at the campsite.

Arriving at the Pool

- When you arrive to your swimming destination, take roll and do a head count before campers exit the bus.
- Have one staff member head to the pool entrance to inform them of the group's arrival—know your count of campers and staff to give to the pool.
- Have all the campers exit the bus. The Camp Supervisor will then do a bus sweep to make sure all campers have exited, along with their property.
- Enter the pool and find a spot on the grass to accommodate the camp size.
- Camp Supervisor will alert the pool staff that the group is ready for swim testing.
- Distribute the swimming bands. Be sure to record what color each child has.
- Establish at least two safety breaks during your time at the pool. Campers are to come back to the designated spot or "home base" in the grass.
- Take role and a head count.
- Some staff may enter the pool, but some staff need to remain on deck to watch the group as a whole.

Leaving the Pool

- Gather all campers at designated location and do a head count and roll call.
- Escort campers to the bus. Once again do a head count and take roll.
- Once back at your campsite, have the campers exit the bus.
- Camp Supervisor is responsible for completing a bus sweep. While the Supervisor is doing a bus sweep, the Camp Leaders need to do a head count and roll call.

Pool schedules will be emailed out prior to the summer. Campers should arrive to camp dressed in their swim attire with their regular clothes over the top. Campers should wear their sneakers, but may bring along flip flops or crocs for the pool. No flip flops or crocs are to be worn at site for safety reasons. Each trip, check that campers have a towel, sunscreen and a plastic bag for wet suits in their backpack for the day, along with lunch, snacks, and a water bottle. In the event of inclement weather a field trip may be changed or cancelled.

During pool trips we send additional staff to have a ratio of one staff member to each nine campers or less. All staff should be actively engaged during these trips.

On pool trip days no staff remain at the camp site. If you're a camper is due to arrive after the departure time for any reason such as summer school or an appointment, let the parents know they will need to make alternate arrangements.

Trip Procedures

Each site will be staffed so that there is at least a 1 to 9 staff to camper ratio. Pools require it and frankly, you need it on trip days. There are staff specifically hired to accompany campsites on field trip and pool days. These staff have the same exact expectations and job duties as regular site staff. Welcome them, because they are part of your team—you may only see them once a week or sometimes twice, but they are part of your team!

Subs and Field / Pool Trip Assistants

Some days you will know which Substitute will be filling the spot of your teammate. Other days a Substitute will arrive and will most likely be someone you may not have worked with before. Remember that they are new to your site and will need assistance getting acclimated with your daily schedule and where things are located.

Substitutes are the same as regularly assigned site Leaders & Supervisors. They receive the same training and are required to meet the same expectations. They are a part of your team for the day, week, or even on a frequent basis. Point is—make them feel welcome and treat them as a teammate!

Accidents

All head injuries must be reported to the Duty Phone and all accidents that result in a visible mark to the skin, such as a bruise, bleeding, swelling, or broken bone, must be reported to the Duty Line. An accident report must be completed in full, including follow-up. Submit the accident report within 24 hours of the injury. All accidents must be followed up by the staff. Call the parent later that day for a status report and call the Duty Line with this information the next day. If you receive an unusual response, call the Duty Line immediately following the call to the parent.

**Major accidents and 911 calls must be reported immediately
to the Camp Duty Line: 571-233-3234**

If site ratios permit, a staff member should travel with the rescue squad to the hospital and stay with the camper until the parent arrives and the situation is under control. Do not send staff if the group would be left out of ratio. Use common sense and be sure the other children stay calm and are properly supervised—if possible and ratio allows move them to another area of the site. **Send child's file with child if transported to hospital**, but be sure to bring it back to site afterwards.

1. Always be sure to notify parents immediately and keep in contact with them during the emergency. All staff must work together to handle the emergency victim and deal with the other children in the most effective manner.
2. An accident report form must be turned in at once and proper emergency procedures must be followed by all staff.
3. All major accidents/incidents should be reported immediately to the Duty Line.
4. **All head injuries must also be reported immediately.**

DUTY LINE: 571-233-3234

Allergy list

Staff should create an allergy list of all campers. Your allergy list should be posted, ideally in the supply closet, and covered with a sheet to maintain privacy. If a closet is not available, post it in the office, covered by a sheet. A copy of the allergy list should also be brought on all trips, and should be reviewed prior to any cooking projects.

Late pick up procedures

If a camper remains on site after camp closing time, please call the duty phone and inform us of the camper name and site. Contact the parent or guardian who typically collects the camper to see if they have an ETA. If you cannot reach that person by 6:10pm, reach out to the other parent, guardian or emergency contacts. Once the child is collected be sure to call the duty phone confirming the camper's time of collection and how much you notified the parent that they would be charged. Use the Late Pick Up slip in the site binder to give the parent as record of this, then submit the other portion to office staff at the Supervisor meeting.

Safety

Camper Belongings

A designated area will be provided for children's personal belongings. All campers are encouraged to have a book bag or backpack for their belongings. Each camper is assigned a cubby (plastic bin) for storage of each camper's bag, lunches, snacks, and other personal belongings. On the first day of camp, campers should design and decorate a name tag for their cubby. Campers should use the same cubby each day. Campers are strongly discouraged from bringing valuable items to camp.

Accountability of children

Groups outside

If part of your group goes outside and that area is NOT directly adjacent to the cafeteria then at least 2 staff must be outside. For example, 1 staff inside with up to 18 campers, 2 staff outside with up to 36 campers.

Walking Field Trips

If you are interested in taking campers on walking field trips these must be less than 0.8 miles away, and must not cross any main roads. If you would like to request a trip, please contact the Camp Coordinator, and we will let you know if this trip can be approved. You may NOT take campers offsite without prior approval.

Outdoor transition Procedure

Staff verifies that all students are accounted for before and after each outdoor transition.

- Staff must call attendance or head count before transitioning students outdoors.
- Head count is completed as the children exit the building.

- Staff must complete call attendance before transitioning from outdoors to inside the building.
- Head count is completed after the children enter into their next space.
- During outdoor transitions there is a staff member in the front and back of the group.

*attendance must be called if head count is not correct

Administrative responsibilities

Summary of Paperwork Due Dates

Please be sure all reports are submitted to the Camp Coordinator at the end of summer.

Site Safety Check: Complete daily

Incident/Accident Reports: Are completed and signed by the parent on the day they occur.

All reports should be saved to the site device prior to submission. All head injury and serious injury Accident Reports and serious Incident Reports must be followed up by an immediate call to the Duty phone.

Site electronics

Site telephones are for business use only, NOT for personal use. Personal cell phones and other electronic devices should NOT be used at site, and should be stored with personal belongings until your shift is over. Personal staff belongings should be kept in a secure area, such as a locked cabinet.

Activity Guide

On the site iPad there will be a PDF of the activity ideas for camp, along with a hard copy for the site to use to make copies or templates and sheets. These are suggestions, NOT a curriculum that you have to achieve! You should get to know the campers and find out what they enjoy, and provide daily activities that reflect their interests along with your passions.

Ordering supplies

Site supervisors will be emailed a supply request link – all site supply requests should be funneled through the site supervisor, who can ensure that we don't get duplicate supply requests. Items can never be guaranteed, and may take up to two weeks to arrive.

