

CAMP CUBBER SUMMER 2021: EMPLOYEE HANDBOOK

WELCOME / INTRO

WELCOME

Welcome to Camp CUBBER. We are very excited about camp this summer and though it will still be a bit of a different summer, we believe that this will still be another great summer for both our staff and our campers! This handbook covers many important aspects of our camp. Whether you are a veteran counselor at Camp CUBBER or you've just joined us this year, we hope this handbook will help you to understand the policies and procedures here at camp. If all of us work together and follow the policies and guidelines laid out in this handbook, there is no doubt that we will have the leadership and quality of staff to make this the best summer yet!

MAKE A DIFFERENCE EACH DAY

Each and every day at camp we should look to make a positive impact on each camper. This is a deliberate, individual process. While every impact is significant and important, it need not be immense. It can be anything from a perfectly timed smile or pat on the back, to taking a few minutes to help a camper perfect a skill or learn something new.

In fulfilling our duties at Camp CUBBER, we have two goals (And, "Yes", in this order):

1. SAFETY
2. FUN

REMEMBER AT NO POINT SHOULD THE CAMPERS' SAFETY BE COMPROMISED REGARDLESS OF HOW MUCH THE CAMPERS OR STAFF WOULD LIKE TO DO SOMETHING.

CAMP OVERSIGHT

ADMINISTRATIVE STAFF / SUPERVISORS

Please realize that we are a large summer camp, and in order to make things run smoothly there is a management team in place. Camp Assistant Director, Administrative Staff (Admin), and Office Personnel will assist the Director in staff supervision and direction as well as overall camp management. Each subgroup of camp has a Camp Administrative Staff or Team Leader overseeing their department. Please see your immediate supervisor, if possible, when addressing concerns (unless it is an emergency situation of course).

STAFF ROLES

When staff members are onsite, the lead staff member in the room will be the staff member for that assigned activity (i.e. – art, STEM / Read, etc.). Group leaders should ask how they can help and seek to assist the classroom staff member to accomplish the project or activity he / she has planned for the day. Time when a classroom teacher comes to your room is not time for group leaders to "check out". That said, it may be a time to do some additional cleaning / sanitizing while the campers are engaged with the project the classroom teacher is doing. Also, group leaders are still responsible for the overall supervision and behavior correction or modification of their group as needed.

EMPLOYEE EXPECTATIONS

CONDUCT

While in the working environment employees are expected to present themselves in a professional manner. Gum chewing, inappropriate language (both words and context), name calling of children, etc. are unacceptable. All children, parents and visitors will be treated with kindness, friendliness, patience and respect. There will be NO SMOKING on church premises, this includes no vaping or e-cigarettes. All employees are expected to report to work free of alcohol, drugs, controlled substances, or the misuse of any medication. Employees may be required at any time to undergo a drug or alcohol test. Employees who refuse to undergo (or fail) said test will be subject to discipline up to and including discharge. Weapons of any kind, loaded or unloaded, licensed or unlicensed are not permitted on PHUMC property and are also cause for immediate discharge.

Any conduct which interferes with the productivity of an employee is not acceptable and is unprofessional. Staff may not leave the premises during working hours without permission of the office personnel or Admin Staff and then must clock in and out on the computer time clock. Friends and visitors of camp staff are not permitted on campus without advanced notice and permission of the office personnel (this includes other staff members or previous staff members stopping by for a visit). The employee's first responsibility and obligation is to the children.

It is very important to understand that working for this camp means you are a model of Christian values and behavior for campers, parents, and the community. This means that whether at camp or not, your behavior and lifestyle should exemplify the values and beliefs of the Christian faith. We don't want to do anything that would detract from other's views of you as a staff member, the camp, the church, or our faith itself.

GENERAL DRESS CODE

Dress in a manner that makes both children and parents feel that you care about your appearance, in a manner that is both appropriate and professional: Pants, jeans, and reasonable length shorts are appropriate. Shorts must go to the **MID THIGH or longer**. Pants and shorts should be jean or khaki style. Basketball shorts, sweat pants, "Soffe" style shorts, and gym shorts are NOT ACCEPTABLE. If you choose to wear leggings / yoga pants, please be sure your shirt / top goes to your mid thigh and completely covers your back side. All shorts should be worn at the length they were manufactured (and not rolled up on the top waistband or the bottom). You will be expected to wear a summer camp staff shirt on all field trip days. I would also encourage you to wear a staff shirt on at least the first few days of camp (just to help identify yourself to parents). A Summer 2021 staff shirt will be provided. If you would like additional staff shirts, we will also have a bin of staff shirts from prior years available to "pick through" for those that are on staff for the first time. When you are not wearing a staff shirt, please make sure you are still wearing something appropriate for working at a church summer camp. This also means professional looking attire. T-shirts are ok, but should not have things like band names, movies titles or quotes from movies above a PG rating, crude memes or graphics, or questionable brand labels (alcohol brands, cigarette brands, etc.). And for heaven's sake nothing political either. In addition, no tank tops, or anything that would be considered revealing or immodest. I would suggest, if in doubt that you wear something else. *Remember that you are working with children, be prepared for messy crafts and active games.*

PLEASE NOTE: Closed toed shoes are required at Camp CUBBER for all non-water days. Camp CUBBER by its nature is full of daily activities that require movement where sandals or other open toed shoes are not appropriate. Sandals or flip flops may be worn on water days only.

ANY STAFF THAT ARRIVES TO WORK IN INAPPROPRIATE ATTIRE (INCLUDING INAPPROPRIATE FOOTWEAR) MAY BE SENT HOME (WITHOUT PAY) TO CHANGE INTO ACCEPTABLE ATTIRE BEFORE RETURNING TO WORK.

In addition to proper dress, employees are expected to present a clean, neat, and child friendly appearance. Staff are prohibited from wearing extreme or eccentric hairstyles or jewelry that does not present a professional appearance. Any large tattoos should be covered. Piercings should also be moderate in number and limited to the ears and outer nostril.

CELL PHONES / PHONE CALLS

Phone calls must be limited to immediate personal needs through the office. Cell phones should be put away while at work. This is your time with the children and not for phone calls, texting, social media, etc. Any exceptions to this rule (such as having children at home alone) will be made at the discretion of the Director or Admin only. Texting, emailing, or gaming from your cell phone also falls under the same guidelines as talking on the cell phone – it is seen by parents as a lack of professionalism and should not occur while caring for campers. Staff with ongoing problems following cell phone / texting guidelines may be asked to leave for the day without pay, asked to leave their phone in the office, or discharged.

TIME CLOCK / PAYROLL

Employees will sign in and out each day on the time clock computer. You will need to know your social security number to sign in. Please sign in at your scheduled time and check-in, so that the program administration knows that you are here. The center is on a biweekly pay schedule ending on a Friday with paychecks disbursed the following Thursday. Administrative staff will review each staff's time clock entries and make any necessary corrections (of which the employee will be notified). The director has final approval of all corrections. For your convenience, payment by check or direct deposit are available. Please see office personnel for more information.

ABSENCE / TARDINESS

When an unexpected absence or tardiness occurs please call or text the Director or your Admin Staff the night before when possible. If calling the night before is not possible, please call the center as soon as you are able so that needed staffing arrangements can be made. The reason for the absence should be given. An absence without notification is grounds for immediate dismissal. More than three days absence due to illness (regardless of a whether a fever was documented or not) will require a doctor's note before returning to work.

FOOD ON SITE

During the summer, staff members are expected to bring their lunch daily (especially if working through lunch). Since many staff either come in after lunch time or leave before lunch time, obviously you may choose to eat lunch before / after your shift. Please note that we do not have the ability to allow everyone to leave the facility to purchase their own lunch, so bringing your lunch from home is the only way to guarantee that you will get lunch everyday. Though there is time for lunch daily, please remember that you are still being paid for that time and may be expected to change / reschedule that time should a situation requiring that arise.

CONFIDENTIALITY

At no time will a staff member give out information regarding campers and their families. Such information should be held in the strictest confidence and **NEVER BE DISCUSSED OUTSIDE THE CENTER**. Inside the center, such information should be discussed only when it benefits the child /

parent and only with other personnel on a need to know basis. NEVER discuss a child / parent with another child / parent. Refer any inquiries regarding campers or parents to the office personnel.

It is also contrary to the interest of those we serve to give out information regarding fellow employees. Refer any inquiries to the office personnel. Also, your wages and salaries are private information and are not to be discussed among the staff.

Camper pictures, names, and references are **NEVER TO BE POSTED ON THE INTERNET**. Any staff who posts pictures of campers on any website (social networking or otherwise) other than the official camp website (www.cubber.org) will be subject to discipline up to and including immediate discharge.

INTERNET / SOCIAL MEDIA GUIDELINES

Camp CUBBER is dedicated to providing a safe, wholesome, healthy, fun-filled environment for our campers where they can grow and thrive. We rely on our staff to provide such an atmosphere; and we are diligent in our hiring practices, staff training and communication policies to insure that staff understands the responsibilities they have with regard to modeling appropriate behavior to our campers.

We recognize that our staff has a private life outside the boundaries of camp and we expect that our staff conduct their private lives with integrity and decorum. The romantic life of our employees and the manner in which employees spend their leisure time should remain private. We have no interest in 'policing' the private lives of our staff, and yet, with the rise of social media, the line between one's private life and public life can become blurred.

We expect our staff will:

- Never discuss personal aspects of any campers on blogs, social media sites, social networking sites or with any individuals who do not need to know personal camper information. Staff need to be mindful and respectful of our camp community and never disclose or discuss confidential or proprietary information.
- Never use the internet as a vehicle for gossip, to spread rumors or speak in a derogatory manner about Camp CUBBER, campers or staff members.
- Never post pictures or videos that would be considered unprofessional or would in any way compromise your ability to be viewed as a positive Christian role model for children.
- Ensure that any out of camp relationship between staff and campers be initiated by and supervised by the parents of campers. Contact with a camper on any social networking site (i.e. - Facebook, Twitter, Instagram, etc.) must be camper initiated (you should not be giving out your address or ID to campers) and should only happen with parents permission.
- Staff must never post, tag, or publish a picture of a camper on the internet or send pictures via cell phone, e-mail or instant message.
- Our internet policy is consistent with our values. All employees are expected to read our policy carefully prior to accepting a position at Camp CUBBER. It is our expectation that our entire staff will adhere to our policy. Failure to do so may result in immediate termination of employment.

MUSIC / RADIO STATIONS

All music should be monitored by the staff. Campers should not be listening to music that is explicit IN ANY WAY. We are a church summer camp and need to conduct ourselves accordingly. If you choose to have the radio on during the summer, please chose from the following stations ONLY: 90.5 (Spirit FM), 91.5 (Joy FM), 91.9 (LF Radio), 1380 AM (Radio Disney), and 105.5 (Dove). You may

also chose to use CD's, internet radio, or other forms of music AS LONG AS THEY ARE APPROPRIATE.

STAFF CONVERSATIONS / GATHERING

Time while on the clock is not meant for, nor should it be spent on, general conversation with other staff, especially in light of our current situation and the need for social distance. We appreciate your teamwork and camaraderie, however your time can and should be spent in better ways than socializing (especially in groups). Occasional social interaction is obviously acceptable, but should not be done in a group setting and preferably not seated.

When arriving in the morning, if there are children on site already, your immediate responsibility is to them and whatever staff members are already on site. Staff should not spend their time gathering together in groups (in the classroom or halls). A staff lunch table or staff work area table is heavily discouraged. Instead, staff should be dispersed among the children and focus their attention and interaction on the children primarily. Staff not abiding by the conversation guidelines will be given one verbal warning. If a second incident occurs, staff will be asked to leave for the day without pay.

STAFF MEETINGS

There may be staff meetings called as needed to address issues that arise at camp. All staff members are expected to attend these meetings unless otherwise directed by Camp Management. If you cannot make a scheduled staff meeting please see your direct Admin Staff with an explanation to receive an exemption.

STAFF BELONGINGS

If you choose to bring personal belongings to camp, please realize you do so at your own risk. Because of the size of the camp, we cannot allow everyone to store their belongings in the camp office. Please feel free to use your camp backpack (as all campers do) to keep your belongings with you throughout the day. You may also choose to leave your belongings in your vehicle.

PARTICIPATION

All staff members are heavily encouraged to participate in the activities with the children. This includes activities in the classrooms as well as during active play. This means, **you are expected to BE ACTIVE**, standing whenever possible. This will be a high energy and action packed summer with a large number of children – to help accomplish this, you will need to strive to be an active participant in all activities. However, when participating in the activities please make sure that you are still aware of your children's whereabouts and safety.

DAILY SCHEDULE

GROUP SCHEDULE

Your group schedule has been predetermined for you. Each session is approximately 40 minutes. There are extended times of care before and after the main camp activities that are already scheduled for you as well. Please follow this schedule as closely as possible. This means that you will need to allow time for cleanup before you are scheduled to end a session. **IF FOR ANY REASON** you need to go off of the rotation, please let the office or office personnel know immediately, so that parents will know where to find their children when they arrive on site.

LATE PICKUP BY PARENT

Camp closes promptly at 6:00 PM this summer. If you have a camper still present @ 6:00 PM please notify your Admin or the Closing Admin immediately. If the parent has not contacted us to give us an estimated time of arrival, the office staff will call immediately. If parent will not be arriving right away, you and your remaining child will head to camp office. Late parents will be responsible for late fees for every minute their children are here after 6:00 PM. These fees will be assessed by the on site office staff. If your last child is a staff child, @ 6:00 PM please bring him / her to the camp office and radio that staff member (the camper's parent).

CLOSING

All employees are expected to keep the rooms neat and free of clutter and debris. This includes all common areas. All spills must be cleaned up immediately for safety and sanitary reasons. Employees are required to wipe off all the tables, chairs, sinks and walls as necessary. At the end of the day, see that all equipment is picked up and put away, cabinets are locked, chairs are stacked (not more than five high). Chairs do not have to be stacked by the wall, if they are too close the legs dig into the wall when being stacked. Two-way radios and iPads will be kept in your group's game room this summer (Bear Packs - A102, Expedition Groups - B201, Space Groups -A205). Please be sure that both are plugged in / charging before leaving. Check with the closing Admin Staff before clocking out for the day.

When you are down to just one or two students remaining in your group, please be sure to position yourself at the doorway where you are clearly visible to those walking by. If you are the only class left with students in a given pod, when you get down to one student remaining please put a note on your door, notify your Admin, and proceed to your group's game room. If you are out of students prior to 6:00 PM, you are able to leave early **ONLY AFTER** you have done the closing expectations listed above **AND HAVE CHECKED OUT WITH YOUR ADMIN OR SENIOR STAFF**.

CLEANING PRACTICES & SUPPLIES

Though classrooms will be cleaned at the end of each day by custodial staff, staff members are responsible for a primary cleaning before leaving the classroom. Tabletops should be wiped down, cubbies should be cleaned out, and large debris should be removed from the floor. Tables should also be wiped down before and after lunch and snack to prevent illness and promote a healthy environment – **THIS IS EACH INDIVIDUAL GROUP LEADER'S RESPONSIBILITY FOR THE TABLES THEIR GROUP USES**. It is the classroom staff member's responsibility to see that adequate cleaning supplies are kept in each classroom. Supplies should be stored out of the reach of children (in an elevated, locked cabinet where possible). Supplies include: cleaning solution (in spray bottle), paper towels, mini broom and dust pan, gloves, and any other supplies deemed necessary or useful by the director.

- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures. Use the cleaners typically used at your facility.
- Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.

- If possible, provide EPA-registered disposable wipes to child care providers and other staff members so that commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use. If wipes are not available, please refer to CDC's guidance on disinfection for community settings.
- All cleaning materials should be kept secure and out of reach of children.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.
- Do not share toys with other groups, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

HAND HYGENE

All children, staff, and volunteers should engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage

Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Supervise children when they use hand sanitizer to prevent ingestion. Assist children with hand washing, including your children who cannot wash hands alone. After assisting children with hand washing, staff should also wash their hands. Posters describing hand washing steps are located near most sinks.

Because most bathrooms are shared bathrooms, please remember that a child who uses the bathroom outside of the classroom where you cannot physically watch him / her wash his / her hands afterwards must again wash hands when returning to the classroom / class location. If hand washing sink is not available where you are located, staff MUST provide camper with an adequate amount of hand sanitizer.

CAMPER / PARENT INTERACTION

GUIDELINES

1. Keep accurate daily attendance records:
 - a. know location of all campers at all times
 - b. know when a camper leaves the center and with whom
 - c. KNOW, or check ID of, person leaving with the camper. You can consult the camp pickup list for people who are eligible to pickup each child. If a name is not on that list, you may call the office staff on the two way radio for confirmation that said person is eligible to pickup that camper.
2. See that an adult brings camper to the classroom and signs the camper in when dropping off and signs the camper out when picking up.
3. Campers will not be left alone at any time inside or outside.
4. Be in a location where the full classroom can be observed at all times.
5. Interact with campers, encouraging involvement among the campers through planned activities.
6. Use appropriate discipline consistent with program guidelines. (See Discipline Guidelines Observe, record, and report significant individual and group behavior that affects the class to the Director).
7. Campers are never to be taken off premises except on group field trips. When closing, double-check all rooms and rest rooms making sure ALL campers have left the premises.

Please see that personal electronic devices are used only during approved sessions (and on approved days). Devices should not be in use during teacher lead classroom project times, active play times, or group leader lead game / activity times. These devices are an easy way to occupy campers, but we are not looking for the easiest way, we are looking for the best way. Devices should be left in the campers backpacks when not in use.

TRANSITION

If there are two adults during transition from one area to another, one will lead the children and the second will follow the last child. When there is just one adult, a responsible camper will lead and the staff will follow the last child, keeping all campers in view.

ATTENDANCE / COUNT

Each class has an attendance storage clipboard. Attached on the outside is a weekly attendance form. Daily each camper is checked in with a /; when the camper is picked up by parent/guardian the / becomes an X. The daily attendance boxes also have small letters at the bottom of each box: O - for office and R - for restroom. When a camper is in one of these areas use the same / and X to identify the location of the campers as they depart and arrive back to your care. If a child is with another group (that has been pre-approved by your Admin Staff), please write the group name that that child is in above the / attendance mark.

Names highlighted on your weekly attendance should be attending camp that week. **If you notice a highlighted camper has not arrived at camp by 9:30 AM, please notify your Admin / Senior Staff immediately.** Also, if you have a camper arrive to camp who is not highlighted, please notify the office staff immediately (as this may not be one of the weeks they signed up for).

At ALL times group leaders must KNOW the EXACT COUNT of the campers in the classroom.

Group leaders MUST KNOW THE LOCATION of each camper at all times.

Group leaders MUST KNOW when a camper leaves the room / center and with whom.

Group leaders **MUST KNOW** the person picking a child up or **CHECK the PHOTO ID** of persons they do not know who are picking up a camper (even if the child recognizes the person picking them up).

Group bathroom trips are encouraged, especially for classes in the Bear Packs and Expedition Groups. Also, many of the classrooms have bathrooms inside them for single camper use. Staff may send campers (Expedition and Space only) to the bathroom with a partner (buddy) when upstairs in the A, B, C, or D buildings. When outside or in the multi purpose room, a staff should accompany the camper(s) to the bathroom. Staff are NEVER to send a camper or campers to a public bathroom (while on a field trip) alone without having done a prior safety sweep. Staff should stay in or at the entrance / exit to any public bathroom being used by a camper. There may be special circumstances where a camper will need to use a single stall / family restroom instead of a group restroom. Camp staff will help accommodate those circumstances without drawing attention to the need / situation.

RECORDS / RELEASING A CAMPER

All campers have an Emergency Release Form and a Child Identification Form located in the office. Campers are to be released **ONLY** to their parents or persons listed on the Child's Identification Form. If you do not recognize the person picking up the camper **YOU MUST ASK FOR A PHOTO ID.** The information on the ID must check with the name and address on the camper's ID form list. If the person is not on the list he / she **WILL NOT BE PERMITTED TO REMOVE THE Camper UNTIL PERMISSION HAS BEEN RECEIVED** from the parent/guardian via telephone. This permission must be relayed to two staff members to verify that the picture and information match that given by the parent. The parent should then add the information for those people to the pickup list if they will be picking up the camper in the future. The above named records **ARE NOT** to be viewed by anyone but staff.

PARENT / COMMUNICATION

Three keys to maintaining good communication with parents are to (1) Greet parents as they enter your room, (2) Highlight children's positive behavior (not only their negative), and (3) Present yourself in a confident, professional and caring manner at all times.

Discussion of a camper's behavior or work habits should be done in private, away from the camper and class. Please refrain from lengthy discussions with a parent in the presence of campers, especially during arrivals and departures. If a parent requests a conference, set a time when you are not engaged in attending to campers. Conferences must be approved by the Director. For your protection, any note sent home, phone call to a parent or a parent conference **must first be approved** through the office and a copy of any correspondence will be placed in the camper's file. This keeps the office informed if questions from a parent arise.

Staff members may be asked by various parents to care for their children outside of the center during off hours. These requests may be accepted; however, employees are **never to solicit employment opportunities from the parents.** If a parent informs you of an anticipated extended absence of their child, please make sure you relay that information to the office. This will allow us to be more accurate with field trip / activity counts.

DISCIPLINE GUIDELINES

The definition of "discipline" is "guidance that improves, strengthens, molds, and helps a young child to control his own actions". Discipline is helping the child learn self-control and self-direction. *Time out is ONLY to be used as listed in the "Code of Conduct" under "PROGRESSION OF*

DISCIPLINARY ACTION". *No child is to be sent to another classroom or miss a field trip / special activity WITHOUT PRIOR APPROVAL from the Director or Admin Staff.*

CODE OF CONDUCT AND DISCIPLINARY ACTION

Camp CUBBER's goal is to offer a safe, enriching experience for all students in a loving Christian environment. Reasonable rules and regulations are essential to ensure each child's safety and allow each child to experience full enjoyment of our program. **Please note that physical punishment will not be used in any form at Camp CUBBER. We will not subject children to discipline that is severe, humiliating, or frightening. Neither will we associate discipline with food, rest, or toileting.**

- a. Camper will stay with program staff in assigned area & must have consent from staff to go to another area. Camper will not wander or leave the group at any time without prior permission.
- b. Camper will show courtesy, respect, and good manners toward fellow campers and staff members.
- c. Camper will not lie or intentionally mislead staff or other campers.
- d. Camper will not use abusive, crude, obscene, sexual, or inappropriate language, writing, or gestures.
- e. Camper will not bring items (books, magazines, electronic devices, etc.) with abusive, crude, obscene, sexual, or inappropriate language, writing, gestures, or displays with them to the program. Camper will not seek out abusive, crude, obscene, sexual, or inappropriate language, writing, gestures, or displays on program or personal computers or electronic devices,
- f. Camper will not exhibit "bullying" behavior. Camp CUBBER defines "bullying" behavior as a repetition, pattern, or combination of any of the following behaviors: name calling, shaming, intimidating, targeting, being aggressive towards another student, or ostracizing / excluding / isolating another student.
- g. Camper will keep hands and feet to themselves. No kicking, hitting, pushing, inappropriate touch, etc. - **ABSOLUTELY NO FIGHTING.**
- h. Camper will be respectful of property belonging to the center and fellow campers. Camper will not break or damage property through intent, malice, or careless behavior. *Parent / Guardian will be responsible for payment of any damaged or destroyed property.*
- i. Good sportsmanship and fair play must be displayed at all times.
- j. Camper will not bring violent toys or instruments or items that could be used as such.

We seek to set appropriate limits and utilize positive techniques to encourage and guide our campers' behavior. That can be seen in a variety of ways, from color charts, positive reinforcement and public recognition of positive behavior, use of the treasure box or other reward systems, and using a program wide bear bucks / auction points behavior system.

FAILURE TO OBEY THE ABOVE RULES WILL RESULT IN A PROGRESSION OF DISCIPLINARY ACTION DEEMED APPROPRIATE BY PROGRAM STAFF / ADMINISTRATION. The disciplinary action will be based on the severity of the camper's action / incident that occurred. Should behavior be extreme or repeated, multiple steps will likely be skipped.

DISCIPLINARY ACTION MAY INCLUDE THE FOLLOWING:

- a. Verbal warning(s) and / or redirection
- b. A period of "time out" (in view of staff member) which may include missed time during a field trip / special activity or being relocated to an alternate group for a brief period of time
- c. A one on one behavior discussion with the group leader or administrator
- d. A written notice with details of behavior, requiring parent / guardian signature

- e. A parent conference with the Director by phone
- f. Camper may be moved to a different class / group for a period of time to be determined by the Director
- g. When it is deemed necessary by the Director, parent / guardian may be called to take the camper home
- h. An in-person parent conference with the Director, group leader, and camper
- i. Camper may be suspended from the program for one (1) to five (5) days. Length of suspension will be determined by the Director based on the behavior, situation, and any other circumstances.
- j. If the camper cannot be kept safe in our care, the camper is jeopardizing the safety of other campers in our care, the camper has shown repeated issues with the same behavior regardless of consequence, or a behavior / action (or progression of behaviors / actions) is deemed extreme the camper may be expelled from the program at the discretion of the Director
- k. Any behavior that is deemed malicious, violent, sexual, or results in physical and / or property damage may result in advanced stages of discipline, including, but not limited to, immediate suspension or expulsion from the program (to be determined by Director)
- l. Should a camper be sent home early, suspended or expelled from the program, there will be no refund of tuition or cost reduction for time or days missed. For campers who are expelled from the program, no additional payments should be collected or due after the date of expulsion.
- m. Campers who reach advanced stages of disciplinary action or display repeated inappropriate behavior (receiving multiple written behavior notices) may not be eligible for enrollment in future summers.

Camp CUBBER and its staff / administration reserves the right to implement any of the above steps deemed necessary, based on the severity of the behavior or actions taken by the camper.

PLEASE NOTE THAT CORPORAL PUNISHMENT is not permitted by the staff member, director or any other personnel, i.e. spanking or any type of hitting. This also includes making a child do any type of exercise that is meant to inflict pain or discomfort (i.e. - wall squats, push ups, etc.). A staff member should always take a child aside and speak to him / her about any inappropriate behavior. Children may be given a different activity and may be separated to reduce aggression. We also encourage you to not use taking away physical activity (i.e.- playground time, sports & rec. time) as a punishment.

FIELD TRIP POLICIES

1. On camper arrival, check that the camper has a lunch (unless it is a Friday) and a Camp CUBBER T-shirt.
2. Inform the office if a scheduled child is absent so appropriate action may be taken.
3. Head counts should be taken before leaving the classroom and again once on the bus /van to assure all campers are present. The same procedure will be followed when departing from the field trip site to return to the camp.
4. During the field trip a head count will be taken every 10 to 15 minutes to assure all campers are still in the group.
5. Each group must have their attendance form, accident forms, a two-way radio, and a small first aid kit.
6. Staff member will have campers within sight and hearing at all times.

7. If there is a problem during a field trip that the Admin Staff is unable to handle (and the Director is not present), please contact the office immediately.
8. Campers are never to enter a public restroom by themselves. A staff must accompany all campers into the bathroom while on field trips (at least for an initial safety sweep).
9. While being transported to a field trip, staff should chat / interact with the campers, keep them occupied during the drive, and discuss the nature of the field trip with them.

ACTIVE PLAY ROOMS

1. At NO TIME should children be allowed ON THE STAGE, UNDER THE BLEACHERS, ON TOP OF THE BLEACHERS (unless pulled out by maintenance for appropriate use) or in ANY CLOSET.
2. Balls are **NOT TO BE KICKED indoors**.
3. Chairs ARE NOT FOR climbing, walking or crawling on, NOR for crawling under.
4. Enter and leave Multi Purpose Room by the double doors on your side assigned side of the room and continue back to your homeroom via the Robin's Nest hallway beside Room A-116 (gate should be open).
5. Equipment to be used should be brought with you (active play bag). Should you desire to use shared equipment for a specific game, you will need to save enough time to clean and sanitize the equipment prior to your session being over.
6. ALL equipment taken to the Multi Purpose Room should go back to your homeroom with you (in active play bag)
7. Again, children ARE NOT to be in any of the closets. Make sure all closet doors are closed securely.

OUTDOOR PLAY / STORAGE

1. NO campers are allowed in the storage shed. You should only be using the equipment brought with you from your homeroom (active play bag).
2. There will be NO tackle / body contact games played at camp.
3. Court will be separated into two separate play areas
4. Field will be separated into two separate play areas. There should be no play around the trees, sheds, fences, buildings, gardens, or vehicles.
5. Playgrounds: North Playground (Blue Canopy) is to be used by Bear Groups only (K - 2nd). South Playground (now located around the D Building off of the field) will be used by Expedition Groups only (2nd - 4th). Both will have safety guidelines set up by each classroom. **When arriving to the playground, please use a disinfectant wipe to wipe the handrails, handles, and slide before allowing campers to begin playing. At the end of your playground time, please do the same cleaning practice.**
6. Restroom: outdoors will use restrooms off of activity building B101. Staff will check out safety of restrooms when arriving outside and when leaving. Do not send children to the restrooms alone. Utilize the "buddy system" – by sending 2 children together (children that will not be playing or messing around in the bathroom together). At no time are the campers to enter the A building to use the bathroom UNESCORTED. Should for any reason the downstairs B restrooms not be useable, please escort your entire group to the restrooms in the downstairs A building (by the multi purpose room). Older elementary campers (3rd – 8th grade) can use the "buddy system" and use the upstairs B restrooms, but younger elementary campers (K – 2nd grade) MUST BE ESCORTED to the upstairs B restrooms as well. Campers should not be in the bathroom with multiple groups. If occupied, they should wait till previous "buddies" leave before entering the bathroom. After returning from the bathroom, please apply hand sanitizer to both campers' hands that went (even if one camper indicates they didn't actually use the bathroom and only went as the "buddy").

CAMPER BELONGINGS

Camp CUBBER has changed its personal electronics policy. Campers are allowed to bring, within reason, portable electronic devices on specific days (as noted on the Those devices include: portable audio devices, portable video gaming devices, tablets, iPods, and iPads. These items and accessories are the sole responsibility of the camper and must be cared for accordingly. Please encourage parents that if they are afraid their child will lose their personal items, to leave them at home. Items lost while at camp will be placed in a camp "Lost and Found" area.

Games, music, and videos on these devices should be appropriate for play at a Christian summer camp and may be checked randomly for appropriateness. Camp CUBBER and its staff WILL NOT be held responsible for lost, misplaced, or stolen monies or other personal property. If there is an issue of possible theft, campers' personal belongings may be looked through by a camp supervisor. If there are things campers would like to be kept personal or confidential, encourage them to please leave these items at home. Any items with a dispute of ownership will be held in the camp office until both parents have arrived.

SAFETY

CAMPER ILLNESS

All campers will be temperature checked prior to admission daily. That said, we still need to continue to monitor for illness and be aware if a camper appears he / she is becoming ill. Please contact your Admin immediately if you suspect a camper of illness. Admin will retake temperature and look for signs of illness. If illness is suspected (or camper has a fever) he / she will be brought to an isolated room (within sight of office / Admin staff), and parent will be called to immediately come pickup. No sick camper is to be in contact with the other campers.

CAMPER ALLERGIES

A list of camper ALLERGIES is inside your clipboard and located in your Admin Staff's notebook. Please note those children in your group or classroom with allergies. Some children have food allergies and may need a different snack at times. Be certain the allergy list is taken on field trips along with any medications campers with potential allergy issues may need.

MEDICATIONS

ALL medications must be brought to the office by the parent / guardian who must fill out and sign a medication form in order for Camp CUBBER to dispense any medicine to a child. All medication must be in a prescription bottle with the child's name, doctor's name, medication name, a non-expired expiration date, and dosage to be given. It will be kept in a locked cabinet in the office. **NO staff member may administer ANY medication** (over the counter or prescription) **unless a medication form is on file. Medicines will be dispensed by the Director, Office Staff, or Admin Staff only.** *An EpiPen may need to be administered by a group leader or other staff member depending on the situation and severity emergency.*

ABUSE AND NEGLECT

An important factor in providing quality care to young children is ensuring their health and safety by protecting them from abuse and neglect both in their homes and in your care. Approximately one million children are abused or neglected annually and 2,000 children die each year as a result of abuse. It can be assumed that any child in your care is, or has been, a victim of child abuse. Each employee is required to read and sign an Acknowledgment Form on "Child Abuse and Neglect Reporting".

WHAT MUST BE REPORTED - Staff need to be aware and have an understanding of the definitions. In most cases there will be physical signs and behavioral characteristics of a child which will lead you to suspicion of abuse. As a responsible staff member you are to report suspected abuse to the Director. If necessary the Director will contact the appropriate agency. Everything must be very carefully documented.

PLANNING AHEAD / THINKING AHEAD

Summer camp is to be operated in a manner which minimizes accidents and injuries to campers and staff. It is each employee's responsibility to correct unsafe conditions such as liquid or food spills, paper on the floor, exposed cords, etc. which could cause an accident. Employees should report unsafe conditions and fire hazards immediately to the office if unable to correct the problem. The report should be both verbal and written with a full description of the problem.

Playgrounds / fields are areas of camp where the risk of camper injury is high. All staff members must recognize the unique challenge of a playground and field areas. It is easy for a staff member to look upon outdoor time as a break period or at least a time to sit down and relax. **HOWEVER, THE PLAYGROUNDS AND FIELD REQUIRE INCREASED SUPERVISION.** It is imperative that counselors are on their feet, stationed throughout the playground area and employing the maximum in risk recognition and safety supervision. Playground equipment is to be used in accordance with its design (e.g., slides are for sliding "down" not "running up").

We are asking all staff members to approach the playground areas as if you were a spotter in gymnastics. Place yourself under or near playground apparatus that appears to possess potential danger for a camper. Be alert and prepared to protect the camper if an accident should occur. Approaching playground areas with the attitude that you are "spotting" children as in gymnastics is proper playground "risk recognition."

Finally, as in all areas of the camp, be another pair of eyes for us when in playground areas. If you see a piece of playground equipment that needs repair or appears potentially dangerous for campers, please bring it to the attention of your Admin Staff. **THINK SAFETY!**

PROCEDURES FOR HEALTH AND ACCIDENT EMERGENCIES

REMEMBER: MOST ACCIDENTS CAN BE PREVENTED. SAFETY SHOULD ALWAYS COME FIRST IN PLANNING AND CARRYING OUT ANY ACTIVITY. BUT, ACCIDENTS DO HAPPEN. IF YOU HAVE ONE, HERE'S WHAT TO DO...

Check for noticeable injuries and control bleeding. IF a camper is injured and registers a complaint involving his/her head, neck, back, or the slightest possibility of a broken bone, **DO NOT MOVE THE INJURED CAMPER.** Keep the camper calm and perfectly still while you send someone for your Admin or office personnel. Move other campers away from the injured camper and try to keep the situation as calm as possible. If a child is injured never leave him/her unattended.

Have someone who witnessed the accident available to give details to the administrator or emergency personnel. The administrator will determine if emergency services are to be called. The main office or the administrator will notify the parent(s). A complete accident report will be completed by the group leader. If you see an accident occur, please notify your administrator or the Camp Director.

The following are general first aid procedures:

1. **REMAIN** calm. Act quickly but carefully.

2. DETERMINE – WHO is injured? WHAT part of the body is injured? HOW did it happen (e.g., fell down, bumped head, hurt arm, etc.)?
3. SEND FOR HELP. Radio for your administrator or the camp office depending on the severity of the injury. Provide basic injury information so medical help will know what type of first aid equipment to bring and whether or not to call the paramedics.
4. BEGIN EMERGENCY CARE (First Aid) – TREAT ACCORDING TO PRIORITY! Whenever there is bleeding, put on rubber gloves and follow universal precautions.
 - BREATHING: Ensure individual has an open airway and give mouth to mouth or mouth to nose artificial respiration. Use a breathing mask found in each first aid kit.
 - BLEEDING: Control severe bleeding by use of direct pressure on wound and / or applying pressure to major pressure points. ELEVATE INJURED AREA IF POSSIBLE.
 - SHOCK: Keep injured person lying down if possible. Cover person if they feel cold or have chills. Elevate legs. Reassure person.
5. KEEP SPECTATORS/GROUPS AWAY: Send them to another area where supervision is available or seek assistance from another staff member.

Remember, should an accident or injury occur, staff will act immediately to administer emergency procedures and rectify the cause of the accident to prevent future occurrences. In the instance of bleeding or open wounds, before administering care, the staff member is to immediately put on latex gloves (located in the first aid kit in the office or the first aid kits in the field trip boxes). Staff member may ONLY clean wounds with water, apply sterile bandages and apply pressure if needed to stop the bleeding. All accidents require an accident form to be filled out, signed by the camper's parent / guardian and staff member. Those forms should be given to the Director to sign and file. Any accident requiring a physician or hospital visit must be documented immediately after child has been attended to and given to the office personnel for the child's permanent record. First Aid Kit refill supplies are in the upstairs A hall closet (an office staff can help you locate them should you need to).

CRISIS MANAGEMENT PLAN

In addition to accidental injury, there may be other emergency situations that arise. The best way to handle those situations is to be prepared ahead of time should they ever occur. Please read the situations below. They explain what steps need to be taken in each circumstance.

In the event of an emergency at Camp CUBBER, this Crisis Management Plan has been developed to provide procedures for dealing with various emergency situations in the camp environment. Our goal in every situation is to keep campers, faculty and staff safe, while handling each situation calmly.

It is very important that each staff member be well acquainted with the procedures in this plan in order to be prepared in advance for emergency situations. Drills for various situations may be held throughout the summer. Please take each drill seriously, as there will be times when a drill could be a genuine emergency. There are typically only two responses to camp-wide emergency situations — either evacuation or lock-down. Both responses, and the situations where they will be used, are detailed below. In addition, this plan will address other situations, such as weather issues, and how they are to be handled at both the Administrative and group levels.

Administration will not always be able to give detailed information regarding an emergency. Please remember to act calmly in all situations in order to instill confidence in your campers. Complete all of your responsibilities and follow all policies and instructions as given. Remember to check your e-mail for possible updates. Other pertinent information will be shared following the emergency.

Group leaders are to have their classroom attendance clipboard with camper emergency info easily accessible at all times. In the event of an emergency, these may be the best source of information for contacting parents or other family members.

It is our prayer that, other than drills, we are never called upon to confront the emergency situations in this Plan. However, keeping our staff, faculty and campers' safety and well-being first and foremost, these procedures will help us be prepared for any situation so we can minimize the impact should the need arise.

COMMUNICATION IN CRISIS

- Clear communication in a crisis situation is absolutely necessary. Please observe the following guidelines as it relates to the communication chain of command.
- The Camp Director, or his designee, will be the administrative lead in all crisis situations. He is the only person authorized to make decisions, give directions, or speak to the media during a crisis situation.
- All Walkie Talkies should be set to Channel 1.
- All personnel with cell phones should carry one during a campus evacuation. However, you should not use it until you are directed to do so by Administration.

BUILDING EVACUATION

Camp CUBBER buildings could be evacuated for the following reasons:

- Fire
- Hazardous spill or air contamination inside the building
- Bomb threat or explosion
- Other events deemed necessary by the Administration

The evacuation signal will be the continuous ringing of the building's fire alarm (along with fire alarm strobes). This will allow buildings to be evacuated individually, if needed. All rooms have an evacuation map posted near the exit at eye level. Do not return to the building until your evacuation zone has been given the all-clear by Administration.

STAFF RESPONSIBILITIES

- Staff are to make sure all campers have been given clear instructions at the beginning of the summer on how to evacuate the building and where to assemble during an evacuation. It is the staff's responsibility to know the evacuation route for each room they may use during the day.
- In case of a blocked exit, the staff is to give appropriate instructions to the campers on how to exit.
- When the alarm sounds, the staff is to quickly pick up the attendance clipboard with the emergency contact info inside to take when leaving the building.
- Calmly assist the campers as they leave the classroom.
- Turn off the lights and close the classroom door as you leave.
- Report to your Evacuation Zone. (Note: campers not in the room at the time of the drill are to go to the closest staff member. Under no circumstance are they to return to the classroom before evacuating the building.)
- Once at the Evacuation Zone, staff members are to use staff attendance records to verify that all campers are present. If a camper is missing, the staff member is to immediately

notify a Camp Administrator, who will check the other Evacuation Zones via walkie-talkie for that camper.

- Once all campers are accounted for, the staff member is to raise their attendance clipboard to notify the Zone Administrator that everyone is accounted for.
- Notify the Zone Administrator if a camper needs medical attention.
- Staff members are to stay with the campers until the all-clear has been given to return to the building.

Camper RESPONSIBILITIES

- Exit through assigned doors
- Listen to the staff members' directions
- Walk quickly in single file; do not run or push
- No playing or talking

ADMINISTRATION RESPONSIBILITIES

- Administration is to assign appropriate Personnel or Zone Administrators to each Evacuation Zone.
- Bear Groups to South Parking Lot (Zone Administrator = Lori Steele)
- Expedition Groups to Basketball Court (Zone Administrator = Gineen Rushkowski)
- Space Vehicles to Field (Zone Administrator = Jennifer Parent)
- Should one of the Zone Administrators be off site at the time (or scheduled off on that day) the backup Zone Administrator will take that zone.
- In the event of an actual fire or explosion, a Camp Administrator is to immediately call 911 (though the fire department will be automatically notified through our fire system).
- Each Zone Administrator will complete their Zone Checklist to verify that their area has been evacuated.
- The Zone Administrator will communicate with the Camp Director (via walkie-talkie, Channel 1) when their zone has been evacuated and if there are additional or missing campers or individuals in their zone.
- In the event the missing individuals cannot be located, Administration will do everything possible to locate them, unless their own safety is at risk.
- In the event of a drill, the Zone Administrator will time the evacuation from the time the alarm sounded, until all individuals in their zone have been accounted for.
- The Camp Director, or his designee, will give the all clear and the order to return to the building when appropriate (in the event of a drill, after all areas have been evacuated. In the event of a genuine emergency, after the situation is no longer a threat).

FIRE DRILL PROCEDURE

Fire drills may be performed during the summer. ALL CLASSROOMS MUST HAVE AN EMERGENCY PLAN POSTED WITH A MAIN AND ALTERNATE ROUTE DEPICTED. Fire drill procedures should be reviewed with your group at regular intervals.

Each staff member that is in charge of campers should:

- Assist and cooperate with the director and building administrators in the development and use of fire exits or emergency evacuation plans. Instruct campers to recognize smoke, understand that it rises, and to get away from smoke by staying low to the floor and getting out of the building.
- Lead a prompt and orderly evacuation of the class to your assigned ZONE by having full control of all campers.

- Account for all campers upon reaching termination point of drill and report any discrepancy to the camp official(s) in charge. Hold up your attendance clipboard when all campers in your charge are accounted for. A designated zone administrator will assist in the location of any missing campers.
- Be thoroughly acquainted with the use of fire alarms, fire department notification, exit facilities, and the fire extinguisher.
- Thoroughly acquaint each camper with procedures to be followed in the event evacuation routes are blocked by smoke or fire, the proper use of fire alarms, and the subsequent procedures of notifying the Director or building administrators and fire department.
- Make certain that everyone is out of the room and close the door when leaving. Lights should be turned off.
- Check restroom areas located both within the classroom and in the hallways.
- Prevent campers from stopping to put on coats or other clothing.
- Conduct an orderly, controlled exit rather than one based on speed alone.
- Move campers far enough from the building to be out of danger from fire and well out of fire fighting equipment and personnel.
- Wait for the official "all clear" signal before re-entering the building.

SEVERE WEATHER CONDITIONS

Thunderstorms — vacate the playground or other outside areas when you observe a thunderstorm approaching. If there is a severe thunderstorm warning, all outside activities will be suspended until the all clear has been given by Administration.

Tropical Storms and Hurricanes — In the event of a tropical storm or hurricane, Camp CUBBER will follow the decision of the Pinellas County School System, as well as the recommendations of the Pinellas County Emergency Management Team, the Florida United Methodist District, and the church's business administrator concerning camp closure. Camp will also attempt to notify parents and staff via email and / or phone of any camp closures.

STAFF RESPONSIBILITIES

Staff will be notified in a timely manner should it appear that a closing is possible in order that they may prepare their classrooms in advance. Below is a checklist of items to be completed prior to departure from campus:

- Shut down and unplug all computers, printers, etc.
- Disconnect network cables from the computer and the wall and place in a safe, dry location such as a file drawer or closet shelf.
- Move valuable textbooks, camper papers, instructional materials, and equipment to a well-protected area of your classroom, preferably to a locked file cabinet or closet. Do not store anything on the floor.
- Cover all computers and valuable items with plastic. Trash bags will be provided if available. Seal bags with duct tape. Computer towers should be stored above knee level.
- Unplug, cover and store all electrical appliances, cd players, etc.
- Stack chairs and place on the wall farthest from the windows.
- Have campers remove all personal items from desks and cubbies and take home.
- Leave a copy of your personal evacuation plans, including phone numbers where you can be reached if needed.

ADMINISTRATION RESPONSIBILITIES

Should Administration determine that a severe weather situation requiring camp closure should occur during the day, an announcement will be made over the intercom to inform

staff and campers that camp will be closed on the following day.

- Administration will utilize email and telephone systems to alert parents of any closure or pertinent information.
- The camp's telephone system will be changed to notify parents of the camp closure.
- The Director will notify the local radio and television stations of the camp closure.
- Administration will verify that all Camp Facilities, including office areas, have been appropriately prepared for the impending storm. (if time allows)

TORNADO PROCEDURE

During a TORNADO WARNING, all campers will be directed to their Assigned Zone. Campers are to travel in an orderly manner YIELDING TO YOUNGER campers as they proceed to their designated areas.

TORNADO WARNING ZONE ASSIGNMENTS

- If the room you are **located in is in the bottom of the A Building**, remain downstairs and proceed to the A bathrooms and interior hallway outside of downstairs A bathrooms
- If the room you are **located in is in the top of the A Building**, remain upstairs and proceed to the upstairs hallway outside of A-210 to A-212
- If the room you are **located in is in the bottom of the B or C Building** (or if you are located on the **playground or field**), remain downstairs and proceed to the bottom of the A Building in the interior hallway from room A-108 to A-114
- If the room you are **located in is in the top of the B or C Buildings**, remain upstairs and proceed across the catwalk (if it is safe to do so) and into the top of the A Building, stopping in the hallway between A-204 and A-209. If it is not safe to proceed across the catwalk, please contact your Admin for an alternate location.
- If you are **located in the Multi Purpose Room**, proceed to the hallway outside of the Multi Purpose Room closest to the nursery.
- If you are located in the **Cafeteria**, proceed to the A Building to the hallway outside of the Multi Purpose Room closest to the nursery.

TORNADO WATCH / WEATHER WATCH

Should weather conditions become favorable for tornados, a WATCH will go into effect and staff members will be notified. During a tornado WATCH, all classes are to remain indoors. Please know where your campers are at all times.

TORNADO WARNING / WEATHER WARNING

If a tornado or similar weather WARNING is issued, everyone should proceed to the above referenced zone assignment areas. Group leaders must bring their class attendance clipboard with camper emergency paperwork inside. Report to your assigned zone and assume a duck and cover position until the "all clear" signal is given.

LOCKDOWN PROCEDURES

Suspicion of a gun or other weapon or an intruder on campus should be reported immediately to the administrator in charge. Staff members should not take action on their own. **Announcement from staff member reporting an incident via intercom or two way radios.**

OFFICE PROCEDURES:

- Office Manager will call 911. The person designated to make the call to the police needs to stay on the line and be aware, via radio, if there are any changes of events to better prepare law enforcement, or other emergency agencies.
- An Admin will notify Sports & Rec. classes and groups on the playground to either enter or exit property.
- Office door will be locked (pulling in any stray campers, staff or parents) and lights will be turned off.
- The Admin should find out as much as possible. Try to find out where the weapon is located. If it is a gun, assume it is loaded.
- The intruder or person with the weapon should be isolated, if possible, from other campers and staff.
- The Director or designee will remain in the locked office and be looking for the first responding law enforcement officer(s) to arrive and be ready to provide a copy of this handbook.

CLASSROOM PROCEDURES:

- Once the staff member calls for a lockdown using the code provided at orientation, all campers should go to their designated safe place in their class with the direction of the staff, get in a "duck and cover" position, and remain silent as if no one was there. Remain calm.
- Lock door(s) and while locking door(s), quickly scan hallway and pull in any stray campers, staff or parents with a visible identification badge.
 - Turn off all lights, close blinds, and cover windows and/or doors with black covering (if possible).
 - Ignore all bells, whistles, and fire alarms, however, always use your best judgment (i.e. if you smell or see smoke, leave your room.)
 - Once your door is locked, your door is to remain locked (i.e. - if police, administrator or a camper comes and knocks on the door, DO NOT OPEN THE DOOR).
 - If campers or staff are in the halls during a lockdown, they should go to the nearest classroom or restroom. If in the restroom, they are to lock the bathroom door and also lock themselves in a stall, put their feet up and remain silent.
 - If there is a life-threatening injury in the classroom, a RED CARD will be placed under the door where half the card is in your room and half the card is out. NO OTHER COLORED CARDS ARE TO BE USED.
 - Staff members should make a list of campers who are in your room and a list of campers who were sent somewhere before the lockdown occurred and their last known location. You will keep this list until the lockdown is over), Campers that are outside during Sports & Rec. will either be informed by radio and/or bullhorn to go to the closest secure area on campus or to go to the designated safe area off campus located at the Palm Harbor Presbyterian Church.
 - If campers are in the cafeteria, they should either go behind the serving line, or duck and cover under their tables.
 - If the intruder is in the room, campers should be told not to make eye contact with the intruder.
 - An "All Clear" will signal an end to the lockdown. Do not open your door on the all clear signal. Administrators and law enforcement officers or designees will come to your class and unlock your door. If no one comes to unlock your door, the lockdown is not over.

BOMB THREAT (IMMEDIATE EVACUATION)

The most likely response to a bomb threat will be an immediate evacuation. Listen carefully to administration in case you are directed to evacuate to an alternative location. Follow all instructions carefully. Upon notification of a bomb threat, camp administration will immediately contact 911.

- Administration will report the situation, asking for their recommendation on the appropriate response.
- Administration will gather information for authorities, including maps of the campus.
- Follow all procedures listed for Fire Drill, unless otherwise instructed by emergency personnel.
- Determine if campers and staff ought to evacuate to our designated alternative site.

HOSTAGE SITUATION

STAFF RESPONSIBILITIES (Active role)

- In the event you and/or your campers are taken hostage, remain calm and help keep the campers calm.
- Do not approach the hostage taker. Follow all directions as given by Administration and/or emergency personnel.
- In the event you are taken hostage, ask the hostage taker if some of the campers may leave the area.

STAFF RESPONSIBILITIES (Non-Active role)

- In the event you are not taken hostage, but you witness such an event, immediately notify Administration, giving as much information as possible.
- Remain calm and help keep your campers calm.
- A lockdown will be announced and all standard lockdown procedures should be followed.
- Stay out of view of the hostage taker if in your vicinity.
- Be prepared to evacuate the building should such an order be issued.

ADMINISTRATION RESPONSIBILITIES

- Upon notification of a hostage situation, immediately call 911 and institute lockdown procedures.
- Follow all instructions from emergency personnel.

HAZARDOUS MATERIALS

STAFF RESPONSIBILITIES

- Report all spills or suspicious odors to Administration
- Should the spill be deemed serious, you will be notified of further action, evacuation and/or lockdown.
- Follow all lockdown or evacuation procedures as previously outlined.

ADMINISTRATION RESPONSIBILITIES

- Upon notification of a hazardous material spill (either on campus or in the campus vicinity), determine the correct course of action, whether evacuation or lockdown.
- Follow all instructions from emergency personnel.

EXTENDED BUILDING POWER FAILURE

STAFF RESPONSIBILITIES

- Open all shades or curtains to allow as much light in as possible. If your classroom does not have windows, contact Administration to determine where your class may move that would have more light.
- Limit restroom use as much as possible until power is restored.
- Use external staircases when feasible, as they are better lit.
- In the event additional action needs to be taken, an Administrator or Administration representative will come to your classroom to notify you.

WEAPON ON CAMPUS

STAFF RESPONSIBILITIES

- If there is a rumor, a suspicion, or evidence of a weapon on campus, report the information to Administration immediately. If you believe the weapon might be in your classroom, write a note giving as much information as you can, seal it and send it to another staff member via a camper so that staff member can notify Administration. Do not indicate in any way by your actions or words that you are alarmed.
- If a camper displays a weapon, do not try to disarm him/her. Back away and ask the camper to put the weapon down. Remove any campers who might be present, if possible.
- Await further instructions from Administration or emergency personnel.

ADMINISTRATION RESPONSIBILITIES

If the weapon is not visible...

- Escort the suspected camper to the office.
- Call for a lockdown of the immediate area.
- Take possession of the camper's personal property.
- Search their property (if applicable)
- Call 911
- Call parent or guardian

If the weapon is displayed...

- Initiate campus lockdown immediately
- Call 911
- Try to talk the camper into putting the weapon down.
- Evacuate any campers from the immediate vicinity, if possible
- Follow directions of law enforcement officials

If the weapon is discharged...

- Initiate campus lockdown
- Call 911
- Try to talk the camper into putting the weapon down
- Evacuate any campers from the immediate vicinity, if possible
- Follow directions of law enforcement officials
- Administer first aid to victims, when safe
- Isolate the area where the incident occurred (it is a crime scene)
- Isolate witnesses from each other, if possible

- Call parents of all campers involved (perpetrator, victims and witnesses)

OFF-CAMPUS EVACUATION

In the case of severe disaster, if local authorities ask us to leave the campus, we will heed their advice immediately. Below are the plans for off-campus evacuations:

- Report to your designated evacuation zone and follow all established procedures for a campus evacuation.
- As soon as safety permits, the Director or his designee will announce that we are moving to our secondary evacuation site. All campers will be moved to our secondary evacuation point located adjacent to our campus at The Presbyterian Church of Palm Harbor located at 2021 Nebraska Ave. An alternate site may be designated by official disaster control officials.
- Campers will walk across the WCS Field to the Presbyterian Church. Unless escorting a group of campers, staff members may not leave campus until all campers have been transported.
- Camp staff will initiate contact with parents to keep them posted as to the situation.

MISSING CHILD

1. A camper that cannot be accounted for by a counselor should immediately be reported to their administrator, who will also notify the camp director. Camp director will determine if police dispatch is needed based on the age of the child and the length of time missing. The following information should be provided:
 - The last place and time the camper was seen
 - Name, age & what the camper was wearing
 - Other information that could be helpful
1. Upon notification of a missing camper, a special announcement through the walkie talkies will be made. At this moment, all classroom staff members and support staff will report to the office. Group leaders will run the particular activity that their campers are at. Classroom staff members and support staff will then be given a description of the camper and given a special area to search.
2. Once the camper is found, this will be announced. All classroom staff members and support staff will return to their respective areas.

IMPORTANT STAFF INFORMATION

KEYS TO SUCCESS AS A CAMP STAFF

- **BE ENTHUSIASTIC:** The campers generally reflect the attitude of the staff. It is, therefore, imperative that all staff participate enthusiastically in all activities and aspects of the program.
- **BE COOPERATIVE:** By working together, group leaders and classroom staff members will become effective, positive role models for the campers. In addition, constructive input following the activity will help ensure that a positive atmosphere exists for future activity periods. Everyone at camp uses classrooms and common areas, and it is the responsibility of all staff and campers to work together to clean up following an activity.
- **BE ENCOURAGING:** All staff should encourage the campers to be creative and imaginative. The campers want to know that you are interested in what they are doing. Show them that the point to participating in an activity is to have fun and learn. Enjoyment of the activity should not be affected by the camper's success or failure.
- **BE INNOVATIVE:** Innovative activities do not always originate from classroom staff members. In fact, the classroom staff members sometimes want to hear suggestions from group leaders. Group leaders should consider their group's skills, capabilities and desires when selecting activities. Two-

way communication will help to identify activities that the campers prefer and will make for a more enjoyable activity period.

HINTS AND TIPS FOR CAMP STAFF

1. Choose activities suitable for your group according to age, gender and number in the group.
2. KNOW the game you are teaching thoroughly and LIKE IT. You can expect to succeed in leading a new game only when you have visualized it and understand it perfectly yourself.
3. Think it through step by step before facing the group. Ask yourself, "Where will I start?" "Where will the group be standing and how?", "What will I say first?", "What will the players do first?" and so on. Try to foresee and avoid any difficulty that might arise.
4. Be sure that everything you need in playing the game (balls, paper, pins, etc.) is where you want it, when you want it.
5. Get attention of the group; use a whistle sparingly, wait for natural pauses, speak slowly and low, not high and fast. Be jovial.
6. Name the game. Invent names to involve imagination to stir up interest. You can use old games, but with names and equipment common to that particular day and session theme.
7. Get players into position.
8. Give brief rules in a clear voice. Don't talk too much. People can't remember many details.
9. Demonstrate. This is very important. People learn best by seeing.
10. Proceed slowly, especially at the start of a game or program. A great many leaders lose their players by trying to rush them into activities that are new to them.
11. Play the game for FUN!! Enjoy it yourself. Enthusiasm is contagious, but it cannot be caught unless it is present (usually the leader). Have fun even if mistakes are made... as they are 95% of the time.
12. Correct mistakes, answer questions, demonstrate the game again if necessary, but remember, PLAY THE GAME FOR FUN.
13. See that the selfish or more capable persons do not have the lion's share of play; the opportunity should be evenly distributed.
14. Never blame the players when the game fails. Often mistakes may provide the occasion for good fun at no one's expense.
15. Stop the game before interest lags! Be careful that players do not stand too long, sit too long, or get too hot, thirsty or dizzy. Keep the "I want more" attitude going and not the "I'm too tired" feeling.
16. Utilize leadership of others. When players are allowed to participate in the planning and leading of games they often enjoy them more.
17. Vary the program. Be ready to modify at a moments notice for existing conditions.

THE IDEAL CAMP STAFF

The Ideal Camp Staff Member is a unique human being, who is just like you and me, but tries to:

1. Make the ground rules clear
2. Encourage discussion of the issues
3. Build everyone's self-esteem
4. Expect real insights from participants of any age
5. Adapt and modify the exercises to make them relevant to his/her group and setting
6. Participate himself or herself
7. Listen very carefully for feelings as well as content
8. Clarify and repeat key points
9. Not let it go too long
10. Keeps personal socializing at a minimum and concentrates on their job.

11. Exercises good common sense. If in doubt as to the safety or appropriateness of an activity, he / she seeks the opinion of a supervisor.

12. And an ideal camp counselor NEVER:

- Gives orders to everyone
- Listens to only a few people
- Puts people down
- Jumps to conclusions
- Forces people to do anything they don't want to do
- Embarrasses anyone by pushing him or her to share private things
- Expects miracles of anyone
- Thinks he/she is perfect

CAMP CUBBER 2021: EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I have read and understand the staff handbook in its entirety, agree to abide by all guidelines to the best of my ability, and conduct myself according to the behavior and policies described therein.

Signature

Date

Confidentiality in Child Care Statement

As an employee of Stars & Comets and / or Camp CUBBER at Palm Harbor United Methodist Church, I do hereby certify that I will respect the confidentiality rights of every child who attends this child care facility. I understand that confidentiality of each child's information is strictly maintained to protect the privacy rights of the parents and children. I pledge that I will not discuss or otherwise communicate any form of information concerning the care or condition of any child with unauthorized individuals. I understand that failure to abide by the child confidentiality requirements may result in my immediate termination.

Print Name: _____

Signature: _____

Date: _____