



2022

Get Happy Summer Day Camp – Staff Policies and Procedures



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Dear Get Happy Summer Day Camp Staffers...

Welcome to the Get Happy Summer Day Camps Program.

This summer, you have the ability to change the life of a child...how are you going to do it?

There are so many things you could choose to do this summer, so what makes a summer camp job so special? If you want to make a positive difference in the lives of children and love being active outdoors, then working at a summer camp can't be beat. Being a camp counselor really is a unique opportunity. It's not only way more fun than most other jobs, it's really valuable for you later in life because of the skills you'll gain and develop. There's no doubt; "camp counselor" looks great on your resume!

This handbook and Binder provides you with many resources that you will need to implement a great summer day camp. Please take the time to review it prior to the start of camp.

Let's enjoy a have **FUN** this summer!

"Coming together is a beginning, staying together is progress, and working together is success" ...Henry Ford



...PROGRAM INFORMATION...

Our Mission...

Provide a high quality, varied and accessible summer day camp program, that enhance the quality of life for all children and abilities.

How do we define an outstanding camp?

- An Outstanding Camp is a place where children are valued.
- All Staff view each child as a unique individual with something special to offer.
- All Staff show an interest in each child, calling them by name, communicating individually with them, and listening to what they have to say.
- All Staff take time with the children, communicating that being with children in general and them in particular is fun.
- All Staff create an environment where the focus is on the interests and needs of children.

An Outstanding Summer Program is a place that is fun and exciting for children.

- Activities are varied to meet a range of interests, abilities and needs.
- Activities invite participation; they are fresh, interactive and inclusive.
- Camp provides children with choices and opportunities for self-expression.
- Staff is enthusiastic, energetic and fun to be around; they are well-prepared and competent.

An Outstanding Summer Program is a safe place.

- Campers are well supervised in every situation throughout the camp day.
- Staff is vigilant; they constantly monitor the camp site for safety hazards.
- Safety is a first priority, and every activity takes safety into consideration.
- Campers are taught good safety measures as part of the camp routine.



Staff goals each day...

✓ Inclusion of all campers	✓ Total group cohesiveness	✓ Lead by positive example
✓ Create a safe and welcoming environment	✓ Happy and safe campers	✓ Promote caring, honesty, respect and responsibility
✓ Provide quality programs with a balance of activities (song, crafts, physical activities)	✓ Create a safe and welcoming environment	✓ Have FUN!

Staff Expectations...

Unless Hamlets make other decisions, your typical work day will run from 8:30AM – 4:30PM...you will:

- ✓ Attendance is key to your success in the program. Report to work on time, **at least 30 minutes before the start of camp**, unless otherwise directed by your supervisor. This allows you to set-up for the day ahead. Your day should end 30 minutes after kids leave. This will help you clean up and be ready for work the next morning.
- ✓ All GET HAPPY SUMMER DAY CAMP STAFF must be dressed in attire appropriate for position.
- ✓ Respect other staff members – do not contradict each other in front of the participants.
- ✓ If you are going to be absent call the Recreation Supervisor. You must call in at least 2 hours before your shift.
- ✓ If you need to leave an area, please make sure it is covered and inform other staff so they are aware.
- ✓ Bring any concerns to your supervisor before they become an issue.
- ✓ Your "team" and the kids are counting on you...wake up early, **be the one everyone can count on!!!!**

Ten Tips for Success...

Regardless of your role this summer, following these tips will make you a winner! In fact, you'll find the following tips scattered throughout this manual as a quick reminder that providing an outstanding camp is our goal.

- Do everything with enthusiasm. It's contagious!
- Be a team player.
- Take initiative, and try new things.
- Maintain a positive mental attitude no matter what the circumstances.



- If in doubt, check it out! Many mistakes occur when people make assumptions.
- Reflect a "can-do" attitude.
- Focus your attention on the campers at all times. After all, that's why you're here!
- Always think in terms of safety first.
- Smile a lot.
- Have fun!

Standards of Conduct...

You are expected to conduct yourself in a professional manner and comply with the standard sand practices as specified in this manual while involved in MCRD programs. The following standards of conduct must be strictly followed, and failure to do so will result in release from your position.

- All program standards and practices are to be followed at each camp.
- Tardiness and unexcused absences will not be tolerated.
- Jeopardizing the safety and health of the children and other staff will not be tolerated.
- The use of obscene language is strictly prohibited.
- No intoxicants may be brought or consumed on the premises before, during, or after the camp program, and coming to camp with alcohol on your breath will not be tolerated.
- Smoking is prohibited at all programs and at all sites.
- Unethical conduct - representation of a position and/or responsibilities, sexual harassment or misconduct, insubordination or other inappropriate behavior - will not be tolerated.



Staff – Policies and Procedures

Staff Hours

All leaders are expected to be punctual for work. Staff hours will be as scheduled for the designated work term.

Staff discipline measures will be followed in the event of hour's abuse.

Pay Cheques

Pay will be as per the Hamlets payroll process. Any problems, please inform Supervisor and / or Programs Manager.

Sickness

In case of sickness, phone the Recreation Office or Supervisor at home as early as possible. Your absence affects your team and the kids.

Time Off

If urgent, staff may be granted time off. The proper procedure to ask for time off is to speak to the Supervisor. You must request time off in advance.

Meetings

Staff meetings should be scheduled weekly. This provides an opportunity to review what worked, take stock of your inventory and confirm plans for the following week.

During staff meetings, every staff member has the opportunity to participate and contribute his/her ideas.

Problems relating to campers, camp, and staff may be discussed and hopefully solved during these meetings. The meetings also provide an open forum for all staff and volunteers.

The goal of these meetings is continuous improvement of the summer programs, staff, and the camp experience.

Dress

Leaders are to use common sense and discretion when dressing for work. Staff shirts/jackets must be worn as frequent as possible, especially during off - site trips and special events.



Smoking / Drinking / Illegal Drugs

Use of such products will result in immediate dismissal.

Friends

Staff are not allowed to have friends visit during camp hours, special events or on off-site trips.

Telephone Use

Cell phones and texting should be limited to work purposes only, if required at all. Your friend's messages can wait.

Vehicle Use

Staff may not use their vehicles to transport participants, unless an emergency situation (i.e. cut requiring stitches). Please be aware that should an accident occur, it is your personal vehicle insurance that the claim will be made against.

Program Evaluation

Staff will be asked for their verbal and written feedback about the summer. Your suggestions are extremely important when making program improvements and changes.

Staff Discipline

Should actions by a staff member require discipline, the following procedure will be followed: **Stage One:** A verbal warning will be issued at a meeting between the Supervisor and staff member(s). The meeting will be documented by the Supervisor and signed by all staff in attendance. A copy of this report shall be forwarded to the Senior Administrative Officer (SAO).

* Any identified problems are to be corrected immediately.*

Stage Two: If any further problems re-occur, the Supervisor is to notify the SAO and inform of the situation. Further action will be discussed. A final warning will be issued, documented and signed by all involved.

Stage Three: Further problems will result in a meeting with the Senior Administrative Office, at which time a decision will be made as to the staff member's employment status. This process deals with problems of laziness, lateness and / or not performing up to Hamlet work standards. Gross misconduct will result in immediate dismissal.



Program – Policies and Procedures

Attendance

Leaders will take attendance each morning. Children will be “checked out” when they leave for home. Parents will be required to fill out a form indicating who will be regularly picking up their child (ren) and / or if they have permission to bike or walk. Children will be made aware of the routine of reporting to their leader before leaving.

Frequent “head counts” will occur throughout the day. “Head counts” are especially important during special events and off – site trips.

Emergency First Aid (review Emergency Action Plan EAP)

Camp Behaviour Guidelines and Program Rules...

- ✓ Campers are expected to participate in camp activities, follow the directions of the camp staff and stay with their camp group at all times
- ✓ Campers are responsible for their actions
- ✓ Campers must be respectful, honest and considerate of other campers, staff, volunteers and guests
- ✓ Campers must be respectful of Hamlet property, property of other campers, staff or guests, the environment and offsite locations
- ✓ Campers must ask permission to go to the washroom and must go in pairs

If a child does not follow the behaviour guidelines, the camp staff will take the following steps:

1. Staff will redirect the child to more appropriate behaviour.
2. The child will be reminded of the behaviour guidelines and program rules.
3. If the behaviour persists, a parent will be notified of the problem by the Camp Coordinator.
4. If a child’s behaviour at any time threatens the immediate safety of themselves, other campers, staff or guests, the parent will be notified and asked to pick up their child.
5. Get Happy Summer Day Camp reserves the right to ask a parent to pick their child up early, temporarily suspend the child from the camp program or expulsion from the program in extreme cases.



The following behaviours are not acceptable and may result in the immediate suspension of a child from the camp program:

1. Endangering the health and safety of other campers, staff, volunteers or guests
2. Stealing or damaging Hamlet or personal property of other campers, staff, volunteers or guests
3. Continual disruption of the camp program
4. Refusing to follow the behavioural guidelines and program rules
5. Using profanity, vulgarity, obscenity or acting in a lewd manner.

Bullying Policy

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion. All acts of bullying are strictly prohibited.

All incidents should be recorded in the behavior plan log book.

Off Site Activities

When going off site at any time, a poster stating where you are and expected return time is to be posted. Leaders are encouraged to make use of community locations (i.e. Fire hall, elders centre, etc.) for programming purposes. Always inform parents and the Recreation Office when going off site and return time.

Permission slips are required for all major off site trips. Prior approval from the Recreation Coordinator must be obtained for all major trips. One staff member is to be designated as the collector for these forms and any money involved.

Site Inspection

Staff will inspect the site and equipment prior to using. Dispose of any glass or dangerous articles found. Any faulty equipment discovered must be ruled "off limits" until fixed. Staff must inform office of any equipment or safety concerns immediately.



Supplies

Be sure to submit a list of necessary supplies to the Supervisor for the next week by Thursday. Include amount or number required.

Maintain conservative control over supplies to avoid waste and unnecessary expense.

Site Cleanup

Staff are expected to maintain the site and supply area neatness on a daily basis.

Programs – Forms and Logs

Accident Log

To be used for minor injuries only (i.e. scrapes, bruises, small cuts, etc.)

Date & Time	Child's Name	Injury	First Aid Performed	Parents Informed	Leader
July 30/17 10:20 a.m.		Scraped knee when fell on sidewalk	Cleaned with soap & water- wiped with alcohol pad- band-aid	Yes-when picked up	

Behaviour Log

To be used to record discipline situations.

Date & Time	Child's Name	Behaviour	Incident discussed with	Behaviour Goals set with	Parents Informed	Leader
Aug. 16 1:45pm		Throwing sand at other children	Yes – made a behaviour plan. Camper will help with snack for the next two days to show their leadership. If behaviour continues, camper will stick with me during the next play time.	Apology to other camper. Play nicely and ask for help next time they feel angry.	Yes-when picked up	



Behaviour Report Letter

A form letter sent home to parents upon removal of privilege (i.e. swimming) or with drastic behaviour / discipline issues. This form must be signed by the parent or guardian and returned the next day.

Program Plan

Program plans are to be detailed and include all plans (i.e. songs, games, etc.), who is responsible, supplies required. The Supervisor may check plans occasionally to ensure they are being completed properly.

Accident Report Form

To be completed in the event of all major and medium injuries. Detail, detail is a must.