Summer Camp Program
Staff Handbook
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Administrative Procedures

Important numbers:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Lisa’s Work Cell phone</td>
<td>(412) 709-0259</td>
<td>Moon Police Non-Emergency Phone</td>
<td>(412) 262-5000</td>
</tr>
<tr>
<td>Stacey’s Cell Phone</td>
<td>(412) 667-1162</td>
<td>Moon Township Municipal Building</td>
<td>(412) 262-1700</td>
</tr>
<tr>
<td>Parks and Recreation Office</td>
<td>(412) 262-1703</td>
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STAFF Positions

Summer Camp Director
- Lisa Shaughnessy is Summer Camp Director and Youth Programming Coordinator for Moon Parks and Recreation. She reports to Stacey Sommerfield, Moon Parks and Recreation Director. Lisa will provide core programming plans and schedule for summer camp; she will organize and facilitate all field trips and outreach programs. Lisa will take care of all administrative duties in relation to registration, payments, staff interviewing/hiring/training/scheduling/payroll, and email communications; she will order supplies and coordinate special events/programs/activities.

Specialty Counselors
- Specialty Counselors will be the leader of our specific activities daily at camp: art/crafts, music/dance, sports, nature/hiking, medic and group games are just some examples. The specialty Counselors are responsible for providing the camp director with a “lesson” plan (in accordance with the weekly camp theme) on the Thursday the week prior. Additionally, if any extra supplies are needed, the Specialty Counselor needs to request the supplies at least 5 days in advance. Councilors are encouraged to know and use the equipment and supplies already available to them.

Lead Counselors
- Lead Counselors are to be in possession of the group’s walkie talkie and are to monitor the sign in/out sheets, pick-up permissions, special parent communications, updates/changes to schedule/staff and report this to the summer camp director as well as communicate information as needed to the rest of the staff. Lead Counselors are also to model positive and appropriate counselor behavior for the counselors, and delegate appropriate tasks if needed.

Counselors
- Counselors will perform tasks as appropriately delegated by the summer camp director and lead counselors. They will supervise and monitor groups. They will retain camper’s safety cards and follow all camp program plans as directed.

Staff can fill more than one of the above positions. I.e., Lead Counselor can also act as a Specialty Counselor, etc.

Dress Code
You must wear a camp staff shirt (in good condition) while on duty. Shirts will be distributed on the day of counselor orientation, at which attendance is mandatory. Jeans, sweatpants, leggings, and shorts (appropriate length) are all acceptable. You must wear closed toe shoes. Tattoos and piercings are permitted as long as there are no inappropriate images or language displayed. Staff must wear lanyard with whistle and name tag.
**Parking and Personal Belongings**
Staff may park in any of the parking lots in the park as long as spots are open and not reserved for an event or other program. Personal belongings coming with you to camp should be limited to necessities. As we ask campers not bring electronics from home, we also ask staff to not bring personal electronics with them to camp such as Bluetooth speakers, laptops, portable gaming systems, etc. Staff’s personal belongings should be contained in a bag or backpack to keep secure and should not be left unattended. Please do not share any of your personal belongings with campers.

**Time Off**
If you need time off let the camp director know **at least one week in advance.** Be sure your availability is updated and in the office with the Summer Camp Director. Each staff member is allowed 5 unpaid week days off.

**Staff Meetings**
- We will have a half hour weekly staff meeting on Monday evenings at 5:30pm. Attendance at these meetings is mandatory for all staff.

**Cell Phones**
- Except for emergencies and while on breaks, **your cell phones should not be used while you are on duty.** Keep it stowed away. If you are talking or texting, you are not watching the children!
- Kids should not have access to your phone, you are not to share or show anything on your phone to the children.
- You should not take pictures of the kids, unless directed by the summer camp director or lead counselor (during field trips, special programs, etc) which will then be shared with lead councilor and/or camp director. No photos or camper information should be shared by staff via social media, email, or private text or message.

**Breaks**
- Groups (of 12 or less) will always have at least 2 counselors. Most of the time, both of you will be vigilantly spending time with and keeping your campers safe. However, during special activities, with a specialty counselor or other staff present who is leading an activity (sports, art, outreach programs, etc.) **one counselor at a time may take a break.** Breaks can be 15-30 mins depending on the length of the activity. Staff must rotate so that all councilors are given an equal opportunity for a break. Ensure that there is additional staff present so your group will not be out of ratio. Communicate break plans with all adults involved.
- During a break time, you may go check your phone or you may just sit down for a bit to take a breather. However, it must be clear that you are on break and are not responsible for your campers during that time. Individual break times will be decided per day, per week, within staffing groups.

**Timesheets and Payroll**
- Timesheets will be located in the Staff Timesheet Binder. Also, in this binder will be a master copy of the staff schedule.
- Staff should fill out their hours on their timesheet every day. Timesheets must be signed and dated to be processed. The camp director will review timesheets and submit them to the Parks and Recreation Director every other Monday, so it is important that staff make sure their timesheets are filled out completely and signed on the Friday before.
- If receiving pay by check, rather than direct deposit, checks will be mailed to employee address on file. Direct deposit is recommended.
Staff Discipline Policy
To protect the best interest of the Township, Moon Township reserves the right to discipline employees. In this regard, the Township’s intention is to dispense such discipline in a fair, impartial and just manner. Disciplinary action is used to correct a problem, deter future such problems and educate the employee to ensure his or her appropriate and satisfactory future performance.

While every disciplinary instance is unique, the following general guidelines will be used as an example of progressive discipline:
1. A written warning shall generally be the appropriate reprimand for a first offense. It should contain the reason for the disciplinary action, expected corrected behavior and disciplinary consequences for any future such infractions.
2. One (1) to three (3) days of unpaid leave is generally the appropriate reprimand for second offenses, depending on the severity of the infraction.
3. Five (5) days of unpaid leave is generally the appropriate reprimand for third offenses, depending on the severity of the infraction.
4. Termination of employment is the final level of progressive discipline.
The Township reserves the right to bypass this progressive discipline policy and issue any level of discipline it deems appropriate.

For illustration purposes only, and without intending to limit the Township’s discretion to terminate an employee for any reason it finds sufficient, outlined below are examples of instances that may subject an employee to immediate discharge:

1. Leaving children unattended and/or groups out of ratio. As well as any actions that would put a child at risk or in danger, in any way.
2. Possessing any weapons or items that is deemed dangerous on Township property. As well as, provoking, instigation or being involved in a fight on Township property or carrying out acts of violence or threatening violence to an employee, supervisor, Township official or visitor.
3. Possession and/or use of intoxicants or controlled substances on Township premises during working hours or being under the influence of the same during working hours.
4. Insubordination, including refusal or deliberate failure to carry out a work assignment or to comply with the instructions of a supervisor.
5. Stealing or misappropriating property or equipment belonging to the Township or a fellow employee, or property of outside concerns servicing the Township.
Daily Camp Operations

**Hours of Operation**
Morning Extended Day: 7:30am- 8:00am - CANCELLED FOR 2021  
Core Camp Hours: 8:00am-5:00pm  
Afternoon Extended Day: 5:00pm-5:30pm - CANCELLED FOR 2021

**2021 Session Schedule for Ages 5-9 at Moon Park**

Week 1 (Dino-mite Week): June 7-11  
Week 2 (Space Camp): June 14-18  
Week 4 (Wild West Week): June 28-July 2  
Week 5 (Wizarding Week): July 5-9  
Week 6 (Shark Week): July 12-16  
Week 7 (Christmas in July): July 19-23  
Week 8 (Olympics Week): July 26-30  
Week 9 (Halloween in August): August 2-6  
Week 10 (Beach Week): August 9-13

We ask that activities during the week be THEME HEAVY, that means we want the themes to be incorporated into as many activities as possible. When staff gets into it, the kids enjoy it even more! Wizarding Week? Bring your wand you got at Universal Studios. Halloween in August? Better dig out the inflatable dinosaur costume!

**For Ages 10-12 campers at Robin Hill**, weekly programming will be project based. Camp Director will provide program plans and schedule to councilors. On Fridays, all campers and staff will be holding camp at Moon Park. **UPDATE: Ages 10-12 Campers will be at Moon Park, not Robin Hill.**

**General Daily Schedule**
Campers will participate in:
- Field Trips (TBD) - **No Field Trips for 2021**
- Visiting Outreach Programs
- Arts and Crafts
- Sports
- Games

Lunch, snack and sunscreen application will also be part of each groups’ daily schedule. Snacks should be around 10:30am and 2:30 pm. Lunch should be approximately noon.

**Arrival and Departure Policies**

Regular drop off/pick up location for Ages 5-9 will be Brewer Pavilion unless otherwise directed.  
Campers Age 10-12 will be dropped off at Robin Hill Park, lower level, left side door of Main Building. **Update- All campers will be dropped off at Brewer Pavilion.**

- A lead counselor will be waiting with the sign in sheet while the camper is dropped off.
- ALL parents MUST sign campers in and out each day. **Any other person signing a child in or out must be on the child’s pick-up authorization form or have written and signed proof that said person is authorized to pick up the camper** (this should be given to the staff prior to pick up).
Staff should greet parent and child, welcome child to camp, direct child to place belongings and water bottle in the right areas. Answer any questions parents have, let parent know any special information for the day.

Give a short description of any special programs or activities that they will be doing for the day. Give child direction to the activity that is taking place at that moment or give them 2-3 options in free play time.

**Extended Care Drop-off and Pick-up**

- Morning Extended Care drop-off begins at 7:30am
- Afternoon Extended Care pick-up begins at 5:00pm
  - ALL campers not picked up by 5:30pm will be charged an $20.00 additional after-care fee.

**Splash Pad Rules and Procedures**

- Splash pad rules should be gone over before campers go onto the playground/splash pad for the first time. They should also be reminded each time they go out to the playground/splash pad.
- The Splash Pad is on 10am-2pm/3pm-7pm every day. The Splash Pad is used HEAVILY by the public at peak times. Usually it is better to wait until 3:00, when the Splash Pad comes back on.
- The water is turned on for 2 mins, by activating the sensor on a pole near the Splash Pad pump house. The sensor should not be activated unless campers are using the Splash Pad. Please communicate the importance of not wasting water to campers at every opportunity.
- Water shoes are recommended for the Splash Pad. This will be communicated to the parents before camp starts. We will also ask parents to send an extra change of clothes.
- Campers should not wear bathing suits into the Splash Pad. Shorts and T-shirts/tank top by both boys and girls. Even though this is “our” park, we are in a public place and should always keep that in mind.
- Campers should take turns changing in and out of their swim clothes in the bathrooms. They should use stalls in the bathroom and not change in front of each other. One child per bathroom stall. Appropriate gender staff should wait outside the bathrooms and verbally encourage the kids to not linger in the bathroom longer than needed.
- Campers and staff should be aware of, and courteous with the public using the Splash Pad and Playground at the same time as our campers.

**Behavior Management Plan**

The Moon Township Parks and Recreation has adopted the following plan for all children. We approach behavior management in a serious, yet positive manner. In the event that the child exhibits inappropriate or negative behavior, the staff shall talk to the child and assist he/she in solving the immediate problem. The following procedure will be discussed with all children.

**Minor Incident:** Those incidents that relate to behavior and do not endanger the safety of themselves or others.

**Examples:** Using inappropriate language around child or staff, teasing, not obeying rules and counselor instruction.

1. Verbal Warning/Counseling
2. Age appropriate length of break from activities (1 min per age of child)
3. Parents will be contacted.

**Major Incident:** Those incidents that endanger the safety or well-being of the child, other children or staff.

**Examples:** Pushing, shoving, hitting, throwing objects at/around others, theft, running off, destruction of camp property, and bullying. Documentation of all major incidents will be kept by staff.

1. Age appropriate length of break from activities (1 min per age of child)
2. Parents will be contacted.
3. Parents called to come pick up the child.
4. Child removed from the program
Immediate Dismissal: Some incidents require immediate dismissal. These will be up to the discretion of the Camp Director and the Parks and Recreation Director. Parents will be notified immediately.

- **Counseling:** When a behavioral incident occurs, the lead counselor or camp director will speak to the child and give an explanation of the behavior management action taken and the expected behavior at camp.

- **Take a break and start over:** If subsequent incidents occur, the student may be asked to take a break from activities. A break from activities is a 5 to 10-minute period that the student spends quietly (and supervised) reflecting on the incident. For an age appropriate break, one minute per the child’s age. i.e.: a 7-year-old would get a 7 minute break. The child then rejoins the group.

- **Parent Contact:** If a series of discipline situations occur, the child’s parent or guardian will be contacted.
  - This is to be done in conjunction with the Camp Director.
  - Do NOT contact the parent yourself.
  - Do NOT give your phone number out to a parent or ask a parent to contact you.
  - Please allow the directors to handle ALL parent interaction.

- **Serious Incident Documentation:** If/When any serious incident, as described in the Behavior Management Plan, occurs, an Incident report needs to be filled out by a lead counselor or camp director and any staff who observed the incident. These reports can be used to help explain situation to parent and for any future decisions concerning suspension or dismissal from the program.

- **Dismissal:** On very rare occasions if the child’s behavior is out of control or dangerous to themselves or others then the parent or guardian will be informed, and the child will be dropped from the program.
  - Examples of such incidents include extreme bullying, regular fighting, vandalism, and open threats of injury staff or another camper.

**Sunscreen and Hydration**

- All campers must use sunscreen (provided by parents) throughout the day, and campers under the age of 9 may need counselors assistance to apply sunscreen.

- Sunscreen should be applied by parent before child comes to camp. Campers should reapply at morning snack, lunch and afternoon snack.
  - Campers age 9 and older may still need help with their sunscreen, they should receive supervised help from other campers or counselors.
  - Sun-sensitive campers may need extra sunscreen applications. Their parents may request it specifically, but also be proactive to keep the camper from burning.
  - If a camper does not have sunscreen, please let the director know so they can contact the camper’s parents to provide them with some for the next day. Sunscreen will also be available in the camp supplies and can be used by staff and campers as needed.

- Sunscreen should be spray or pump only and labeled, if not already labeled, with the camper’s name.

- Counselors need to wear sunscreen too! Sunburn is not fun and makes a day outside with energetic campers very difficult.

- Campers will bring refillable water bottles each day with them. These water bottles should be labeled with child’s name.

- Remind campers to keep track of their bottles when moving from one area to another.

- Bottles can be kept in a cooler with ice from the downstairs area of the office or in the fridge/cooler inside.

- Remind and help campers refill their bottles as needed.

- **Avoid dehydration! Take time to remind your campers to drink water and be sure to stay hydrated as well!**
Camp Staff Procedures and Responsibilities

Safety Cards and Attendance
Throughout the day, group councilors will be asked to carry a ring of Safety Cards for your group which includes:

- A card for each camper in your group.
- Any allergies or medical conditions to be aware of.
- If they have before/after care scheduled.
- And an Emergency plan card with important phone numbers and procedures.

If a child moves to a different group during the day’s activities, their card should follow them to their new group. Headcount and roll call should be done regularly and must be done whenever a group moves to a different area of the park.

Ratios
At Moon Parks and Recreation Summer Camp we follow a ratio of 6:1 for ages 5-9 and 8:1 for ages 10-12. The ratios count for each individual councilor, but one councilor should never be in charge of a group alone no matter what size.

Example: This means that for every 6 children in a group, our ratio says there needs to be at least 1 councilor. But to ensure that no councilor is alone any group size between 1-12 should have 2 councilors. Group sizes of 13 or more will need an additional councilor for every 6 kids.

The ratios are a priority and non-negotiable. If a group looks like they may become “out of ratio” contact a lead councilor or the Camp Director for assistance as soon as possible.

During special activities, another staff or activity leader may be counted into ratio to allow for staff breaks. This should be handled on a case by case basis and should not be assumed. A change in group supervision to allow for breaks needs to be thoroughly communicated to all adults involved.

Fun/Recreation
Despite the need for spontaneity in play, children have fun in an organized environment. This requires responsibility on the part of each staff member. For each activity, keep in mind the objectives:

1. Kids should be instructed and learn basics of age appropriate art/craft techniques, game rules, uses of equipment etc. for any organized activity.
2. Each day they learn something new to possibly use later in free play, free art, self-organized games, etc.

- What might be assumed as common knowledge by a group of children, oftentimes is new to at least some of them – especially in the case of the younger ones.
- Additionally, all counselors should have several alternative games which they can lead in the event of a delay/disruption of the start of an activity. These games can be used in a number of instances, e.g., lunch time, delays, early mornings, etc., as they aid in eliminating roaming and confusion.
- Free play times (morning/afternoon) can be structured in a number of ways. Tables can be set up as stations, i.e. Coloring Table, Game Table, etc. Or free play options can be placed in a center table where kids can get the activity they want and bring it to an open table. They will need to clean up and return the activity to the center table before moving on to a new activity.

Mornings
Scheduled morning staff must arrive at the park by 7:00AM.

Start of Day Staffing Responsibilities are as follows:
- Daily supplies should be moved from the lower level of the office to the Brewer Pavilion at Moon Park. Supplies should be neatly packed into the two green canvas wagons. Supplies will be kept in locked closets and storage areas at Robin Hill.
• For camp at Moon Park, a cooler should be filled ¼ of the way full with ice for water bottles. As kids arrive, they should put their labeled water bottle in the cooler. Kids are permitted to access the cooler and their water bottle at any time throughout the day. At Robin Hill, children can keep their water bottles with them inside or councilors can place in upstairs fridge.
• Sign-in/out sheet should be prepared and placed at a table at the front of the pavilion/room.
• Pick up any trash in and around the pavilion/room. Scan the immediate areas in and around the pavilion/room for any hazards like a branch that may have fallen that needs to be moved or a new area of mud to watch out for.
• At Moon Park, place cones at the top of the pavilion driveway to prevent cars coming down. At Robin Hill cones should be placed along the entrance way to the lower side door.
• One counselor will be at the front of the pavilion/room to assist parents and campers and explain where the children will need to go after check-in. Other counselors will engage and interact with kids as they come to camp.
• Lost & Found bin should be placed near sign-in sheet so parents can look for any missing items from the previous day or week.
• Counselors should take special interest in greeting their campers and make every effort to make them feel welcome and comfortable. Be sure to introduce yourself and make sure your kids know your name. You are given an opportunity to connect with them so that they know your name and you know their name. Be prepared to suggest activities to the campers so that they are not just standing around.
• Payments- All payments must be made through the Moon Parks and Recreation office. No payments should be left with councilors at camp. Have parents call 412-262-1703 ext 403 or email lshaughnessy@moontwp.us

Drop off/Check In
• Before children arrive, note children who are registered for Early/Late care. Indicate them by highlighting their name. A new list will be printed each week. Ensure that children are arriving at the appropriate time and if they are dropped off early and not registered for Early/Late care, report to the Camp Director. Camp Director will follow up with parents.
• At camper’s arrival parents are to sign their names at check-in. The signature is also required at "check-out". These roster lists are reprinted for each day. The roster lists stay out and will be used again at pick up.
• If a parent comes to pick up a child early from camp, the parent must be directed to the roster list to sign out their child. Please be sure to move the child’s Safety Card to the card box.
• If a parent/child brings a snack/drink to share with the group, they need to bring enough for everyone (a good number to go by is 50-60, depending on if you were asked to include staff), and the snack/drink needs to be distributed the day that is was given. Parents will ask! DO NOT hold donated snacks/drinks for another day. If snack has already been planned, the donated snack can be additional or given with lunch. Please make sure to check all allergy warnings, do not serve to kids with any related allergies, give them one of our extra snacks in place of it. Serve children first, ensure all children have been offered before staff. Never assume any snack/drink is JUST FOR STAFF and staff should not bring any snack/drink that is for staff only, to be eaten in front of children. When handing out donated snack, announce which child brought the treat and have group give a big loud THANK YOU! Child can also help pass out their donated snack. Any donated snack/drink that is left over after everyone has been offered, can be put away as extra snacks for another day. Don’t return extras to parents, unless they ask. Staff should thank parent again at pick up and let them know that they snack was enjoyed.
• Prior to the first activity period each day, counselors will take role according to the list and note who is present and absent. Accurate attendance is extremely important. It is not fun to go looking for children who were “missing” but in truth the parent merely forgot to sign them out and the counselor forgot to note it.
• Group councilors should then put together their Safety Card rings for the day, ensuring that each child’s card is accounted for. Children’s cards who are absent should stay in the card box.
• Don't be surprised if your group has a few campers move in or out of groups. We may need to balance groups; children may move for a specific activity or move to be with friends/siblings. Cards should follow children if there are any group changes.

End of Day Staffing Responsibilities:
• No children should be left with one counselor at the end of the day and one counselor should not be left with all the end of day clean up. Two counselors should end the day, every day. No exceptions.
• Sign in/out sheets should be filed in the appropriate folder in the Staff Information Box.
• All child safety cards should be returned to card box and placed in the Information Box.
• Cooler should be emptied, and ice dumped out. At Robin Hill, fridge should be emptied of any camper belongings.
• Any items left by children should be placed in the lost & found bin.
• All camp supplies should be cleaned up and organized, and then returned neatly to the downstairs area of the office at Moon Park and closets/storage areas at Robin Hill.
• After all supplies, boxes and bins have been put away, ensure the doors are locked.
• Any trash in the pavilion/room or areas around the pavilion/room should be picked up and put in the trash cans.

Pick up/Check-Out
• Check-out staff must also take note of who can and cannot pick up campers, this information will be on their safety card. Ask all people picking up children for photo identification. They must also physically sign out all children by signing their name and noting the time of departure on the sign in/out sheet.
• Staff should check with child, as they get ready to leave, to see if they have all their belongings, including their water bottles/lunch bags.
• Staff should also pass on any important reminders for the following day/week such as special programs and activities.
• It is important for children to take home their arts/crafts/coloring projects. It is natural for a parent to want to see some sort of “product” after their child has spent the day at camp. In a customer service effort, staff should make sure that children take home what they have made during the day or any giveaways or prizes.

Bathroom Procedure
• Campers should not be allowed to wander off to the bathrooms alone.
  o Campers under the age of 9 should have a counselor take them to the bathroom every time. Counselors should wait outside and should not enter the bathroom with a child unless in an emergency situation.
  o Campers over the age of 9 can go to the bathroom with a buddy but they must have counselor permission to do so and the bathroom must be in close proximity and in counselor line of sight and where campers will not be crossing a street.
• If a child has a bathroom accident be as calm and quiet about it as possible. Do not call attention to the situation as this will further embarrass the child. Handle the situation like it isn’t a big deal, so they feel that nothing is really wrong, and they should not feel bad about it. Make sure the child changes their clothes, put their soiled clothes away in the backpack or bag, preferably in plastic first. Staff should be instructed to do these tasks. Staff should not accompany child into the bathroom or handle soiled clothing without gloves.

Protect Yourself By:
• Having other staff members present when monitoring group bathroom visits.
• Respecting the privacy of the child. Do not become intrusive or curious more than is necessary to monitor the health and safety of the child.
• Respecting the child’s wishes regarding displays of affection. Children have the right to reject displays of affection if they feel uncomfortable about them. Remember that not every child comes from a background in which affection is openly displayed. HIGH FIVE!
• Protecting your own privacy. There will be a natural curiosity about boyfriends or girlfriends; personal relationships. You should use common sense in discussing sensitive subjects with your campers, and **you should not go into the details of your private life**. Be careful about what you say in front of the children because remarks, even made as a joke, can be misinterpreted by a child.

**Other Important Items**

- **If you have a non-serious medical or behavior problem with one of your campers, radio for the camp director using vague terms:** Instead of saying “(child’s name) just got a nasty cut on his leg!” try using “Could you please come down to Devenzio Field with the first aid kit?” Explain the situation in-person and privately with the camp director.

- **It is your job to keep campers safe, entertained, and with your group, not to teach them or tell them about things their parents have not.** It is not for you to educate or judge parents of campers. If you have a concern or question, please ask the Camp Director.

- **Do not show favoritism to specific children.** Do not give or buy things specifically for one child. At camp it is ALL or NOTHING. Something for all children or don’t bring it at all. Kids will notice and remember. Feelings can be hurt very easily this way.

- **Birthdays:** The camp director will track the children’s birthdays and if a birthday falls during the week the child is attending camp, we will provide special treat for that child to be given at lunch and everyone can SING! Staff should not bring or give anything additional for birthday kids.

- **Any issues with the park facilities, pavilions, playgrounds or bathrooms should be reported to the Summer Camp director as soon as possible so that maintenance staff can address it as soon as they can.**

- **Visiting Programs:** All visiting program providers should be treated with respect by campers and staff. Campers need to be encouraged to participate. Staff should show interest to provide a positive role model for campers. Staff should supervise and offer assistance to program providers if needed. These are not times to sit back and tune out. You are still responsible for the behavior and wellbeing of your campers. And you are still representing Moon Parks and Recreation.

- **One essential element in dealing with children is consistency.** Always share, prior to the start of an activity, what can and cannot be done.

- **Be aware of the condition of all equipment and/or facilities used.** Also, understand the proper use of equipment and facilities, e.g., amphitheater, office basement, etc. If you are not familiar or experienced in the use of equipment in the area/facility, a void being in the situation of leading such an activity.

**Weather/Rain Days**

- **Camp will be held rain or shine.** Lead councilors will use their best judgement and camp director will advise if kids at Moon Park need to be moved to the basement area of the Park office during rain/bad weather. This will only happen during heavy rain/wind and thunderstorms.

- **If lightening is seen while a group on the playground, splashpad, trail or sports field, activity should be stopped, and everyone should move to the Brewer pavilion, basement or indoors at Robin Hill, upon instruction from camp director/lead councilor.**

- **If camp is moved indoors, staff at Moon Park should clean the pavilion and put supplies away to the best of their abilities.** We don’t want games/toys/papers to be blown out into the park by the wind, but we also want to ensure everyone’s safety. Kids should bring all their belongings with them and staff should bring the info box/sign in and out sheets.

- **While inside, kids should be reminded to use their inside voice and they should keep their belongings together.** Backpacks and belongings can be hung on coat hooks and on floor in the coat hook area. Water bottles can be placed in cooler/fridge.

- **At Moon Park, for entertainment, a movie can be played and popcorn, or another snack can be given.** Children should stay in their seats and not run around the area. It will be a tight fit for everyone, so it is important to keep the group calm and organized. Director or Lead councilor will send out a Class Dojo message letting parents know that the group has relocated.

- **If the day at Moon Park is not ended indoors and the group heads back out,** the Director or Lead Councilor will once again post that the group is moving back out to the pavilion.
Safety and Emergency Procedures

Camper Safety

Our number one objective is to do everything possible to ensure the well-being and safety of each camper. The following is a list of specific areas of concern, along with how we can deal with each area.

- **Movement from one area to another**
  Each counselor will be responsible for his/her campers moving from one location to another as a group. This will eliminate certain campers running ahead in an unsupervised manner, possibly crossing the street or parking lot unsafely and/or arriving at a park area that may not be supervised. This is necessary to ensure the safety of campers.

- **Non-serious injuries** (scrapes and bumps)
  First aid supplies are available to counselors at the following location:
  - Moon Parks and Recreation Office, Robin Hill Office, Carriage House at Robin Hill
  - Brewer Pavilion during camp hours
  - Maintenance Barn
  - Ice and frozen ice packs can be found in the downstairs area of the Moon Park office and in the freezer at Robin Hill and in the Carriage House.
  - Each group should take a portable first aid kit with them to different areas of the park as well as on field trips.

*When you need supplies from any of these locations, be sure that your group is supervised or call the summer camp director for assistance.

- **Public:** Campers and staff should be aware of the public using the park at all times. The Brewer Pavilion and the basement of Robin Hill is reserved for our camp use ONLY during our camp hours. No adults or children, not associated with our program, are permitted to use or be in our pavilion/room. Staff should respectfully ask them to move and state the reason why. This is for the safety of our campers. If we have a program in a different area of the park, this area should be treated just as the pavilion is. The space and program are reserved for only our use unless otherwise noted.
  - If, at any time, a staff or camper notices a public user of the park that may be acting inappropriately or making staff campers uncomfortable, this should be reported to the Camp Director and call the Police Non-emergency number if appropriate 412-262-5000.
  - If an inappropriate public user will not leave the area where the campers are, remove the campers from that area immedicably and report/call.

- Hopefully, we will be able to prevent any and all injuries. To minimize the severity of an injury, know what to do in the event of one before you are faced with it! Have a plan!

- For a variety of reasons, as well as for safety, avoid children of distinctly contrasting maturation levels competing against one another. On that same note, YOU are much older than the campers. Please do not play like they are your equal.

Summer Camp Medical Emergency Plan

In the event of an emergency/accident within our day camp the following guidelines should be adhered to:

1. **Assess the situation:**
   - Is it truly an emergency? Is the victim breathing, conscious, bleeding severely, moving, in severe pain, etc.?
   - If it is a serious incident or need urgent help/intervention but not a medical emergency and no one is in danger of physical harm, call the Moon Police non-emergency number: 412-262-5000.

2. **If any of the above warrants the situation as serious and urgent, STAY CALM & TAKE CONTROL!**
   - Provide reassurance to the victim. Demonstrate confidence and use a calm voice.
o Direct other children in the group to sit and wait in a specific location, away from the victim, be visible.
o Stay with the victim.
o Send another counselor, available adult, or responsible camper, to the nearest phone. There is a phone in the Moon Park office, Robin Hill office and the Carriage House. Direct this individual to call either 911 on a cell phone or office phone.
o 911 will put the person through to emergency dispatch. The person making the call should be able to provide the following information:
  ▪ Location from where they are telephoning (Moon Park, 1350 Joe Denardo Way, Moon Township/Robin Hill Park, 949 Thorn Run Road, Moon Township)
  ▪ Location of victim
  ▪ Condition of victim, i.e., severe bleeding, unconscious, diabetic, etc.
o Paramedics should be on the scene in several minutes.

3. If the situation warrants action prior to the arrival of the paramedics more extensive than reassuring and/or calming the victim, the counselor should perform only those steps/procedures they have been trained in.
  • In the event you are unable to perform appropriate procedures for such emergencies as those indicated above, be sure to call for help from other counselors, or adults in the vicinity.

4. Report all accidents (major or minor) to the Camp Director and log them on an accident form which are located in the staff file box. Parents must also be made aware of any injury their child incurred at camp. The Camp Director or Parks and Recreation Director will make the phone call.

5. Camper Emergency Information is in their located in the camp information box and on safety cards but the director can also access it online from any computer. This information is considered "privileged" or "private" meaning you must not allow other campers, parents or public access to it.

In the event of a life-threatening emergency: Call 911

<table>
<thead>
<tr>
<th>Important numbers:</th>
<th>Moon Police Non-Emergency Phone</th>
<th>Andrew’s Work Cell</th>
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<tbody>
<tr>
<td>Lisa’s Work Cell</td>
<td>(412)262-5000</td>
<td>(412) 295-6882</td>
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<tr>
<td>(412)709-0259</td>
<td>Moon Township Municipal</td>
<td>Parks and Recreation Office</td>
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<td></td>
<td>Building</td>
<td>(412) 262-1700</td>
</tr>
<tr>
<td>Stacey’s Work Cell</td>
<td>(412) 667-1162</td>
<td>(412) 262-1703</td>
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Allergies and Asthma
It is not uncommon for campers to come to camp with what is called an EpiPen or an inhaler because they are allergic to bee stings, have a food allergy, or have asthma. A bee sting or an ingestion of certain foods can be life threatening to someone with that allergy. Asthma attacks, also potentially life threatening, can be triggered by a number of things including exercise, anxiety or allergic reaction. All allergies and asthma conditions will be noted in the child’s program waiver, which will be located in the camp information box. Counselors should familiarize themselves with children who have noted allergies.
  • An epinephrine auto injector is a medical device used to deliver a measured dose (or doses) of epinephrine (also known as adrenaline) using auto injector technology, most frequently for the treatment of acute allergic reactions to avoid or treat the onset of anaphylactic shock.
  • An inhaler is a device holding a medicine that you take by breathing in (inhaling). Inhalers are the main treatment for asthma.
  • Counselors will have possession of EpiPens and Inhalers and they should “follow” child that they belong to and be taken with a portable first aid kit, as they need to be available immediately in the event of an emergency.
Awareness of any predisposing conditions

- Each counselor should review allergy and medical information on campers’ safety cards. This information is provided by parents at the time of registration.

Group Movement in the Park

You are responsible for the safety and well-being of children you are escorting. You must be accountable for all the children in your group at all times. Groups should be in possession of each child’s Safety Card which will be on a key chain loop as well as a portable first aid kit. If a child moves to a different group, their Safety Card must then be passed on to their new group’s leader and put on their key chain loop. Please adhere to the following policies when walking children to different areas of the park.

- There must be at least two staff with any group of children. One staff will lead the group and one will follow all children at the rear. If a third staff is available, they will help during road crossings by stopping traffic while the group crosses safely.
- Before leaving with children, be certain to take a head count and confirm that you have the accurate group of Safety Cards. If at any time during transport the group becomes spread out, stop, collect all the group together and account for all children. After all children are accounted for you may continue with your route.
- If at any time you believe you are missing a child, take roll, have all children sit down and “hold” in a safe area with one staff. Second staff will take cell phone and/or radio and immediately re-trace route and follow missing person’s protocol. If missing child is not located immediately second staff will alert camp director of situation, action, and progress. Camp director will then follow Emergency Procedures, if needed.

Child Abuse Reporting Guidelines

- Child Abuse is a subject that we all hear and read about frequently. It is a term that encompasses mental, physical, and sexual victimization of children.
- Camp counselors are required to complete an online Mandated Reporter Training. It is important to know that in every state there are agencies that are required to examine reports of suspected abuse and use their expertise in handling the cases. As a counselor at Moon Parks and Recreation Summer Camp you are MANDATED by law to report suspected child abuse. If you suspect that a child assigned to you is a victim of child abuse, report it as explained in your Mandated Reporter Training.

Be on alert for bullying!

- Bullying can occur in a day camp setting. Many children attending camp are susceptible to a number of potential bullying situations. New campers, campers who perform poorly, and campers who struggle to make friends or appear different from others are particularly vulnerable to becoming victims of bullying. Bullying episodes may consist of exclusion by other campers, the creation of rumors about a fellow camper, taunting during a sports game, sexual harassment during when changing for the splash pad, or verbal/physical tormenting during activities and free time.
- Bullying can occur even before camp begins or after camp has ended for the day or summer. Campers communicate by instant messaging, e-mail, social networking sites, and cell phone, discussing group selections and devising plans to create cliques or leave others out. Children may gossip about new campers, spread rumors about a campmate, or post inappropriate and hurtful content about a camper or counselor on the Internet.
- To prevent and target bullying in a camp setting, camp directors and counselors must create a positive and caring community. A successful camp environment occurs when directors and counselors set an appropriate tone, gain and give respect, build relationships, and set clear rules and expectations for behavior. Some children who attend camp are bullies in their school or community. If camps set the right tone and create a positive and respectful environment, bullies have a chance to change their behavior and engage in more positive interactions with their peers. Creating positive relationships is key to preventing bullying at camp. Counselors’ actions toward campers, and toward one another, can either set the tone for respectful, inclusive relationships or can contribute to an environment where bullying is
likely to occur. It is essential for counselors to build relationships with, and earn respect from, their campers. These relationships help campers feel comfortable voicing their concerns and seeking help when bullying incidents occur.

- It is important that counselors take action when they observe behaviors that may eventually lead to bullying. If counselors hear about or see bullying, they should intervene immediately. If an incident is ignored, it will escalate quickly. Counselors should meet regularly with directors to report and discuss issues that arise.

What you should tell your campers about bullying . . .

- Bullying is not acceptable and will not be tolerated.
- If a bully bothers you, it’s O.K. to stand up for yourself by speaking up, walking away, or asking a friend or counselor for help.
- Responding to bullying by fighting back doesn’t work— and will make matters worse. Violence encourages more violence and fails to solve problems.
- It is important to report bullying when you see it and when you hear about it. Telling is not tattling.
- Bullying does not have to happen. Working together with adults and peers, there are specific things you can do to prevent and stop bullying.
Ten Points of a Great Camp Counselor

How can I be a great camp counselor?

1. **Know what the job entails.** You will be surprised how much energy your group of campers has. You may not be used to working 8 hours a day and will find yourself asleep on the couch at 7pm until you get your “camp legs.” If you can smile through the exhaustion and desire to spend your days giving kids one of the greatest weeks of their lives, then read on. It’s a lot of fun, but a lot of work. You must be responsible, and able to handle any situation that comes up. You are an authority figure now and the children are looking to you for guidance, support, safety and friendship.

2. **Prepare.** You will go through Mandated Reporter training and complete counselor orientation. Go online and research fun games or child development information. Being prepared will make the summer so much easier and make you invaluable in that you will be able to handle anything.

3. **Pay attention in orientation/early in camp.** Orientation is required, during which you will learn everything about how the camp is run and emergency procedure. It’s very easy to tune out, DON’T! You never know when you will need it again. Additionally, if you are a new counselor, be sure and observe returning staff. Ask them questions! Use their expertise.

4. **Become friends with the other counselors.** You don’t all have to be best friends forever, but it is essential that you all get along, at the minimum. If counselors are arguing, even if it’s done far outside earshot of the campers, they will pick up on it. Most likely, you will have to work even a little bit with all of the other counselors, everything goes smoother if you are friends. At the other end of the spectrum, working with friends can make it difficult to focus. Do your job while on the clock and play while off the clock.

5. **Memorize the camp schedule or have it handy.** You will want to know what is going to happen next. If you are constantly checking the schedule when the campers ask what is happening next, they will think that you are incompetent, and you will lose their respect. We understand that you may change groups from week to week but do your best to be prepared.

6. **Get to know your campers’ names and personalities.** If you run around calling Maddie by Sophia’s name and vice versa, you will lose their respect and they will feel hurt that they are not important enough to know your name. Play name games if it helps you and the campers to get to know each other. Certain campers you will love, certain campers you will test your patience. The key is to know what they will do. You have to know who has to be watched constantly, and who always does what they are told. You must anticipate how they will react to each other, and activities. Try to spend at least ten minutes of face time with each camper each day. They will like you more if the feel that they are the center of attention, and it will allow you to understand them better.

7. **Break up cliques early.** It is unavoidable that there will be cliques. Make sure that you make them mingle as much as possible. Try asking them sit with different people at lunch or make them partners with someone that they would not normally talk with in a group game or activity. Don’t overdo it. They will not all be best friends, accept it; just make sure that they all respect each other and don’t bully or fight.

8. **Be prepared for the difficult camper (or parent).** You will have one. Handle it as you know from your trainings and ask your director should you need help. Focus on the other wonderful campers you have in your group. Stay positive and keep a good customer service attitude.

9. **Be PROACTIVE rather than REACTIVE.** Anticipate what is going to happen and then plan accordingly.

10. **Have a great time.** It might seem like a lot of work, but you will change lives. It is amazing to see the quiet camper that sat in the corner at the beginning of the summer getting along with her other campers, or to see what they have learned. You are a positive role model; give yourself a pat on the back.
What NOT to do:

- **Don’t think it will be just another summer of hanging out.** You will now have all the responsibility of making the week enjoyable and safe for your group.

- **Don’t be just sit back and tune out.** Interact with the campers! Don’t just tell them what and how to do things... do it too!
  (Play cards, go on the splash pad, play in the soccer game during sports, etc.) It makes the day so much more fun for you too!

- **NEVER be alone with a camper:** Keep doors OPEN and have another counselor with you, especially if the camper is of the opposite sex. Also, be very careful with physical contact of any sort, keep it to a minimum.

And finally, what you’ll need to have a fantastic summer as a counselor:

- Energy
- A positive attitude
- A love of working with children
- Flexibility
- Coffee
My signature below indicates that I have received copy of the Moon Parks and Recreation Summer Camp Program Handbook.

I understand that this handbook contains information regarding the expectations and regulations, which affect me as an employee.

I acknowledge that I have read and understand Moon Parks and Recreation Summer Camp policies.

I also understand that Moon Parks and Recreation may revise, supplement or rescind policies or procedures described in the manual, with or without notice.

Print Name _______________________________________

Signature _________________________________________

Date ___________________________