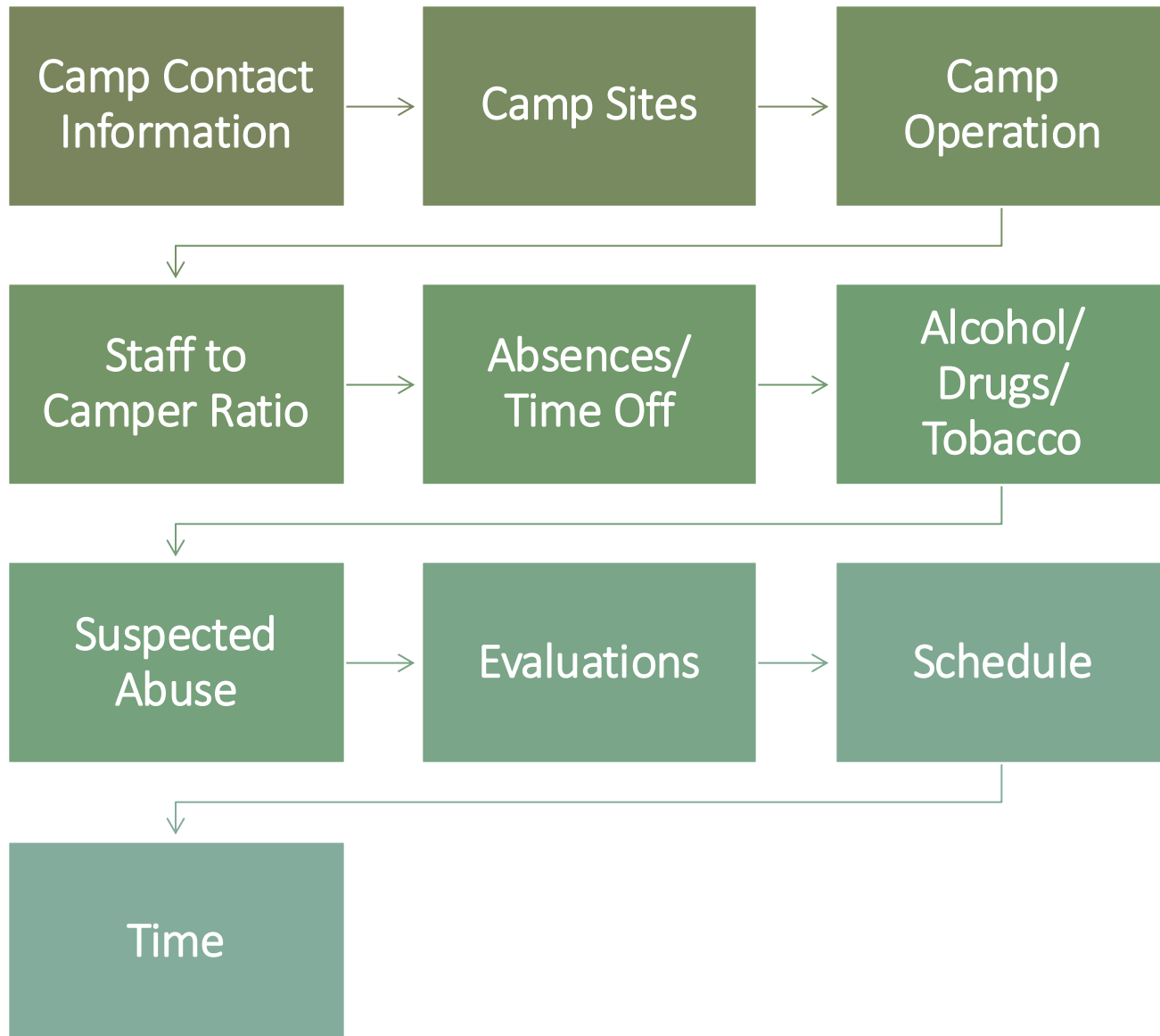
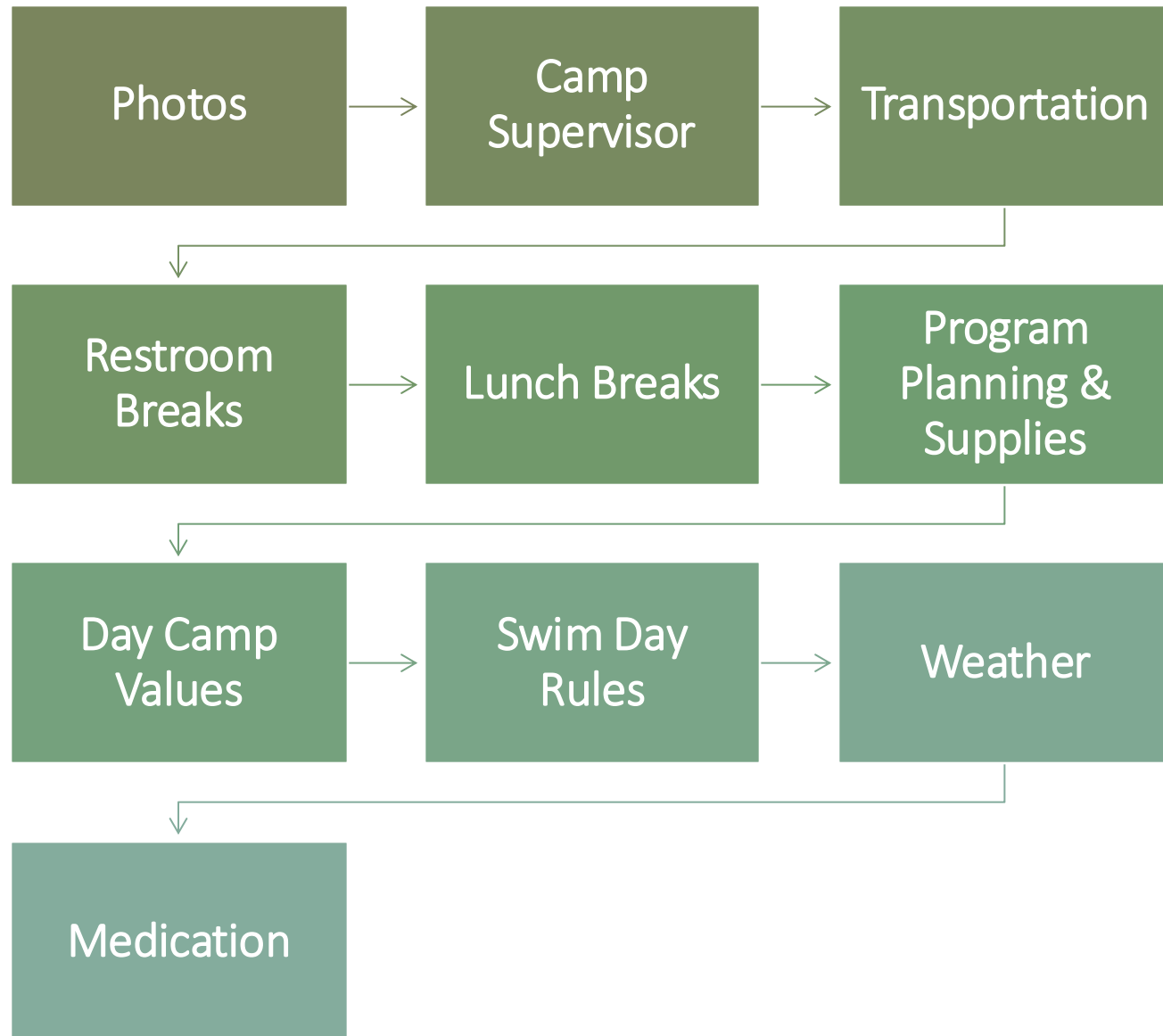


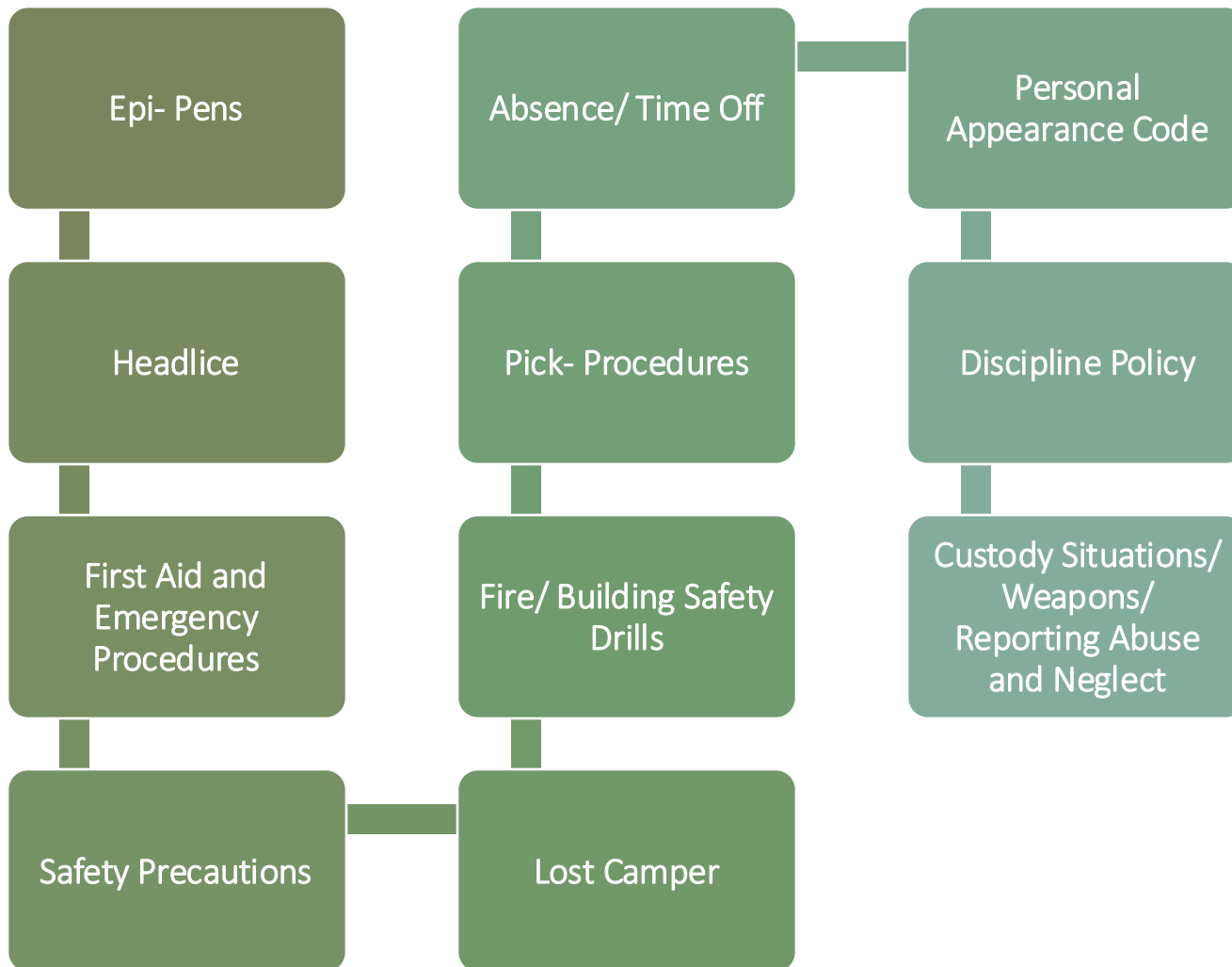
# Welcome Camp Counselors







# Meeting Agenda



# Meeting Agenda

# Camp Contact Information

# Camp Sites

# Camp Operation

# Staff- to-Camper Ratio

- The standard ratio of participants to staff will be 15 to 1 (15:1). In the event a staff person is unable to report to a program site, a replacement will be assigned.
  - Programming
    - Activities appropriate to each participant's developmental needs will be provided.
    - Activities will be appropriate to the participant's health, safety and well-being.
    - Staff will be attentive and considerate of the participant's safety on field trips and during any transportation provided by the program.
      - During trips, staff must have immediate access to emergency medical forms and emergency contact information for each participant.
      - Staff must have a written list of the participants in the group and check the roll frequently.
      - Staff must have first aid supplies and a guide to first aid and emergency care available on field trips.
      - Staff will be equipped with communication devices (i.e. two-way radios and cellular phones).



# Absences/Time Off



If you need time off, we require 10 working days' notice so we can make arrangements for a substitute counselor.



If you have a medical/family emergency, please let us know as soon as possible.



The camp leader must approve all absences/time off. Please monitor your working time via your worksheet.

## Alcohol/Drugs/Tobacco

Possession and consumption of alcoholic beverages during camp hours is not permitted.

Working under the influence of alcohol or drinking alcohol at camp will be cause for dismissal

- The non-medical use of drugs by staff members is also unacceptable and considered grounds for dismissal.
- The use of tobacco is not permitted by staff members while on duty.

# SUSPECTED ABUSE

Program employees will report suspected child abuse or neglect in accordance with the Texas Family Code. In the case where a city employee is involved in an incident with a Youth that could be constructed as child abuse, the incident must be reported immediately to the Recreation Manager or Director. The Recreation Manager or Director will immediately notify the Police Department and another agency as may be appropriate. Texas state law requires the staff of the programs to report any suspected abuse or neglect of a child to the Texas Department of Protective and Regulatory Services or a law enforcement agency. Failure to report suspected abuse is punishable by fines up to \$1,000 and/or confinement up to 180 days. Confidential reports may be made by calling 1-800-252-5400.



# Evaluations

All camp staff will undergo regular evaluations conducted by the Recreation Camp Supervisor, Recreation Manager or Recreation Director. Any instances of subpar performance at the site will be addressed to rectify the issue.

# Schedule

- ❑ Staff schedules will be made the week prior to each camp week. Please check your email and verify your arrival/leave times. Staff will be staggered for morning arrival and afternoon closures.

# Be on Time

It is crucial that you arrive at work punctually. You should be ready to commence work at the designated time. Aim to arrive a little early to organize lunch and store belongings, etc.

# Photos

The city may take photos/videos of campers during activities and may be used by the City of Garland for promotional use. Photo release can be found on the Registration Form. Staff members are **PROHIBITED** from sharing camp photos or videos on their personal social media platforms.

# Camp Supervisor

We feel confident we have the best counselors around! You are as diverse as your campers are. Many members of our team are enrolled in teaching credentials programs and are college students or full-time teachers. We strive to hire highly qualified, well-trained counselors that are at least 18 years old. All staff complete a background check at hiring. Training includes First Aid, CPR and AED certifications. All full-time staff driving city vans or buses to transport children obtain NCS Defensive Driving Course.



# Transportation

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# Field Trips

When traveling in vans or buses, counselors are responsible for ensuring that campers are wearing their seat belts. Campers must remain seated until the vehicle comes to a complete stop, and they are only permitted to exit the van or bus when the counselor opens the door and grants permission. During bus rides, it is essential to always remain seated, keep hands and feet by your sides, speak quietly, and show respect for the public while staying with your group.

# Restroom Breaks

**Counselors are tasked with accompanying campers to the restroom and inspecting the facilities before permitting entry. If a participant is already using the restroom, counselors should wait inside until the participant has finished.**

On site: Staff will visually check the bathroom before a child is allowed inside  
send 1 or 3 children at a time - why?

Staff will check the bathroom after all kids have finished – why?

Off site: staff will visually check the bathroom before a child is allowed inside

\* if staff can not close the bathroom, 1 staff person will be inside the bathroom while 1 holds the door open. Follow the same rules as you would when on site.

# Lunch Breaks

Camp counselors may leave the site to grab lunch, but they should ensure that their absence does not exceed 15 to 20 minutes. Counselors are expected to have a working lunch, meaning they will eat during the campers' lunchtime and dine with them. It is advisable to bring your own lunch. However, counselors are cautioned against sharing meals with campers. While all counselors cannot leave simultaneously for lunch, one counselor can pick up lunch for the entire group.

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Program planning  
& Supplies

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 create an environment where the focus is on the interests and needs of children.

Making camp fun and safe throughout the day is the key to providing a terrific experience

# Day Camp Values

- Swimsuits and swim trunks are required. No shorts, rivets, or pants.
- No glass containers, cutting utensils are permitted. Food and drinks are restricted to picnic and grass areas.
- Avoid splashing, talking to, or distracting lifeguards.
- No personal floats, rafts, or tubes allowed. Only US Coast Guard approved lifejackets are permitted.
- Please do not drink the pool water.
- Photos for publication purposes may be taken.
- For the health and safety of all guests, staff reserves the right to refuse service due to communicable diseases or open wounds
- **Sunscreen**  
Every few hours, groups must make time for sunscreen breaks. Staff must supervise sunscreen application. Please be sure campers are only using their own sunscreen. Be sure to take sunscreen breaks at least 3X per day despite the typical hectic camp schedule.

# Swim Day Rules

## **MEDICATION**

Counselors will be notified if any camper in their group need to take any medication while at camp. All medications will be stored in a locked bag unless a camper needs immediate access to the medication. Counselors will keep a log of medication each week and turn that into the camp leader (Recreation Specialist) at the end of the week.

**Counselors do not administer medication.**

## **EPI-PENS**

Counselors may administer Epi-pens but an Anaphylaxis Emergency Action Plan form must be completed by the parent and the child's doctor before administration. We get training from Clinic on this right?

# Medical Information



If a camper is found to have the presence of live adult or nymph lice, the parent/guardian will be contacted immediately. The camper may remain in camp until picked up; counselors will monitor for close contact (head-to-head) with other campers, taking care not to isolate or identify the camper to others. The camper may return when nits and lice are no longer present. Campers with head lice must be picked up within one hour of the receiving the call.

# Headlice

- A first aid kit is maintained at each campsite.
- Staff will administer first aid for any minor injuries.
- If the seriousness of the incident warrants it, 9-1-1 will be called.
- Paramedics will be called if a camper requires medical attention and staff are unable to reach an emergency contact.

Please keep all medical, emergency, and contact information current by notifying camp staff of any changes.

# First Aid and Emergency Procedures

- Campers will be assigned to a group of no more than 15 campers per counselor. Each group will have an assigned “home base” separate from the other groups.
- Camper belongings will be kept separate from other campers’ items.
- NO cell phones or tablets will be allowed at camp under any circumstances.
- No toys, stuffed animals, electronics, cards, or other items will be allowed.

Each counselor will carry a backpack and fanny pack with gloves, first aid items, CPR mask, bottle of hand sanitizer, sunscreen, bag of sanitized wipes and a list of group campers

## Safety Precautions

In the event of a lost camper, the Camp Leader (Recreation Services Specialist) or designated person in charge will coordinate the emergency procedures. Camp staff must immediately have all the campers assemble in the shelter and then take attendance. All camp staff should supervise the campers in the shelter until receiving further instructions from the Camp Director.

# LOST CAMPER

## **FIRE**

In the event of a fire, the Camp Leader (Recreation Services Specialist) will coordinate the emergency procedures. Camp staff must immediately have all the camper's assembler in the shelter (assuming it's safe) and then take attendance. All camp staff should supervise the campers in the shelter until further instructions from the Camp Leader (Recreation Services Specialist).

## **BUILDING SAFETY DRILLS**

Counselors will receive comprehensive training on how to conduct safety drills. The campsite must conduct safety drills periodically throughout the camp duration and maintain detailed documentation of these drills.

# Building Drills

Parents are required to sign their child out when departing from camp. A designated staff member will rotate to oversee pick-up, equipped with our camper list and a roster of authorized pick-up individuals. The staff member will ask the pick-up person to provide a photo ID to confirm their inclusion on the camper's pick-up list. The Camp Leader (Recreation Specialist) will communicate with parents to offer updates on their child and the week's activities.

Children are not permitted to use the clipboard to sign out other campers. Parents must email the site lead to designate another authorized pick-up person who is 16 years or older. If the designated pick-up person is not on the list and no prior arrangements have been made, or if parents cannot be contacted, please inform the Camp Leader (Recreation Services Specialist) to manage the situation.

# Pick Up Procedures

# Personal Appearance Code

Refer to Manual



# Discipline Policy

Refer to Manual



# Bullying

01

Bullying by kids to another kid or from a Counselor to a child is not acceptable.

02

We want EVERYONE that attends and participates in our programs to enjoy their time with us.

03

- If you suspect a child bullying another child, please address it immediately.

04

- Notify the other staff what is going on! And notify the supervisors.

05

- Speak to the parents of BOTH children and let them know what has happened and what we are doing to make the experience better for everyone!!

# 10 Tips and Goals to help camp counselors Provide a successful summer.

**Here are 10 tips and goals to help camp counselors provide for a successful summer:**

1. **Build Positive Relationships:** Foster a welcoming and inclusive environment where campers feel valued and respected. Encourage open communication and actively listen to their concerns and interests.
2. **Create Engaging Activities:** Plan a diverse range of activities that cater to various interests and abilities. Incorporate opportunities for creativity, teamwork, and personal growth.
3. **Ensure Safety First:** always prioritize the safety and well-being of campers. Implement proper safety protocols during activities, field trips, and free time. Stay vigilant and address any safety concerns promptly.
4. **Be a Role Model:** Lead by example and demonstrate positive behavior, including respect, responsibility, and resilience. Show enthusiasm and actively participate in activities alongside campers.
5. **Support Personal Growth:** Encourage campers to step out of their comfort zones and try new experiences. Provide constructive feedback and celebrate achievements, no matter how small.
6. **Handle Challenges Effectively:** Remain calm and composed when faced with conflicts or behavioral issues. Use positive reinforcement and effective communication techniques to address challenges and resolve conflicts peacefully.
7. **Promote Teamwork and Inclusivity:** Foster a sense of community and belonging among campers. Encourage collaboration, empathy, and acceptance of diverse backgrounds and perspectives.
8. **Stay Organized and Flexible:** Maintain clear schedules and routines while remaining adaptable to unexpected changes or challenges. Communicate effectively with fellow counselors and camp leadership to ensure smooth operations throughout the summer.
9. **Focus on the Campers:** Keep your focus on the campers consistently; that's precisely why you've been selected for this role.
10. **BE A TEAM PLAYER**

By following these tips and goals, camp counselors can create a supportive and memorable experience for campers while contributing to a successful summer camp season.