

# Agassiz Village

## Summer Staff Manual



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# Agassiz Village

## MISSION STATEMENT

At Agassiz Village, we are more. Our camp offers a safe and healthy environment where children's smiles and laughter create lifelong friendships and provide a lifetime of memories. More importantly, our campers have the opportunity to embark on a life-changing experience. Agassiz Village campers take with them our values of responsibility, self-confidence, service to others and a commitment to learning.

Our mission is to prepare youth for life's journey. We offer children the opportunity, in a village environment, to develop and practice leadership and life skills that will enhance their ability to be successful and happy in all areas of their lives, including education, family, career, and positive community involvement. We strive to help children develop their fullest potential and identify their own gifts, interests and strengths by exposing them to new skills, experiences and possibilities in a positive and fun environment.

Our focus is children, ages 8-17, from racially, economically, and socially diverse backgrounds. We seek children with the mental energy, creativity and enthusiasm to benefit from new challenges and adventures and to use these experiences to develop skills and values that will help them reach their fullest potential regardless of their individual challenges. We emphasize community; encourage enduring friendships and attempt to reinforce positive values such as dignity, respect and tolerance. It is our fundamental belief that developing and nurturing confidence, character, and potential in children enables them to grow into happy, high achieving, and contributing members of society. It is our aim is that all of our children will develop the tools to create and recognize opportunity throughout their lives, understand the broad range of possibilities open to them, appreciate the value of good friends, have the courage to dream big and the discipline to make those dreams come true.

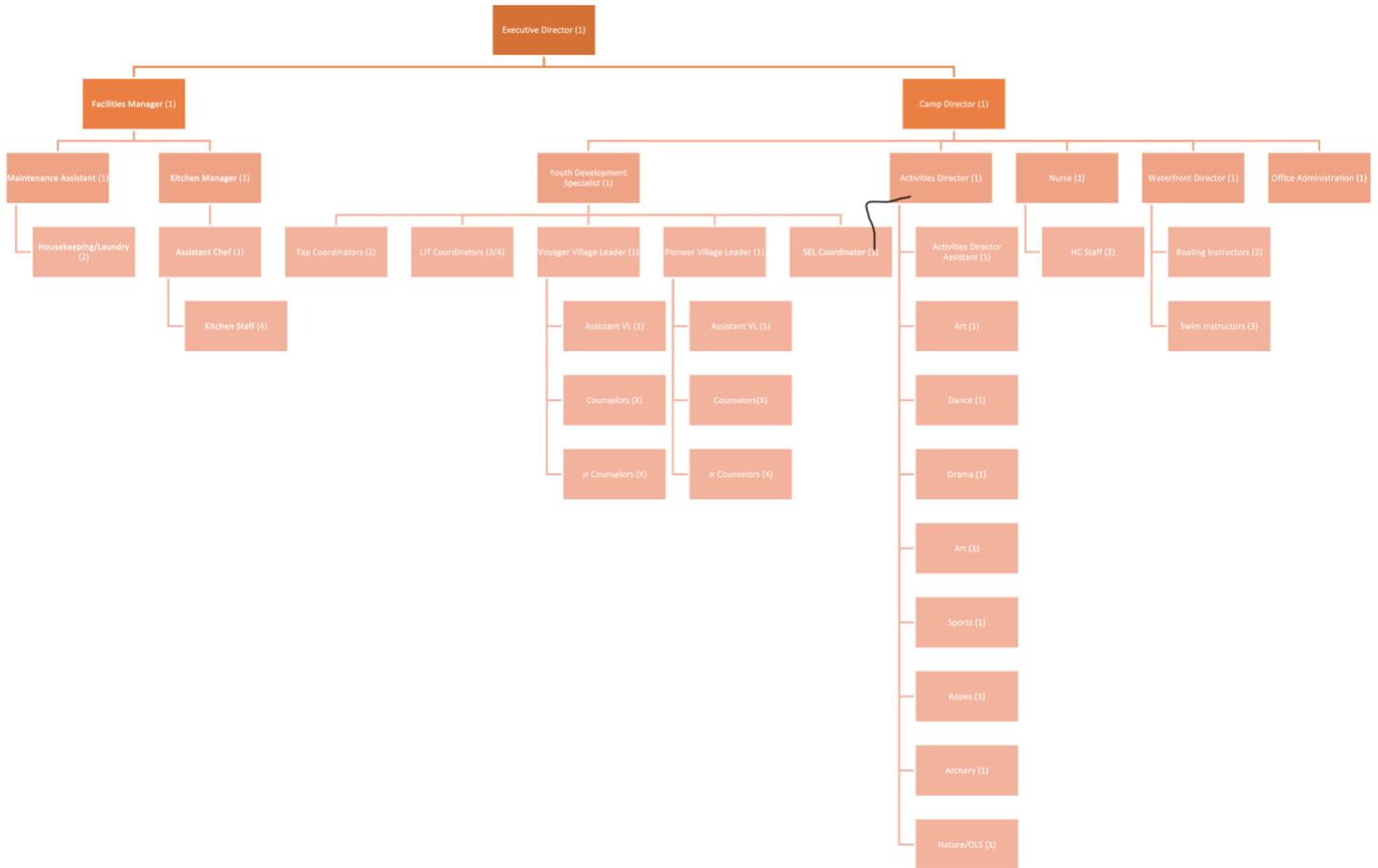
## Goals and Objectives for Camper Development:

Through and outdoor living experience, we aim to provide significant personal relationships in a supportive environment and a balanced non-competitive program the opportunity for each camper to develop as an individual and as a group member. By placing our emphasis on participation rather than achievement, we aim to raise the self-esteem of our campers. By emphasizing the camper's role as a group member, we aim to enable them to become a part of the society they might feel has forgotten them. We aim to achieve these aims in the following ways: \*

1. Provide opportunities that stimulate the development of each camper's self-esteem.
  - a. Each camper will participate in activities that promote self-esteem, including group building activities, closing games before bedtime, swim tests, and other activities.
  - b. Campers will participate in getting-to-know-you games during the first 24 hours of camp and come up with a group skit/song to be performed at the opening campfire on the first night.
  - c. Staff will provide the campers with positive comments and encouragement throughout their stay.
2. Help each camper appreciate natural surroundings and take an active role **in** the conservation of our environment.
  - a. Each camper will participate in at least three nature/outdoor living skills sessions while at camp.
  - b. Each camper will attend at least one campfire and cookout, during their stay at camp.
  - c. Each camper will have the opportunity to participate in hiking or another nature activity outside of the nature session.
  - d. Staff stress the importance of taking care of our camp: campers are reminded to pick up litter, stay on trails, refrain from picking flowers, and respect property (no graffiti).
  - e. Each village will be encouraged to perform a service project at camp to help the environment such as picking up litter, recycling, erosion control, and trail development.
3. Provide situations for each camper to set goals and challenge themselves while discovering their own skills and abilities.
  - a. Each camper will participate in activities during the week that will personally challenge themselves such as the group building, hiking, outdoor living skills, swimming, arts and crafts, high ropes course, sports, etc.
  - b. Campers will have an opportunity to learn at least one new skill while at camp.
  - c. Campers are encouraged to participate in the Talent Show and other all-camp events.
  - d. Staff ensure an environment where trying is all that is expected- kids are rewarded for effort not success.
  - e. All camp activities are age appropriate and allow for campers of all skill level to participate and succeed.
4. Allow each child to experience group living.
  - a. Staff ensure that each camper feels cared for and secure and understands their importance to the group.
  - b. Campers live in communal spaces with 12-14 children and 2 counselors; 5 cabins comprise a Village. Each Village cabin has a name specific to the Village name.
  - c. Each cabin has a closing session at the end of the night where each camper gets to comment on their day and the group can discuss any problems or issues they may be having.
  - d. Campers are encouraged to work together to choose and plan some activities for the cabin activity session on the schedule.
  - e. Campers participate in meals served buffet style.

\* Each program also has its own, program-specific, goals and objectives. Please see the programming section in this manual.

# Agassiz Village Organizational Chart



## YOUR GENERAL RESPONSIBILITIES

**We aim that this will help you to more fully understand your roles and responsibilities.**

1. Treat all your campers equally regardless of what they are doing, saying, or how they are acting.
  - Don't be obvious about your favorites.
  - Consider the campers' feelings when you are disciplining them.
2. Include everybody in the group and try to understand how they are feeling.
  - Write a cabin contract as a group at the beginning of the session that will encompass the responsibilities of all members of the group.
  - Consider appropriate types of behavior for campers and consequences of misbehaving.
3. Be prompt to all meals and activities.
  - You are the leader – set the pace for the group.
4. Set aside time every day to process with your peers.
  - Evaluate the day's events and activities. Discuss the dynamics of the group and what needs to be changed. Make a list of things that need to be accomplished the next day.
  - Plan your lessons and activities the day before. After or before (not during) the Friday evening staff meeting, you and your new co-leader should thoroughly discuss plans for the coming week, but there will be lots of planning to be done throughout the week as well.
5. Be a good role model.
  - Campers will look up to you and model your behavior. Be sure that you are always behaving appropriately, even when you think that no one is watching. Remember – you live in a fish bowl!
6. Present a united, positive front to the campers.
  - Do not undermine, question, or reprimand your co-counselor in front of campers.
  - Campers should never be made aware of "camp business." If you disagree with a peer, wait until you are in private to work it out!
7. Meet with your co-leader in a neutral place.
  - No voyagers in pioneers' cabins and vice versa. Set the example and meet somewhere else.
8. Be willing to learn from anyone.
  - Campers and first-time counselors are smart too. Listen to them and let them speak. You might learn something.
9. Follow the chain of command.
  - It is almost never necessary, and it makes things run smoother if you go to the appropriate supervisor.
10. Help out in the activities.
  - These times are not meant as a rest time for counselors! Interact and assist your campers as they participate in each activity. Take an active role in caring about what your campers are doing. They will love you for it and the staff will be thankful. Support staff need your help in controlling your kids. This includes the waterfront area, the archery range, the arts and crafts cabin and the dining halls.
  - Never leave your campers unattended!!! Always know exactly how many campers you should have with you at all times and get into the habit of doing a count throughout the individual sessions.
11. Be creative and try new things.

12. Always try to get the groups input in making decisions.
13. Immediately report any “out of control” situations!
  - This might be a misbehaving child or a fire – just let us know where you need help. You are never alone in this.
14. Encourage campers to write home
  - Prepare a time for this activity- campers that are not tired could write home during the Siesta time.
15. Allow time for rest or quiet, but never leave campers unattended and always prepare an alternative activity. You should never have both counselors in the staff ‘den’ at the same time during quiet time, one set of eyes should be on the children at all times.
16. Tell someone if you need a break.
17. Always get proper rest and sleep.
  - If you are tired, then go to bed when you put your campers to bed. You should not burn yourself out. We are here for the campers! If you are tired by mid-week - go to bed early. You must take care of you, if you are to take care of your campers and each other.
  - This is very important in order to keep up your energy.

## PERSONNEL POLICIES AND PROCEDURES

### Health Examinations and Histories

All staff members are required to complete a camp Health History form and have undergone a Physical Examination by a physician within two year prior to the start of employment.

### Alcoholic Beverages and Drugs

Recreational drugs, illegal substances and alcohol are not permitted on camp. **The possession of alcohol or drugs on camp property will result in immediate termination of employment.** Staff in the immediate proximity of alcohol use on camp property is considered guilty by association. What you do on your time away from camp is your business, however if you return to camp back to being on duty intoxicated, will result in termination of employment

### Smoking

Smoking on site is permitted ONLY at a designated area away from campers and ONLY during your designated times/hours off. Smoking at any other times and areas of camp will result in disciplinary action.

### Treatment of Children

Camp is an opportunity to influence over 375 campers lives in a positive manner over the summer. Striking a camper or other physical, sexual abuse or any other kind of physical, verbal or mental harassment of campers is grounds for immediate dismissal. Directing profanity at a camper, put-downs and name-calling will also lead to disciplinary action.

### Dress Code

Staff members are role models and are constantly reinforcing positive behavior through words, actions and appearance.

- All staff members are required to wear appropriate clothing as determined by the Executive Director or Camp Director.
- All staff members are required to wear appropriate bathing suits during instructional and recreational swim (sports style bathing suits are allowed). As a rule of thumb, your swim attire should allow you to dive into the water without restrictions.
- Due to camp's location and terrain, it is required that everyone wear closed-toed footwear to avoid injuries.
- Underwear should not be visible at any time.
- Tattoos that are inappropriate (e.g., represent hate messages, represent illegal substances, make sexual inferences, make reference to tobacco, drugs or alcohol, etc.) must be covered by clothing when on duty and in the presence of campers.
- Low cut tank tops, tube tops, tight fitting blouses, midriff blouses, short shorts, and revealing pants, shorts or shirts with inappropriate messages, or inappropriate advertising is prohibited. Pants worn below the waste/hips are also inappropriate at camp.

### Time Off

**During the Camp Day:** Staff members will receive 3 evenings off each session. Starting at 6pm – 11.59pm. This will be scheduled at the discretion of their supervisor. Staff members will also receive 2 'late' mornings each session to allow you to sleep in. Finally, you will receive 1 shorter evening off each session, usually on the first/last day of the session.

All staff must be back in their cabins by 11:59pm each night. During time off you may not visit staff that are on duty. If COVID allows you to leave camp during your night hours off, you must be back at camp and in your cabin by the curfew at midnight.

**Between Sessions:** Staff members will receive two days' time off between sessions. Each inter-session will start after the camp is cleaned up and ready to go for another session. All staff members will be required to be back on Sunday by dinner time at 6 p.m. before the start of next session. If COVID allows all staff members are also encouraged to leave if during

the inter-session break. If you choose not to leave Camp during inter-sessions, please be clear that you are responsible for your own meals and transport during that time, because the kitchen staff and the drivers shall also be off duty.

Requests for particular days off, nights or pairings with other staff members can be made but often are not possible. All time off is at the Camp Director's and/or Executive Director's discretion. Only administrative/leadership staff may grant time off. Maintaining supervision of the campers is our primary responsibility and has to be carefully planned. Changing this plan without approval constitutes a risk to the camper's safety which is unacceptable. Please be aware that all time off is subject to change if circumstances (weather, illness, programming etc.) dictate. We recognize that your job at camp is a highly stressful and requires breaks. If you need a break, you should ask your supervisor or any other Administrative/Leadership Staff for time off, you will usually find them reasonable.

### **Continuous Camper Supervision**

Campers **MUST** be supervised constantly and continuously at all times during their stay at Camp. It is during unsupervised times at summer camps that campers are most likely to get involved in high risk or unsafe behaviors. Staff members are required to be 'On Duty' (O.D.) in each cabin/section to supervise the campers throughout the day and night including rest hour, group activity and after lights out. Failing to properly supervise your campers is grounds for disciplinary action.

### **Sensitive Issues**

Staff members' personal lives, including politics, religion, gender preference and romantic involvements, etc. are private matters and are not to be shared or discussed with campers under any circumstances.

### **WIFI Access**

Wifi is available to the staff in the staff lounge to utilize on their time off. Due to the limited bandwidth the higher volume of staff will result in slower WIFI, please limit your time to be respectful of others. Staff found accessing inappropriate websites will lose this privilege and may result in further disciplinary action. Staff is not allowed to use the WIFI in other areas of camp for unless approved by Camp Director and/or Executive Director.

### **Cell Phones**

Cell phone use is restricted to certain authorized times and places on the camp property, and never in front of campers. Cellphones should not be carried while on duty during the day (please get a wrist watch for timekeeping). Under no circumstances a staff member should allow the use of their cellphone to any of the campers.

### **Staff Vehicles**

Staff may bring personal vehicles to Camp. Vehicles must remain at the designated parking area while at Camp, and not driven around the site or parked anywhere else unless approved by the Camp Director. **Staff members are NOT allowed to transport campers in their vehicles under any circumstances.** Vehicles must remain locked at all times while parked to ensure campers cannot enter. All vehicles on site must be registered and have insurance. The owner must have a valid driver's license.

### **Personal Stereos/Music Players**

Personal stereos/MP3 players and radio/CD players may be used by staff during time off, when away from campers. They may not be worn/used in the presence of campers. Unless during cabin time or otherwise approved by leadership. If you have one, it should never be seen or heard as you move around camp.

### **Use of Camp Equipment**

Camp equipment is for the use of campers and Camp programs first. Camp has limited resources and equipment and supplies must be used wisely. All supplies must be requested from the appropriate staff before they are used. No camp supplies/equipment should be used for personal use unless approved by Camp Director.

### **Pets**

With the exception of the professional year-round staff, staff and campers are not permitted to keep pets on camp grounds. Visiting pets must be pre-approved by the Camp Director or Executive Director and kept secure at all times.

## Weapons

Weapons are forbidden on camp property. These include, but are not limited to, firearms, bows & arrows, fireworks, knives, etc. Counselors wishing to keep functional knives must show them to the Camp Director for approval.

## Valuables

The camp is not responsible for your personal property. Things do get damaged, lost, and occasionally taken. Do not keep valuables or cash in your cabin. If you have a car on camp, we suggest that you keep it locked. All valuables should be stored in the safe at the camp office.

## Payroll

All staff will receive their paychecks every two weeks from their start date. All staff are encouraged to open a US checking account for to allow for direct deposits. The last paycheck will be given to you only after all camp closing obligations as assigned are satisfactorily completed and camp equipment and supplies returned as indicated by Camp Director or designee. Any and all staff with earlier employment start date than General Staff Training will receive additional paycheck for that period of time.

## Visitors

All visitors to Camp must be approved by the Camp Director. Upon arrival at the Camp, visitors must sign in at the Camp office. Visitors must be accompanied by their host at all times while on Camp property. **Visitors are not allowed in the cabin areas at any time unless approved by Camp Director.** You may have a visitor only when you have time off. You are responsible for making sure your guest complies with Agassiz Village rules and policies. **There are no overnight accommodations on camp for visitors.**

## AV Unplugged

At camp you are a leader and role model, defining the Agassiz Village community. Your “Facebook” and other profiles, blogs, and other online forums create an impression of you and our camp. Campers, parents, supervisors, etc. can all access this information. Agassiz Village requests that all staff make their online profiles “private” to reduce the likelihood of campers viewing your social life outside of camp. Also, as a staff member, you are not allowed to post any pictures of campers or discuss any camper related issues in any online forum.

## Nondiscrimination policy

Agassiz Village does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender identity, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, campers, clients and volunteers.

Agassiz Village is committed to a diverse workforce and fair employment practices. Agassiz Village believes that a diverse workforce helps the organization unlock its full potential. Recognizing and developing the talents of each individual bring new ideas to Agassiz Village.

## Equal Opportunity Policy

Agassiz Village is an equal opportunity employer. Our policy is to provide equal employment with the opportunity for the development of skills and advancements within each employee’s demonstrated expertise. We practice prevention of discrimination against any qualified employee or applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran’s status, sexual orientation, gender, gender identity, gender expression, medical condition, marital status, or pregnancy.

Equal opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and termination.

We fully support staff living in our camp community according to their gender identity. Employment decisions are based on an individual’s qualifications to perform the essential functions of the job and other professional skills and character traits, not on any mental or physical disability. It is Agassiz Village’s policy to make “reasonable accommodations” for qualified

individuals. All requests for reasonable accommodations will be considered. If you feel you have been discriminated against by any employee or client of Agassiz Village, please talk to the Camp Director or Executive Director. They will then investigate the matter and attempt to resolve it with your cooperation and with as much confidentiality as possible. The formal investigation process will be similar to the investigation held in the event of a reported violation of the Sexual Harassment Policy.

### **The Grievance Process and Policy**

The purpose of this process is to provide the opportunity for discussion of any request or complaint. The definition of grievance as used in this section is limited to a complaint or request of an employee that involves the interpretation or application of, or compliance with the provisions of these personnel policies.

It is the policy of Agassiz Village that all employees are entitled to a grievance procedure to protect their individual rights, and all grievances and will be fairly heard.

Procedures:

Step 1:

Any grievance must be initiated through the grievance procedure within 30 days of the occurrence of the event on which the grievance is based and shall be settled in the following manner:

Any employee who believes that they have a justifiable request or complaint shall discuss the request or complaint with the Camp Director. If the Camp Director and employee, after full discussion, feel the need for aid in arriving at a solution, they may, by agreement, invite such additional employees from the organization as may be necessary and available to participate in further discussion, but such additional participants shall not relieve the Camp Director and employee from the responsibility of solving the problem.

The foregoing procedure, if followed in good faith by all parties, should lead to a fair and speedy solution of most of the complaints arising during the day-to-day operation of Agassiz Village. Whenever either party notifies the other that further discussion of the complaint cannot contribute to its settlement, the Camp Director shall then give their oral response to the complaint within three days.

If the Camp Directors response is not appealed to Step 2, as provided below, the grievance shall be considered settled on the basis of such response and shall not be eligible for further appeal.

Step 2:

In order for a grievance to be considered beyond step 1, it must be filed in duplicate with the Camp Director within three days of the oral response. It shall be dated and signed by the employee and include such information and facts as may be of aid to the Institute and the employee and include such information and facts as may be of aid to Agassiz Village and the employee in arriving at a fair, prompt, and informed decision. Camp Director and employee from the responsibility of solving the problem.

Grievances properly appealed to Step 2 shall be discussed by the Camp Director and the employee within seven days following the date of appeal. They may, by agreement, invite such additional employees from Agassiz Village as may be necessary and available to participate, but their attendance shall be limited to time required for their testimony and shall not relieve the Camp Director and employee from the responsibility of solving the problem.

Grievances discussed at this step shall be answered by the Camp Director in writing no later than five days after the meeting.

If the Camp Directors decision in this step is not appealed to Step 3, as provided below, the grievance shall be considered settled on the basis of such decision and shall not be eligible for further appeal.

Step 3:

In order for a grievance to be considered further, written notice of appeal shall be served within 10 days after receipt of the Step 2 decision by the employee upon the Executive Director and Board of Directors. Notice shall state subject matter of grievance and objections taken by either party to previous dispositions.

Grievances properly appealed to step 3 shall be discussed at a meeting between members of the Board of Directors, the Executive Director and the employee within 10 days following the date of appeal.

They may by agreement, invite such additional employees from the organization as may be necessary and available to participate, but their attendance shall be limited to time required for their testimony and shall not relieve the Board of Directors, Executive Director and employee from the responsibility of solving the problems. The grievance discussed in such

meeting shall be answered in writing by the Board of Directors and Executive Director within 10 days after the date of such meeting.

The decision of the Executive Director and Board of Directors is final.

### **Staff Disciplinary Procedures**

Staff discipline is based on a 3-strike system. This system is designed and intended to help staff members grow and correct actions to be a more productive member of the team. Certain actions fall into our zero-tolerance policy and result in immediate termination, these are outlined above. Many of our staff will make mistakes from time to time, this system is intended to promote good working practice, rather than promote poor practices. Each staffer's immediate supervisor is responsible for the discipline of their team. This is done through the "Adverse Action" form. The process is as follows:

Strike 1 – Verbal reprimand is given. The staffer is explained what they did wrong and reminded of the expectations. No formal paperwork is created at this time; however, the conversation is noted in their personnel file.

Strike 2 – If a similar offense is committed again, a written reprimand is given. The staffer is again explained what they did wrong, reminded of the expectations and asked to sign the written write up. For all junior staff, they are required to call and inform their parents of the situation. At this time, the Camp Director is included in the discussion.

Strike 3 – If the behavior continues, the staffer is either terminated or asked to take a suspension for the remainder of the season. At this time, the Camp Director or designee is included in the discussion and the Camp Director or designee can make the decision to suspend or terminate the staffer. Again, youth are required to call and inform their parents.

## GENERAL STAFF RULES

1. Follow ALL camper rules at all times! They are always watching you! Lead by example at all times!
2. RULE OF 3 – under no circumstances a staff should ever be alone with a camper. Failure to observe this rule will be grounds for immediate dismissal. This is to protect the camper and staff.
3. Curfew is 12:00 a.m.
4. No alcohol on site at any time.
5. No romantic camper-counselor relationships (regardless of age). This policy is inclusive to after employment also.
6. No romantic INSTEP – counselor relationships (regardless of age).
7. No *obvious* counselor – counselor relationships.
8. No couples in each other's cabins.
9. Staff are never allowed to slow dance with campers. Encourage campers to ask another camper to dance. This is to protect the camper and staff.
10. Handle break-time with the utmost respect for your co-counselor(s).
11. Be sure to take your scheduled brakes.
12. Do not touch campers in inappropriate way. Only give side hugs when the camper initiate
13. NO TICKLING!!! NO PICKING UP CAMPERS OR STAFF!!!
14. Smoking allowed only at a designated place.
15. Absolutely no illegal drugs! Any illegal use of prescription or over-the-counter drugs is prohibited and reason for dismissal!
16. Dress appropriately. No clothing glorifying or advertising alcohol, drugs, sex, etc. No writing with inappropriate language or messages.
17. Do not use radios or earphones (any electronic items) around campers.
18. Wear your staff shirt, khakis shorts/pants and name tags on the first and last days of camp.
19. No “that’s not my job!” attitudes. If you see something that needs done, do it! We’re all in this together.
20. Always be enthusiastic or appear to be so.
21. Get enough sleep!
22. Be prompt for everything.
23. Be proactive! Take initiative to get involved and get things started!
24. Have patience!
25. Be a good/positive role model.
26. Maintain decorum in the dining hall. Do your part to make the meals relatively quiet, smooth, and enjoyable.
27. Enjoy yourself! You deserve it!
28. Communication with campers: While we feel it is beneficial for staff to remain in contact with campers upon departure from camp, staff are never permitted to make phone calls, e-mail, or arrange meeting with a camper outside the perimeters of an Agassiz Village sanctioned event. There shall NEVER be contact with campers either through letters, phone calls, e-mails, visiting, or other means with the intent to solicit sexual or romantic relationships.

Failure to follow any of these rules may be reason for disciplinary action and/or dismissal. Staff may be dismissed from employment at any time with or without reason. It is never implied that staff from one year have a right to be hired the next year.

# AGASSIZ VILLAGE GENERAL OPERATING PROCEDURES

## THE CAMP DAY

A typical camp day for a camper at Agassiz Village is filled with educational, recreational, and creative activities. The highly structured and varied day keeps the children excited, and the multitude of activities provides many opportunities for fun, learning and growth, and reduces homesickness, boredom and behavior problems.

Sample Program Schedule			
7:45 AM	Morning Assembly	1:45 PM	Activity Period 3
8:00 AM	Breakfast	3:00 PM	Activity Period 4
8:45 AM	Cabin Pride	4:15 PM	Snack Time
9:30 AM	Activity Period 1	4:45 PM	Clubs / Free Swim
10:45 AM	Activity Period 2	6:00 PM	Dinner
12:00 PM	Meal Line-up	7:30 PM	Evening Activity
12:15 PM	Lunch	9:00 PM	Cabin Time
1:00 PM	Rest Hour	10:00 PM	Bedtime

Each bunk has a daily schedule like the one above. In the morning, villages gather at their designated meeting spot, singing camp songs before breakfast. After breakfast each cabin rotates through the hour-long activities with their counselors. Sometimes a cabin teams up with another cabin but no more than 14 campers attend a single activity so that campers are assured of individualized attention.

At mealtimes, the whole camp eats together. Announcements are made and mail is dispersed (at lunch only). Clean-up is an important aspect of camp life as it reinforces the camper's role as a responsible member of the camp community. Each camper is responsible for the cleanliness of the bunk and will also receive a daily assignment to clean another area of the camp. All clean up assignments are inspected daily by the village leaders.

Each night there are evening programs such as campfires, award ceremonies, beach parties, cookouts, scavenger hunts, movie nights, and camper and staff talent show. The day ends with story time back in the cabin, and campers and staff alike share their day's experiences with each other.

## MORNINGS & MEALS

**When filing into the Dining Hall, children are to go to their respective tables**

Mealtimes are: Breakfast = 8 am   Lunch = 12:30   Snack = 4:30   Dinner = 6:30 pm
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Counselors should supervise campers throughout the meals and remain seated at the table throughout the meal. They should also set a good example for the campers by assuming a good sitting position, practicing healthy table manners, and giving first and full attention to the needs of the campers.

Campers should be encouraged to use the bathroom and wash hands before coming to meals. Leaving the table during meals should be discouraged.

Counselors should not leave their tables during the meal. Counselors also should not make announcements during the meal. If something must be announced, report it to the appropriate leadership staff.

Each table needs to have a waiter. Try to be sure that all campers get a chance to be waiters and that one person is not always doing it. Gently help the waiter with the procedures of the Dining Hall. Only one camper should be up from the table at a time.

Mealtimes are an excellent way to promote respect for each other, manners, and also to get a 'family feel' to the cabin. Try to encourage as much as possible 'Please and Thank You', and encourage the family serving style that our camp promotes.

No Campers or Counselors should enter the kitchen or the food storage area.

Please maintain a relatively quiet voice volume in the Dining Hall during meals.

### **SNACKS**

Snacks are served in the afternoon from 4 to 4:30pm in between 5<sup>th</sup> and 6<sup>th</sup> activity periods. All groups will gather at the Dining Hall for snack. After the snack period is over, the garbage is to be cleaned up and the tables washed down by each group.

### **INSPECTIONS**

About an hour after breakfast, a leadership staff member will go through the cabins. They check for the health, cleanliness, order, and condition of the campers' living areas and surrounding areas. The cleanest/most creative cabin will receive recognition. The cabins should be cleaned every morning during Cabin Pride. Floors should be swept, beds made, and clothes and towels arranged neatly. Cleaning the bathrooms is a cabin responsibility and must be done each day. The sinks and toilets should be cleaned on a daily basis. The shower house in each village will be also cleaned daily by groups on rotating schedule. Tissue paper and debris should be picked up and all floors and porches swept. Clean up duties should be divided among the campers and supervised by the counselors. The leadership staff member will report the results of the inspections after lunch. Honor cabin will be announced then.

### **ILLNESS**

The Health Center will be available for non-emergency treatment throughout the day. If the nurse is out, they will post a sign with their whereabouts. Emergencies may be taken to the nurse at any time. The nurse may confine any camper or staff to their quarters or the infirmary on the basis of their health or medical condition. If you feel ill, see the nurse! Stay healthy!

### **MAIL**

Campers should be encouraged to write a letter home each day. Counselors may need to help them write legible addresses or to check with the directors if the camper is unsure of the home address. The mailbox is located in the office and all outgoing mail campers should hand to their counselors. Incoming mail will be distributed at lunch or dinner to the counselors by their village leaders.

### **REPAIRS AND MAINTAINENCE NEEDS**

Repair problems should be written out on the appropriate forms, which are found in the Health Center or at the Office. Low supplies of soap, toilet paper, cleansers, etc. should also be made known to the village leader. Leaks, electrical problems, or maintenance concerns affecting camper safety should be reported to the Village Leader ASAP.

### **PROWLERS**

Any visitors should always stop at the office for a visitor pass. If you see someone unfamiliar on campgrounds during the session and they are not accompanied by another staff member, please approach the individual and kindly ask them of what they are doing on site. Stay with the person until you receive a clarification from your supervisors, or a leadership staff member comes and takes over. Tell the person that this is private land and that we are simply ensuring the safety and welfare of our campers. If you encounter problems in this situation, notify a director immediately! They will determine whether or

not to call the police. Never put yourself or others in a dangerous situation. Watch the intruder carefully from a distance and remove your campers from the area.

## **VISITORS**

All visitors for campers and staff should be directed to the Main Office first for a pass. No visitors of staff should be walking around unattended or are allowed to stay on camp premises (except for special circumstances given permission by the Executive Director or Camp Director), including on the weekend off-hours.

## **SMOKING**

Smoking is only permitted in designated area on site and ONLY during your designated time off.

## **OFF-CAMP ACTIVITIES**

No campers are to be off grounds without permission of the camp directors. No counselor or staff member should make decisions or act contrary to this directive.

## **OUT OF CAMP BEHAVIOR**

Good public relations become the responsibility of the counselors who are out of camp for any reason: time off, trip to the park, doctor, etc. Counselor and camper actions indicate the type of camp they represent. Whether you are in or out of camp, with campers or other staff, your every action affects the image you give to others of Agassiz Village. You and your camper's language, voice and actions are all important in insuring that others see Agassiz Village as a place that takes pride in its staff, campers, and camp technique.

## **PHONES**

No campers should be allowed to use the phone for personal use. Do not promise homesick campers that they will be able to call their parents. The director will make decisions about whether or not a parent should be called. Counselors should never use the phone while in direct supervision of campers, except in the case of an emergency. Phone messages received at the office will be given to you ASAP. If you answer the phone in the office or staff phone and the person requested is not available, please be polite and take a detailed message. We realize that our staff members lead lives outside of camp and that those lives don't stop just because you are up here. Please take care of your personal business on break time as much as possible, but if you need time to make calls or do other business, let your direct supervisor know so that your campers are properly supervised.

## Dining Hall Procedures

Procedures for all meal times

### **Lining Up before every meal**

- Before every meal we will all line up outside the center doors of the dining hall. Voyagers will line up on the right side of the steps (Indian side of the dining hall) and Pioneers will line up on the left side of the steps.
- Cabins will be arranged in lines long the grass facing each other with counselors spread across the line.
- The space in the middle in front of the dining hall steps is to be used for those leading songs.
- No one should be standing on the stairs or on the dining hall porch. (Unless there is inclement weather)
- If it is raining, then cabins will line up in the same configuration on the dining hall porch. Again, counselors will stand at either end of the line.
- After the bell rings to indicate that the meal is ready to be served campers and counselor will wait in lines until they have been told to enter by village leaders (or another member of leadership).
- All campers will enter the dining hall through the side doors and proceed to the salad bar and buffet cart.
- If any member of the cabin uses a wheelchair, then the whole cabin will enter through the Pioneer (left side) entrance where there is a ramp. The cabin will then proceed to their table and remain standing as normal.

### **Inside the Dining Hall**

- ALL headgear (hats, visors, bandanas, durags, hair nets/caps etc.) **MUST BE REMOVED** inside the dining hall. (Counselors must remember to remind campers to do this once they get to their table).
- When campers and staff return to their assigned tables they will begin to eat. Only one camper per cabin should be stood up at any time. (The exceptions to this rule would be vegetarians/vegans or anyone with an allergy to anything being served. If there are any food allergies or specific dietary requirements these will be on camper health forms and counselors/kitchen staff will be notified.)
- There will be a salad bar available at every meal. If campers in your cabin want to get food from the salad bar, then let your Village Leader know and they will send cabins up one at a time. One counselor should accompany campers to the salad bar, and one should remain with the other campers at the table.
- Once the main meal has been finished counselors and campers should help to collect dirty plates, cups and cutlery at one end of the table but should leave them on the table until after desert has been served.

### **Tidying Up after meals**

- After desert is finished all dirty plates etc. should be taken to the center tables by the counselors or waiter only. No one else should be out of their seats taking anything to be washed or put in the trash. All waste food should be disposed of in the food waste bucket and all liquid waste should be disposed of in the liquid waste bucket.
- Waiters/counselors should then collect a rag from the sink and wash down their tables collecting all scraps of food on the table and putting it in the trash.
- Cabins should then wait to be dismissed by Village Leaders/other member of leadership.
- Each cabin is responsible for cleaning up their own areas after meals this includes sweeping under all of the tables and benches, including between the tables. If a mop is needed it should be collected by a counselor from the area behind the staff kitchen and should also be returned to the same area by a counselor where they should empty the dirty water out and rinse out the mop.

## Toilet Procedure

- Only ONE camper at a time should be allowed to leave the table to go the toilet. Toilets will be monitored at all times by a member of the program staff who will operate a one out one in policy meaning there should never be any more than two campers in the toilets at any time. If a camper complains of feeling ill and needs to use the toilet while someone is already away from the table, they should be accompanied by a counselor.

## Program Staff

- During meals program staff might be responsible for monitoring the toilet, the salad bar area and the dishwashing window. Staff can rotate through different jobs each day as long as each of these areas is covered. Bathroom will need to be covered for the entire mealtime, salad bar at the start of the meal, and the dishwashing window at the end of the meal.

## Things to keep in mind at meal times

- Counselors should position themselves at either end of the table during meals, this helps with supervision and with getting in and out to assist with collecting/giving out food.
- There should be one counselor present at the cabin table at all times when there are campers there. Under no circumstances should both counselors leave a table unattended. If the situation is unavoidable then make sure you let your Village Leader/another member of leadership know so they can provide coverage.
- If you do not have enough plates/cups/cutlery/condiments etc. these should be collected by waiters/counselors at the same time as they are collecting the food. Campers should not leave the table of their own accord to come up and ask for things. So, make sure you check for these things before coming up for food. If you forget, you will be sent back until food has been collected by all the other sections.
- **All children must be served all food that is offered at every meal.** Even if they say they don't want any, they have to have some on their plate. They don't need to get a lot and they don't have to eat it, but they must have everything on their plates. (There are two exceptions to this, these are cereal, which will be out on the tables at breakfast for those who wish to have it, and the salad bar which will be offered at every meal, but campers are not required to have it. Also, campers with special dietary requirements or allergies are also exempt.)
- Campers should be served before counselors.
- There will be milk at every meal and campers are encouraged to take a carton of milk, but it is not required. (The only exception to this would be if a child is lactose intolerant).
- NO CHILD SHOULD LEAVE THE TABLE AT MEAL TIMES EXCEPT WAITERS.
- If you want to get coffee in the morning, then do so **quickly** and discretely. Any counselor found to be spending an excessive amount of time in the staff kitchen will be asked to leave, repeat offenders will lead to disciplinary procedures
- **No child** is allowed coffee under any circumstances.
- Make sure all food is served and distributed equally to all campers, if campers are getting food from the salad bar ensure that they are not taking too much, tell them they can go for seconds if they need more, rather than taking too much in the first instance and wasting food that they don't eat. Also, no one needs 5 spoonsful of salad dressing or half a bowl of bacon bits!
- If your cabin is responsible for cleaning and the floor is particularly dirty at lunch (or sticky if we have had popsicles) then use your common sense and give the floor a quick mop so that we don't attract ants/animals.
- **Above all use your common sense and be aware of your campers at all times!**

## Special Meals and Food Options

A Theme Dinner will be served each week. Counselors are encouraged to have their kids “dress up.” Makeshift costumes can be made during arts and crafts or other free time. The themes will be announced by Program Coordinator at the beginning of the session and will be indicated in the session’s schedule.

Coffee is available for counselors each morning prior to and during breakfast. However, campers are not allowed to drink these beverages.

Vegetarian meals are available for campers and counselors. Special food allergies should also be reported to the kitchen staff in case alternative food options need to be prepared.

## Cabin Pride Procedure

Cabin pride is the responsibility of everyone living in a cabin, campers and counselors alike. Village Leaders will conduct daily inspections to ensure that cabins are being kept tidy.

- Every day after breakfast cabins will have some time to tidy up before they leave for their first activity period. During this time counselors should supervise campers as they tidy and clean the cabin both inside and on the porch.
- Typical jobs will include:
  - Making beds
  - Sweeping floors
  - Cleaning sinks and toilets
  - Tidying cubbies
  - Tidying under beds
  - Tidying the porch (Taking towels in, tidying shoes etc.)
  - Checking that there is no new graffiti on walls (inside and outside)
  - Making sure all lights are turned off (including porch light)
  - Picking up any trash on the ground around the cabin
  - Counselors should also make sure that their den is tidy during this time.
  - Empty trash cans. (Once your trash can is full the bag should be collected when lining up for breakfast and left in your village’s specified area. For Pioneers that will be the end of the Pioneer road, for Indians it will be behind the grill in the middle of the section.
- Please remember to check if you need any cleaning supplies before you come to breakfast as you will be able to collect them from the dining hall.
- Village Leaders will inspect each cabin during the first two activity periods and will mark up how well cabins have done in each of the above areas.
- Every day the tidiest cabin from each section will be awarded points to spend in the AV store. This will be announced at lunchtime along with the presentation of the Spirit stick which will also be awarded to the tidiest cabin from each section.
- In addition to cleaning the cabins, each cabin will take a turn of cleaning the section shower houses. During one-week sessions this will mean each cabin will have to clean the shower houses once and during two-week sessions it will usually be a maximum of twice. When it is your turn to clean the shower house, please send 2/3 campers up to the shower house with a counselor/floating counselor during cabin pride. Shower houses should be swept and tidied (making sure all lost and found is placed in the clothes bag) and should have a little cleaning product poured down each of the drains and the water run briefly to wash it down.

## Procedures for the AV Store

The following is the procedure for campers using the AV Store during sessions.

During the session campers will be able to collect points to spend at the AV Store where they will be able to “buy” additional items/treats.

- AV Store will be open during snack time after the 4<sup>th</sup> activity period.
- The villages will be able to go to the store every other day during their snack time.
- When it is your day to go to the store cabins will line up at their designated store serving hatch.
- The store will be staffed by the INSTEP and program staff who will be responsible for serving the campers, stocking/replenishing the shelves and deducing the points from the camper’s total. (INSTEP will be overseen by the INSTEP trainers).
- There will be a store list up in the store detailing all of the items for “sale” and how much they will cost. A copy of this list will also be provided for all cabins to display and counselors should encourage campers to decide what they want to buy before they get to the store so as to keep the line moving as quickly as possible.
- Campers will be restricted to how much they can buy. One piece of candy/one juice box only.
- It is vital that while your village is at the store all counselors are supervising their campers, both while they are standing in line waiting to be served and afterwards while they are eating their snack. You must make sure that campers are picking up all trash and are putting it in a trash can and not just leaving it on the ground. Make sure the area is left tidy.
- While campers are at the store they will also be provided with the day’s normal snack as well (usually fruit and water). This will be delivered to the camper by the INSTEP serving them. Campers do not need to take the snack if they do not want it.
- Once all of the campers have been served, counselors will be able to get some of the normal snack from the S.I.Ts. Counselors should not be taking anything from the store, and should not ask L.I.Ts to substitute their snack for something from the store.
- On the days when your village is not at the store, you will receive snack (the same snack as the campers at the store will be receiving) in the dining hall. If you are getting snack in the dining hall then it will always be served on the Pioneer porch where campers can sit in the shade if it is a hot day. As always campers should be given snack before counselors take any and while campers are eating snack counselors should be supervising their campers and making sure that trash is picked up and put in a trash can. Again, make sure the area is left tidy.

## Procedure for Earning AV Store Points

The following is a guide as to how the AV Store points system will work. Campers will have the opportunity to earn points that they will be able to “spend” at the AV Store during snack time.

- Each camper will start with a balance of points 10 points.
- Campers will be able to earn additional points in a number of different ways:
  - Cabin Pride – each morning the cabin that has the cleanest cabin will be awarded points. (3 points per camper)
  - Achievement/Participation – campers who participate well and experience some kind of personal achievement will be rewarded for this with points. (2 points max per activity period)
  - Random Acts of Kindness – any camper who goes out of their way to help someone else or does something selfless will be rewarded with points. (4 points for a R.A.O.K)
- Points can be awarded by the following people:
  - Program Staff/Leadership – for participation and achievement and Random Acts of Kindness. Points are awarded at the discretion of the program staff member running the activity.
  - Counselors – counselors can award points to their own campers for Random Acts of Kindness, or they can award points to another camper by letting that camper’s counselor or Village Leader know at an appropriate time. If counselors wish a camper to receive points for achievement/participation, they should let the member of Program staff responsible for the activity know. The exception to this will be counselor lead activities where counselors should use their own judgment to decide if anyone is to be awarded points.
  - Village Leaders – for cabin pride, for Random Acts of Kindness and for participation/achievement (in agreement with the member of Program staff responsible.)
  - Campers – can recommend other campers to receive points if they feel someone has gone out of their way to help them, but this must be communicated to the counselors/program staff and **under no circumstances can they recommend themselves to receive points.**
- In each cabin, counselors will be responsible for keeping track of camper’s points totals. Village Leaders will up-date counselors during evening rounds about any points earned by camper during the day. If cabin has won cabin pride counselors can add those points on at night as well. Counselors should keep cumulative totals for each camper as they will be eligible for a reward band when they reach certain points levels, as well as running totals so that campers know how many points, they have to spend that day. INSTEP will also keep running totals in the Store, so they know how much the camper has to spend. Village Leaders will feed this information to INSTEP trainers on a daily basis.
- It should be noted that POINTS SHOULD NEVER BE TAKEN AWAY for inappropriate behavior. **The awarding of points is a positive behavior reward, and the removal or threatened removal of points is not to be used as a punishment under any circumstances.** It is almost impossible for the removal of points to be applied fairly so we just stay away from it.
- Campers should never hassle any member of staff about the awarding of points and under no circumstances should the put pressure on another camper to recommend them for points. In order to avoid this program staff should only talk to counselors/Village Leaders about any points to be awarded. Campers should never be told directly if they are being awarded points. Any questions about points should be answered by the camper’s own counselors.
- Points can be spent on any item available in the store, but they may only buy a maximum of two items per day, and it cannot be two of the same items.
- There might also be some high-priced items available, and these can be saved for and bought at any time.
- Campers will also be awarded based total number of points collected throughout the session. The recognition will be via a tier bracelet system: all campers reaching X points during the session will get the first-tier special bracelet; all campers reaching a X-point mark will get recognized by a second-tier bracelet; and all campers reaching X points, will receive a third-tier bracelet and will be eligible to receive a full campership the following summer.

## Policy on Staffing and Coverage

In order to provide for the safety of campers and for a sound functional developmental program all campers will be supervised at all times (24 hrs./day) once in Agassiz care, and specific ratios will be maintained throughout the camp season in living groups and general camp activities. The ratios are as follows:

<u>CAMPER AGE</u>	<u>STAFF: CAMPERS</u>
8-14 yrs.	1:8
15-17 yrs.	1:10

The only exceptions to the above ratios will be made for camper arrival and departure days – Agassiz Village will provide a leadership staff member and at least 3 staff members for each camper bus (50 passenger coach busses) on the arrival and departure days.

All of the above ratios will be met by staff 18 years of age or older. INSTEP participants may not be included in the ratios.

Any staff member under the age of 18 years of age must be at least two years older than campers assigned to his or her group.

A list of campers, staff, their group program assignment will be posted in the Camp Office at all times.

The camp will actively recruit and hire staff whose racial/ethnic diversity reflects that of our camper population. All recruiting literature and presentations encourage minorities to apply for staff positions, and recruiters visit a variety of colleges and organizations representing the diversity of our camper population.

All staff receive training in discipline procedures, positive behavior management techniques, responsiveness to the multi-cultural diversity of our camper population, and sexual abuse policies, and must read the entire staff manual to become part of the above staff ratios.

### CABIN REST AND NIGHT DUTY

- All staff in a group will stay with the campers until they are quiet or asleep. For night break, at least one counselor/summer staff member will stay to monitor the cabin. Counselors will sleep in their assigned cabin every night. During rest time, both counselors should be in any cabin with campers in it.

**AT ANY TIME, IF A STAFF MEMBER SEES A CAMPER WHO IS NOT UNDER DIRECT SUPERVISION, THEY SHOULD IMMEDIATELY APPROACH THE CAMPER AND REMEDY THE SITUATION. CAMPERS SHOULD NEVER BE LEFT ALONE. ALWAYS KNOW WHERE EVERY SINGLE ONE OF YOUR CAMPERS IS.**

## **Weekend Cabin Policy**

If you are staying on camp premises during the intersession weekend, we expect you to continue to abide by camp policies. If you use camp equipment, please make sure it's cleared by Camp Director and take care of it and return it to its place when you are done. Respect evening quiet hours, there may be other staff that are sleeping. Please continue to keep the staff lounge and other camp areas clean over the weekend. Also, there is to be no sleeping with counselors of the same or opposite sex. Nightly rounds through the cabins may be made, and if you are caught in disobedience of this policy, it could result in the immediate termination of your employment. Finally, make sure you get your rest. You have another big important session ahead. This policy exists for your safety as well as for the safety of the camp. Thank you for your cooperation.

## **POLICY ON CAMPER & STAFF PERSONAL PROPERTY ON CAMP PREMISES**

### **SPORTS EQUIPMENT**

**STAFF:** Staff members are not allowed to bring personal archery equipment, guns, slingshots, etc. Staff members may keep personal sports equipment on camp premises but should keep these items safely stored in his or her cabin or in the staff lounge. The camp is not responsible for personal equipment that is lost, stolen or broken on camp premises.

**CAMPERS:** Campers do not need to bring personal sports equipment to camp. If a camper does have equipment with them, the counselor should put the equipment into safe keeping (office). Again, the camp is not responsible for personal property that is lost, stolen or broken.

### **ANIMALS**

No pets or other animals are allowed at camp, except for the occasional visit. Seeing eye dogs are, of course, acceptable.

### **VEHICLES**

**STAFF:** Staff members are to keep their locked and secured vehicles on the basketball court at the bottom of the entrance road, just before the office. Counselors are not to use their cars during the camp session unless given permission by the Camp Director or Executive Director. Counselors may not use their vehicles to transport campers. If damage occurs to a staff member's car while on camp premises, the Camp Director should be notified ASAP.

**CAMPERS:** There should be no need for a camper to leave a car on camp premises. Special circumstances should be directed to the Camp Director.

# **CAMPER/STAFF INTERACTION POLICY**

The need to maintain professional boundaries is critical. The nature of the professional relationship is such that each of us plays a significant role in the lives of our campers. Each of us must acknowledge that we have this power, and consciously act in a way that avoids the appearance and/or actual abuse of power. Because of this, Agassiz Village employees must always be beyond reproach in all interactions with campers. Camp staff members who engage in unacceptable and inappropriate action with campers will face disciplinary action, up to and including termination.

**Address campers and their concerns in a professional manner and always bring potential concerns to the attention of your supervisor. For example:**

- Report any inappropriate behavior by campers.
- Explain your role as a staff member to campers.
- Treat all campers equitably: Any services or support that you offer to one camper should - barring special circumstances - be equally available to all campers. This should also include the small things, e.g. If children in wheelchairs need to use the road rather than the path down to the waterfront, then the whole cabin should do the same.
- Maintain a professional demeanor with all campers, despite any personal feelings you may have about them, their behavior or their life choices.
- Ask your supervisor for assistance if you are unsure of a camper's behavior or your response to the camper.
- Act in a friendly manner, but do not "make friends" with campers or develop a relationship with campers outside the work environment.
- Speak with a supervisor if you become aware that another staff member has engaged in an inappropriate interaction or relationship with a camper.

**Do not engage in any behavior that reflects an inappropriate and unprofessional relationship with campers. For example:**

- Don't make comments regarding how a camper's clothing, hair, make-up, etc., looks, unless in the context of a specific program.
- Don't take food from campers.
- Don't offer campers rides in your car.
- Don't loan money to campers.
- Don't borrow money from campers.
- Don't do campers "favors," e.g., allow certain campers to break rules.
- Don't inquire into campers' personal lives and/or behavior outside of the professional context.
- Don't function as a direct intermediary between campers and their extended family members to solve family problems, unless directed by your supervisor or as a defined part of your job.
- Don't use profanity in conversations with campers.
- Don't make what you may consider to be "supportive" physical contact with a camper. Be aware that the camper may not view this in the same "supportive" context that you do.
- Don't engage in religious, political, or otherwise controversial debates with campers, regardless of point of view.
- Don't accept "gifts or favors" from campers. Politely explain why you cannot accept them.
- Don't engage in sexual contact with campers.
- Don't make sexual innuendoes to campers.

## **Staff Guidelines for interaction with campers**

Please be aware that staff members of any age, or gender that choose to work with youth and adolescents, are all potentially vulnerable to charges of physical or sexual abuse. All staff members must adhere to the following policies at all times:

- **RULE OF THREE!!!** Staff members must always be in view of others –no staff members should EVER be alone with a camper.
- Campers should never visit the private quarters of staff. Campers must never be allowed in the staff ‘den’ at any time, day or night.
- Staff should not exchange telephone numbers, addresses or email addresses with campers.
- Supervise campers in pairs.
- Staff members are not allowed to kiss campers.
- Staff members are not allowed to ‘butt slap’ a camper.
- Campers are not allowed to sit on the laps of staff.
- Staff members are not allowed to discuss their personal lives, beliefs or lifestyle choices with campers.
- Respect the privacy of campers.
- Be clear about your “caretaker” relationship with campers.

## **CAMPER RULES**

1. No running!  
(exception – during designated games)
2. No throwing stones!
3. No open-toed shoes!  
(exception –at the waterfront)
4. Use appropriate language at all times. No cursing or using profanity!
5. No smoking, drinking, or use of illegal drugs at any time!
6. No sexual relations with other campers or staff members!
7. Beware of snakes, ticks, and other wildlife!
8. Report any injury or illness immediately.
9. Respect the authority of all Agassiz Village staff members. We are here only to help you have a safe and wonderful time at camp!
10. Keep flashlights on the ground and not in others’ faces.
11. Flashlights are to be used AT ALL TIMES whenever walking the grounds at dusk and after dark.
12. Observe quiet time.
13. Honor others’ personal property and keep your own property in neat order.
14. Participate and have fun!

# **BEHAVIOR MANAGEMENT POLICY FOR CAMPERS**

Agassiz Village Summer Camp advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. The purpose of discipline is to help people understand and modify unacceptable behavior and/or attitudes. Remind campers that camp rules are established for safety and to ensure that we have a common standard of behavior. As staff members, we need to show the campers that we see the need for following the rules ourselves. Please do not contradict the established guidelines!

Corrective discipline must be a creative, caring effort on the part of the counselor, and it must be seen as such by the camper. Always suggest positive alternatives to unacceptable behavior before it gets out of control.

1. Discuss rules with campers and identify out-of-bounds areas.
2. Discipline should be constructive or educational in nature and may include such measures as diversion, separation from problem situations and discussion about the situation.
3. Discuss the consequences of breaking any rule.
  - a) Quiet time. Separation, when used as discipline, shall be brief (10 – 30 minutes depending on age) and appropriate to the camper’s age and circumstances and shall be in a safe, well ventilated place. Children shall be within hearing distance and sight of a staff member.
  - b) Restriction from activity.
  - c) Restriction to adult supervision.
  - d) Extra duties.
  - e) Conference with Assistant Camp Director or Camp Director.
  - f) Conference with parent/Director.
  - g) Dismissal from the Camp.
4. Enforcement of all rules at all times will be without malice and consistent in application. Never deal with a child out of anger; a co-worker or supervisor can handle the child until you are calm. If you feel angry, extremely impatient or tired, you **MUST** ask for help!
5. Never attempt to handle a situation that you know or suspect that you cannot deal with effectively. Ask for help from a supervisor.
6. Praise and encouragement of positive behavior should be given whenever possible.
7. At no time will discipline include depriving a camper of sleep, food, or restroom privileges, placing a camper alone without supervision, or subjecting a camper to ridicule, shaming, threat, corporal punishment (striking, biting, kicking, squeezing), washing out the mouth, or excessive physical exercise or restraint as a means of punishment either by staff members or by another camper.

Verbal abuse or derogatory remarks about the person, their family, gender, race, religion or cultural background will not be permitted. Campers shall at no time be allowed to punish or discipline another camper.

Profanity is unnecessary and unacceptable. The use of profanity by children or staff must not be ignored and must be dealt with in a manner appropriate to the situation.
8. Periodic evaluation of the program/staff/camper groups will be done to ensure that the Camp environment is not contributing to behavior problems.
9. The Camp Director as well as your direct supervisor is to be informed of all disciplinary measures.

Campers’ behaviors may have many roots. It is not expected that a few days at summer camp will cure all behavioral problems. As a Counselor, understand that children bring their past with them in their behavior. If you can determine the root of the behavioral problem, it will give you clues on how to deal with it.

Keep two things in mind:

1. Your campers are not mini adults. Expect them to want to have fun and be active.
2. Expect your campers to test their limits; they still, however, want and need limits.

Here are some common reasons for surface behavior problems:

1. A desire for recognition/attention; it may be better to be infamous than unknown
2. Frustration: unsatisfied needs or desires often cause children to “lash out”
3. Homesickness; being scared and nervous often causes frustration
4. Illness/exhaustion; no one is at their best when they are sick or tired
5. Conflict with another camper/staff member; this often causes people to become defensive
6. Outside conflicts, problems with family, friends, etc. can follow campers to camp
7. Established behavior patterns; lessons learned at home won’t be forgotten at camp

Some ways to provide structure without having to become a drill sergeant:

1. Establish clear expectations right away
2. Balance structure with a reasonable amount of freedom
3. Reinforce and encourage desirable behaviors

### **Discipline Process**

- Make your expectations clear from the first day of Camp. Communicate to campers that bunk meetings may be called at any time to discuss concerns or issues. State the rules and firmly enforce them.
- If problems arise, sit down with the camper or the bunk. Discuss the issue. Restate the rules and expectations for behavior. Give camper one warning; make it clear that they have done wrong. Give your camper a chance to explain; they may have a good reason.
- Be consistent and impartial.
- Stay cool and calm; keep strong emotions in check. If you feel you can’t then step away from the situation and ask a co-counselor / supervisor to take over.
- Avoid lecturing or embarrassing the camper, discipline in private if possible.
- Stress that the behavior is the problem, not the camper’s personality. Help the camper to identify acceptable alternatives to the problem behavior. If necessary, ask the problem camper(s) to sit down within your sight, but out of the activity until the appropriate behavior can be exhibited.
- Once the disciplinary time is over, accept the camper as a part of the group again.
- If problems occur more than once, discuss the camper concerns with your Village Leader.
- Bring the camper to your Village Leader. The Village Leader and you will sit down with the camper and deal with the issue. Together you must behavior restate expectations. If necessary, you and the Village leader must sit down and make a contract (corrective behavior expectations) with the camper.
- If the behavior does not improve, the camper and Village Leader must go to the Assistant Camp Director. Behavior expectations will be restated by them.
- Should the behavior continue, the camper will meet with Assistant Camp Director or Camp Director who will notify the camper’s parents or legal guardians.
- If inappropriate behavior continues to occur, the camper may be asked to leave camp. To maintain camper safety and avoid program interruption for remaining campers in such case, camper being sent home will be removed from their group to stay in the office with at least two assigned staff members to provide supervision until camper is picked up by parent/guardian.

## Time-Tested Strategies

- Be the kind of person you want your campers to become – obey the rules yourself!
- Know as many campers as possible by name. Know something about them. Build relationships.
- Be friendly. Always show interest in what individual campers are doing and their progress.
- Ask them questions about themselves, what they like, hobbies etc.
- Always have high expectations of campers and always look for/praise examples of positive behavior.
- Treat every day as a new day. NEVER hold grudges. Have the same high expectations every day and never start the day assuming a camper will behave inappropriately.
- Always try to make campers take responsibility for their own behavior, ask them to verbalize what they are doing.
- “One pat on the back is worth two slaps in the face.” Praise good qualities and actions.
- A sense of humor is extremely valuable. Use it frequently.
- Maintain your poise at all times. Don’t let the campers “get to you.”
- Don’t take misbehavior personally. It is a choice the camper is making.
- Every child has needs; his behavior will give you clues as to what those needs are.
- Keep in mind that misbehavior is seldom willful. Try to find the cause.
- Try to see the camper’s side of the situation. Discuss it with them until you understand.
- Distract, distract, distract! One of the best methods to control behavior is to keep them busy!
- Show your disapproval of behavior through your speech, facial expression, and action.
- Being close when you note a potential problem can keep it from actually occurring.
- Enlist other leaders (peers or staff) to provide role models.
- Allow natural consequences to occur if the results are NOT too severe.
- Withholding privileges or taking away something a camper likes is usually effective.
- Sending a child to “time out” allows time to cool down and think about behavior change.
- Have a group meeting to discuss and resolve generalized problems.
- Remain with your campers during meals and free time.
- Avoid getting campers over-tired, keyed-up, or tense.
- Be willing to admit when you’re wrong.
- Know what to ignore and when to ignore it!

Sometimes it is best to simply ignore behaviors, rather than reward or punish, which may actually provide attention to encourage the behavior. Ignoring behaviors usually works best for campers who seek attention by clowning around. Sometimes, giving the child attention or affection, which has been lacking, may solve the problem. Giving the child some form of responsibility or encouraging a special interest or talent may result in improved behavior. Some of the worst behaved children can make the best leaders if given the right encouragement, direction, and incentives. Often the activity, if it is at their own physical, emotional, and intellectual level, is enough to correct the situation.

## The Bully or Show Off

To deal with these children, you first need the child’s confidence in you as a leader. To do this, you should not be dominating, overly critical, or too demanding on the child’s performance. To maintain this child’s confidence, praise good behavior – instead of only criticizing bad behavior. Discuss with the child the rights of others and courtesies due them. Let them know others will be more accepting if this behavior is turned more positive. Demonstrate compromise in your actions for the child to learn. In group activity make a special effort to place this child in competition with others of equal or greater strength and ability. Essentially, the bully or show off requires understanding and patience combined with placement of the child in groups that lend to their development of leadership traits in honest competition with other children.

## **Fighting**

Serious fighting often evolves from what starts out as just “fooling around.” Keep a close eye on such horseplay to keep it from getting out of hand. When a fight breaks out, separate the parties involved AT ONCE. Let your voice show calm, mature authority. Attempt to give them time to cool down. Watch facial expressions to indicate less tension. Disallow any angry verbal exchanges, and physically remove combatants to a “safe distance” from each other if necessary.

Fights that involve serious contact (hitting, kicking, biting, and punching) require both combatants to visit the nurse, who will check for bruising and internal injuries. An incident report should be completed.

Once combatants have regained composure, try one or more of the following:

1. Calmly discuss the situation separately with each individual. Emphasize resolving the problem, not placing blame. Aim for a mutual “shake hands and make up” plan.
2. Hold a face-to-face hearing where each participant describes their version without interruption from the other. Attempt to help each see the other side, then reconcile differences, make up, and forgive.
3. Allow the individuals to discuss the situation between themselves privately IF you are sure the anger has dissipated. You can help mediate if they wish.
4. Invoke a logical consequence if clear provocation can be established or if this is a repeat offense. (See the Camp Behavior Management Policy)

## **Stealing**

Prevent stealing by establishing an atmosphere of trust within all members of the group. Discuss openly the need to respect each other’s property. Establish group rules as campers feel a need to protect individual’s property and define sanctions for rule infractions. Always discourage campers from leaving valuables out in the open unnecessarily. If stealing still occurs:

1. Give the offender opportunity to return the article anonymously, without punishment.
2. You may need to play detective if the item is not returned, and the offender is still not identified. Be cautious in seeking group cooperation in order to avoid the offender being ostracized.
3. If you have evidence to identify an offender, deal with the camper privately. Give them a chance to make restitution and make a plan together to avoid repeat behaviors.
4. If evidence is lacking as to the offender’s identity, try handing out sheets of paper to each member of the group. Have them write either “I did not take it,” or “I did take it and I’m sorry,” and sign their name. Give them the opportunity to secretly place the papers in your custody. Deal with the offender privately at a later time.
5. If the problem persists, follow Camp procedures and inform the Camp Director.

## **Reminders:**

Follow the Camp behavior management policies for continuing discipline problems. You cannot go from step one to step seven. It is unfair to the child and it is ineffective way of dealing with problems.

Never deal with a child out of your own anger. There are people around to support and help you whenever necessary.

Finally, even though the work is very hard, take a step back from time to time and

## COUNSELOR/STAFF BASICS

### What is my main job?

- To supervise a group of campers—to ensure that their physical and emotional needs are met
- We are also given an opportunity to make a real difference in our camper's lives—12 days to give them a new perspective on their lives and offer them the space to learn and grow in ways that only camp can

### What does Camp offer for kids?

- Camp is different than the other places kids find themselves. Research has shown that camp is a unique educational institution and is a positive force in youth development.
- At camp, children become more confident and experience increased self-esteem. They develop social skills that help them learn how to make friends. They also grow more independent, adventurous, show leadership qualities.  
(see American Camping Association's "Directions: Youth Development Outcomes of the Camp Experience")

### How can I be a great Counselor?

- **Be attentive!**
  - Campers must be supervised CONSTANTLY
- **Smile!**
  - Easy way to show you are positive, open, inviting
- **Get on Kid's level!**
  - Physically and mentally
- **Make Eye Contact!**
  - Connect with them, build their trust
- **Be Enthusiastic!**
  - Keep your body moving, vary your voice's inflection, speed, and volume, use your hands
- **Expect a lot!**
  - Have high expectations! Expectations vs rules—make sure they know the do's as well as the don'ts; plan for the good stuff and NOTICE the good stuff; Don't assume that they know what good or positive behavior is—tell them
- **Be Positive!**
  - Speak in positives— "Walk!" instead of "Don't Run!"
  - "Come on over here!" instead of "Don't go in there"
- **Be Creative!**
  - Doesn't have to be brand new, never before seen ideas, can just tweak old games to keep kids engaged.
- **HELP!**
  - By asking for HELP when you need it and giving help when it is needed

### AVOID THE PITFALLS!

The biggest and most frequently made mistakes of counselors are:

- STARTING ACTION TOO LATE
- TALKING TOO MUCH
- GETTING EMOTIONAL

Instead, you should:

- **Respond Immediately**
  - Don't wait. Respond to even the smallest transgression immediately.
- **Be concise!**
- **Stay Cool!**

- **Do not take the child's words or actions personally!**
  - You are the adult! If you allow them to get to you, it will be very hard to regain control.

## **And PLEASE, DON'T PICK UP THE ROPE!!**

Every Kid is born with a rope.... They will often tease you with the rope and try to get you to pick up the other end of the rope. If you do, you will automatically be thrown into a vicious game of Tug of War. You will come out the loser.

How do they tease you with the rope?

“I don't have to listen to you!”

“You're not my mom!”

“I can get you fired”

You could pick up the rope by saying

“Yes, you do”

“You do have to listen. I am your counselor”

“No, you can't.”



In picking up the rope you are entering into the tug of war and starting an argument. You are giving them the power, getting yourself worked up, and wasting valuable time.

It isn't worth it!!!! DON'T PICK UP THE ROPE!!

Leave it dangling in the air where it will fall to the ground.

How?

Smile and maybe even chuckle and say, “You're right. You don't have to listen to me, but you might want to because then we can just head off to swimming instead of being stuck here.”

Give them time to make their decision about whether they will join the cabin in swimming or have a time out on his own.

## **CAMPER BEHAVIOR**

### **What may you deal with at Camp?**

- Homesickness
- Sex Questions
- Bullying and Teasing

#### **Homesickness**

*(Information from: Christopher A. Thurber, PhD)*

Homesickness is distress or impairment caused by an actual or anticipated separation from home. It is characterized by acute longing and preoccupying thoughts of home and people. Severe homesickness can be accompanied by depression, anxiety, withdrawn behavior, and acting out behavior.

Camp Experience: For many kids, attending sleepaway camp is their first real experience with leaving home, and they may greet the opportunity with excitement, fear, or a little of both. But other emotional reactions are also common. Younger children, for example, may view being sent to camp as a type of rejection - especially if they weren't included in the decision to go.

#### **Why is it so hard for staff?**

Because we feel guilty—it makes us feel like we are not doing a good job. Don't give up! Follow these steps and remember to talk to your co-counselors and supervisors so they can help keep you positive!

- Orient and welcome—make their surroundings familiar and feel like home
- Integrate- introduce them to each other and staff, reinforce structure and routine
- Social Support- create a supporting social network
- Connect to Home- Write letters home!
- Assess and Analyze coping- How is the camper trying to deal with homesickness? Can you help or offer better strategies?
- Teach/Suggest coping skills:
  - Distract—do fun things
  - Write home
  - Talk to someone
  - Think about the good part of camp
  - Think about what loved one would say

Remember: Don't let them think these feelings are unnatural. It's ok and normal to feel homesick from time to time but use positive reminders / encouragement to refocus the child. Look at what they've enjoyed at camp so far, what they want to do still while they are here. IF you have got to know the child even over the first couple of days you should be able to pick up on bits and pieces you know they enjoy and accentuate these, e.g. 'I know you've enjoyed swimming in the lake, remember we've still got an awesome evening swim with the whole camp to look forward to!'. Also, remember positive encouragement at the end of the camp session. Reflect with the child (if possible) on the fact they made it through their homesickness through applying themselves in activities at camp. This can lead to reduced likelihood of feeling homesick on their next stay away from home.

## Sex Questions

\*\*\*1st rule: **NEVER** initiate discussions of sexuality\*\*\*

### Important Facts

- Many parents haven't and won't talk to their kids about sex
- American teens are among the most sexually illiterate of developed countries
- American teens have some of the highest rates of pregnancy and STD infection
- Many adolescents have suffered from sexual assault, abuse, or harassment

Campers will be curious about sexual issues and will discuss them amongst themselves at camp. They may ask you questions so be prepared!

### Common questions:

- Do you have a boyfriend?
- What does it mean to have sex?
- Are you a virgin?
- Do you masturbate?

**NEVER** discuss your personal sexual history with campers. PERIOD. END OF STORY.

- What you can say:
  - "Lots of Kids ask about sex. It is okay to be curious, but you should probably ask your parents about that."
  - "You know, it's inappropriate for me to talk about that with you. Why are you asking?"

**NEVER** encourage campers to share their sexual experiences with staff.

- If you are concerned about any comments or stories shared by campers, please see your supervisor.

**NEVER** allow provocative or graphic sex talk

## **Bullying & Teasing**

*(Information from: Christopher A. Thurber, PhD  
and the Stop Bullying Now Campaign)*

Bullying happens when someone hurts or scares another person on purpose and the person being bullied has a hard time defending himself or herself. Usually, bullying happens over and over.

Bullies are generally physically aggressive, with pro-violence attitudes, and are typically hot-tempered, easily angered, and impulsive, with a low tolerance for frustration. Bullies have a strong need to dominate others and usually have little empathy for their targets. Bullies are often physically bigger and stronger than their peers. Bullies tend to get in trouble more often, and to dislike and do more poorly in school than teens who do not bully others.

Agassiz Village Summer Camp wants to create an environment where bullying is not rewarded, not tolerated, and violence is not an alternative.

### **What does bullying look like?**

- Punching, shoving and other acts that hurt people physically
- Spreading bad rumors about people
- Keeping certain people out of a "group"
- Teasing people in a mean way
- Getting certain people to "gang up" on others

### **Why do bullies bully?**

- Because they see others doing it
- Because it's what they do so they can hang out with the right crowd
- Because it makes them feel, stronger, smarter, or better than the target
- Because it's one of the best ways to keep others from bullying them
- Because they feel very insecure and feel threatened

### **Why should we focus on bullying?**

It is important that we recognize that bullying has a terrible effect on the lives of young people, and it can't be tolerated.

The big problem—adults often don't take it seriously and often ignore bullying behavior! In fact, bullies are often the kids with "personality" that attract adult attention. Those that are bullied can be the quieter, shyer kid that gets overlooked

### **What should I do?**

SEE  
TEACH  
MONITOR

SEE: Notice the behavior for what it is and see it as part of a cycle

TEACH: Talk to Bullies and their Targets

Bullies:

- Stop the behavior immediately
- Look for what may be making the bully insecure
- Teach alternative ways for expressing emotion and dealing with insecurity
- Boost self esteem

Targets:

- Teach camper to try to ignore teasing
- Teach camper to try to be assertive and stand up to bully
- Teach camper to use staff
- Help camper create an alliance of supportive peers

MONITOR:

- Spend time with both bullies and target
- If behavior is dangerous or persists, remove the bully from the situation
- Set a tone of tolerance and cooperation
- PRAISE good social skills

## WHAT ARE WE DEALING WITH?

- Issues kids deal with:
  - ADD/ADHD
  - Cutting
  - Eating Disorders
  - Suicide

### Issues Kids Deal With:

#### ADD/ADHD

ADD/ADHD is the most commonly diagnosed behavioral disorder of childhood, affecting an estimated 3 - 5% of school aged children

The symptoms of Attention-Deficit Hyperactivity Disorder are extreme symptoms of INATTENTION and HYPERACTIVITY-IMPULSIVITY- a persistent and frequent pattern of developmentally inappropriate inattention and impulsivity with or without hyperactivity (ADHD).

These children have positive traits, such as spontaneity, creativity, and the ability to lock on to and focus on certain tasks.

The symptoms that may present potential problems include trouble paying attention, inattention to details, losing items, being easily distracted, trouble listening, trouble following multiple adult commands, blurting out answers, impatience, fidgeting, talking too much, interrupting others, and having difficulty playing quietly. ADD/ADHD

In the camp setting, children who are on stimulants, (which paradoxically have a calming effect on hyperactive children), need to take their medication when it is prescribed to get the desired effect of reducing the behavioral and inattentive manifestations of ADD/ADHD. It is not the medication alone that brings on these desired changes. They don't cure the disorder, only temporarily control the symptoms. Staff will need to help these campers with behavioral techniques and practical support.

Children who suffer from ADHD may have some social relationship difficulties. They may get into fights, disrupt activities, refuse to play fair, have temper tantrums, act impulsively, or withdraw to avoid frustration.

Children with ADD may have selective attention, might choose to "do their own thing," become easily distracted with scattered thoughts and ideas popping into their minds faster than they can keep up, they may be impulsive and act before they think, and may be hyperactive. These children often have low frustration levels, which makes it difficult to "be liked" by peers or make and keep friends.

Each child is different. Some do well without medication for a time and others are miserable.

Drug Holidays: Some doctors recommend that children be taken off medication now and then to see if the child still needs it. This allows the family to assess the non-medicated child's ability to use newly acquired behavioral, organizational, and cognitive skills. It also allows nutritional and sleep patterns to normalize in order to prevent retardation in growth and development. Doctors often recommend temporarily stopping the drug during school breaks and summer vacations. This is not necessarily a bad idea for camp—kids who have trouble in classrooms often can excel in the more creative and active camp environment

#### Cutting- Self-Mutilating Behavior (SMB)

- The act of deliberately harming oneself without suicidal intent
- Often "cutting" with sharp edges
- As many as 14% of teens have engaged in this behavior
- More common in girls

Why do they do it?

- To relieve intense feelings of stress, depression or anxiety by focusing on external pain.
- To counteract feelings of emotional numbness.

What will it look like?

- Straight almost surgical scratches, usually on arms or legs
- Small round burns
- Unexplained clusters of bruises

What if you notice it or signs of it?

- The teen will be shamed so don't over react! Empathize first
- Report it immediately

### Eating Disorders

Anorexia, Bulimia

### Suicide

- If a camper expresses the desire to hurt or kill themselves, report it immediately
- Suicidal ideation is not a normal part of adolescence though some kids may say when upset, "I wish I have never been born"
- Explore the thoughts: If they have planned it out—when, how or where—it is serious!

How do you deal with these BIG issues?

- If they are talking to you, they trust you
- Just listen without judging or trying to solve
- Don't share personal experiences
- Echo the camper's words
- Tell them that they did the right thing by telling you
- Normalize—lots of kids feel this way!
- Tell them the next steps (if you have to talk to anyone about it or if they will have to)

# **CONFLICT RESOLUTION: SKILLS AND STRATEGIES**

## HOW DO I MANAGE A DIFFICULT CHILD?

Skills and Strategies of a Successful Counselor

*(from Ramapo Anchorage)*

### **I AM A POSITIVE LEADER:**

1. Believe in children. Beliefs are self-fulfilling and are the most important determinant of human behavior. Remember that all children want to learn and have the capacity to do so. Have high expectations.
2. Project Confidence, Commitment and Caring. You must demonstrate to children that you want to be there with them and are capable of handling the issues that may arise.
3. Model appropriate behavior. Be aware of the powerful influence of your actions on a child's or a group's behavior. Demonstrate expected actions. Follow your own rules and standards. Be the person you want youth to be.
4. Act enthusiastically and energetically. Appear to be truly enjoying yourself in what you do--children will quickly pick up on your energy and follow your lead.
5. Modulate your tone. Match your voice to your message: soft tones are nurturing; firm tones are directive; uplifting tones are friendly; loud tones are angry.

### **I BUILD RELATIONSHIPS:**

1. Create an atmosphere of belonging. Welcome children into the space. Develop traditions and routines that acknowledge individuals.
2. Express interest in the child. Be enthusiastic. Be nearby to help. Learn as much as you can about the child from both the child and other sources that are available to you (e.g., file, parent, last year's counselor).
3. Build a positive self-image. Encourage children to see themselves as valued and valuable people. Notice them. Identify their strengths, i.e., smile, attitude, experiences, and friendliness. Help them to understand their weaknesses, i.e., attention seeking, selfishness, teasing.
4. Reinforce positive behavior purposefully. Show a child that you are paying attention by offering honest, specific praise. Identify behaviors and attitudes that reinforce good character values.
5. Decode the child's behavior into feelings. Recognize that many children experiencing stress do not talk about their feelings. Instead, they act them out. Read a child's words, actions, and body language and reflect what the child may be feeling in a clear and sympathetic way. Allow time for the child to react to what you are saying between each statement. Tell the child that you accept their feelings, even if they are angry. Offer other suggestions for expressing them.
6. Use relevant personal experiences and feelings. Share a piece of yourself with children. Share stories that foster your ability to connect to children and increase your ability to positively affect a child's behavior.
7. Be ready to show warmth. Offer a calm, friendly voice, a casual hug or some careful show of affection. Remember that some children may have trouble identifying and accepting affection when they are unusually stressed. Give the student the time they need to reorganize. Say, "I am ready to help you when you need me."
8. Ease tension through humor. Help a child see the humor in a situation. Offer the child an opportunity to "save face." Lighten the mood in a tense situation. Carefully distinguish between face-saving humor and sarcasm or teasing ridicule.

## **I STRUCTURE SITUATIONS:**

1. Identify and clearly define the values of your community. Clarify common standards of the program. Make sure standards are understood by all participants.
2. Establish individual principles to which you expect all members of your community to adhere. A set of expected behaviors help to structure the way members of a community interact and offer a tool for holding each other accountable. All members of the community should be periodically evaluated. Hold others to their best.
3. Set expectations and establish routines. Utilize daily schedules. Be predictable. Introduce activities in a timely fashion. Forecast changes. Allow time for children to process information.
4. Anticipate problems. Observe children and groups. Look for instances throughout the day when a small nuance is a predictor of an impending problem. “Head off” more serious difficulties by responding in a timely manner. Stop the “problem” activity and substitute, temporarily, an appropriate alternative.
5. Plan and creatively adjust a productive environment. Plan the surroundings so that certain things are less apt to happen. Be flexible. Use available staff. Recognize that placing children in tough, tempting situations can encourage aggressive behavior. Sometimes rules and regulations, as well as physical space, may be too confining. Introduce appealing playthings. Remove seductive objects (pencils, rubber bands, etc.).
6. “Coach and cue” Utilize expressive signals with your eyes, hands or body as a non-embarrassing way of calling the child’s attention to a behavior.
7. Use promises and incentives. Use promises of future pleasure both to start and to stop behavior. Know what the child likes -- what brings him pleasure. Deliver on your promises. Reinforcement programs temporarily reduce adult-child power struggles. A clear set of rules, behaviors and rewards can be established.
8. Practice Positive Outcomes. Rehearse and role-play positive behaviors. Catch the child being good. When a negative behavior occurs, help the child to develop strategies for dealing with similar situations in the future.
9. “Antiseptic Bouncing”. Anticipate the impact of stress on the situation. If the activity is overly stimulating or promoting disruption, take a break. If a specific child is overly stimulated or disruptive, have them leave the activity for a few minutes, to get a drink or do an errand. The intent is to protect the child and not to punish them.

## **I AM A TEACHER:**

1. Carefully explain situations. Help the child examine the circumstances of a stressful situation. We often fail to realize how easily children can begin to react properly once they understand the cause of their frustration or anxiety.
2. Check for understanding. Many children with behavioral problems also display learning difficulties, especially in the area of receptive language skills. Since much of communication is verbal, they become easily frustrated and “turned off.” Ask the child, “Can you tell me what I just said in your own words?”
3. Reinforce the learning of difficult skills by breaking them down into discrete and achievable tasks. Identify the desired behavior. Break it down into simple, discrete tasks. Reinforce the achievement of each task.
4. Teach children to express themselves verbally. Talking helps a child to have control and thus reduces acting out behavior. Encourage the child to say to another child, for example, “I don’t like being pushed. Please ask me to move.” Adults can lend children language by identifying their own needs verbally.
5. Send “I” messages and not “You” messages. Children in stress will create in adults a variety of intense feelings. Be sure to acknowledge these feelings by verbalizing them as “I” messages. Examples include: “I’m getting upset,” rather

than “You are making me mad.” “I” messages are less likely to provoke anger, do not place blame, and open up the lines of communication.

6. Interpret consequences as poor decision-making. When a child is confronted by the consequence of their behavior, they often feel that the adult did this to them. They react as a victim, often blaming others. Your role is to help your child understand that whatever happens to them in the situation is a result of their behavior, their decision. This is something they control, not you.

#### **I AM ACTIVE AND INTERVENE WHEN REQUIRED:**

1. Avoid confronting negative behavior that can be tolerated. Choose carefully which behaviors to confront. The “ignoring” has to be planned and consistent. Even though his or her behavior may be tolerated, the student must recognize that it is inappropriate.
2. Deliberately position yourself and the child. Move physically closer to the child to curb his or her over activity, or angry impulses. Isolate the child. Avoid an audience. Allow the child to save face. Remember that having an adult nearby often calms children.
3. Act firmly, decisively, and with resolve. Allow the child to borrow your strength and determination. Be firm in words and actions. Stand up to children. Mean what you say.
4. Say “NO!” or “STOP!” Limits should be clearly explained and enforced. Children can then be free to function within those limits.
5. Appeal directly to the child. Engage the child in a non-threatening conversation. Then, ask questions to explore the situation. Tell them how you feel and ask for consideration. In situations in which the child is oppositional or defiant, ask, “Is there something I can do to help you?” Invite the child to be part of the solution; follow up with a face-to-face meeting that confronts and resolves these issues.
6. Allow the child space and time. (Time Out) This can occur when the child appropriately asks for space or when the adult recognizes that space may help the child. With space and time, young people are more likely to consider the issue at hand, think about their choices, and comply rather than maintain opposition. Time out is also used as a consequence for negative behavior of a more serious nature. In these cases, the adult should calmly explain the child’s negative behavior and outline specific behavioral expectations prior to the child’s return to activity.
7. Remove yourself from an escalating conflict. Ask for help. Use back-up staff not directly involved in the conflict to diffuse negative energy.
8. Use consequences strategically. There is a fine line between punishment that is hostile toward a child and consequence that is educational. In any case, don’t be reactive. Let the child know that they have crossed over the line and that you will be considering the consequence of their behavior. Explain the consequence when the child has calmed. Do not assign consequences when you are angry.

## **CAMPER CONCERNS**

**HOMESICKNESS** – It is likely that you will encounter this syndrome several times this summer. Don't panic! It is contagious, but it is curable. Believe it or not, it is **NOT** life threatening – no matter how many times the child tells you “I'm going to die here!”

### **Factors causing homesickness include:**

1. Over-attachment between camper and parents, pets, or friends back home.
2. Longing for city life and customary amusements.
3. Lack of privacy, being timid, or physical factors.
4. Lack of skills in camp activities, noticeable physical handicaps, or lack of friends at camp.
5. Camper being sent to camp against his or her will.
6. Absence of someone to lean on.

### **Possible care:**

1. Be alert to catch it early. Watch for campers who have a tendency to go off by themselves.
2. Find a “parent, sibling, friend, or pet” substitute.
3. Find interests and activities that appeal most to the camper.
4. Try to keep the homesick campers as occupied as possible by putting them in charge of things.
5. Look for possible physical symptoms.
6. Do not ridicule, shame, or belittle a homesick camper.
7. Notify the camp director of the situation.
8. Do not allow the camper to call home. Let the camp director make any decisions about anyone calling home. Do not make any promises to the camper about talking to parents.

## **CHILD AND/OR SEXUAL ABUSE**

This subject encompasses mental, physical, and sexual victimization on and off the camp premises. Most camp counselors are not trained to make judgments about whether a child has been a victim of any kind of child abuse. It is important to know that in every state there are agencies that are required to examine reports of suspected abuse and to use their expertise in handling cases.

If you suspect that a child assigned to you is a victim of child abuse, you should report this to your camp director immediately. They will discuss your suspicions with you and possibly talk to the child. In Maryland persons with knowledge of suspected child abuse are required to report the case to a child protective services agency. Believe it or not, failure to report carries criminal penalties, especially for childcare professionals, teachers, and nurses. If this situation occurs, your directors will be able to guide you through the procedures that need to be followed.

Most importantly, if you suspect ANY child abuse at all, you must tell your director! If a child actually tells you about abuse, do not promise that you will not tell anyone. It is your responsibility to protect that child, so please explain the procedures to them.

Please respect the child's privacy. Do not discuss the situation with anyone but the directors and the camp nurse.

### **PRECAUTIONS AGAINST ACCUSATIONS OF SEXUAL ABUSE OR EXPLOITATION**

Child abuse is a serious criminal offense. As a camp counselor with the responsibility of caring for children, you may be placed in sensitive situations, making you vulnerable to charges of child molestation. If you take these simple precautions, however, you need not be afraid of groundless accusations.

- Have other staff members present when supervising showers, changing into swimming suits, or other circumstances in which the child may be dressing or undressing. Never be alone with a camper.
- Staff are never allowed to slow dance with campers. This is to protect staff as well as campers and prevents mixed signals being sent to campers. Encourage campers to dance with other campers.
- Respect the privacy of children. Do not become intrusive or curious more than is necessary to monitor the health and safety of our children.
- Children have the right to reject displays of affection if they feel uncomfortable. Not every child comes from a background in which affection is openly displayed. Respect the children's wishes. Do not initiate a hug, but certainly accept one if you feel comfortable.
- Protect your own privacy. There will be a natural curiosity about your boyfriends or girlfriends, personal relationships, and with older campers, sexual activity. You should use common sense in discussing sensitive subjects with your campers, and you should not go into details about your private life.
- Sexual exploitation should not be confused with physical contacts that are true expressions of affection. A warm, healthy relationship can exist between the camper and camp staff if staff members respect the child and place responsible limits on their physical interaction.
- If you perceive that a child is uncomfortable with the attention of a co-worker, it is your responsibility to address the situation. Certainly, you should tell the co-worker of your perceptions. If the co-worker does not correct the situation, you should speak with your immediate supervisor.

- If you see that a staff member is showing an unusual amount of attention to a camper, it is every staff member's responsibility to notify a member of the Administrative staff. Signs of "unusual attention" may include but not limited to staff member spending time with same group (other than assigned group) during time off or when supposed to be with assigned group; always at pool during time when assigned group is not present. Not reporting unusual attention observed of another staff member may be grounds for termination of employment.

## **HARASSMENT**

### **Policy Against Harassment**

It is the policy of Agassiz Village to expressly forbid any form of harassment of employees or campers. The term "harassment" includes, but is not limited to slurs, jokes, or other verbal, graphic, or physical conduct which relate to an individual's race, color, sex, religion, national origin, citizenship, age, or handicap. Harassment also includes sexual advances, requests for sexual favors, unwelcome or offensive touching, or other verbal, graphic, or physical conduct to a sexual nature that creates an uncomfortable and/or hostile environment. Violation of this policy will subject an employee to disciplinary action that may result in immediate dismissal.

If you have a complaint of harassment by anyone in the Agassiz Village community, we encourage you to: (if you feel like you can) First tell the harasser to stop if you feel uncomfortable; often the aggressor is unaware the behavior is unwelcome. If the behavior persists and you feel uncomfortable talking to the harasser, talk to a member of leadership. If you feel uncomfortable talking to a member of leadership (especially if they are the harasser) talk to the Camp Director or Executive Director.

Individuals who choose to make a formal complaint will be assisted in putting the complaint in written form. All formal written complaints of harassment will be promptly and thoroughly investigated with as much confidentiality as possible. Individuals making a complaint are advised of the importance of preserving evidence and providing documentation that may be necessary to prove criminal sexual assault. For criminal sexual offense, the law enforcement authorities, including the local sheriff, may be notified, and a member of the Agassiz Village community will be assisted in notifying such authorities if they so choose.

In determining whether the conduct is indeed harassment, we will investigate the totality of the circumstances, the nature of the harassment, and the context in which the alleged incidents occurred. The investigation will include interviews with all involved employees, including the alleged harasser and any employees who are aware of facts of incidents alleged to have occurred. All complaints will be handled promptly and will be kept as confidential as possible during an investigation.

If it is determined that a violation of the Agassiz Village Harassment Policy has occurred, remedial action will be taken. Remedial action may also be taken if it is determined that there has been intentional misuse of these Harassment Policy reporting procedures.

An Agassiz Village staff member found to be in violation of the Harassment Policy will be subject to disciplinary action deemed to be appropriate by the Camp Director and Executive Director, from a warning in their personnel file, up to and including termination for employees and dismissal from the premises.

## Directive for Physical Contact between Counselors and Campers

1. When a camper initiates a hug, it can be returned.
2. Contact that appears to others to be inappropriate is inappropriate. You live in a fish bowl, not on an island.
3. Encourage campers to sit beside you instead of on your lap. Campers are not allowed to sit on laps of staff persons.
4. Children do not understand boundaries as well as counselors. Take responsibility for this.
5. Back rubs, caressing, massaging, etc. are not permitted because they can be misinterpreted and there is little, if any, adequate defense acceptable by those offended.
6. Be aware of your own needs for affection. Acknowledge them when you feel them and then behave appropriately.
7. Unless there is an emergency, the normal practice is that counselors are not to be in the sleeping quarters other than their assigned areas.
8. Inappropriate touching is not limited to those of the opposite sex.
9. Protect yourself from compromising positions that can lead to accusations. Guilty or not, your reputation is at stake.
10. Romantic relationships with campers or the appearance thereof is strictly forbidden.
11. Never, ever be alone with a camper.

# Agassiz Village

## Policy on Child Abuse and Camp Behavioral Management

Child abuse is defined legally as an action or act of neglect that causes psychological or physical harm or pain to a child. Such actions as slapping, hitting, unnecessarily restraining the child, withholding food or sleep, or placing the child in a closet are considered child abuse.

Our goal is to provide campers with the opportunity to enjoy their time at camp and to learn more about themselves in a safe, non-threatening and non-competitive environment. Because of their age and stages of development they will at times misbehave. In order to provide you with the ability to maintain group control, the following procedure is to be followed in disciplining campers.

1. If the camper's behavior is unacceptable, take them aside and find out what is bothering them. If more than one camper is involved, speak to both. (Separate children to be reprimanded from other campers.)
2. If you are unable to settle the disagreement, request the assistance of the appropriate supervisor.
3. If the child's behavior is unsafe or continues to be disruptive, the supervisor will see the child and counselor. If the problem cannot be resolved, the Assistant Camp Director and Camp director will call the parents. Counselors are not to make any telephone calls to the child's home or let the child call home.

### CAUTION

1. If a child is upset, speak softly and reassuringly. **DO NOT YELL!**
2. Do not hit or otherwise hurt a child. Corporal punishment is illegal and counter productive. Any counselor involved in an incident where corporal punishment is involved will have his or her employment terminated immediately. The camp must report incidents of corporal punishment to Social Services.
3. If you are angry, let someone else stay with the camper. Sometimes we need quiet time, too.
4. See your direct supervisor with any questions.
5. Under no circumstances is a camper to be denied food at any time, forced to endure isolation or abusive physical exercise by either staff members or other campers, taken advantage sexually or involved in any sexual contact with staff or other campers.

**I HAVE READ THE ABOVE PROCEDURES, UNDERSTAND AND AGREE TO FOLLOW THEM.**

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Name

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Signature

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Date

One copy should be given to the directors for file and the other should remain in your manual.

# **EMERGENCY PROCEDURES**

## **EMERGENCY COMMUNICATION PLAN**

Every emergency situation will require a different emergency plan. The following procedures can be adapted to fit any individual situation. Be calm and use common sense in any emergency situation.

There will be at least one staff member on duty at all times during each camp session who has training in First Aid and CPR or higher.

Always take measures to prevent accidents before they occur. In an emergency, keep calm – try to prevent yourself and others from overreacting. Assess the nature and extent of the situation before sending for aid. If emergency services, such as an ambulance or fire department are needed, a member of the leadership staff or the nurse (unless unavailable) should make the call. If emergency services are called, the Camp Director must be notified immediately.

A counselor, staff member, or pair of responsible campers should be sent to retrieve help if the emergency is far away, or contact cannot be established by a walkie-talkie.

Depending on the degree of the emergency, those designated to call for help should contact the director, the nurse, and/or emergency services. The director should always be called immediately if 911 has been dialed.

There will be a select number of staff who will be permitted to making the calls if parents will need to be called for any reason.

In case that an emergency does occur, and the media enters camp, staff members should refuse to answer any questions and kindly send the media correspondent to the main office. Under no circumstances should a staff member speak to the media. A staff member should be sent to the gate and ensure it is closed in order to restrict access to camp property.

## **PREVENTIVE MEASURES & EMERGENCY PROCEDURES**

All kinds of hazards are prevalent in a camp setting. It is important to be able to recognize potential hazards and anticipate how those hazards may impact activities and safety. Being alert at ALL times is a must when working in any camping situation. Procedures have been developed so that our staff is able to handle any accident or emergency that arises during the camping season.

Some general concerns about the nature of our camp:

- Our property is situated on a long lake with a fair amount of water traffic.
- Among the wooded areas lie trees with exposed roots.

The following procedures apply to all areas of camp. Specific program areas may have specific procedures in addition to these. Please refer to the appropriate section of the handbook for those procedures. Incident/accident reports must be filled out at all times after such occurrence.

### **WILD ANIMALS AND VERMIN**

- There are a variety of wild animals living on site. (Raccoons, foxes, snakes, skunks, squirrels)
- To prevent animals from coming into your area, keep food OUT of cabins. Ask campers on arrival day if they have any candy, gum, or food, and collect it all to put in a sealed box in the lodge to save for a night snack for all to share. If someone doesn't want to share, don't force them to; just keep theirs' separate and return it at the end of the week.

- If you see an animal in your area, **DO NOT ALLOW CAMPERS TO APPROACH THE ANIMAL**. Do your best to get the group away from the animal and let it go on its way. If the animal is too “friendly” and wants to stick around, vacate the area and let someone on the administrative staff take care of the situation.
- Our policy is not to kill any wildlife. If an animal becomes aggressive or appears sick, the directors or maintenance staff will make the decision as to what to do.
- **SPIDERS** are our friends! Don’t squash them or bother a web that’s out of the way. Even the big fuzzy Wolf spider should be gently moved to a safer spot and not killed. Please don’t scream “Black Widow!” either; not all black spiders are Black Widows. This really scares campers and is not necessary. Gently remove the spider and use the situation for a teachable moment.

## **THE ROAD**

- When walking with your group, use the paths to the east and west of the road (along the cabins and through the woods). If you absolutely must walk along the road, have the campers walk to the side, not on the road. Teach the campers to warn each other of an approaching car and to get out of the way immediately. Do not let campers walk on both sides of the road. If a vehicle is coming, please have all campers and staff move to only one side of the road. Please have the campers get completely off the road. Vehicles to look for are garbage truck; food delivery trucks; maintenance vehicles; etc. Assume that all drivers are unable to see pedestrians.

## **IN CASE OF FIRE:**

### BUILDING

- Evacuate building, make sure you have everyone and then leave the immediate area of the fire.
- Contact camp director/leadership staff immediately.
- Send second counselor to nearest phone (not in the burning building) to call 911.
- Describe location of fire and type of fire to 911 operator.
- If safe, use appropriate fire extinguisher to attempt putting out the fire (spray at base of fire).
- In case of a fire emergency in which all of camp has to know what is going on, the bell will ring (a repetitive pattern of 5 rings will be heard) please gather your group together and move to the Tennis Court. If the Tennis Court is on fire go with your campers to the Indian Village court. Play games and make sure that the Fire and Rescue vehicles can safely get passed everyone.

### WOODS

- Evacuate area of fire and make sure you have all your campers.
- Assess size and potential risk of fire.
- Send second counselor to inform camp director/leadership staff immediately.
- Camp director will evaluate situation and call for any additional action.

### FIRE EXTINGUISHERS

- To be used by staff only.

### GENERAL

- Under no circumstances should anyone enter a smoke-filled building that has been evacuated.
- Maintain careful count and supervision of the people for whom you are responsible; you are responsible for the campers!

## **THUNDERSTORMS**

- Pay attention to signs of an oncoming storm (clouds, wind, rain). Storms may hit hard and fast and many are potentially dangerous.
- If there is sufficient warning of a violent storm, quickly take campers into a building: Town Hall, Dining Hall, Miller Hall, Maloney Lodge, Cabins.
- Waterfront will be closed at the first sign of thunder and lightning and all campers will be cleared from the area.

- If lightning strikes and wires are down, evacuate the area once you are certain that you have everyone. Call the office after the storm has passed. Lightning may strike 6-10 miles beyond storm clouds.
- Do not attempt to move your group during a storm.

## **TORNADOES**

- Since radar service is available at camp in addition to daily weather reports and updates as necessary, all staff will be made aware of impending inclement weather.
- Monitor and adjust schedule as necessary. If dangerous weather is predicted with a high percentage, all long hikes are to be rescheduled.
- Counselors will be notified if camp is under a tornado watch. A watch indicates that conditions are favorable for that type of weather. A warning, especially for a tornado, indicates that a tornado has actually been spotted.
- Office will monitor storms from that location which has a weather radio and radar accessibility.
- The emergency action plan will go into effect on approach of storms, which have placed us under a tornado watch.
  - All camper groups will move their activities closer to assigned tornado shelter building: Dining Hall and Maloney Lodge.
  - Leadership Staff will stay in communication with Camp Director and office who will be monitoring weather reports.
- Tornado emergency communication and action plan will go into effect when camp is placed in a tornado warning area.
  - They will be a continuous siren ring to indicate tornado emergency. If you hear this ring, follow the procedures below.
  - Any group with campers/staff in wheel chairs will go directly to the basement of Maloney Lodge.
  - All groups without campers/staff in wheel chairs will go directly to the basement of the Dining Hall.
  - There will be a leadership staff member present in each location with the walkie-talkie to organize activities while the warning is in effect.
- A tornado sounds like a train coming towards you. If that sound is heard, have everyone stay low on the floor until the threat has passed.
- Emergency communication will continue in affect to announce when storm has safely passed.
- All other precautions for lightning and thunderstorms must continue to be taken.
- Report injuries to the nurse, damages to a Camp Director.

## **TERRORIST WARNING**

- Counselors are responsible for their campers until camper is picked up by parent/guardian. In case of terrorist warning, those staff members will be responsible for supervision of these children until further notice or arrival of parents. The rest of the staff will also remain on-site to assist with children coverage as assigned until further notice from administration.

## **MEDICAL NEED OR ACCIDENT**

- If emergency first aid is required by a child that can move under his or her own power, the child should be assisted to the infirmary for treatment.
- If moving the child would cause additional harm, a responsible person should be dispatched for aid. One counselor should remain with the child.
- The nurse will make the decision as to what type of aid is ultimately needed.
- In the event of an extreme emergency, send a responsible person for an emergency vehicle immediately. Avoid overreacting or getting visibly upset.
- One counselor should stay with the victim, while the other stays with the group (away from the victim).

## **WATERFRONT**

- The Waterfront Director / Lifeguard(s) is/are in charge at the waterfront. If the lifeguard asks a staff member to refrain from doing any activity, the staff member must obey immediately. The waterfront area is the domain of the lifeguard!
- Follow all rules posted in the waterfront area. No staff member is exempt from these rules.
- If an emergency occurs:
  - Lifeguard sounds whistle to clear water.
  - Lifeguard rescues victim.
  - Lifeguard begins urgently needed care immediately.
  - Call for nurse and/or ambulance if needed.
  - All campers should be taken away from the waterfront area.
  - Notify camp director immediately.
  - Complete accident report within 24 hours.

### **ARCHERY EQUIPMENT AND RANGE**

- Always follow the instructions of the archery instructor.
- Support the instructor in following the rules of the range.
- When hiking near the range, keep campers outside of the roped off area. Do not walk behind the target area.
- Before going into the range for archery time, ask the instructor for permission to enter.
- If an emergency occurs, follow medical or accident guidelines listed above.

### **PIONIEER ATHLETIC FIELD**

- Before playing any games on the field, point out the slope and any holes and rocks around the area. Instruct campers on what to do if ball goes into road or over the hill.
- Whenever a vehicle is approaching, inform campers and pause an activity.

### **FENCES**

- **DO NOT SIT ON OR ALLOW CAMPERS TO SIT ON THE FENCES.** Staff must set the example – do not sit on fences or railings.

## **LOST CAMPER PROCEDURE**

- Be certain you know the whereabouts of your assigned group at ALL times.
- Report lost campers immediately. Make the report to a member of the leadership staff.
- Assemble the camp at the tennis court using the bell/air horn (a repetitive pattern of 3 rings will be heard). – Summer Camp Director or Leadership Staff member.
- Find out from leader/counselor the name, description and last known whereabouts of camper, leadership staff will try to reconstruct the situation with input from staff.
- LCP assignment list will indicate the staff that will be staying at the tennis court with kids to help administrative staff with group songs and games.
- All counselors check their groups in at the tennis court and move to their assigned route coverage directly after they get together with their assigned partner. The nurse or a designee will answer the phones in the office. The Camp Director/Assistant Camp Director will manage the search groups from the tennis court. All buildings and bathrooms are searched completely on assigned routes.
- There will be staff assigned to immediately watch the road at the entrance gate.
- Immediately call the nurse to alert them of the situation as well as to make sure that the camper is not there.
- Send staff to check the following areas:
  - a. Pioneer cabins, around cabins, in cabins, under beds, in bathrooms and furnace rooms.
  - b. Indian cabins, around cabins, in cabins, under beds, in bathrooms and furnace rooms.
  - c. Voyager cabins, around cabins, in cabins, under beds, in bathrooms and furnace rooms.
  - d. Ropes Course
  - e. Trails to PK/PV.
  - f. Voyager Hill, Dining Hall, Staff Row
  - g. Town Hall, Pioneer Field, Tennis Courts, Miller Hall.
  - h. Waterfront.
  - i. Pioneer Trail towards Abrams Lane / Voyager Beach

Be sure to check all doors, bathroom stalls, etc. Staff will continue to search assigned areas until told to stop by a long continuous blast of air-horn. If the camper is not found after the first search, the Camp Director will contact the local police and the camper's parents.

## Specialized and General Activities and Programs

1. Copies of certifications for those individuals who are professionally trained to teach specialty activities are available in the main office. (i.e., lifeguards, high ropes instructors, archery instructors, canoe instructors, etc.)
  2. Some programs are led by a leader who is trained and experienced but not certified. These leaders provide written documentation explaining their qualifications that can be found in the office. (i.e., art, canoeing, dance, sports, etc.)
- 3. Operating Procedures:**

### Archery

- ❖ Eligibility: All campers are eligible to participate in this activity.
- ❖ Supervision Ratios: At least one group counselor must stay with the group at the archery range. In addition, the archery instructor must always stay with the group at the range. Ratios will be no less than 2 staff members to 16 campers.
- ❖ Protection Equipment:
  1. Wrist guards
  2. Shooting line
  3. Spectator line
- ❖ Safety Regulations and Guidelines:
  1. The instructor will inspect the range and all equipment before each shooting session.
  2. No campers may enter the range until the instructor says it is okay.
  3. The campers will obey the instructions of the archery instructor at all times and any staff member in the range.
  4. Range instructors will match archers with appropriate equipment.
  5. Campers will only pick up archery equipment or move around the range as the instructor indicates to do so. Any failure to follow the instructor's instructions will result in disciplinary action and removal from the range.
  6. Range instructor will give separate commands to nock arrows, begin shooting, end shooting, and retrieve arrows.
  7. Shooters will only shoot from the designated shooting line.
  8. Shooters will only use proper length arrows.
  9. Campers will abstain from ever pointing a bow and arrow at anything but the ground or a target.
  10. Campers will not retrieve arrows until the instructor gives the command to do so.
  11. Never release the bowstring without an arrow in place.
  12. Campers will treat the archery equipment with care and respect.
  13. Campers will remain quiet in the range so all instructor's commands can be heard.
  14. No extra groups may enter the archery range while another group is already there.
  15. The Archery commands given by the instructor will be as follows:
    - "Archers pick up your arrow."
    - "Archers nock your arrow."
    - "Archers get in set position."
    - "Draw, anchor, and aim."
    - "Fire when ready."
    - "Retrieve your arrows."
- ❖ Emergency Procedures:
  1. If an accident occurs, the archery instructor will take control of the situation by giving directions for emergency procedures.
  2. The staff member, who has first aid and CPR training, will administer first aid to the best of his or her ability while the other staff member(s) calms the campers and sends for help. Either an extra staff member or two responsible campers should be sent for help to the health center. The nurse should be located immediately and given a report of the situation.

3. If the archery instructor is the one hurt, the other staff member(s) will take control of the situation by following the procedures above.
- ❖ Equipment Maintenance Procedures:
    1. All equipment will be checked and maintained by the archery instructor.
    2. The instructor, before use by campers or staff, will check the bows and arrows every day.
    3. During archery, the bows will never be set on the ground. Instead, the bows will be hung on the bow hooks or held.
    4. After archery each day, the instructor will remove the bow strings from the bows, return the arrows to the arrow bucket, and return all equipment to the ark where it belongs, locking the ark behind them.
  - ❖ Identification of safety concerns related to use of area:
    1. Arrows going behind targets or into netting
    2. Crossing the firing line
    3. Pointing arrow at anything but target

## Swimming

- ❖ Program Description: With two miles of Lake Thompson shoreline, our waterfront programs are often the center of camp life. Campers will take a swim test on the first day of camp to determine the level of their swimming ability. Each camper will have swimming activity at least once a day. Swimming program will focus on a combination of instructional and recreational swimming activities. All campers will be strongly encouraged to come to swimming activities ready to get into the water. Campers will: learn how to swim, work on their swimming skills to advance to a higher skill level and learn some life-saving skills (teen program participants). Agassiz Village Waterfront Director (along with two Swim Instructors/Lifeguards) will develop and oversee instructional swimming lessons and open/recreational swim times and will ensure AV swimming program meets the AV camper development criteria outlined in AV general guidelines for camper development.
- ❖ Program Goals & Outcomes. The goals of AV swimming program are:
  - have all campers increase their comfort level playing/swimming in the lake,
  - have every camper participate in swimming activities no matter their ability level or experience at least once a day,
  - have all campers participating in program advance at least one level by the end of a two-week session,
  - recognize camper achievements throughout the session at the end of the session certificate award ceremony in the dining hall.
- ❖ Eligibility: All campers are eligible to participate in swim time in the shallow section of the swimming area. Only those individuals who pass the swim test may swim in the deep section of swimming area.
- ❖ Ratios:
  1. 1 lifeguard for every 25 participants
  2. At least 1 counselor from every cabin group (up to 14 campers) properly attired to get into water
- ❖ Protective Equipment:
  1. Rescue tubes
  2. Backboard
  3. Line dividing shallow and deep water (passed the docks) on lake
  4. First aid kit
  5. Reach Poles
  6. Railings/Ladders
  7. Posted rules and signs
  8. “No running” and “no diving” signs
- ❖ Safety Procedures and Guidelines:
  1. A certified lifeguard must be present for the waterfront to be in use.
  2. Groups must wait at the logs to enter until the lifeguard says it’s okay.
  3. On the first day of swim time the lifeguards will go over the waterfront rules with the campers.
  4. No campers will be entering swimming area until they have a ‘buddy’, and their name tag is on the buddy board together with their buddy’s.

5. The lifeguards will also administer the swim test during the first swim time. In order to swim in the deep end campers will have to take and pass the swim test. To take the test two campers will:
  - swim a length from dock to dock in the deep end without stopping and by using some type of swimming stroke (i.e., doggy paddle, breast stroke, freestyle, etc.)
  - tread water for one minute without stopping.
  - The lifeguard administering the test will be on the dock and a second lifeguard will be present in the water. Campers will be divided into three ability groups from this test and must buddy up with a camper from their own ability group.
6. Buddy checks will occur every 25-30 minutes to account for all campers and will go as follows:
  - The lifeguard will sound the whistle by blowing one long blast to clear the swimming area and yelling “Buddy check!”
  - All swimmers should leave the water and locate their buddies for swim time.
  - After locating their buddies, the pairs will stand on the dock, holding their buddies hand up.
  - A lifeguard and staff member will then count all of the campers to account for them all.
  - After buddy board is checked and all the campers are accounted for the lifeguard will indicate that everyone may swim again.
7. One counselor from each group must be present at the water with their group. This counselor should be properly attired to enter the water and assist the swimming lessons of their respective cabins.
8. All campers in wheelchairs will be using a separate shallow end entrance or the boating beach when swimming. If a camper with physical disability passes the deep end swim test and want to swim in the deep end, their entrance and exit from the deep end will be assisted by Personal Care Counselors and other staff. Any camper in a wheel chair on a dock will be directly assisted by a staff member and will never be left alone.
9. Lifeguards must check the ramps and the ladders before every swim time.
10. Waterfront Rules:
  - Diving only in the designated areas.
  - No running.
  - No sitting or hanging on the rope or lifelines.
  - No horseplay, roughhousing, dunking or pushing people into the water.
  - All swimmers must obey the lifeguards’ instructions at all times.
  - No urinating in the lake.
  - No glass containers or metal objects in the waterfront area.
  - Throwing of objects, such as baseballs or rocks, is not allowed.
  - Profanity, improper behavior, and intoxication are not allowed.
  - Swimming at night (i.e., after dusk and before sunrise) is not allowed.
  - Only one person on the ladder at a time
  - Changing clothes is allowed only in the cabins.
  - Only lifeguards are allowed on the lifeguard stand.
  - Emergency equipment is to be used by lifeguards only.
  - Persons with open sores or rashes should only be allowed to swim only with approval of lifeguard and/or nurse.
  - Spitting, spouting water, or blowing one’s nose in the water is not allowed.
  - Chewing gum is not allowed while in the water.
  - Swimmers must wear appropriate swimming attire.
  - When the lifeguard signals that it is time to exit the water for any reason, all swimmers should do so immediately.
11. Whistle commands are as follows:
  - One short blast—to get the attention of a swimmer
  - Two short blasts—to get the attention of another staff member
  - One long blast—to clear the water
  - Three short blasts—to activate the emergency action plan

\*\*In an emergency, the second lifeguard will signal to clear the water after the first lifeguard signal to activate the emergency action plan. In case of a lost swimmer, waterfront director and lifeguard team will initiate deep water line search while the camp director will assemble staff team to search the grounds and shallow water. \*\*

❖ Equipment Maintenance:

1. The lifeguards will be responsible for checking the rescue tubes, backboard, first aid kit, and walkie talkie every day before swim time. They will also be responsible for putting the equipment away after the waterfront closes.
- ❖ Safety Concerns:
    1. Dock
    2. Injuries occurring in the water
    3. Drowning
    4. Railings
    5. Ladders/Stairs
    6. Basketball hoop
    7. Weather and conditions of water
    8. Air and water temperature
    9. Skill level of swimmers

## Arts & Crafts

- ❖ Program Description: AV Arts & Crafts (AC) program is focused on introducing and encouraging campers to try/learn various forms of art and self-expression. All AC activities and projects will be specifically geared toward specific age groups and will be age appropriate. AC instructor will guide each group of campers through projects step by step, ensuring each camper has the opportunity to learn necessary skills to complete the project. AC instructor will also develop a set of activities/project for each age group that will range from easy to more complicated levels of skill required for completion and will include various art disciplines from drawing to costume making.
- ❖ Goals & Outcomes:
  - Each camper group will have a chance to participate in at least two AC activity session per week.
  - Projects will be adjusted to ability level of each camper with assistance of their counselors.
  - Each camper will have an opportunity to complete at least one project that they can take home with them and/or leave on display at camp.
  - AC will also be resource for campers creating costumes/decorations/other items for special days and events.
- ❖ Eligibility: All campers will participate in craft sessions.
- ❖ Ratios: Ratios will be the same during crafts as they would be during normal camp activities according to age.
- ❖ Appropriate Protection Equipment: This depends on the craft and will be specified by the arts director.
- ❖ Safety Regulations and Guidelines:
  1. Campers will follow the same rules they follow during any other camp activity, as well as those that are reviewed by the craft director and posted in the craft cabin.
  2. Campers will listen to and follow the instruction of arts director, as well as their counselors, at all times.
- ❖ Emergency Procedures:
  1. Staff and campers will follow normal emergency procedures as stated in the Staff Manual in the Emergency Procedures section.
- ❖ Equipment maintenance:
  1. The craft supplies will be maintained and stocked by the arts director.
  2. Before each craft session, the craft director will get out the appropriate supplies needed for that day by each group.
  3. After each craft session, each group will help the craft director clean up the craft cabin and put all the materials away.
  4. Before the craft director leaves the cabin for the day, they will lock the craft cabin.
- ❖ Identification of Safety Concerns:
  1. Possible burns from candle melted candle wax.
  2. Possible injury from hammers and nails
  3. Possible eating of paints or wood glue
  4. Possible injury from sewing needles
  5. Possible burn from low temperature glue

## Nature Program

- ❖ Program Description: AV Nature Program will focus on Environmental Education and Outdoor Living Skills. It will help each camper to feel more comfortable in and appreciate natural surroundings as well as take an active role in the conservation of our environment. The Nature Program Instructor will develop age-appropriate lesson plans that will teach campers about the natural surroundings at camp and survival/outdoor living skills through hands-on activities.
- ❖ Goals & Outcomes:
  - Each camper group will participate in at least two nature program activities during a week of camp.
  - Each camper group will go on at least one hike and will be able to and learn about flora and fauna at camp.
  - Each camper group will have a chance to learn how to build a fire and shelter.
  - 11–15-year-old camper groups will also learn about various survival techniques.
  - Each group will go on a camp out at least once during a two-week session including cooking their own food over the fire.
- ❖ Eligibility: All campers are eligible to participate in nature.
- ❖ Ratios: Ratios will be the same during nature time as they would be during normal camp according to age.
- ❖ Appropriate Protection equipment: The nature director will determine the protection equipment needed depending on the activity.
- ❖ Safety Regulations and Guidelines:
  1. Campers will follow all of the regular camp rules during nature time.
  2. All participants, campers and staff will follow the nature director's instructions.
  3. Children will enter with permission from the nature director.
  4. No campers will be left unattended in the nature room.
  5. Immediately after entering the nature lodge, campers will be seated to have the rules and procedures explained to them.
  6. A first aid kit and walkie-talkie (depending on the length of the hike) will be carried by the nature director or staff member on hikes.
- ❖ Emergency procedures:
  1. The nature director will take control of the situation by giving directions for emergency procedures and administering first aid if trained to do so.
  2. The staff members present will gather and calm the other campers.
  3. Nature instructor will radio nurse and leadership staff or an extra staff member or two responsible campers should be sent to get the nurse and inform her/him of the situation.
- ❖ Equipment Maintenance: The nature instructor is responsible for maintaining the nature lodge, as well as any animals that might be kept there. The nature lodge is to be locked when nature instructor is not present.
- ❖ Safety Concerns:
  1. Animal Handling
  2. Injuries occurring on hikes
  3. Allergic reactions to stings, bites, or exposure to poison ivy, etc.

## Sports

- ❖ Program Description: AV Sports Program is focused on fitness and exercise. Each camper group will participate in a variety of sports disciplines. Sports activities will range from traditional sports like basketball, kickball, soccer, football and other field games to sports played in other countries that are not common to U.S. Program will be focused on positive competition and sportsmanship and will be based on inclusion and participation of all campers in the group rather than score. Each camper group will participate in sports activities at least twice during a week of camp.

- ❖ Goals & Outcomes:
  - Each camper will learn at least one new sport or field game.
  - Each camper group will participate in land and water Olympics.
  - Each camper group will have at least two sports activities in a camp week lead by Sports Instructor.
- ❖ Eligibility: All campers are eligible to participate in nature.
- ❖ Ratios: Ratios will be the same during nature time as they would be during normal camp according to age.
- ❖ Appropriate Protection equipment: The sports instructor will determine the protection equipment needed depending on the activity.
- ❖ Safety Regulations and Guidelines:
  1. Campers will follow all of the regular camp rules during sports time.
  2. All participants, campers and staff will follow the sports instructor instructions.
  3. Group will be meeting sports instructor at Pioneer Field for their activities unless instructed otherwise.
  4. No campers will be left unattended on the Pioneer Field or other sports program locations.
  5. Immediately after entering the field, campers will be gathered in a group or seated to have the rules and procedures explained to them.
  6. A walkie-talkie will be carried by the sports instructor during activity times.
- ❖ Emergency procedures:
  1. The sports instructor will take control of the situation by giving directions for emergency procedures and administering first aid if trained to do so.
  2. The staff members present will gather and calm the other campers.
  3. The sports instructor will radio nurse and leadership staff and inform them of the situation.
- ❖ Equipment Maintenance: The sports instructor is responsible for maintaining the sports shed, equipment, and keeping Pioneer Field clean and organized. The sports shed and equipment box is to be kept locked when instructor is not present.
- ❖ Safety Concerns:
  1. Dehydration
  2. Sunburn
  3. Injuries from sports activities

## Canoeing

- ❖ Program Description: AV Canoe Program will focus on teaching basic canoeing skills and teamwork. Campers will learn and practice basic paddling techniques, working together, and being able to maneuver their canoe to reach their destination. It will increase campers' comfort level being on the open water and challenge them to work together achieving goals (i.e., paddling canoe).
- ❖ Goals & Outcomes:
  - Campers will learn to paddle their canoe in a straight line and make turns.
  - Older campers (14 and up) will learn canoe rescue techniques.
  - With the supervision of instructor, campers will practice their skills and will canoe over to the islands at least few times during their week at camp.
  - Each camper group will participate in canoeing activity at least twice in a week of camp.
- ❖ Eligibility: All campers are eligible to canoe Lake Thompson with the supervision of canoe instructor.
- ❖ Ratios: The staff to camper ratio will be no less than 1:8
- ❖ Protection Equipment:
  1. Lifejackets
  2. Rescue equipment
  3. First aid kit/camper medications
  4. Walkie-Talkie
- ❖ Safety Regulations and Guidelines:

1. All paddlers will wear Personal Flotation Devices with straps fastened appropriately at all times while in the boat or within 30 feet of water.
  2. A certified lifeguard with protection equipment must be present during all water activities. For canoeing, a canoe instructor will also be present. All certifications are kept in the main office.
  3. Canoe Instructor/Camp Director will do a condition assessment of all canoes at the beginning of each session. Canoe instructor will visually inspect each canoe before it's use.
  4. Paddlers should not stand in the boats.
  5. Paddlers should not purposely dump canoes, unless told to do so for instructional purposes.
  6. Before canoeing, campers will be oriented on proper techniques and rules.
  7. All camp rules should be followed.
  8. The procedures for safety in public places will be followed if away from camp.
- ❖ Emergency Procedures:
    1. In the case of an emergency while canoeing, the staff member who is certified in first aid will initiate emergency procedures, while the other staff members gather and calm the campers and move them to the shore if possible. Canoe instructor will radio waterfront director if rescue motor boat is needed. The Camp Director should also be contacted and made aware of the situation.
  - ❖ Equipment Maintenance:
    1. Canoe equipment will be maintained and checked by staff before and after each use.
  - ❖ Safety concerns for the area:
    1. Injury from falling out of boat
    2. Injury from not putting PFD on properly
    3. Drowning
    4. Injury from paddle
    5. Severe sunburn

## Ropes Course

- ❖ Program Description:
- ❖ Goals & Objectives:
- ❖ Eligibility: All campers are eligible to participate in the High and Low Ropes Course activities with the supervision of Ropes Course Instructor.
- ❖ Ratios: The staff to camper ratio will be no less than 1:8.
- ❖ Protection Equipment:
  1. Helmets
  2. Belay gloves
  3. Safety harness
  4. Dynamic & Static Climbing Ropes
  5. Webbing
  6. Locking carabineers
  7. ATC's/GriGri
- ❖ Safety Regulations and Guidelines:
  1. A ground school training session is to be held for all climbers before going climbing.
  2. Campers must have a release form signed by a parent/guardian in order to participate.
  3. The High Ropes instructor will check all the equipment and the area before each session.
  4. The instructor will prepare the high ropes area for use by rigging the ropes before campers arrive.
  5. For each climber there will be ladder holders and spotters who will be instructed and positioned appropriately before the climber climbs up the ladder.
  6. The following commands and responses will be used by all climbers, spotters, and belayers:
    - Before climb:
      - Instructor says: "Ladder Holders Ready?" – "Ready"
      - Instructor says: "Spotters Ready!" – "Ready"

When ready to climb:

- Instructor says: “*Climber Ready?*” – “*Ready*”
  - Instructor says (after the acknowledgement from climber): “*Climb On*”
7. All spotters, climbers and belayers must wear helmets. All climbers and belayers will also wear harnesses. The instructor will check before each climb to assure they are on properly.
- ❖ Emergency Procedures:
    1. In case of an accident, the ropes course instructor (who is trained in CPR/First aid) will take control of the situation by giving directions for emergency procedures.
    2. The instructor will administer first aid after all climbers are off the rock safely.
    3. All other staff will gather the campers and calm them.
    4. The instructor will radio the main office and health center with the walkie-talkie.
    5. An extra staff member or 2 mature campers will be sent for the nurse if it is necessary.
    6. If a belayer is hurt, an able person will switch with the belayer at a time when the climber is prepared.
    7. If a climber is hurt, they will be gently lowered to the ground and then attended to.
    8. If the instructor is the one injured, one staff member will take control of the situation by applying first aid/CPR and sending for help if needed.
  - ❖ Equipment Maintenance:
    1. The equipment will be checked before and after each ropes course session by the instructor.
    2. All the equipment will be gathered and put away under lock and key in the storage cabinet at the Ropes Course after each use to ensure it is not damaged or destroyed from weather or untrained persons.
  - ❖ Safety Concerns for the area:
    1. Sharp of jagged rock
    2. Falling rock pieces
    3. Steep cliffs
    4. Dangerous animals or insects
    5. Inclement weather

## **Campouts**

Activities included in this section are those in which participants are camping on Agassiz Village property but away from the primary resources of the main camp for a period of up to 24 hours. The camp-out sites used are as follows: Squirrel Island and New Island (property of Agassiz Village), Indian Beach (Northern end of AV property), PV (southern end of AV property), and Waterfront fire circle area.

- ❖ Eligibility:
  1. All campers are eligible to participate in sleep outs on camp property.
- ❖ Ratios:
  1. At least 1:8 for campers ages 8-13
  2. At least 1:10 for campers ages 14-17
- ❖ Appropriate Protection Equipment:
  1. First Aid Kit
  2. Cell Phone/Walkie Talkie
  3. Camper medications if any campers require them during your time away.
  4. Tents, tarps, sleeping bags, personal hygiene items, etc. (whatever you and your campers will need)
- ❖ Equipment Maintenance:
  1. Before leaving for campout, the nurse will check first aid kits, and after the trip the nurse will restock the first aid supplies.
  2. Cell Phones/Walkie-Talkies will be kept and maintained by the leadership staff.
  3. The nurse will keep camper medications when campers are on camp property. When campers are away from main camp, the counselors will keep medications with the first aid kit.
  4. The staff will check tents at the beginning of the session, and from there on out they are the responsibility of those staff members who use them.
- ❖ Safety Regulations and Guidelines:

1. Be aware of any campers who have medical conditions which could act up (i.e., asthma, allergies to bee stings, etc.)
  2. Watch out for animals and insects that could be harmful.
  3. If hiking to PV or Indian Beach, be sure at least one staff member with you knows the trail – rocks, roots, and gullies can be dangerous and you don't want to get lost, so travel with care!
  4. Perishable foods should only be eaten if they have been kept cold. Do not eat food that has been left out or that has been stored in melted ice water. This type of water is not sufficient for keeping perishable food for safe eating.
  5. Only water that comes from the camps water supply or a public water supply may be used for drinking purposes. Campout groups will not purify water for drinking.
  6. Only disposable food utensils will be used for camp-out meals.
  7. Staff and campers should follow all of the camp safety procedures for in camp activities. Staff should also constantly keep count of the campers. Campers will be allowed to be in their tents only for changing and at bed time.
- ❖ Emergency Procedures:
1. In case of an accident, general emergency procedures should be followed. Also, a staff member will be responsible for contacting the leadership staff or the nurse by walkie-talkie or phone.
- ❖ Safety Concerns:
1. Injury sustained during camp-out activities
  2. Medications
  3. Animals and insect
  4. Missing camper

## **END OF THE SESSION CLEANING PROCEDURES**

### CABINS

1. All campers' property should be out of the cabin. Take all extra items to lost and found in the DH.
2. Make sure the proper number of beds are on each side. Usually there are equal numbers on each side (except those that have uneven spaces, i.e., P4).
3. Scrub the toilets and sinks with proper cleaning supplies. There should be NO mildew or dirt in these areas. Wipe down any mirrors and any shelves.
4. Empty the trash. Rinse and scrub out the trashcan. Turn the trashcan upside-down and lay a new liner over the top. Take the full trash bag to the designated trash pick-up location in the village.
5. Wipe down all mattresses and shelves in the cabin with bleach water or disinfectant wipes.
6. Sweep out the cabin, making sure to get the cobwebs in the corners. **DO NOT** sweep trash outside.
7. Sweep dirt off the decks and porches. Pick up all trash from around the outside of the cabin.
8. Mop the cabin floor, including the bathroom.
9. Put away all cleaning supplies. Make sure there is no water dripping in the bathroom. Turn off all lights. Close the doors behind you.
10. Take down any decorations etc. from campers. Each session is a fresh start meaning new campers can decorate the cabin as they want with your supervision.

## **END OF THE WEEK CLEANING PROCEDURES**

### COMMON BUILDINGS

(Dining Hall, Town Hall, Miller Hall, Maloney)

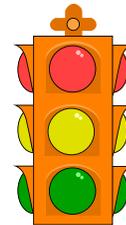
1. All campers' property should be out of the lodge. Take all extra items to the lost and found.
2. Take down all folding tables and chairs.
3. Sweep the floor.
4. Clean and disinfect toilets and sinks in bathrooms. Wipe down mirrors. Empty trash and scrub out trash can. Lay trash liner over the top of the can.
5. Sweep out the bathroom and mop the floor.
6. Mop the floor (vacuum in Maloney).
7. Sweep the deck or porch around the buildings that have it.
8. Pick up all trash around the lodge.
9. Empty trash in the lodge. Change liners. Turn off lights and close door behind you.
10. Make sure ALL equipment is away and stored safely in a dry space.

## Transportation Policies

### VEHICULAR TRAFFIC

All vehicles using the camp road must drive at a speed of 5 mph and once within the camp gates a speed of 5 mph or less.

Pedestrians use our road frequently, and so all drivers must drive carefully and slowly.



### CAMP-PROVIDED TRANSPORTATION

If the camp is providing transportation for campers to camp, parents/guardians should remain at pick-up site until the bus leaves for camp. Campers should maintain safe conduct at the pick-up site and on the bus. Once on the bus, all campers will receive a safety orientation provided by staff and drivers regarding seatbelts (when appropriate), exit doors, and other pertinent emergency procedures.

For drop-offs, parents/guardians should arrive at the site on Fridays promptly at the designated drop-off time.

### CAMP VEHICLE MAINTENANCE

1. Comprehensive insurance is maintained on all camp vehicles.
2. All camp vehicles comply with state laws on registration and inspection and are serviced by professionals on a regular basis.
3. Only fully licensed drivers 21 or older will operate camp vehicles after training and designation by the Camp Director or Executive Director. All authorized drivers' records will be checked and submitted to be included on camp's vehicle insurance.
4. Before leaving camp for any reason, drivers check lights, horn, oil & coolant levels, tire condition & pressure, windshield wipers, fire extinguisher, first-aid kit, gas level, and mileage.

### CAMP VEHICLE OPERATION

1. Drivers will not exceed 5 mph within the camp gate.
2. Drivers will be slow and careful using rear windows and side view mirrors for view while backing up.
3. At no time are any persons to be transported in any part of any vehicle not intended for passengers.
4. All drivers and passengers must have seat belts buckled. All passengers in wheelchairs will be wearing seatbelts in their chairs (with wheelchairs in locked and secure positions) or moved to a regular seat if needed.
5. All vehicles must be stopped and shifted to park with the emergency brake set and engine turned off when loading and unloading passengers.
6. Any vehicle will only be loaded with the number of passengers within the seating limits established for the particular vehicle. The list of campers/staff on each bus will be available on each of busses (or camp office).
7. Passengers must enter and exit from the right side of the vehicle except when on camp grounds.
8. If a breakdown occurs, immediately put on 4-way flashers, drive vehicle off the road and wait for assistance if no repairs are possible immediately. All passengers must exit vehicle via the right side and stand away from vehicle or on the opposite side of a guardrail if there is one. Place reflectors behind vehicle as trained. The driver should contact the camp as soon as is reasonably possible.
9. Staff to camper ratio will be at least 1:8 at all times (1:10 for coach busses from/to Boston for arrival and departure days). There will be an Agassiz Village leadership staff member on each of coach busses to provide supervision in addition to general counselors providing group control.
10. In case of an accident, first aid should be given as needed. Keep all passengers calm and direct them to a nearby hill or by a guardrail. A police accident report must be completed, but no other statements given except to camp authorities. Name, address, registration and insurance information may be exchanged with the other driver. A list of names of all passengers and a complete report of the accident must be turned in to the Camp Director and/or Executive Director.
11. No stops other than the stated destination are permitted, except for emergencies.
12. Vehicles must be parked in designated spots only, with emergency brake set, and left with doors locked. Keys are never to be left in an unattended vehicle.
13. Drivers will follow all traffic laws at all times.
14. At all times vehicles will carry a fire extinguisher, first-aid kit, portable reflectors, and jack/equipment for tire replacement.
15. Drivers will make sure vehicles are left clean and tidy. Rented vehicles should especially be left exceptionally clean.
16. All drivers are trained to carry out written accident procedures for:

- a. providing or securing care for the injured
  - b. supervising the injured
  - c. specifying whom to notify in an emergency
  - d. identifying witnesses and obtaining appropriate accident or emergency information.
17. Designated Leadership staff member will complete the vehicle safety checklist on Monday of each week during season. Each approved driver will also do a visual check of the vehicle before driving it.
  18. If more than one vehicle is being driven to any destination, drivers should drive in convoy fashion. All vehicles should turn on lights and drive with the vehicles ahead and behind in sight.
  19. Campers should remain seated at all times and obey the driver.
  20. Any time a camper is transported to another site, the permission-to-treat and medical forms must accompany them. This is to ensure that emergency help can be given if needed.
  21. If transportation requires use of a personal vehicle for a trip, only licensed drivers with comprehensive insurance who have given written permission to the camp for the use of their vehicle may be utilized.
  22. When refueling a vehicle, all passengers must exit the vehicle and stand clear of all traffic in a safe area.

### DRIVING CAMPERS OR STAFF TO HEALTH SERVICES

Camp rental car or Agassiz Village bus will always be available and on site for emergency transportation if needed. At least one of staff members authorized to drive these vehicles will be on site at all times while camp is in session. All authorized driver staff will have passed the driving test and will hold a valid driver's license. When taking campers/staff to health services:

1. Bring appropriate health forms with signed permission to treat.
2. Never exceed speed limits and drive safely and carefully.
3. Follow all camp policies for vehicles and transportation.
4. Return forms to Camp Nurse upon return and ensure that campers have been returned to proper supervision.
5. If emergencies require use of a personal vehicle for a trip, only licensed drivers with comprehensive insurance and who have given written permission to the camp for the use of their vehicle may be utilized.
6. Staff shirts should be worn for easy identification.
7. Appropriate language and courtesy should be used.
8. Staff will remain with campers at all times and leave no camper unattended for any period, including in rest room.
9. Obey all laws of the road and community.
10. Adhere to any time limits.
11. Remain on scheduled, shortest route, without deviation.

### AUTHORIZED DRIVERS TEST

This test is to be given by the Executive Director or Camp Director.

1. Driver will properly check vehicle (rental car or van) for safety and maintenance concerns, including headlights, brake lights, turning signals, windshield wipers, tires, fire extinguisher, horn, oil & coolant levels, first-aid kit, and gas level. Driver will check all doors from the outside to be sure they are securely closed and locked once all passengers are in van.
2. Driver will secure seatbelt and be sure passengers do the same, inform passengers of appropriate behavior and emergency procedures, lock all doors, start engine, and turn on lights.
3. If backing out of parking space, driver will sound horn for warning.
4. Driver will drive down Camp Road following the speed limit of 5mph to Johnson Hill Road, turn right, drive to the stop sign at Route 11 and turn left, drive on to junction with Macguire Rd, turn left on Macguire Rd, drive on to the Johnson Hill Rd junction, take left on Johnson Hill Rd to come back to camp. Tester will check for driver adhering to speed limits and traffic laws. Also, tester will check for driver's comfort level with driving the vehicle.
5. Driver will park at the parking spot in the parking area by the camp office. Tester will continue to check for driver adhering to Camp Vehicle Operation rules.
6. Driver will place vehicle into park, turn off a/c & lights, turn off vehicle, and push in emergency brake before anyone exits the van.
7. Driver will lock vehicle and close all windows and doors.