



Summer Programs Staff Manual



*The mission of
Montgomery County Recreation
is to provide high quality, diverse and accessible programs,
services and facilities
that enhance the quality of life for all ages,
cultures, and abilities.*

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MONTGOMERY COUNTY
Recreation

Summer Program Staff Manual

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CHAPTER 1

Intro to Montgomery County Recreation

Introduction and Welcome

Welcome to Summer Programs! We are anticipating an exciting summer of activities for our campers, and you are an important part of the success. Excellent staff creates excellent programs, and that is our goal.

This manual has been prepared to give you the knowledge necessary to become an effective and responsible staff person. ***We expect you to read it thoroughly before the first day of camp so that you know the standards and practices of Montgomery County Recreation.*** It will also help you understand the philosophy and goals behind the summer camp program, your role, and the conditions for your employment.

This chapter will provide you an overview of what it means to work for Montgomery County Recreation (MCR). We value the importance of making everyone feel like they are a part of the County, and ultimately part of a highly successful team. We look forward to helping you become the best camp staff possible.

In this Chapter



[Introduction and Welcome](#)

[Montgomery County Recreation Mission](#)

[Program Goals](#)

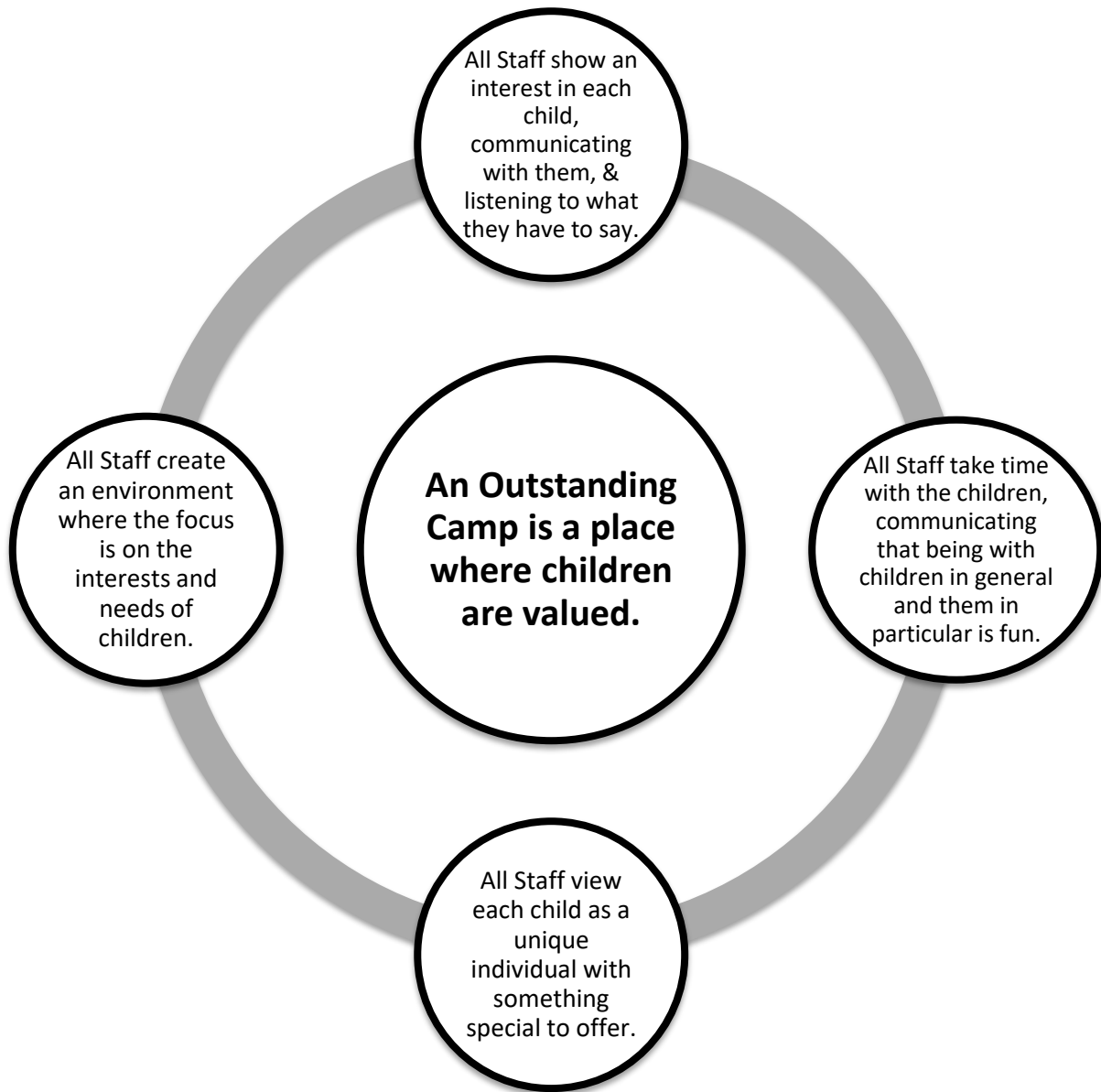
[MCR C.A.R.E.'s](#)

Our Mission

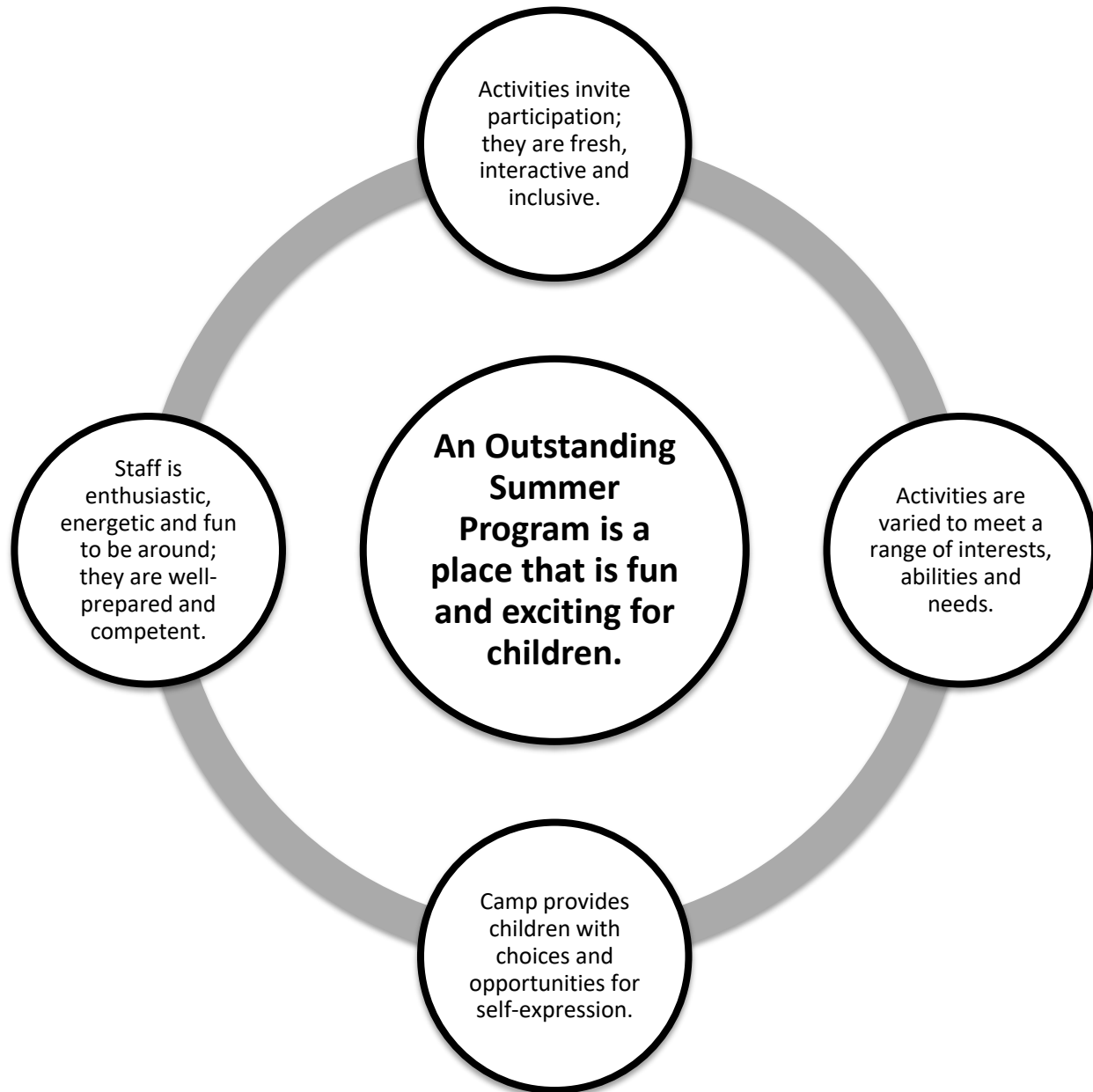
The mission of Montgomery County Recreation is to provide high quality, diverse and accessible programs, services and facilities that enhances the quality of life for all ages, cultures, and abilities.

Program Goals

Our Mission Statement is the key principle that guides the summer camp program.
How does the Recreation Department define an outstanding camp?



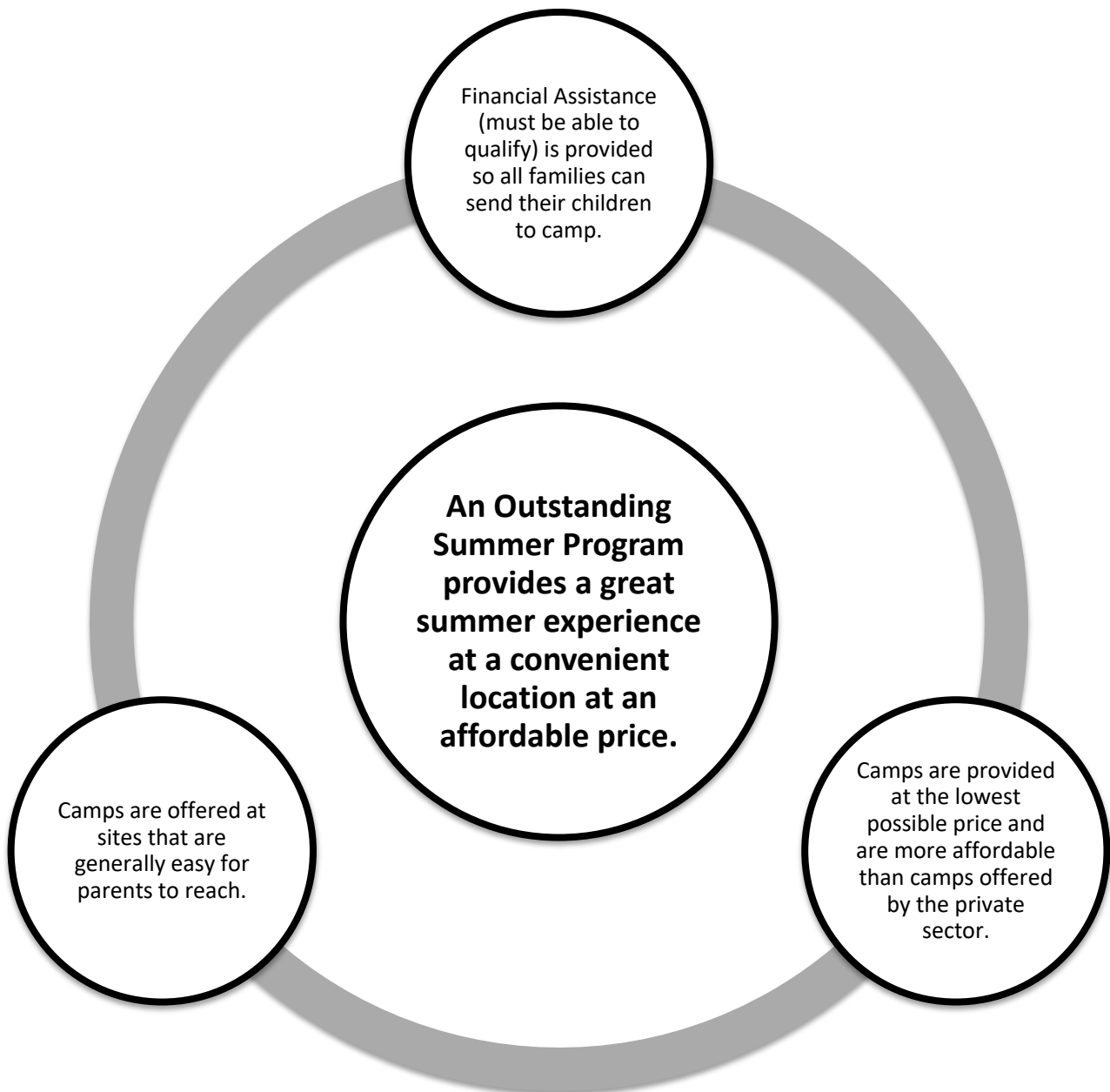
Program Goals (cont.)



Program Goals (cont.)



Program Goals (cont.)



MCR C.A.R.E.'S

Customer service is the cornerstone of the first impression and the lasting impression a customer has of Montgomery County Recreation programs. Each of us is an ambassador in making this a very positive impression – in our centers, parks, programs, theaters, and through community processes and projects, and support services. Our customers do have choices. Here is how you can help promote this culture of C.A.R.E.!

MCR C.A.R.E.'s	Helpful Hints for Recreation Staff
<p>Communication</p> <ul style="list-style-type: none"> We will be proactive, professional and informative in all communications We will listen, understand and clarify what the customer is requesting 	<ul style="list-style-type: none"> Greet participants by name and parents by name if you know it Acknowledge presence by looking and smiling, say “hello” Ask, “may I help you” when a stranger appears on location Be clear and convey expectations to staff
<p>Awareness</p> <ul style="list-style-type: none"> We will have a thorough knowledge of our own area of work and a general knowledge of all current county services 	<ul style="list-style-type: none"> Get and post a copy of our organizational chart – ask your supervisor Know what programs are located at your location If you don’t know an answer, tell them you will find out for them and get back to them
<p>Respect</p> <ul style="list-style-type: none"> We will recognize our customers as individuals and will treat them with courtesy and respect 	<ul style="list-style-type: none"> Be polite Live up to the vision of being diverse and inclusive where each person is important Their time is as valuable as your time Don’t talk about participants or parents in public or front of other participants and parents
<p>Execution</p> <ul style="list-style-type: none"> We will deliver prompt, reliable and quality services 	<ul style="list-style-type: none"> Keep participants and parents informed – calendars available on time, update sign-in table Post reminder notices about trips and items to bring

CHAPTER 2

Summer Programs Overview

Program Structure

Cool Ventures operate six weeks during the summer. It operates from 8:00 am to 3:30 pm, Monday thru Friday and include two trips per week to a nearby outdoor County pool for a recreational swimming experience. Typically, one special event or field trip is also planned in addition to swimming each session.

Summer Fun Centers operate six weeks during the summer. SFCs operate from 8:00am to 6:00 pm, Monday through Friday and includes a trip to a nearby outdoor County pool for a recreational swimming 3 times a summer.

Therapeutic Recreation camps operate three to six weeks during the summer. The sessions vary in length, duration and program content. Most camps go swimming one to two times per week to a nearby outdoor County pool for a recreational swimming experience typically; one special event or field trip is also planned in addition to swimming each session.

Operating a summer program is a team effort. Directors, Assistant Directors and Counselors with assistance from Junior Counselors and Mainstream Companions work together to produce a safe and fun experience where campers can feel accepted, successful and energized. This team effort is strongly supported by the coordinating efforts of administrative staff to produce outstanding summer camps.

In this Chapter



Program Structure

Personnel Structure and Responsibilities

- Program Manager
- Program Supervisor
- Recreation Specialist Programs Team
- Recreation Specialist Non-Programs Team
- Program Director
- Assistant Director
- Camp Counselor
- Junior Counselor
- Mainstream Companion

All Staffs Responsibility

Personnel Structure and Responsibilities

The following information gives the chain of command for the summer program, as well as a general description of the responsibilities of each position.

Program Manager

The Program Manager reports directly to the Division Chief and provides supervision to the Recreation Supervisor and ultimately to the summer day camp program.

Recreation Supervisor

The Recreation Supervisor provides countywide management, direction, and administrative support to the program, supervising the Recreation Specialists in each of the regions.

Recreation Specialist / Recreation Coordinator

The Recreation Specialist / Recreation Coordinator is a professional level staff that works year-round. In the months leading up to camp season they assist with the planning and staff training. During the camp season, he/she is responsible for their designated programs. He/she works with, and supervises all personnel for that program, including the Program Directors, Assistant Directors, Counselors, Junior Counselors and Mainstream Companions.

Personnel Structure and Responsibilities (cont.)

Program Director

This is supervisory work managing a recreation program and a broad range of services. Supervision of paid and volunteer staff, programs, operations and facility maintenance are involved. An employee in this class provides skilled leadership in specific functions in support of facility based summer recreation programs and activities. Work requires specialized program knowledge and is performed with considerable independence under general supervision but reviewed through reports and observation of program effectiveness by career staff. Daily direct leadership is involved with Camp Counselors and campers.

Assistant Director

This is supervisory and skilled work managing a specialized recreation program or directing the activities in support of facility based summer recreation programs. Supervision of other employees or volunteers is involved. Daily direct leadership is involved with Camp Counselors and campers. Work is performed under the general supervision of higher-level employee

Camp Counselor

This is recreation work providing direct leadership in a recreation program at a facility based summer recreation program or activity. An employee in this class may supervise a small specific function within a recreation program or may serve in a specialized capacity requiring specific skills, training, or experience. Supervision of other lower level employees and volunteers may be required. Work is performed under the supervision of a higher-level employee and is reviewed through conferences and observation of performance or completed assignments

Junior Counselor/ Junior Leader

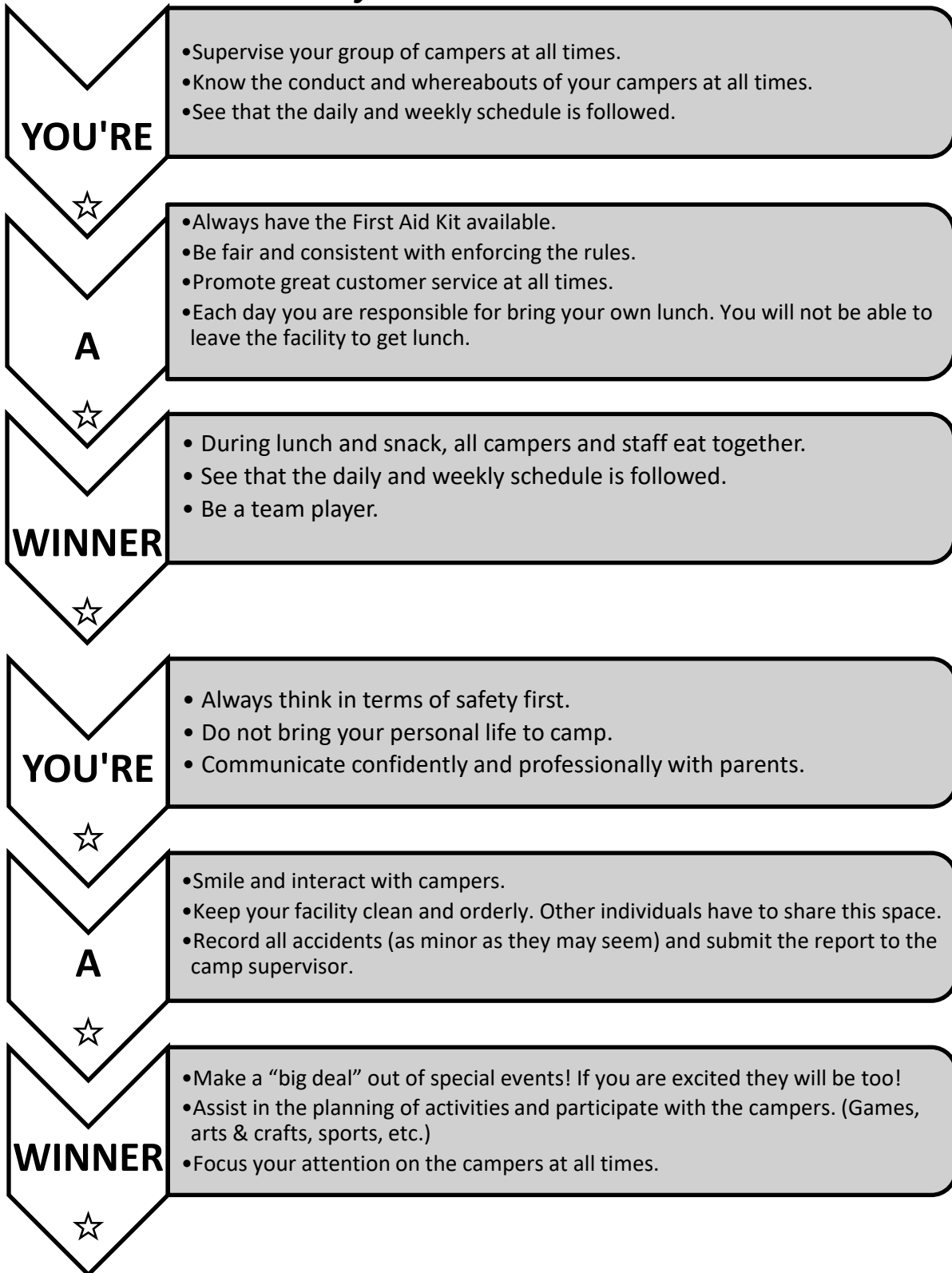
The Jr. Counselor/ Jr. Leader is a volunteer trainee position that provides the opportunity to develop leadership and recreation skills while giving program support to recreation staff. The Jr. Counselor/ Jr. Leader is expected to fully participate in every aspect of the program, help keep children on task and feeling successful, work cooperatively with staff and other volunteers, provide a well-structured, safe and fun environment, model enthusiasm and desirable behavior, assist with behavior management, and offer assistance freely wherever needed. He/ she typically works just one session, and during that session, is expected to lead at least two activities.

Mainstream Companion

A Mainstream Companion is generally a young teen volunteer who has been trained to provide individual support to one or more children with disabilities. The responsibilities focus on helping a child or children with disabilities participate in every aspect of camp to the fullest extent possible so that the camp experience is successful for everyone. Occasionally, a Mainstream Companion is a paid staff person whose higher skill level is required to meet the needs of a more challenging camper. Although a Mainstream Companion Manager supervises the Mainstream Companion and periodically visits the camp to offer support as necessary, the Mainstream Companion is an integral part of the camp and is supervised by the Director.

All Staffs Responsibility

Regardless of your role this summer, following these tips will make you a winner! ☆



CHAPTER 3

Personnel Standards

Employment Expectations

Conditions of Employment

- You must comply with state law requirements and undergo a criminal background investigation.
- Every year all new employees must fill out a CPS form, and must be notarized before camp training
- You may not work until the hiring process has been satisfactorily completed.
- Must be available to work any shift/schedule between 7:30 a.m. and 6:00 pm during **the entire six-week camp program 6/24/19- 8/2/19**



Employment Conflict

- You may not accept outside employment that will interfere with the performance of your job at camp
- You may not work any other temporary position in the Recreation Department that would cause your **work hours to go beyond a total of 40 hours per week**, even if there is no conflict in time. In other words, you may not work in the evenings or on weekends for a community center if this work puts you over 40 hours per week when combined with your camp position.

In this Chapter



[Employment Expectations](#)

[Pre- Camp Training](#)

[Dress Code](#)

[Standards of Conduct](#)

[Employee Requirements](#)

[Program Staff Meetings](#)

[Summer Employee Performance Assessment](#)

[Staff Non-Compliance](#)

[Sexual Harassment Policy](#)

[Weapons Policy](#)

[Program Facilities and Property Use](#)

[Program Planning and Supplies](#)

[Supplies and Equipment](#)

[Program Evaluation](#)

Pre-Camp Training

You are expected to attend pre-camp training that will provide you with many learning experiences designed to prepare you for the camp season. The pre-camp training is a hands-on training where you and other staff are fully involved. The purpose of these sessions is to enable you to:

- Become completely familiar with all phases of camp philosophy, objectives, operations, schedules, procedures, and responsibilities.
- Become acquainted and familiar with the staff assigned to your camp in order to work together as a cohesive, cooperative unit.
- Focus on safety issues relating to campers, including how to provide a safe environment, what potential hazards to look for, and how to deal with emergency situations.
- Relate effectively to campers and focus attention on their needs and interests.
- Become familiar with the types of behaviors exhibited by campers and the corresponding behavior management and disciplinary techniques recommended for use.
- Learn how to create a positive camp experience that is rewarding and fun for the campers.
- Plan the overall summer program as well as the first session's specific schedule so that staff are ready to begin on opening day with a well-coordinated camp program.
- Prepare the campsite for occupancy and use by setting up a First Aid station, creating signs and written camp rules, and storing equipment and supplies.

You must verify that you have been trained in the appropriate health and safety procedures for your assigned camp.

(Training Verification & Commitment Statement will be provided by your site supervisor.)

DRESS CODE

You represent Montgomery County Recreation when you are at work. Your appearance should reflect pride and professionalism. You need to follow this dress code daily.

As a safety measure, dangling or other jewelry that could catch on something — such as earrings, nose rings or necklaces — should not be worn at camp as they could cause injury.

MCR issued camp shirt with no alterations. Do not wear off duty. **Remember that any time you are in the MCR staff shirt, on or off duty; you represent Montgomery County Recreation.**

During swim activities, you are expected to wear modest and appropriate swimming attire, which includes one piece suits for females, and swimming trunks for males. When providing supervision around the pool, you are expected to be dressed appropriately with shoes off or wearing pool shoes in readiness to perform a water rescue.

Active pants, shorts, or jeans that are comfortable and not too revealing are appropriate **NO SHORTS OR DRESSES SHORTER THAN MID THIGH OR LEGGINGS.**

Sneakers (i.e. with closed toe and heel) should be worn at all times (No sandals or bare feet)

Standards of Conduct

CONTRACT

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

All program standards and practices are to be followed at each camp.

Tardiness and unexcused absences will not be tolerated. A staff action report will be filled out. If a staff person receives 3 Staff action reports in a summer, they might be asked to leave.

Jeopardizing the safety and health of the children and other staff will not be tolerated.

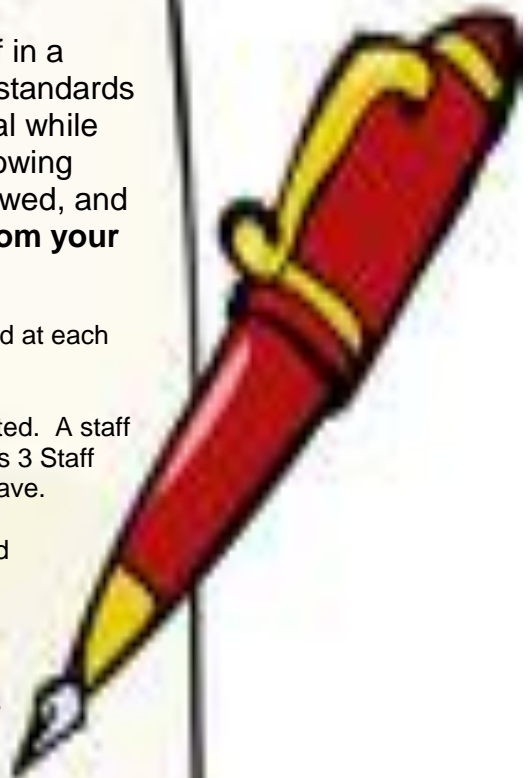
The use of obscene language is strictly prohibited. Staff may not take pictures of campers during the program. **Using social media with camper's names and/or pictures is strictly forbidden.**

No intoxicants may be brought to, or consumed on the premises before, during, or after the camp program. Coming to camp with alcohol on your breath will not be tolerated.

Smoking is prohibited at all programs and at all sites.

Weapons of any kind are prohibited from Recreation programs, grounds and facilities. (See the Weapons Policy)

Unethical conduct which includes the misappropriation of department funds, the misrepresentation of a position and/or responsibilities, sexual harassment (see the Sexual Harassment Policy on p.20) or misconduct, insubordination or other inappropriate behavior will not be tolerated.



Employee Requirements

- You are expected to be working onsite your entire shift. In other words, you are expected to report to your worksite to prepare for the day and be ready to welcome campers.
- You are expected to remain onsite throughout the camp day, except when the camp itself goes on a swimming or field trip. Everyone rides the school Bus/Van to an off-site event.
- You are expected to eat with the campers. No one may leave the campsite during the lunch period, as programming continues throughout the entire time.
- If an emergency occurs and you need to leave the camp during the workday, you must obtain permission from the Camp Director. The Recreation Specialist should be notified in writing if this excused absence is expected to adversely affect the quality or safety of the program so that other arrangements can be made.
- If you have a legitimate illness and cannot report to work, you must call the Camp Director and the Recreation Specialist/Coordinator as soon as possible so arrangements for proper coverage can be made. When possible, you should call the evening prior to the absence.
- If the above procedure is not followed, the absence will be considered unexcused. Any unexcused absence, even if it is for as short as ten minutes, is subject to disciplinary action, and two unexcused absences could be grounds for release from employment.
- Personal phone calls and guests are not permitted during working hours, and personal cell phones are to be turned off or muted and checked only during breaks.
- Unless excused, you are expected to participate in all staff meetings.

Program Staff Meetings

- Scheduled staff meetings, lead by the Camp Director, may be held at weekly intervals to discuss any relevant topics about camp and to discuss and plan the program for the following week. During staff meetings, every staff member has the opportunity to participate and contribute his/her ideas. Junior Counselors should be encouraged to participate in all staff meetings.
- Problems relating to campers, camp, and staff may be discussed and hopefully solved during these meetings. The meetings also provide an open forum for all staff and volunteers.
- The goal of these meetings is continuous improvement of the summer programs, for everyone.

If it's important to you, you will find a way. If not, you will find an excuse.

Summer Employee Performance Assessment

- You will receive a written performance assessment from your Program Director, which will be supplemented by informal day-to-day feedback. The Program Coordinator will also assess the Program Director.
- The Employee Performance Assessment has two important functions:
 - To acknowledge commendable work performance.
 - To motivate staff to reach for higher levels of work performance.
- This assessment becomes part of each employee's employment record and is the basis for continued employment with MCR.

Staff Non-Compliance

Working in a summer program is a highly responsible position involving the safekeeping of children. In keeping with its goal of striving for excellence, the Recreation Department expects a high standard of conduct from its staff.

Failure to comply with the policies and procedures described in this manual is taken seriously, and disciplinary action will result. The Camp Director will use the staff action report to document the situation, and to provide coaching for improvement. (See the staff action report)

Sexual Harassment Policy

- Every employee has the right to work in an environment free of all forms of discrimination, and sexual harassment is a form of discrimination that is illegal under federal, state and local laws. MCRD has zero tolerance for sexual harassment.
- The complete policy on sexual harassment is included in the *Day Camp Standards Manual*. An abbreviated definition follows:
 - Sexual harassment is verbal or physical conduct that includes:
 - Unwelcome sexual advances;
 - Requests for physical conduct of a sexual nature; and
 - Any written, verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- Sexual harassment includes, but is not limited to the following:
 - Requests for sexual favors; the use of threats or force to obtain sexual favors;
 - Sexual propositions or innuendo;
 - Suggestive comments;
 - Sexually-oriented teasing or joking;

- Jokes about gender-specific traits;
 - Unwelcome or uninvited touching, patting, pinching or brushing against another's body;
 - Obscene spoken or written language, obscene gestures
 - Display of offensive or obscene printed or visual material.
- An employee who is subjected to sexual harassment, witnesses it, or has knowledge of it should immediately bring the matter to the attention of his/her supervisor.

Any employee who sexually harasses another staff member or participant will be released from employment.

Weapons Policy

- Weapons are defined generally as any implement that can cause bodily harm, including (but not limited to) knives, metal knuckles, nun chucks, guns, rifles, or other firearms, as well as any object used as a weapon. An abbreviated definition of the Weapons Policy of Montgomery County Recreation is as follows:

“Except for law enforcement officers, no person shall carry or possess a weapon of any kind on Recreation Department grounds or facilities or while attending a Recreation Department Program.”

You may find the complete policy on weapons in the *Day Camp Standards Manual*.

Program Facilities and Property Use

- MCR Camps use Maryland-National Capital Park and Planning Commission, Board of Education and County Government facilities. Pools operated by the Aquatics Team of MCR are used for camp swim times. Bus transportation is contracted through Montgomery County Public Schools.
- Program staff is responsible for the care and usage of these camp facilities and property, and care must be taken to avoid damage or waste.
- Personal use of equipment and facilities by staff is prohibited.

Program Planning and Supplies

- All Staff members are responsible for planning and delivering age appropriate creative recreation program activities following the camp goals and objectives. Each camp is furnished with program resources to help with the planning process, and staff should take the time to become familiar with them.
- The more planning and preparation you do ahead of time, the smoother the summer will go! You'll be given a schedule of all field trips, swimming times, special activities and specialist visits. Begin by using this as your outline for the summer. This should leave a schedule that has lots of "holes" in it. These are the times the counselors need to plan and implement their ideas.
 - Two full-day rainy day programs with appropriate equipment and supplies should be planned before each session begins.
 - Back-up activities in the event that plans must be changed and transition activities for unscheduled moments, should be planned in advance and used as necessary.
 - A weekly activity plan, which becomes the basis for each session's newsletter, should be used to plan activities. It must then be used when implementing activities so that the camp activities actually are what the newsletter states. (See the weekly activity plan on p. 92.)
 - Camper participation and leadership opportunities should be incorporated into the program as much as possible.

-
- Plan Ahead! You can never have too many activities to do*
 - Always think "safety first" when planning any event, trip or activity.*
 - Pick age appropriate games.*
 - Have a back-up game if the first game/activity doesn't work.*
 - Be prepared for resistance to some games.*
 - Choose activities that will take up the assigned block of time.*
 - Be prepared that not everyone in your group will enjoy all the activities.*
 - Prepare a variety of activities; don't use the same activities over and over.*
 - Use the internet and other resources for ideas*
-

Supplies and Equipment

- A general order of supplies and equipment has been prepared for each camp in advance that should last through the total summer program.
- Prior to the start of the program, you should handle the supplies and equipment allocated for your specific camp as follows:
 - Inventory the supplies and equipment to see what is available and to plan craft activities around them.
 - Secure all supplies and equipment, label them with the camp name, and make your stockroom off limits to campers.
 - Everything must be prepared in advance of the activities as follows:
 - Put supplies in order, with proper amounts ready for the planned activity.
 - Daily inspection of equipment for possible repairs and replacement.
 - Return supplies and equipment to the proper storage area and arrange for the next day use.
- Share craft ideas at staff meetings to help other camps, and swap supplies to fully utilize what has been ordered.
- On the last day of camp, inventory and neatly package all equipment and usable supplies as instructed at that time.

Program Evaluation

- In an effort to continuously improve the summer programs, both participants and staff are given the opportunity to provide feedback at the end of the session or the summer.
- If you perceive a problem any time during the summer, you should ask for an evaluation form in order to suggest improvements and changes.

CHAPTER 4

Security and Safety Procedures

Safety Notice

The most important responsibility of all recreation staff is the *safety* of campers, Junior Counselors, mainstream companions, and staff. The following safety standards and practices are important in maintaining a safe environment and program.



Always put the camper's safety first, middle and last!!

In this Chapter



[Safety Plan for General Onsite Activity](#)

[Camper Safety](#)

[Site Safety](#)

[Safety Plan for Natural Bodies of Water](#)

Safety Plan for General Onsite Activity

- The Day Camp Standards that includes the department's health and safety standards and practices must be on site and must be followed for the optimum health and safety of campers and staff. The Day Camp Standards must go with the program on offsite trips.
- Every day camp must be in compliance with all local fire and safety code requirements, as prescribed by State and County regulations including having an evacuation plan posted.
- To provide an early alert to fire, fire alarms are located in all facilities utilized by Recreation Department day camps, and Camp Directors must be aware of their locations in the event of an emergency. An emergency evacuation drill will be conducted on the first day of each session.
- A minimum of one staff for every 10 or 15 campers (depending on program) will be on duty to provide supervision at all onsite activities.
- A minimum of three staff certified by a national organization in cardiopulmonary resuscitation (CPR) and First Aid **must be on duty at all times** during onsite / offsite activities.
- A phone (i.e., either a land line or a cell phone) will be available for use in the event of an emergency, and the phone numbers will be posted on the Critical Program Information sheet.
- Confidential Health information and emergency contact records will be maintained on site for all campers, staff, and volunteers.
- Attendance will be taken at strategic times throughout the camp day to ensure that all campers are properly accounted for. The attendance sheet is a legal document and should only have the appropriate check marks or A for absent and a check mark for present in the boxes. All Campers must be registered for the camp to attend.
- Parents will be expected to sign their children in at the beginning of the program day and sign them out at the end of the day to ensure optimum security.
- Facility and equipment inspections will occur in the morning and the afternoon each day for optimum safety. This inspection includes checking to see that soap and toilet paper are available in all bathroom facilities.
- Protective gloves will be used when providing first aid care to avoid the possibility of contamination.
- To minimize risks that might result in injury, every safety precaution will be taken when implementing an activity including giving verbal instructions.

Camper Safety

Here are some general guidelines for Camper Safety

<ul style="list-style-type: none"> • NEVER LEAVE A CAMPER ALONE (Even with a Junior Counselor or Mainstream Companion). 	<ul style="list-style-type: none"> • Inform campers of the camp name, the name of the facility, and the names of the camp director and staff with an emergency phone number (as age appropriate).
<ul style="list-style-type: none"> • Teach campers to be alert to potential hazards and keep them aware of the First Aid area by regularly referring to the location. 	<ul style="list-style-type: none"> • Make sure that staff is always visible when working or interacting with campers. Visual barriers should never be set up that prevent others from seeing what is occurring.
<ul style="list-style-type: none"> • Be aware of the skills and general physical conditions of the campers at all times during their participation in an activity to avoid over-exhaustion. 	<ul style="list-style-type: none"> • Know which campers are on medication at camp and be alert to changes in behavior or other physical indicators. Also, when the Camp Director administers medication at camp, see that there are no distractions and that the right camper is being given the correct medication.
<ul style="list-style-type: none"> • Be aware of the dangers of over-exposure to the sun. Recommend to parents that their children use sunscreen and wear hats for protection from the sun. When campers are swimming, they should especially use sunscreen. However, <u>staff may not put sunscreen on the campers unless sunscreen permission slip is signed by parent.</u> Please remind parents to put the sunscreen on their child at the beginning of camp. 	<ul style="list-style-type: none"> • Use common sense and safety consciousness when setting up and conducting activities, constantly staying alert to potential hazards related to the facilities, grounds and equipment. Before conducting an activity, explain the rules and proper procedures for using the equipment. Stop the activity if campers are getting out of control or are not complying with the rules, making the activity unsafe.
<ul style="list-style-type: none"> • Make sure that campers use equipment such as climbing bars, swings and slides only as intended. Do not allow anyone to hang upside down on the bars. 	<ul style="list-style-type: none"> • Make campers aware of any unmovable natural hazards such as poison ivy or a body of water. Place signs or rope off these areas when possible or show them how to easily identify the hazards. A short hike around the site should be taken and hazardous areas pointed out to the camper.

When & How to Wash Your Hands

Keeping hands clean through improved hand hygiene is one of the most important steps we can take to avoid getting sick and spreading germs to others. Many diseases and conditions are spread by not washing hands with soap and clean, running water. If clean, running water is not accessible, as is common in many parts of the world, use soap and available water. If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.

When should you wash your hands?



- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

How should you wash your hands?



- **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- **Rinse** your hands well under clean, running water.
- **Dry** your hands using a clean towel or air dry them.

What should you do if you don't have soap and clean, running water?

Washing hands with soap and water is the best way to reduce the number of germs on them in most situations. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Alcohol-based hand sanitizers can quickly reduce the number of germs on hands in some situations, but sanitizers do **not** eliminate all types of germs and might not remove harmful chemicals.

Hand sanitizers are not as effective when hands are visibly dirty or greasy.

How do you use hand sanitizers?

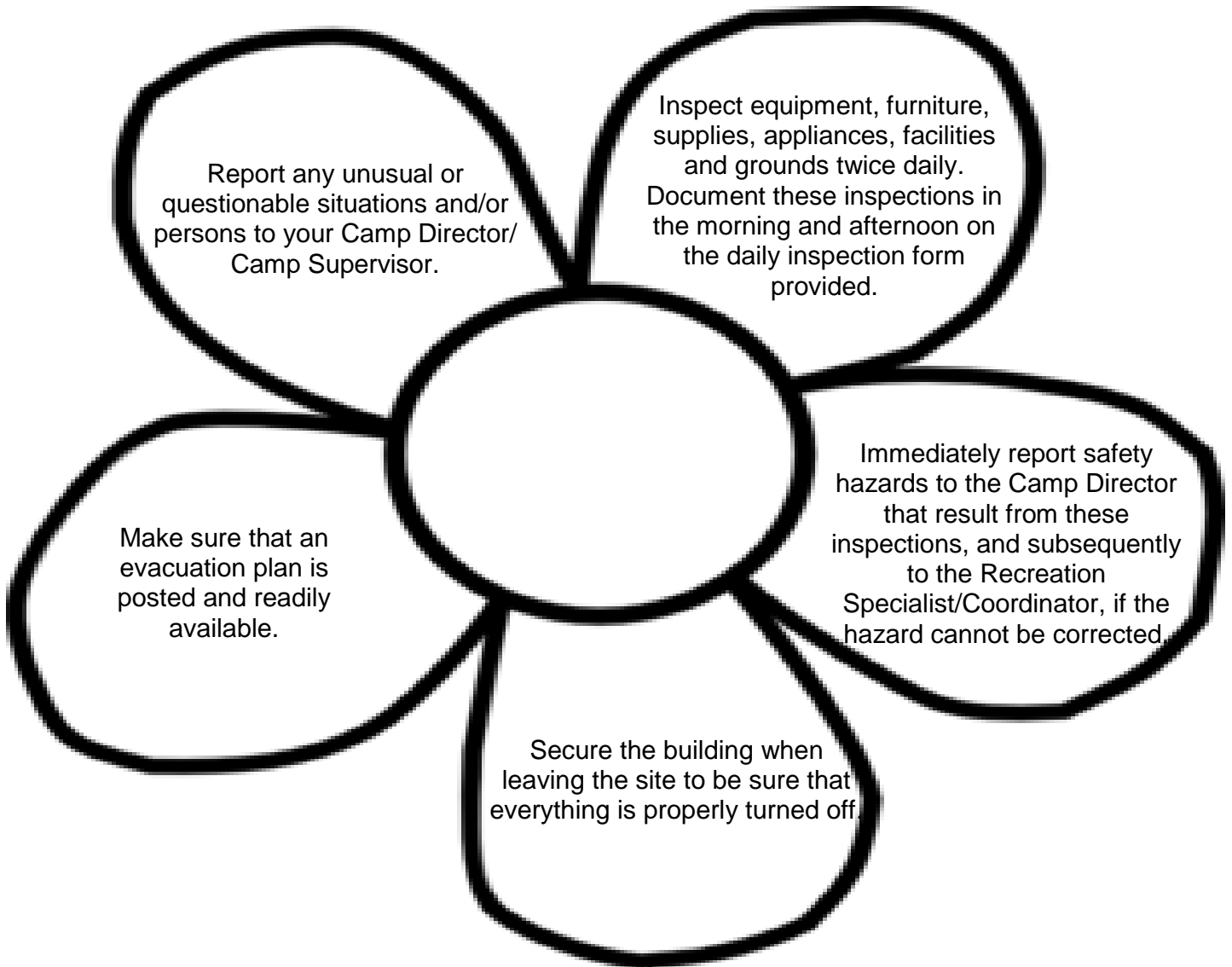
- Apply the product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the product over all surfaces of your hands and fingers until your hands are dry.

How to Wash your Hands Properly



Site Safety

Providing a safe environment at camp is a critical component of the summer camp program. Here are some petals of site safety guidelines to ensure everyone to be safe!

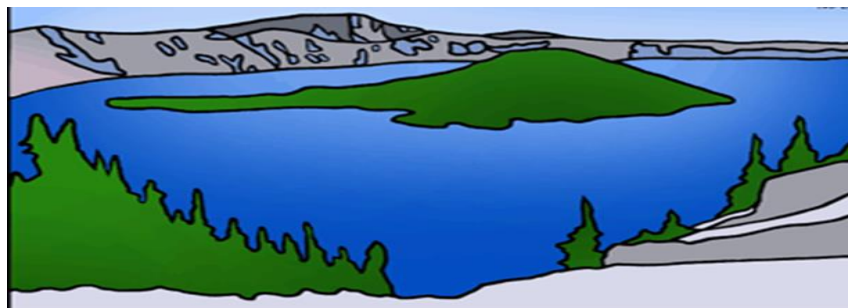


Safety Plan for Natural Bodies of Water

When a water activity is planned to involve a natural body of water, such as a stream, it is always best to assume that the water is naturally contaminated by birds and animals. However, unless a sign is posted stating that the water is unsafe, campers may safely enjoy a water activity such as creek walking, provided the following safety plan is followed:

<ul style="list-style-type: none"> • A minimum of one staff for every 10 campers will be on duty at an activity involving a natural body of water. 	<ul style="list-style-type: none"> • At least one staff certified in CPR/First Aid must be on duty, and if the water is above the campers' knees, then an individual certified in lifesaving must also be on duty.
<ul style="list-style-type: none"> • Campers must be reminded not to drink the water or play in such a way that would cause water to enter the eyes, ears, or mouth of another person. 	<ul style="list-style-type: none"> • Campers will also be reminded not to put their hands in their eyes, ears, or mouth while they are in the water.
<ul style="list-style-type: none"> • Following the activity, campers must wash their hands with soap and water or an anti-bacterial solution, particularly if they are going to eat afterwards. 	<ul style="list-style-type: none"> • Campers must also wear shoes in the water to protect their feet from sharp stones or debris.
<ul style="list-style-type: none"> • At no time should a natural body of water be altered in a way that would disturb the natural environment (i.e., removing rocks, building a dam, etc.) 	<ul style="list-style-type: none"> • A head count or attendance must be taken at the conclusion of the activity to be sure that all campers are accounted for.

Note: The information relating to stream safety has been furnished by the Maryland-National Capital Park & Planning Commission.



CHAPTER 5

Safety Standards for Offsite Activities

Safety Plan for an Offsite Activity (Field Trip)

- Parents will be informed in writing of an offsite field trip and will be expected to furnish written authorization for their child to attend.
- A minimum of one staff for every 10 or 15 campers (depending on the program) will accompany the camp on an offsite activity to provide supervision.
- Campers will be transported by MCPS bus, following the safety plan for transportation.
- A minimum of three staff certified by a national organization in cardiopulmonary resuscitation (CPR) and First Aid must be on duty at all times during offsite activities.
- A cell phone will be available for use in the event of an emergency.
- Health information, emergency contacts, and any authorized medications for campers, staff, and volunteers will be taken on an offsite field trip in a locked container.
- Attendance will be taken at strategic times during an offsite activity to ensure that all campers are properly accounted for.
- To minimize risks that might result in injury, every safety precaution will be taken when implementing an offsite activity including giving verbal instructions and precautions, having staff keep alert for potential hazards, bringing a First Aid kit that includes hand sanitizer solution to the offsite activity, and putting in place an offsite emergency response plan.

In this Chapter



Safety Plan for an Offsite Activity

When Going Offsite

Emergency Response and Evacuation Procedures

Emergency/Evacuation Forms



When Going Offsite

The Following materials must always be taken on an offsite activity:

- Camp Roster (with parent information)
- Parent Permission Forms (all campers, mainstream companions, and junior counselors).
- Health & Information Forms (for all campers, junior counselors, mainstream companions and staff).
*****Lock Box**



- First Aid Kit
- Medication/Health Log *****Lock Box**
- Day Camp Standards Manual
- Wrist bands
- Campers' Shirts
- Camp Cell Phone
- Emergency Plans



Emergency Response and Evacuation Procedures

Emergency Response Plan (ERP) for Montgomery County Recreation Summer Programs

An Emergency Response Plan (ERP)—also known as an Emergency Management Plan—outlines how you will respond to an emergency at your summer program. It should be developed keeping in mind the facility being used, as well as emergency services in the area.

The ERP should clearly identify one suitable person who is responsible for managing the emergency response at the program. That person's contact details should be given to all those who may be involved in responding to an emergency.

The Summer Program characteristics will determine the contents of your ERP. Some possible inclusions are:

- an assessment of the kind of emergencies that could occur, their likelihood, and how the risk of such occurrences can be reduced
- the role of the emergency coordinator in the event's real-time progress
- a site plan, identifying access and evacuation routes, and the location of first aid facilities
- a chain of command
- a description of roles performed by those involved with an emergency response
- the evacuation procedure, which should identify those personnel who can authorize an evacuation, and the location of evacuation exits and meeting areas
- an **emergency medical plan** that includes the contact details of relevant hospitals
- the arrangements for minor on-site emergencies not requiring external help
- an emergency communications plan.

The emergency communications plan should outline:

- how to contact emergency services (example; always dial 911 first)
- communication protocols during an emergency (such as how, and to whom, incidents are reported and logged)
- how to communicate with the family of anyone involved in the event – employees and/or participants.

ONSITE EMERGENCY PLAN

Program: _____

AS PROGRAM DIRECTOR (or their designee), **ENSURE THIS FORM IS:**

- Completed and POSTED ONSITE preferably near the telephone.
- Used for all onsite emergencies.
- Familiar to all program staff and they understand their role(s).

Step #1 In the event of an emergency or life/death situation, do not panic. Call to the scene:

1. First Aid/CPR certified staff: _____
2. These staff will instruct: _____ to call 9-1-1 (9 9-1-1) and give the following information:

- Caller's name

- Program name and address

- Major cross street

- Telephone number from which the call is being made

Step #2 _____ will waive the emergency flag to quickly gather all other individuals away from the emergency and call roll using the daily sign in sheet.

Step #3 _____ will notify the individual's parents and inquire about contacting the family physician.

Step #4 _____ will contact the supervisor at _____.

Step #5 _____ will provide individual's **PROFILE/HEALTH FORMS** and all medical forms, as applicable, to emergency personnel upon their arrival. Upon arrival of the emergency personnel, immediately turn the situation over to them.

Step #6 If a trip to the hospital is necessary, _____ will escort the individual in the ambulance (if allowed). _____ will be responsible for ensuring the program staff has a ride from the hospital back to the program site. If program staff cannot ride in ambulance, they should go to the hospital and wait for the parents.

Step #7 _____ will make the second call to the parents giving them the name of the hospital in which their child/teen has been transported.

Step #8 _____ will complete the **INJURY/ILLNESS REPORT FORM** and submit to the supervisor. A copy is attached to the individual's **PROFILE/HEALTH FORMS** and the incident documented in the **HEALTH LOG**.

STAFF PHONE LIST

DIRECTOR'S NAME _____

PHONE # _____ **EMERGENCY #** _____

ASSISTANT DIRECTOR'S NAME _____

PHONE # _____ **EMERGENCY #** _____

ADMINISTRATIVE/PROGRAM ASSISTANT'S NAME _____

PHONE # _____ **EMERGENCY #** _____

1. STAFF NAME _____

PHONE # _____ **EMERGENCY #** _____

2. STAFF NAME _____

PHONE # _____ **EMERGENCY #** _____

3. STAFF NAME _____

PHONE # _____ **EMERGENCY #** _____

4. STAFF NAME _____

PHONE # _____ **EMERGENCY #** _____

5. STAFF NAME _____

PHONE # _____ **EMERGENCY #** _____

6. STAFF NAME _____

PHONE # _____ **EMERGENCY #** _____

7. STAFF NAME _____

PHONE # _____ **EMERGENCY #** _____

8. STAFF NAME _____

PHONE # _____ **EMERGENCY #** _____

Recreation Specialist _____

Recreation Supervisor _____

FIELD TRIP EMERGENCY PLAN

Program: _____

THE PROGRAM DIRECTOR (or their designee), **ENSURE THIS FORM IS:**

- Completed and filed in the FIELD TRIP SAFETY PLAN section of the ONSITE and COMAR manuals, prior to, and following all field trips.
- Taken on all field trips and a copy left on the program site.
- Used for all emergencies while traveling to or from all field trips and while at the field trip destination (except for pool and amusement/water park trips).
- Familiar to all program staff and they understand their particular roles.

Step #1 In the event of an emergency or life/death situation, do not panic. Call to the scene:

3. First Aid/CPR certified staff: _____
4. These staff will instruct _____ to call 9-1-1 (9 9-1-1) and give the following information:

- Caller's name

- Program name and address

- Major cross street

- Telephone number from which the call is being made

Step #2 _____ will waive the emergency flag to quickly gather all other individuals away from the emergency and call roll.

Step #3 _____ will notify the individual's parents and inquire about contacting the family physician.

Step #4 _____ will contact the supervisor at _____.

Step #5 _____ will provide individual's **PROFILE/HEALTH FORMS** and all medical forms, as applicable, to emergency personnel upon their arrival. Upon arrival of the emergency personnel, immediately turn the situation over to them

Step #6 If a trip to the hospital is necessary, _____ will escort the individual in the ambulance (if allowed). _____ will be responsible for ensuring the program staff has a ride from the hospital back to the program site. If program staff cannot ride in ambulance, they should go to the hospital and wait for the parents to arrive.

Step #7 _____ will make the second call to the parents giving them the name of the hospital in which their child/teen has been transported.

Step #8 _____ will complete **the INJURY/ILLNESS REPORT FORM** and submit copy to the supervisor. A copy will be attached to the individual's **PROFILE/HEALTH FORMS** and the incident documented in the **HEALTH LOG**.

STAFF PHONE LIST

DIRECTOR'S NAME _____

PHONE # _____ **EMERGENCY #** _____

ASSISTANT DIRECTOR'S NAME _____

PHONE # _____ **EMERGENCY #** _____

ADMINISTRATIVE ASSISTANT'S NAME _____

PHONE # _____ **EMERGENCY #** _____

1. STAFF NAME _____

PHONE # _____ **EMERGENCY #** _____

2. STAFF NAME _____

PHONE # _____ **EMERGENCY #** _____

3. STAFF NAME _____

PHONE # _____ **EMERGENCY #** _____

4. STAFF NAME _____

PHONE # _____ **EMERGENCY #** _____

TRIP ITINERARY

FIELD TRIP DESTINATION _____ **DATE** _____

DESTINATION PHONE # _____ **DESTINATION ADDRESS** _____

DIRECTIONS/ROUTE TO DESTINATION _____

DEPART PROGRAM SITE TIME _____ **ARRIVE @ DESTINATION TIME** _____

DEPART DESTINATION TIME _____ **ARRIVE @ PROGRAM SITE TIME** _____

POOL EMERGENCY PLAN

Program: _____

THE PROGRAM DIRECTOR (or their designee) **WILL ENSURE THIS FORM IS:**

- Completed and filed in this POOL SAFETY PLAN section of the ONSITE and COMAR manuals, prior to, and following all pool trips.
- Taken on all pool field trips and a copy left at the program site.
- Used for all emergencies while at the pool.
- Familiar to all program staff and they understand their particular roles.

Step #1 In the event of an emergency at the pool, aquatic staff will signal an emergency with one (1) long whistle and engage their Facility's Emergency Action Plan. Program staff will help to quickly clear the pool and deck area by guiding participants to their designated areas.

Step #2 Designated Area Monitor _____ will immediately wave the emergency flag to quickly gather everyone to their designated area.

Step #3 _____ will quickly account for everyone and call roll.

Step #4 Aquatic staff will provide program staff with instructions on what to do next.

Step #5 If the emergency is for an individual in your group, the program director or their designee _____ will remain with the individual.

Step #6 The program director or their designee will instruct _____ to:

1. Pull the individual's **PROFILE/HEALTH FORMS** and medical forms (if applicable).
2. Call the supervisor at _____ or _____
3. Call the parent.
4. Provide the **PROFILE, HEALTH AND MEDICAL FORMS** to aquatic staff or emergency personnel upon their arrival.

Step #7 If a trip to the hospital is necessary, _____ will escort the individual in the ambulance (if allowed). _____ will be responsible for ensuring the program staff has a ride from the hospital back to the program site. If program staff cannot ride in ambulance, they should go to the hospital and wait for the parents to arrive.

Step #8 Program staff _____ who first called the parent will make a second call giving them the name of the hospital in which their child/teen has been transported.

Step #9 _____ will complete the **INJURY/ILLNESS REPORT FORM** and submit copy to the supervisor. A copy will be attached to the individual's **PROFILE/HEALTH FORMS** and the incident documented in the **HEALTH LOG**.

STAFF PHONE #'S & ASSIGNMENTS

Program director (or their designee) will assign the following duties to program staff PRIOR to departing for the pool:

- 1. Deck Watcher – 1 to 25 participants in the water. This person can NOT multi-task.

All Other Duties – program staff CAN multi task

- 2. Designated Area Monitor # of Participants younger than 5 ¾ years
- 3. Swim Test Assistant # of Participants 5 ¾ years and older
- 4. Restroom Monitor # of Program staff _____
- 5. In the water with participants
- 6. Blind Spot Monitor

DIRECTOR'S NAME _____ DUTY _____
 PHONE # _____ EMERGENCY # _____

ASST. DIRECTOR'S NAME _____ DUTY _____
 PHONE # _____ EMERGENCY # _____

ADMIN ASSISTANT'S NAME _____ DUTY _____
 PHONE # _____ EMERGENCY # _____

1. STAFF NAME _____ DUTY _____
 PHONE # _____ EMERGENCY # _____

2. STAFF NAME _____ DUTY _____
 PHONE # _____ EMERGENCY # _____

3. STAFF NAME _____ DUTY _____
 PHONE # _____ EMERGENCY # _____

4. STAFF NAME _____ DUTY _____
 PHONE # _____ EMERGENCY # _____

5. STAFF NAME _____ DUTY _____
 PHONE # _____ EMERGENCY # _____

6. STAFF NAME _____ DUTY _____
 PHONE # _____ EMERGENCY # _____

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling _____.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):
 - Voice Communication
 - Phone Paging
 - Radio
 - Other (specify): _____

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or Supervisors must (underline one):

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate emergency closing procedures if needed

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

Date ___/___/___

EVACUATION ROUTES

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:
 - Emergency exits
 - Primary and secondary evacuation routes
 - Locations of fire extinguishers
 - Fire alarm pull stations' location
 - Assembly location
- Site personnel should know at least two evacuation routes.



SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 - Small interior rooms on the lowest floor and without windows
 - Hallways on the lowest floor away from doors and windows
 - Rooms constructed with reinforced concrete, brick, or block with no windows
- Stay away from outside walls and windows
- Use arms to protect head and neck
- Remain sheltered until the tornado threat is announced to be over

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power
- Assist people with disabilities in finding a safe place
- Evacuate as instructed by the Emergency Coordinator and/or the designated official

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official
- Follow the recommended primary or secondary evacuation routes

If outdoors:

- Climb to high ground and stay there
- Avoid walking or driving through flood water
- If car stalls, abandon it immediately and climb to a higher ground

Hurricane:

- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

Once a hurricane watch has been issued:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Moor any boats securely, or move to a safe place if time allows.
- Continue to monitor local TV and radio stations for instructions.
- Move early out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
- Collect drinking water in appropriate containers.

Once a hurricane warning has been issued:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

During a hurricane:

- Remain indoors and consider the following:
 - Small interior rooms on the lowest floor and without windows
 - Hallways on the lowest floor away from doors and windows
 - Rooms constructed with reinforced concrete, brick, or block with no windows

In general, there are two main lockdown situations:

- **Lockdown with warning:** The threat is outside the school building.
- **Lockdown with intruder:** The threat or intruder is inside the school building.

Lockdown with Warning Procedures

- Program Director orders and announces, “lockdown with warning.” Be direct. This announcement should be repeated several times.
- Special attention should be paid to participants that are outside of the school building, such as playgrounds and ball fields.
- Staff must be able to hear the lockdown announcement.
- An alternate lockdown location must be identified. This location can be indoors or outdoors (if students can be safely hidden).
- Lock exterior doors
- Clear hallways, restrooms, and other rooms that cannot be secured
- Secure and cover windows
- Move all persons away from the windows.
- Take attendance of campers in each classroom. Staff should prepare a list of missing and extra students in the room. Staff should take this list with them once they are directed to leave the classroom.
- Control all movement, but continue program.
- Move on announcement only.
- Once the threat has subsided, the program director announces, “all clear.”

Lockdown with Intruder Procedures

- Program Director orders and announces, “lockdown with intruder.” Be direct. This announcement should be repeated several times.
- Immediately direct all participants, staff, and visitors into the nearest room or secured space.
- Participants that are outside of the building SHOULD NOT enter the building.
- Move the participants outside to the primary evacuation site.
- Lock room doors.
- DO NOT lock exterior doors.
- Move people away from the windows and doors. Keep all students sitting on the floor, and turn off the lights.
- Take attendance of campers in each classroom. Staff should prepare a list of missing and extra students in the room.
- Staff should prepare to take this list with them once they are directed to leave the classroom.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Be prepared to ignore any fire alarm activation, as the facility will not be evacuated using this method.
- When or if participants are moved out of the classroom, assist them in moving as quietly and quickly as possible.
- When the threat is over/the intruder has left the building, the program director announces, “all clear.”

The "Lost/Missing Child" safety protocol is hereby established and shall be implemented by all Montgomery County Recreation Summer Programs in the following manner:

- Staff will notify the director of the program that a child is lost or missing, the director shall obtain from that staff, a detailed description of the participant, including but not limited to the name, age, color of eyes, height, weight, clothing, and the shoes the child was wearing at the time the child was last seen before becoming lost or missing.
- The director shall then notify the direct supervisor through the fastest and effective means of communication that "Lost/Missing Child" procedure has been activated.
- Staff shall have the program participants "Shelter in Place" and take roll
- Staff designated by the director shall monitor all exits to ascertain that no one leaves the building without being determined that who is leaving. In addition, two (2) or more staff, as many as necessary, shall be assigned to search the facility, parking and outside areas of the facility. This process shall not entail the closing or locking of any doors
- Any person leaving the facility shall be asked to go through the main exit previously designated by the director. If, once there, person wishes to leave the facility, he or she shall be allowed to do so after it has been determined that the missing minor is not with the person exiting.
- If the minor is found unharmed and appears to have been simply lost or missing in the facility, the child shall be immediately taken to the director
- If the minor is found in the company of any person other than the child's parent or another staff, any reasonable means shall be taken to delay the exit of the child and the person with whom the child was found from around or in the facility until a police officer arrives, the child and the person with whom the child is found both are properly identified, and the circumstances of the situation are determined;
- If the minor is not found within a ten (10) minute period, the director shall notify a state or local law enforcement agency that a child is lost or missing and provide the information then known about the lost or missing child. The law enforcement agency shall respond to the scene and shall take control of the incident.
- Upon the location of the lost or missing child or the arrival of a police officer from the law enforcement agency which was notified of the lost or missing child, whichever occurs earlier, the director shall notify staffing putting an end to the Shelter in Place by a fast and effective means of communication.
- Upon the ending of the "Lost/Missing Child," the program director shall prepare a report of the incident.



EMERGENCY DRILL FORM

Use this form to document practices of your sites emergency drills: **1. Evacuations (Fire), 2. Lost/Missing Participant, Left Behind Participant, 3. Weather including Earthquake, 4. Medical and 5. Lockdown.**

AS PROGRAM DIRECTOR (or their designee), **YOU ENSURE:**

- All EMERGENCY DRILLS will be practiced within the first two days at the start of each program session.
- Document all practice emergency drills on this form.
- THIS FORM REMAINS ONSITE.

Program: _____

DATE: Date emergency drill is conducted
START TIME: Time drill began
END TIME: Everyone is accounted for at the designated meeting location by calling roll using the DAILY SIGN IN sheet and counting heads.
DRILL: Type of emergency drill being conducted – fire, tornado, missing child, etc.
STAFF CONDUCTING DRILL: Name of program staff conducting the drill

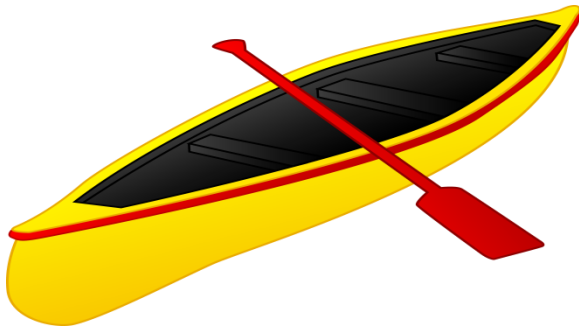
DATE & SESSION	START TIME	END TIME	DRILL	STAFF CONDUCTING DRILL
			Fire/Emergency Evacuation	
			Missing/Lost Child/Left Behind	
			Weather including Earthquake	
			Medical Emergencies	
			Lockdown/Modified Lockdown	
Write in all additional emergency drill practices.				

CHAPTER 6

Safety Standards for Watercraft Activities

Safety Plan for Watercraft Activities

Any time a camp participates in a watercraft activity (e.g., canoeing, kayaking, etc.), additional precautions must be in place to ensure optimum safety for all campers, volunteers and staff. The following Safety Plan for Watercraft Activities will be in effect.



In this Chapter



[Safety Plan for Watercraft Activities](#)

Safety Plan for Watercraft Activities cont.

- Watercraft will be equipped with U.S. Coast Guard approved personal flotation devices (i.e., as prescribed for the specific type of craft and number and age of occupants), and all occupants of a watercraft will wear an approved personal flotation device.
- Attendance will be taken before and after the boating activity to ensure that all campers are properly accounted for.
- The Day Camp Standards, a First Aid kit and cell phone will be available for use in the event of an emergency.
- Health information, emergency contacts, and any authorized medications for campers, staff, and volunteers will be taken to the scene of the watercraft activity in a locked container.
- All individuals will be trained in watercraft safety procedures before using a watercraft.
- A minimum of one watercraft instructor certified by a national organization will be present during an activity.
- A minimum of two individuals certified in CPR/First Aid will be on duty at each water activity.
- One certified lifeguard or water safety rescuer, (who may also be certified in CPR and/or as a watercraft instructor), will be on duty at each water activity.
- The overall ratio of one staff on duty for every 10 or 15 campers (depending on program) will be in effect during a watercraft activity.

CHAPTER 7

Security Safety Standards

Daily Attendance

- Parents will be expected to sign in their children when they drop them off at camp and sign them out when they pick them up.
- Once the camper is signed in, he/she must also be checked in on the daily attendance sheet. Late arriving campers must also follow these procedures before joining activities.
- You are responsible for the health, safety and welfare of your group of 10 to 15 campers (Note: Therapeutic Recreation camp ratios vary). It is important to know where your campers are and what they are doing at all times.
- When the program has an offsite activity such as swimming or a field trip, you must use the attendance roster as a checklist. Call each camper by name as he/she boards the bus, and do it again once you have arrived. As a *double check* for accuracy (i.e., not as the sole form of checking), you may also do head counts.
- You must also sign in and out each day on the staff attendance form.



In this Chapter



Daily Attendance

Supervising and
Releasing Campers

Late Pickups

Staff Payments

Parent Responsibility

Camp Security

Supervising and Releasing Campers

Responsible Supervision

From the moment, a parent drops his/her child off, staff is responsible for the whereabouts of that child. ***Knowing where each child is at all times is a critical responsibility of all staff, and failure in this area will be grounds for release from employment.***



Responsible Release of a Camper

When releasing a camper, always implement the following procedures:

Review the Health & Information form of the camper to verify who the authorizing individuals are. Never release a camper to anyone other than the authorized person(s).

- Ask for picture ID until you can recognize the person, and have him/her sign out the child.
- Only deviate from the Health & Information form if the authorizing parent has provided a written change in pick-up procedures.
- If you have doubts about anything, take the time to check further, even calling the parent before releasing the child. ***Do not release the child until everything has been satisfactorily verified.***

Late Pick-Ups

Parents are expected to pick up their children on time, and this expectation is clearly stated in the parent letter. When a parent is late, one staff person must stay with the camper (i.e., generally the Camp Director or Assistant Director), and follow the procedures below:

After 10 Minutes	Call the parent or guardian and/or the emergency contact number to request an immediate pick-up. Continue to call every 5 minutes if necessary.
After 30 Minutes	Call the Recreation Specialist/Coordinator and/or the Camp Office for instructions. Then call the parent and/or emergency contact again to insist on an immediate pick-up and to indicate where the child will be taken.
After 60 Minutes	At this point, a note as to the whereabouts of the child should be left on the camp door. The Recreation Specialist/Coordinator or the Camp Supervisor will pick up the camper and transport him/her in a County vehicle to the closest extended camp or the Camp Office. If the parent or emergency contact still does not come, the appropriate County agency will be called to pick up the camper for safekeeping.

Staff Payment

If a staff person other than the Camp Director or Assistant Director stays with the camper, he/she may add the extra time to the time sheet, provided communication has occurred with the Recreation Specialist/Coordinator and a late fee form provides verification.

Parental Responsibility

Parents will be charged a late fee of \$10 for each 15 minutes (or portion of 15 minutes) that they are late per child regardless of the reason for being late. Payment is due at the time of pick-up, and the camper may not return to camp until the charge is paid. A late fee form must be completed, and a copy given to the parent as his/her receipt for payment.

Camp Security

Unauthorized Person(s)	Unauthorized person(s) are not permitted to visit the campsite during program hours and will be asked to leave. Any visitor who refuses to follow these policies or who generally seems inappropriate for any reason, must be reported to the Camp Office.
Visitors at Camp	Visitors are not encouraged as they can become a distraction, and camp staff is not permitted to bring guests. When parents/guardians wish to visit, they must first check in with the Camp Director, unless the activity has been advertised as a time for visitation by parents/guardians.

CHAPTER 8

Health Procedures

Health Information Procedures

For the safety and health of campers, Junior Leaders, JCs and staff, Health & Information forms must be on file at camp.

Campers, Junior Leaders JCs and staff are required to bring health forms on the first day of camp, and the Camp Director is responsible for collecting and alphabetizing them.

- Health information is *confidential* and only for use by camp staff.
- Health forms will be carried wherever the camp goes (i.e., the pool and on field trips).
- Prescribed medication should be administered by the parent at home. If medication is absolutely necessary for a camper, the parent must have a prescription authorization form on file at camp. Only the Camp Director, and in his/her absence, the Assistant Camp Director, is authorized to administer medication.
- Staff must follow the same policy as campers, and take medication at home, if at all possible. If this is not possible and if you are under the age of 18, you must bring a completed prescription authorization form to camp and have the Camp Director administer your medication in the same way as for campers. The instructions on the prescription authorization form must be carefully followed.
- All medications are to be locked in the medication box for safekeeping, whether or not you are under the age of 18, and only the Camp Director may open this box.
- Medications that require refrigeration cannot be stored at the campsite as refrigeration cannot be guaranteed.

In this Chapter

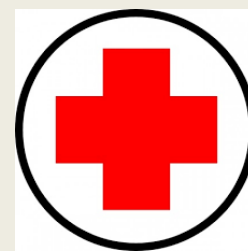


[Health Information Procedures](#)

[General Health Procedures](#)

[Communicable Diseases](#)

[Precautions Concerning Blood-Borne Diseases](#)



General Health Practices

- Each camp must designate a First Aid area where campers or staff can go to receive first aid.
- Each camp must have a well stocked First Aid kit containing the necessary supplies to properly treat minor injuries. The Camp Director must maintain adequate first aid supplies at all times.
- Parents must be well informed of health-related situations. As a general rule, an injury to the head, face, neck, or back or anything else that is at all serious requires a call to the parent. Sending a Bumps 'n Bruises note home to the parent is always a good idea, too, to keep communication open.
- Protective gloves must be used at all times when applying first aid.
- Staff should routinely observe campers for behavior, activity level, or any other changes in their physical condition that may indicate an emerging medical problem.
- If a camper need to be taken to the hospital, the Camp Director or Assistant Director must accompany him/her.
- Camp staff must refrain from responding to medical questions from parents or others since the correct answer is not possible without a proper medical examination.

Communicable Diseases

- Staff must be alert to the possibility of a communicable disease and be prepared to notify parents of the exposure.
- The *Day Camp Standards* Manual has a complete listing of procedures and fact sheets for better clarification.

Precautions Regarding Blood-Borne Pathogens

1. Definition

A blood borne pathogen is any infectious agent whose method of transmission is through exposure to the blood of an infected person (e.g., bacteria, viruses and other germs that are carried in the blood stream). Blood borne pathogens that cause the greatest threat are:

- Hepatitis B Virus (HBV)
- Hepatitis C Virus (HCV)
- Human Immunodeficiency Virus (HIV), which is the virus known to cause the Acquired Immune Deficiency Syndrome (AIDS)

2. Hepatitis B Virus (HBV)

- The Hepatitis B virus is spread by contact with the blood of an infected person or by having sexual relations with an infected person.
- HBV cannot be spread by coughing, kissing, sharing utensils, eating or drinking food or water, or through other casual contact with an infected individual.
- Ways to protect yourself from HBV are: getting vaccinated; avoiding sexual contact; not sharing anything that might have blood on it; following standard precautions.

3. Hepatitis C Virus (HCV)

- Hepatitis C is a liver disease caused by the Hepatitis C virus (HCV), which is found in the blood of an infected individual. The infection is spread by contact with blood of an infected individual.
- HCV cannot be received by coughing, kissing, sharing utensils, eating or drinking food or water, or through other informal contact with an infected individual. There is no vaccination to prevent Hepatitis C.

4. Human Immunodeficiency Virus (HIV)

- HIV is the virus that causes AIDs, which is a disease that slowly destroys the body's immune system.
- HIV is spread by: sexual contact, contaminated needles, tattoos or other piercings from contaminated needles, transfusions (in rare instances), infected blood or bodily fluids coming in contact with an open cut or wound.
- HIV is not passed to another individual through contact with a toilet seat, a bite from a mosquito, tick or flea, or casual contact with an infected individual such as touching, sneezing, or coughing.

Precautions Regarding Blood-Borne Pathogens (cont.)

5. Protective Barriers

Critical to protection from blood borne pathogens is personal protective gear that acts as a barrier between the individual and the potential infectious material(s). Examples of protective gear that forms a barrier are: bandages covering all cuts and sores and use of non-latex gloves, protective eyewear, face shields, aprons, CPR mask, caps and booties.

6. Standard Protective Procedures

Standard or universal precautions is an approach to infection control used to protect individuals from exposure to all human blood and other potentially infectious materials. The following procedures must be followed whenever assisting another individual in a situation that could result in exposure to blood or other bodily fluids:

- Wear personal protective gear in any exposure circumstance.
- Remove or replace any personal protective gear that is torn or becomes punctured.
- Handle and dispose of any sharp items that may be contaminated with extreme caution. Place the contaminated material in an appropriately labeled container until it can be decontaminated or properly disposed of. Never use bare hands.
- Remove personal protective gear before leaving the work area, and immediately wash hands.

7. Cleaning Up a Spill

When it is necessary to clean up blood or other potentially infected bodily fluid, the following procedures must be followed:

- Wear protect gloves during a cleanup procedure.
- Use ¼ cup bleach to 1 gallon of water, freshly prepared.
- Used disposable towels to absorb the spill.
- Place all cleaning materials in a biohazard container for safe disposal.

8. Immediate Implementation of First Aid

As soon as an employee is involved in an exposure incident (e.g., needle stick, human bite, cuts and abrasions, contact with blood or potentially infectious bodily fluid or materials), the following first aid procedures must be implemented immediately:

STOP – WASH – REPORT.

<p>STOP – As soon as an exposure incident has occurred, stop whatever you are doing as soon as possible. Do not delay.</p>	<p>WASH – If blood has spilled on the skin, scrub the area(s) vigorously with soap and water for 15 minutes; or if water is unavailable, use a waterless antiseptic hand cleanser, to be followed as soon as possible with soap and water.</p>
<p>If blood or bodily fluids has splashed into the eye, nose or mouth, flush the affected area with copious amounts of soap and water for at least 15 minutes.</p>	<p>After washing the affected area, wipe with rubbing alcohol, hydrogen peroxide, or a fresh 1:10 solution of household bleach (if available and not older than 24 hours).</p>
<p>For needle sticks or lancet cuts (i.e., unless very deep or extensive), thoroughly wash the area with antibacterial soap and water. Squeeze the area to encourage bleeding, and then scrub the area with rubbing alcohol or hydrogen peroxide.</p>	<p>Take note of the amount of blood or bodily fluid that made contact to the exposed area and whether or not the skin is cut or otherwise broken.</p>
<p>Save any contaminated items for testing purposes and, if possible, obtain information from the source individual (e.g., name, address, phone number, medical history, and name of source's physician).</p>	<p>Seek medical attention from providers, such as an Immediate Care Center, emergency room, personal physician or infectious disease specialist. Ask about Hepatitis B Immune Globulin (HBIG).</p>
<p>Seek medical attention from providers, such as an Immediate Care Center, emergency room, personal physician or infectious disease specialist. Ask about Hepatitis B Immune Globulin (HBIG).</p>	<p>You may choose Medical Access that is contracted by Montgomery County, and they are familiar with the tests, immunizations and any medications that are needed to handle an exposure.</p>

Medical Access

12321 Middlebrook Road, Germantown, MD 20874

Phone: 301-428-1070; Fax: 301-428-3192

Hours: Monday – Friday 8:00 am to 7:30 pm

***SAFETY
MATTERS***



CHAPTER 9

Emergency Safety Standards

Emergency Safety Plan for Injury or Acute Illness

In the event of an emergency involving an injury or acute illness, the Camp Director must follow these risk reduction measures:

- Call 911 to summon emergency personnel and then call the Camp Office.
- Notify the parent or the parent emergency contact number.
- Isolate the scene to prevent further injury or illness.
- Have a staff person accompany the child to the hospital and stay until the parent arrives.
- Prepare a written report immediately but no later than 24 hours following the occurrence.
- In the case of an injury, correct the hazard immediately, if possible; study the occurrence to see if changes can be made to eliminate future injuries.

In this Chapter



[Emergency Safety Plan for Injury or Acute Illness](#)

[Safety Plan for Emergency Evacuations](#)

[Air Quality Precautions](#)

[Emergency Safety Plan for Major Emergencies](#)

EMERGENCY

Safety Plan for Emergency Evacuations

As a safety precaution, an emergency evacuation drill must be conducted on the first day of every session as follows:

<ul style="list-style-type: none"> ➤ All camp staff must remain with their camp group and take attendance. 	<ul style="list-style-type: none"> ➤ If all campers and staff are accounted for, the Camp Director will maintain order and follow the instructions of emergency personnel.
<ul style="list-style-type: none"> ➤ When the emergency drill has been completed, the event must be recorded on the appropriate form, and a record of the dates of all emergency drills must be kept on location. 	<ul style="list-style-type: none"> ➤ If a camper or staff person is missing when the attendance is taken, the emergency personnel must be informed immediately, and staff must follow their instructions.
<ul style="list-style-type: none"> ➤ Staff will escort the campers out of the building in an orderly fashion, and proceed to a safe area (i.e at least 75 feet from the facility). 	

Air Quality Precautions

In the event of red ozone alerts and/or extreme heat, the Camp Director and staff should do the following:

➤ Ensure that campers remain indoors or in shady areas and are well hydrated.	➤ Evaluate activities and so that active games are conducted in the morning when the ozone level and heat is lower, or replace less appropriate activities with ones that are better suited for more extreme weather conditions.
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Air Quality	Air Quality Index	Health Advisory-Ozone	Health Advisory-Particulate Matter
Good	0-50	No Health impacts are expected when air quality is in this range	None.
Moderate	51-100	Unusually sensitive people should consider limiting prolonged outdoor exertion	Unusually sensitive people should consider reducing prolonged or heavy exertion.
Unhealthy for Sensitive Groups	101-150	Active children and adults, and people with respiratory disease, such as asthma, should limit prolonged outdoor exertion.	People with heart or lung disease, older adults, and children should reduce prolonged or heavy exertion.
Unhealthy	151-200	Active children and adults, and people with respiratory disease, such as asthma, should avoid prolonged outdoor exertion; everyone else, especially children should limit prolonged outdoor exertion.	People with heart or lung disease, older adults, and children should avoid prolonged or heavy exertion. Everyone else should reduce prolonged or heavy exertion.
Very Unhealthy	201-300	Active children and adults, and people with respiratory disease, such as asthma, should avoid all outdoor exertion; everyone else, especially children, should limit outdoor exertion.	People with heart or lung disease, older adults, and children should avoid all physical activity outdoors. Everyone else should avoid prolonged or heavy exertion.

Air Quality and Summer Camps and Programs

Some individuals are sensitive to unhealthy air quality, and can develop respiratory symptoms even at reduced levels of pollutants. Sensitive groups include individuals with asthma or other respiratory illness, individuals with heart illness, the elderly, children (who generally have higher respiration rates), and anyone who exercises strenuously outdoors. At risk individuals include those who responded "yes" on a medical form to being asthmatic or having heart or lung function problems; people who responded "yes" to having experienced chest pains, shortness of breath, or weakness when exposed to high temperatures; or those with impaired lung function.

Summer camps and programs should identify sensitive individuals, and be alert to weather and air quality conditions on any given day. Because unhealthy air quality conditions often occur when it is hot, the combination of air pollution, high temperatures and high humidity can combine to create an unhealthy environment for some individuals.

Emergency Safety Plan for Major Emergencies

In the event of a major emergency or natural disaster that would be threatening to the well-being of the campers (e.g., fire, flood, terrorist act, etc.), the following procedures will be followed:

RECREATION ALERTS

SIGN UP NOW for this free service at www.mocorec.com

For the most up to date information on delays or cancellations, register to receive Rec Alert updates sent directly to you or any of your devices.

Radio Announcement

An announcement with instructions will be placed on the following radio stations to notify parents: WMAL-AM (630) WTOP-AM (1500) Contact with these stations is restricted to the Division Chief and the Director of the Recreation Department. Each of these stations has specifically dedicated phone lines and access codes available to the Montgomery County Recreation for emergency purposes.

Transportation

Transportation to an alternate site may be arranged and coordinated at the discretion of the Recreation Supervisor in consultation with the Program Manager.

Shelter-in-Place

If appropriate, camps will follow shelter-in-place procedures to ensure camper safety.

Communication

If appropriate, all camp personnel including Camp Directors, Recreation Specialist/Coordinator, the Recreation Supervisor, Program Manager, and the Division Chief will work together to notify parents of the whereabouts of campers.

Crisis Response Protocol

The Camp Director will be given the most up-to-date version of the Crisis Response Protocol to follow in the event implementation becomes necessary for the safety of campers, volunteers and staff.

CHAPTER 10

Transportation Standards

Authorized County Drivers

- Only authorized county drivers may transport campers in county vehicles when the need arises. Examples of instances when an authorized county driver might transport a camper would be if a camper missed the bus, needed special transportation for a medical reason, but not in an emergency, or some other individual situation.
- At no time is a private vehicle to be used to transport campers or volunteers.
- Any time a camper is transported in a county vehicle, the parent must be contacted for approval and an incident report to document the occurrence must be submitted within 24 hours.
- If an authorized county driver is observed handling a county vehicle in a dangerous manner or other irregularities occur, he/she should be reported to the Camp Director and the Recreation Specialist/Coordinator immediately.

In this Chapter



Authorized County Drivers

Safety Plan for Transportation

Bus Safety Rules



Safety Plan for Transportation

<p>The bus/van driver will assume responsibility for the safe passage of all passengers on the bus/van.</p>	<p>The bus/van Safety Rules will be enforced to maintain safety for all bus/van riders.</p>
<p>In the event of a vehicular accident, the bus/van driver and/or the lead staff person will call 911 to notify emergency personnel. He/she will provide or secure care for any injured campers, staff or volunteers, and supervision for uninjured campers.</p>	<p>In the event of a vehicular accident, the bus/van driver is responsible to identify witnesses and obtain accident emergency information in order to prepare a written accident report.</p>
<p>bus/van traffic is to be carefully controlled and monitored at the camp site to ensure safety of campers, staff, and volunteers.</p>	<p>Transportation Safety Procedures presented in this Manual will be followed for optimum camper security and safety.</p>



Bus/Van Safety Rules (For Camp offsite trips only)

The following Bus/Van Safety Rules are intended to keep campers safe as they ride an authorized camp vehicle:

- **Attendance must be taken before loading the bus/van.**
- Campers and staff will respect and listen to the bus/van driver and get on and off the bus/van in an orderly fashion.
- Staff are responsible for their own conduct and that of the campers while on the bus/van and maintain a reasonable noise level so the driver does not become distracted (i.e., no yelling or screaming).
- Campers must remain seated while the bus/van is in motion, and hands and feet must stay inside the Bus/Van.
- Campers are not allowed to sit on laps, and no more than three children are to be seated on one seat.
- Shoes must be worn on the bus/van.
- Staff and campers may not put their feet on the seats or on the seats in front of them.
- Staff and campers may not eat or drink on the bus/van.
- The aisle must remain clear at all times.
- Objects may not be thrown out of the windows or inside of the bus/van.
- Campers and staff are not to leave litter on the bus/van.



CHAPTER 11

Swim Safety Standards

Expectations for Staff

Although MCR hires and trains lifeguards to monitor the activity at the pool, camp staff is expected to provide additional assistance to ensure that campers follow pool safety guidelines. This expectation is because swimming is one of the most dangerous activities that occur during camp hours.

- While at the pool, the Camp Director and you as camp staff are expected to work under the direction of the Pool Manager. Full cooperation and coordination will provide the best environment for the campers.
- **You are on duty at all times while at the pool.** It is required that there is one designated watcher for every 25 swimmers or fewer, and this means that the responsibility of the camp staff is to support the efforts of the lifeguards. The Camp Director will rotate staff to watch at designated spots around the pool deck and in the water for optimum camper safety. In other words, pool time is not a lunch break or for general socialization with other staff.
- You are expected to be in a swimsuit when in the pool (see “Dress Code Requirements,”). When providing supervision around the pool, you are expected to be dressed appropriately with shoes off in readiness to perform a basic water assist.
- Any injury or accident must be reported to the Pool Manager immediately, and an injury/illness report must be prepared.

In this Chapter



Expectations for Staff

Attendance Procedures

General Procedures

Swim Safety Rules

Procedures at the pool

Procedures at the End of Swim

Pool Safety Plan



Attendance Procedures

- It is critical to take attendance when leaving the camp site to go swimming (or for any offsite activity).
- At the pool, taking a head count is a good idea to double check that the same number of campers are getting off the Bus/Van that got on.
- At the end of swim, roll call should be taken as the campers board the Bus/Van to be sure that the campers that came to the pool are returning. It is essential to be sure that no extra campers are on the Bus/Van or have been substituted for one of yours.

General Procedures

- Campers should come dressed to swim. If not, they should be dressed as simply as possible to facilitate changing. Gym shorts and cut-offs are not acceptable swimming attire, and children may not wear underwear underneath their swimsuits. Towels and swimsuits must be labeled.
- Valuables should not be brought to the pool (e.g., radios, watches, toys, etc.)
- Campers should be discouraged from using the snack bar since the swim period is limited and any time spent at the snack bar takes away from the swimming experience. The easiest way to discourage this is to discourage them from bringing money to the pool.
- Prior to going to the pool, staff should see that none of the campers show signs of illness. In particular, campers should be checked for open wounds, poison ivy, head lice and other similar health issues.

Swim Safety Rules

The Swim Safety Rules listed below have been included in the parent packet that was sent to every camper. Staff should review these rules with campers before going to the pool, enforce them at the pool, and consistently model them.

<ul style="list-style-type: none"> ➤ Before you leave for the pool, change into your swim suit (i.e., cutoffs, shorts or underwear are not allowed). 	<ul style="list-style-type: none"> ➤ Bring your belongings to the Camp Director for safekeeping. Do not leave belongings in the changing room.
<ul style="list-style-type: none"> ➤ You are expected to always listen to and follow the directions of the camp and pool staff and any PA announcements. 	<ul style="list-style-type: none"> ➤ You may not run in the area around the pool, push others into the pool, or take part in horseplay that might result in injury.
<ul style="list-style-type: none"> ➤ On the first swim day of each session, a swim test will be given to determine whether or not you need to remain in shallow water. Campers who pass will receive an orange band that will allow them to swim in the deep water and go off the diving boards and slides. Swimmers without the band can only swim in the shallow end of the pool. 	<ul style="list-style-type: none"> ➤ For your safety, a buddy system may be used at the pool, at which time you will be paired with a buddy whose swimming ability is similar.
<ul style="list-style-type: none"> ➤ Once you are given the signal to enter the pool, you must remain reasonably close to your buddy while in the water. 	<ul style="list-style-type: none"> ➤ You are to look out for your buddy and call for help if he or she is having trouble in the water.
<ul style="list-style-type: none"> ➤ If you or your buddy wants to leave the pool, the other buddy must also leave the water at the same time. 	<ul style="list-style-type: none"> ➤ If you lose track of your buddy, you may have to get out of the pool until your buddy is located.



Procedures at the Pool

- Campers must be kept together and admitted to the pool as a group. One counselor should check in with the pool cashier and sign the camp in with the number of swimmers.

- Once admitted, the campers should prepare for swimming. The Camp Director should go to an area of his/her choice and have campers place their belongings nearby while they swim.

- On the first swim day of each session, lifeguards will conduct a swimming test to determine each camper's level of ability prior to participating in water activities. The result of this test will determine which pool may be used. Staff must ensure that campers only swim in the pool for which they have qualified.

- The Camp Director will then pair each camper with a buddy of similar swimming ability.

- Staff is on duty during the entire swim time. A diagram of the pool will be distributed to indicate where staff is to patrol.

- Staff is expected to participate in the swim activities and be aware of non-swimmers, encourage their efforts to swim, and help monitor their safety.

- The Camp Director must assign all staff to specific roles to ensure that they are engaged with the campers in the pool or as designated watchers (DW) assigned to specific places on the deck.

- The designated watcher should be alert to campers both in the pool and on the deck area. They should be prepared to assist the lifeguards, monitor water play, ensure appropriate behaviors of campers that are in and around the pool, and attend to any other matters involving safety and conduct.

- When the Pool Manager requests assistance in supervising the deck or grass areas, checking the locker rooms, monitoring the water slide or diving equipment, staff is expected to cooperate.

Procedures at the End of Swim

<ul style="list-style-type: none"> ➤ Approximately 15 minutes before the end of the swim period, the Pool Manager will call campers out of the water, and they will be expected to exit immediately. 	<ul style="list-style-type: none"> ➤ The campers should pick up their belonging and go to the locker rooms to change as quickly as possible. Staff is expected to monitor the campers in the locker rooms.
<ul style="list-style-type: none"> ➤ When everyone has changed, staff must escort campers to the Bus/Van, and take attendance. 	<ul style="list-style-type: none"> ➤ Staff must again check the entire facility to be sure that campers have all their belongings.

Pool Safety Plan

The following Pool Safety Plan will be in effect for both onsite and offsite swim activities.

- A certified pool operator will maintain the pool to ensure optimum safety and use.
- One certified lifeguard will be on duty for every 50 campers, staff and volunteers using the pool.
- One staff will be on duty as a designated watcher at the side of the pool for every 25 campers, staff and volunteers using the pool.
- The overall ratio of one staff on duty for every 10 campers will be in effect during a swimming activity.
- Campers will be given a swim test to determine swimming ability before being allowed in the pool. Non-swimmers or poor swimmers will be restricted to shallow water during swimming activity.
- The swim safety rules will be discussed before campers enter the swimming pool.
- The Swim Safety procedures as set down in this Manual will be followed.



CHAPTER 12

Behavior Management

Caught You Being Good!

Prevention & Management of Inappropriate Behaviors

The goal is to encourage positive behaviors in all participants, with or without a disability. By encouraging positive behaviors, hopefully you can prevent the management of inappropriate behaviors.

Positive Reinforcement: Rewarding good behavior in a clear, direct and value specific way. It is better to use POSITIVE reinforcement rather than consequences. Make sure it is SPECIFIC:

Specific Praise (WHAT did they do well?)
Non-Verbal actions that care (wink, smile, nod, fist bump, high five, thumbs up, etc.)
Point system, stickers, treats (when age appropriate)

Identify the praise with the behavior:

“You did a terrific job sharing your toys.”

“Wow, you are really good at playing with others!”

“That was a great way to deal with your frustration.”

“Thank you for cleaning up!”

Words that reinforce positive behaviors:

Fantastic	Wonderful	Yeah
Perfect	Marvelous	Super
Okay	Great	Excellent

In this Chapter



Caught You Being Good

Set The Participant Up for Success

Managing Innapropriate or Challenging Behaviors

Implementing Behavior Management



Caught You Being Good (cont.)

Prevention of Inappropriate Behaviors: the action of stopping an inappropriate behavior from happening or arising.

Examples are:

Structure and routine: Though you may not be in charge of the schedule, you can still ensure structure and routine by having a set place for the participant's belongings, having a set time to remind about the restroom (if needed), designating an area for 'cool down' (if needed), and more.

Transitions: Continuously use transitions, even if staff is not. Be aware of when activities are ending and beginning so that you can give 'heads up' (transition) time. Begin with a 5 or 3 minute warning and then a 2 minute, a 1 minute and count down the final 10 seconds.

Expectations: Remind them of the expectations (rules) each day so there is no confusion.

Directions: Repeat and role model directions to help alleviate possible frustration.

Positive reinforcements: see above

Transition: is a change from one thing to the next.

Continuously use transitions, even if staff is not.

Be aware of when activities are ending and beginning so that you can give 'heads up' (transition) time. Begin with a 5 or 3-minute warning and then a 2 minute, a 1 minute and count down the final 10 seconds

Behavior Management: is a process used to change inappropriate behaviors and habits. The process involves:

- Identifying the inappropriate behavior
- Raising awareness about more appropriate behaviors
- Changing the environment to reduce inappropriate behavior
- Offering positive reinforcement to encourage more appropriate behaviors.

Example: Participant hits another participant or staff.

Get a 'red shirt' staff member involved.

Explain or ask participant what the inappropriate behavior was.

Together, come up with strategies for the next time this situation arises.

Separate participant from other child/staff. Issue consequence, if needed.

Explain the benefits of positive behavior for the future.

Set The Participant up for Success!

Be a good role model: Be cheerful and enthusiastic and model good behavior.

Get to know your participant: Talk to your participant, your participants' parents and staff to learn when your participant will most likely need assistance and what their favorite activities may be.

Focus on abilities: Encourage participant to build on skills and try new things.

Create a routine: Find out what the activities are going to be at the beginning of the day. If there is not a posted schedule, write one down. If the schedule changes, be sure to let the participant know how the schedule has changed.

Help create organization for the participant: (i.e. find a place where they can put their stuff.)

Prepare the participants for transitions: Give warnings that activities will be ending and what new activities will be beginning (i.e. "We need to finish our game because we're going outside in 5 minutes.")

Limit choices: Offer 2 or 3 choices (i.e. Would you like a red or orange ball? – rather than show them the whole bag of equipment.)

Simplify instruction: Break task down into small steps (i.e. First you have to glue the sticks together, then you can pick out your paint color.)

Use physical activities as an outlet: Whenever possible let your participant use physical activities to release excess energy (i.e. jumping jacks, jog in place, make own circle.)

Managing Inappropriate or Challenging Behaviors

Be patient: Stay calm and objective; do not take inappropriate behaviors personally.

Be consistent: Use the same language and routine when managing behavior issues.

Think and plan ahead: Try to learn what triggers are likely to cause your participant to display inappropriate behaviors (i.e. If you know the participant has difficulty waiting for their ride, have alternative activities they can do while waiting.)

If possible, ignore the behavior: Many negative behaviors are an attempt to get attention; even negative attention can reinforce the behavior. Avoid power struggles.

Redirect or distract the participant when appropriate: (i.e. “Let’s go take a walk” or “Do you see that big cloud over there? What do you think it looks like?”)

Create a calm environment: Some participants may become agitated and inappropriate if they have too much visual, auditory or tactile stimulation. Sometimes changing the physical location to a less busy place can result in more positive behavior.

Cool down period: Cool downs can be a useful tool as a consequence of an inappropriate behavior. Take a walk or sit outside the room to give appropriate space and time for participant to regain their composure.

Tell them when they are on task and doing good: (i.e. “You are doing a great job following the directions,” “That was nice of you to help put all the balls in the bag.”)

Whenever possible end the day on a positive note: If the participant is having a difficult day, try to end the day by setting up an activity that is likely to result in an appropriate behavior that can be positively reinforced.

If you are not sure what to do, ASK! There are plenty of people willing to help you.

Remember: recreation is about having fun!

***When handling misbehavior,
consistency is the key.***

Implementing Behavior Management

When inappropriate behavior disrupts the program, or is unacceptable to staff or participants, the following measures should be taken:

- Ask the participant to stop the inappropriate behavior (e.g., hitting, biting or other abusive, violent or annoying behavior).
- If the inappropriate behavior continues, administer suitable behavior management techniques as listed above.
- When redirecting behavior, verbal or physical abuse is never tolerated.
- The Camp Director is responsible to implement or see that appropriate behavior management techniques are implemented. All staff (i.e., paid and volunteer) are expected to uphold and assist in their implementation.
- The Camp Director should immediately begin written documentation of the behavior and incidents, and include the following:
 - Describe the situation that preceded the behavior;
 - Describe the actual observed behavior, using objective language;
 - Describe the results of the behavior, including how staff and other participants reacted or were affected.
 - Note: The behavior management worksheet is a very helpful tool.
- If a participant displays a pattern of inappropriate behavior, the Camp Director should notify the Recreation Specialist/Coordinator. The Recreation Specialist/Coordinator will discuss the concerns with the Camp Supervisor who will determine whether giving suggestions for a new plan is sufficient at this time or whether a member of the Therapeutic Recreation Team should observe the situation.
- If the Recreation Specialist/Coordinator considers the behavior sufficiently disruptive, he/she will contact the parent/guardian to discuss the following:
 - Has this behavior been observed before?
 - If so, what tends to cause this behavior?
 - Is there a behavior management plan already in existence that effectively controls the behavior?
 - Does the parent have a recommendation for managing this behavior so the program can be successful for all?
- After the situation is assessed, the Recreation Specialist/Coordinator will work with program staff to develop a behavior management plan.
- The plan will then be shared with the participant, parent/guardian and staff for consistent implementation and an agreement signed. A behavior chart may be one way to implement this agreement.
- If disruptive behavior persists, a second meeting may be held with the participant, parent/guardian, program staff, and Recreation Specialist/Coordinator to discuss appropriate options.
- The Camp Director, Recreation Specialist/Coordinator, Recreation Supervisor and Manager, will determine whether dismissal from the program is necessary. If dismissal is the decision, the parent/guardian will be informed and, it will become effective immediately.



The goal of **INCLUSION** is to **INCLUDE** everyone

SUMMER DIRECTORS & CONTRACTORS RESPONSIBILITIES:

- **If/when an individual with a disability comes to your program:**
 - Treat the individual the same as other participants in your program.
 - Follow the same steps you would with all campers regarding: attention given, quality of service, consequences, and any behavioral challenges that may occur.
 - If a parent has identified their son/daughter as having a disability, they may choose to have or *not* have a companion. ***Just because a participant has a disability, it does NOT mean they need a companion.*** **The parent** should contact the TR Team to request a companion, not MCR staff/contractor.

- **If/when an incident occurs with a participant (with an identified disability):**
 - Speak with participant and handle as you would with any other participant.
 - If needed, discuss the behavior (not the disability) with parent/guardian/caretaker.
 - Call your Program Supervisor to notify them of incident(s).
 - *If needed*, call Companion Manager (Robin or Patty) and they will come out and offer suggestions, strategies, and/or behavioral support.
 - Complete an Incident Report, *if needed*, and give to your supervisor *and* Therapeutic Recreation.

- **If/when there is an incident/concern with companion or interpreter:**
 - Director/Assistant Director should address incident/concern with companion.
 - *If needed*, call Companion Manager and they will come out and address issue.
 - FYI: If a camper has an *interpreter*, talk to participant **not** the interpreter.

- **If/when a parent wants to request a companion:**
 - Direct them to call our office at 240-777-6870 and we will do our best to accommodate the request, but companions are **not** guaranteed nor are we able to find one at a moment's notice.
 - Most companions are *teenage* volunteers.

- **If/when you have a pre-placed companion at your site (i.e. they DO NOT have an assigned participant with a disability):**
 - These **pre-placed** individuals are there *in case* there is a request from a parent and/or there has been a high volume of campers whom needed support in the past at your site.
 - If a parent makes a request for a companion, the **pre-placed** individual will likely be assigned to work with the participant.
 - If there is **not** a participant that needs a companion, the **pre-placed** companion will assist as a volunteer at your program, or this **pre-placed** individual may be moved to another site where there is a need.

- **At end of each week:**
 - ***You must complete the companion's SSL Volunteer Time Sheet and the Feedback Form each week!*** Companion Managers will come to collect them **EACH WEEK** on Thursday or Friday.

INCLUSION COMPANION RESPONSIBILITIES:

- Once a companion *has been assigned* to a participant at your program, his/her job is:
 - To provide daily support **only** to the individual they are assigned
 - Provide daily support to the participant on an **as needed** basis
 - Supports included, but are not limited to:
 - Assist in establishing on site routine
 - Help keep track of belongings
 - Encourage participation in activities
 - Encourage social interactions
 - Provide prompts for transitions
 - Help with communicating needs
 - Basic behavioral support



**Inclusion companions are *not* behavior management specialists.
Behavior management is primarily the responsibility of camp staff!**

COMPANION MANAGER RESPONSIBILITIES (Patty or Robin) roles:

- Assists companion with accommodations, inclusion suggestions, and behavioral supports.
- Consults with the director/assistant director on strategies.
- Collects all companion *SSL Volunteer Time Sheets* and *Feedback Forms* at end of each week **(completed by the camp director or contractor)**

Companion Managers

(Call first regarding camp/summer fun center issues)

Robin Kragen (south)

Patty Oroian (north)

Therapeutic Recreation Specialists:

Matt Rowe

Office: 240-777-6895

Cell: 240-485-7539

Kryss Lacovaro

Office: 240-777-6871

Cell: 240-381-6080

Marco D'Ottavi

Office: 240-777-6891

Cell: 240-672-5725

CHAPTER 13

Customer Relations

Having good customer relations is vital to a successful summer program. As a representative of MCR, it is vital that you treat people with courtesy, helpfulness and understanding so as to maintain the highest level of customer service. Here are some general pointers for maintaining good customer relations:

- Greet parent visitors with courtesy and enthusiasm. Explain the program and permit them to stay and observe activities if they desire.
- Point out written materials, fliers, weekly schedules and bulletin board displays that give further information and evidence of a good program.
- Answer questions correctly and/or refer the person to someone who can give correct answers. In other words, if you do not know the answer to a question, ask for help.
- When appropriate, suggest to parents that they pass the word along to other potential participants regarding the high caliber of the program.
- Have evaluation brochures available and encourage parents to complete them so that their feedback can help to improve the program.
- One way to avoid potential problems with parents is to keep them informed about what is going on at camp.
- How can you keep parents informed?
 - Complete clear, detailed newsletters and distribute them to campers and parents.
 - Make posters each day of what is happening.
 - Make sure that staff at the check-out table are informed and happy.

In this Chapter



Customer Service

Customer Complaints

Customer Feedback

Implementing Behavior Management



Customer Complaints

Complaints must be taken seriously. They act as warning signals that something is wrong or missing. If complaints are given prompt and careful attention, the department can often improve its services as well as its customer relations. If a parent complains about the program, follow these guidelines:

- Always handle complaints out of earshot from the campers.
- Remain calm and courteous, regardless of the customer's demeanor.
- Good "customer relation" techniques are:
 - Actively listen.
 - Address the person by name.
 - Acknowledge that you hear what the person is saying by paraphrasing or taking notes.
 - Ask questions to demonstrate a sincere desire to better understand the issue.
 - Apologize for the inconvenience.
 - Thank the person for bringing the problem to your attention.
- Allow an angry person to explain his/her anger and calm down before you respond to the complaint. Avoid becoming defensive.
- If insulting language is used, or if the situation becomes a personal confrontation, simply walk away from the person. To trade insults will only make a bad situation worse.
- If the complaint concerns something within your control, take action immediately. If not, refer the person to your supervisor. Do not make promises you cannot keep, and inform your supervisor of the situation as soon as possible.
- Complete an incident report when appropriate.

Customer Feedback

Obtaining customer feedback helps MCR reach its goal of continuous improvement. Conveying a responsive attitude is an important part of helping customers feel satisfied with the service they are receiving.



Customers may go online to mocrecom.com and click on "Summer Programs" to evaluate the program.

CHAPTER 14

Services and Mandates

The Americans with Disabilities Act

MCR is committed to full compliance with the ADA (Americans with Disabilities Act). Auxiliary aids or services, such as a mainstream companion, ASL or cued speech interpreter, or large print, are available upon request from the parent. These services are provided to make every camper's experience a successful one. If it appears that a participant may benefit from a mainstream companion, discuss the option with the parent. Then ask the parent to contact the Therapeutic Recreation Office to make a request. If you find that a participant has a need for auxiliary aids or services other than a companion, you may call the same number (240-777-6870).



In this Chapter



[The Americans with Disabilities Act](#)

[Diversity](#)

[Child Abuse Mandates](#)

[Recycling](#)

[Last Minute Wisdoms](#)

[Administrative Forms](#)

Diversity

Montgomery County recognizes the many diverse groups that live and work within its borders. It embraces the ideals that all individuals are accepted and included in the Department of Recreation, and it mandates that all staff and participants are treated fairly and equally. The County has a wealth of diversity, and it is important to be sensitive and respectful of the values, traditions and beliefs of all individuals. Diversity encompasses the recognition, valuing, and respect of all unique differences that exist in individuals including but not limited to: gender, race, color, ethnicity, national origin, religion, age, physical characteristics, sexual orientation, socio-economics, styles, comprehension abilities, and disabilities.



Child Abuse Mandates

At all times, you must be alert for potential signs of child abuse or neglect, whether sexual or physical.

***We take child abuse seriously.
A criminal background check is made of all staff for
offenses related to child abuse.***

1. Child Abuse Facts

- Boys as well as girls can be victims of sexual abuse.
- Sexual abuse also includes showing young children pornographic materials.
- A large percentage of abused or neglected children are abused by people known to them, either a family member, family friend, or someone who has established a trusting relationship.

2. Symptomatic Behavior

Many children are not able to verbally express a sexual experience but may exhibit one or more of the following symptomatic behaviors that may indicate child abuse or neglect:

Advanced sexual knowledge;	Increased isolation from peers;
Constant physical complaints;	Consistently arriving without lunch or proper clothing
Unusual bumps, bruises or burns.	

3. Steps to take if Abuse is Suspected

- If a child begins to discuss inappropriate sexual contact, listen to him/her carefully. Realize that he/she may not have the vocabulary to express sexual behavior, or he/she may not understand fully just how inappropriate the sexual behavior may have been.
- Try to write down the child's exact words immediately after the conversation so your reporting can be accurate.
- Do not express doubt or disbelief to the child. Children do not have the experience to make up sexual behavior, and cases of false reporting are extremely low.
- Contact the Program Supervisor immediately. Do not wait and do not discuss it with other staff. It is the law that you must report suspected child abuse. Child Protective Services or the Sexual Assault Services of the Health Department will be contacted.
- An interview will follow where it will be important for you to be as accurate as possible in detailing the facts as you know them.

Recycling

- Montgomery County has a strong recycling program, and staff is encouraged to participate in recycling at camp.
- It is recommended that staff model recycling, particularly at lunch and at clean-up times.
- Discuss recycling with the campers and encourage their participation during lunch and clean-up activities as well.



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Last Minute Wisdoms

- Safety is the number one priority at any summer program
- Be on top of every situation.
- Be kind to everyone you meet.
- Learn from EVERYONE around you. If you need help, ask for it.
- Establish a positive relationship with school staff.
- Be extra alert on field trips.
- Plan ahead. Stimulate the children by offering a program that includes a variety of activities.
- Know all children by name and find something good about them. Give recognition.
- Be firm, consistent, and at all times be fair. Don't show favoritism to any child.
- Keep in mind that misconduct is seldom willful. There is always a cause.
- Keep a positive attitude & sense of humor. The children will reflect your level of involvement.
- Direct activities in a clear and concise way. Know what you are doing before you try to explain it.
- Establish a meaningful, positive relationship with the children.
- Show up every day ready to work- keep your personal life at home.
- Do your best in every situation.



Summer Healthy Eating and Physical Activity Program

Healthy Summer Programs Best Practices for Healthy Eating

Staff

- Staff sit and eat the daily program snack or meal with youth.
- Staff discuss the health benefits of snack or meal components with youth and have a process in place for discussing inappropriate food choices with youth.
- Staff do not bring in/consume personal food or beverages in front of youth other than items that would appear on the program's menu
- Foods and beverages are not used as reward or punishment.

Snacks

- Program serves only fruit that is fresh, canned or frozen in water, 100% juice, extra light or light syrup, or dried with no added sweeteners
- Program serves only vegetables that are fresh, canned or frozen with no added ingredients except water, or dried with no added ingredients.
- Program serves a fruit or vegetable at every snack and/or meal.
- Program serves only grain products that are whole grain-rich.
- Program serves only dairy products (not including milk) that are non-fat or reduced fat.
- Program serves only protein foods (not including nuts and seeds) that are lean meat, skinless poultry, seafood, beans/ legumes or eggs.
- Program serves only nuts or seeds with no added ingredients.
- Program serves only packaged snacks that meet the USDA Smart Snacks in School nutrition standards (such as granola bars, baked chips, etc.)
- Program serves only frozen desserts that meet the USDA Smart Snacks in School nutrition standards (such as frozen fruit bars, ice cream).

Drinks

- Program provides plain potable water at all times at no cost to youth and staff.
- Program serves only plain low-fat milk, or plain or flavored non-fat milk, limited to 8 fluid ounces per day for elementary school students and 12 fluid ounces per day for middle and high school students.
- Program serves only 100% fruit or vegetable juice with no added sweeteners, or 100% juice diluted with water with no added sweeteners, limited to 8 fluid ounces per day for elementary school students and 12 fluid ounces per day for middle school students.

- Program prohibits serving full-calorie sodas, sports drinks, or juice drinks (not including 100% juice).
- Program does not serve diet soda, low-calorie sport drinks, or other low calorie beverages for elementary or middle school students.
- Program serves only non-caffeinated beverages.

Environment

- Program environment does not have posters or advertisements on the walls that promote unhealthy foods or beverages.
- Program environment provides positive messages about healthy eating through posters, pictures and books.
- Youth do not have access to food sources (i.e. vending machines, snack bars, etc.) that sell foods and beverages that do not align with the USDA Smart Snacks in School nutrition standards.

Smart Snacks and Beverage Guideline

Calorie limits:

Snack items: ≤ 200 calories
 Entrée items: ≤ 350 calories
 Sodium limits:

Snack items: ≤ 200 mg
 Entrée items: ≤ 480 mg
 Fat limits:

Total fat: ≤35% of calories
 Saturated fat: < 10% of calories
 Trans fat: zero grams
 Sugar limit:

≤ 35% of weight from total sugars in foods

Beverage Guidelines

Category	Elementary School Age	Middle School Age
Plain or carbonated water	Any size	Any size
Low fat milk (1%), unflavored	≤8oz	≤12oz
Nonfat milk (skim), flavored or unflavored	≤8oz	≤12oz
100% fruit or vegetable juice (plain or carbonated)	≤8oz	≤12oz
100% fruit or vegetable juice, diluted with water (plain or carbonated) with no added sweeteners	≤8oz	≤12oz
No calorie beverages, flavored and/or carbonated <5 calories per 8oz, or ≤10 calories per 20oz	Not permitted	Not permitted
Low calorie beverages, flavored and/or carbonated ≤40 calories per 8oz, or ≤60 calories per 12oz	Not permitted	Not permitted

Healthy Summer Programs Best Practices with Physical Activity

Staff

- Staff leads and participates in active play (e.g. games and activities).
- Staff does not withhold or use physical activity as a reward or punishment.
- Youth participate in activity selection, organization and leadership.

Physical Activities

- Program dedicates at least 60 minutes a day time to physical activity and Program provides physical activities in which youth are moderately to vigorously active for at least 50% of the physical activity time.
- Program ensures physical activity takes place outdoors whenever possible.
- Program ensures that daily physical activity time includes:
 - age-appropriate bone and muscle strengthening (i.e. jump rope, push-ups, sit-ups), and,
 - cardio-respiratory fitness activities (i.e. running).
- Program provides a variety of physical activity options that are fun, recreational and lifelong learning opportunities (i.e. swimming, bicycling, jogging, dancing).
- Program offers unstructured free play or structured activities that involve all program attendees.
- Program offers non-competitive activities (i.e. walking, running, dance).
- Program offers activities that are adaptable, accessible and inclusive of all youth, including those with physical, sensory and intellectual disabilities.
- Program provides short physical activity breaks between and/or within program activities to invigorate youth and eliminate long periods of sitting.

Examples of Moderate- and Vigorous-Intensity Aerobic, Muscle-Strengthening, and Bone-Strengthening Activities for Youth

Physical Activity	Youth
Aerobic Moderate– Intensity	<ul style="list-style-type: none"> • Active recreation such as hiking, dancing • Brisk walking • Low level activity games that require catching and throwing, such as baseball and softball
Aerobic Vigorous– Intensity	<ul style="list-style-type: none"> • Active games involving running and chasing, such as tag • Jumping rope • Martial arts, such as karate • Running • Sports such as soccer, basketball, swimming, tennis or gymnastics, flag football
Muscle- Strengthening	<ul style="list-style-type: none"> • Games such as tug of war • Calisthenics • Resistance exercises using body weight or resistance bands • Sit-ups (curl-ups or crunches) • Swinging on playground equipment/bars • Some forms of yoga
Bone- Strengthening	<ul style="list-style-type: none"> • Games such as hop-scotch • Hopping, skipping, jumping • Jumping rope • Running • Sports that involve jumping or rapid change in direction such as gymnastics, basketball, volleyball, tennis

Administrative Forms

Timesheets

You are expected to complete and sign your own timesheet accurately, following the formulas below. You then submit your timesheet to the Camp Director for approval, and he/she will turn it in to the Camp Office by the scheduled deadline.

Summer Fun Center Camp Director and Assistant Director ○ All other staff	8 hours per day Varies dependent on schedule
Therapeutic Recreation Camps Camp Director and Assistant Director ○ All other staff	Varies dependent on schedule Varies dependent on schedule
Additional Payment Training	Number of hours attended

Note: You will not be paid for additional hours unless approved by the Camp Supervisor for extenuating circumstances

Pay Information

- You will be paid every two weeks, but the check will arrive two weeks after your actual work.
- The Agreement will indicate the pay level you are being offered. You will be offered a position that reflects the level of responsibility and/or your experience.

Position

Camp Counselor
 Assistant Camp Director
 Camp Director

Schedule of direct deposit paychecks

Pay period	Payment Distributed
5/26/19 to 6/08/19	6/21/19
6/09/19 to 6/22/19	7/05/19
6/23/19 to 7/06/19	7/19/19
7/07/19 to 7/20/19	8/02/19
7/21/19 to 8/03/19	8/16/19

HOW To Fill Out Timesheets

Example:

REG = if hired at S4 and you are paying the same rate than it would be Reg.

IF PAYING AT A DIFFERENT PAY RATE THAN THE ORIGINAL HIRED RATE, THEN YOU
WOULD VP_ THAT PERSON.

**Timesheets should be submitted to OSC in alphabetical order (Last name, first name (Jr. or Sr.) - NO NICKNAMES)
with the following information filled in.**

Name (Last name, first name (Jr or senior), also put middle initial.

Last 4 digits of SS#

Pay Period

Earn type Column (REG or VP_)

Cost Center

Fill in the hours under each day and total them down the columns

Total hours column on left side - total those hours down and place in last field. (please check your addition)

Signature of staff

Signature of Director

Final initials - Supervisor/Manager

****ALL TIMESHEETS ARE TO BE DONE IN BLACK OR BLUE PEN - NO**

PENCIL.

**** Job 2 staff have a different timesheet to fill out. Job 2 timesheets must have full SS#**

Weekly Activity Plan

The weekly activity plan is for you to use when planning program activities for each week. You may then use it when implementing the plan each day.

Camp Activity planning

- ✓ Plan Ahead! You can never have enough activities to do!
- ✓ Always think "safety first" when planning any event, trip or activity.
- ✓ Pick age appropriate games.
- ✓ Have a back-up game if the first game/activity doesn't work.
- ✓ Be prepared for resistance to some games.
- ✓ Choose activities that will take up the assigned block of time.
- ✓ Be prepared that not everyone in your group will enjoy all the activities.
- ✓ Prepare a variety of activities; don't use the same activities over and over.
- ✓ Use the internet and other resources for ideas.
- ✓ Use board games only at the end of the day for small periods of time.
- ✓ Ask the campers games and activities they like to do.
- ✓ All staff need to plan and carry out the activities to the best of their ability.
- ✓ Staff should participate in all activities with the campers

The following information must appear on all summer program newsletters:

- ✓ The newsletter should be Weekly. Each week should have a theme.
- ✓ The name of the program (e.g., Germantown Cool Ventures, Bauer Summer Fun Center.)
- ✓ "Montgomery County Recreation" must appear in full either directly above or immediately below the program name.
- ✓ The dates of the Camp Sessions
- ✓ The name of the Director, Assistant Director and Staff (Jr. Counselors can be included).
- ✓ A telephone number where parents may call
- ✓ The program times (i.e., 8:00 am to 6:00 pm; 9:00 am to 3:30 pm).
- ✓ A section for special events and field trip dates
- ✓ The late fee policy:
Please be prompt when you pick up your child from camp. If you are late, a fee of \$10 for each 15 minutes (or portion of 15 minutes) per child will be assessed regardless of the reason for being late. Payment will be due at the time of pick-up (check or cash).
- ✓ The web page URL: WWW.MOCOREC.COM

Suggested Options: You may choose to name your newsletter (e.g., The Play World Post).

You may decide to give a list of staff with their groups (e.g., Darla Wong – The Squirrels; Tom Bender – The Foxes). If you decide to give a brief biography of where staff go to school/profession, how many years they have worked in summer programs, etc, make it very brief. Do not list staff ages.

Your newsletter must be done in Word or a Word compatible software program.

It must be emailed to your Recreation Specialist/Coordinator by the Tuesday before the beginning of the camp session.

"Happy Children Make Happy Customers"



Montgomery County Recreation Director's/Assistant Director's Performance Assessment

Employee: _____

Position/Grade: _____

Evaluation Period: _____ Year _____

Program: _____

Rating: 1 = Poor 2 = Below Average 3 = Average 4 = Above Average 5 = Outstanding N = Not Observed

ATTITUDE and PROFESSIONALISM	5	4	3	2	1	N
▪ Shows motivation and enthusiasm in all situations						
▪ Projects a cooperative attitude toward co-workers and supervisors						
▪ Accepts supervision and shows responsiveness to suggestions						
▪ Demonstrates common sense, maturity and good judgment						
▪ Exhibits an approachable friendly demeanor to campers, staff, parents						
▪ Interacts professionally with parents (<i>i.e., intervening and reassuring</i>)						
▪ Sets a good example, exhibiting appropriate, professional behavior						
▪ Looks for ways to improve the program (<i>not content with status quo</i>)						
▪ Demonstrates positive leadership with participants and staff						
▪ Communicates effectively with staff, participants and parents						
▪ Presents a neat personal appearance and wears required uniform						
RELIABILITY	5	4	3	2	1	N
▪ Is punctual in all responsibilities; carries out scheduled activities						
▪ Is dependable and timely in following through on assigned tasks						
▪ Can be trusted to carry out program goals with a cooperative attitude						
▪ Represents MCR in a positive way and adheres to its policies						
▪ Maintains confidentiality in regard to all participant and staff issues						

ADMINISTRATIVE RESPONSIBILITIES	5	4	3	2	1	N
• Handles the gift/trade account cards and cell phone responsibly						
• Submits paperwork on time (<i>e.g., incident reports, time sheets, etc.</i>)						
• Attends camp daily and oversees the attendance of all staff members						
• Holds functional staff meetings at least once per session						
• Produces a quality newsletter each session						
• Counsels staff members and documents any inappropriate behavior						
PROGRAM RESPONSIBILITIES	5	4	3	2	1	N
• Provides a balanced and varied program, using a daily written plan						
• Demonstrates originality and initiative in program planning						
• Takes daily attendance carefully and accurately						
• Takes trip attendance: before boarding and on the bus (<i>both ways</i>)						
• Responds quickly to phone calls from supervisor/parents						
• Knows and upholds pool rules and regulations						
• Understands and implements behavior modification techniques						
• Supervises, guides, corrects and encourages CITs and companions						
• Works with TR & parents to help children with disabilities succeed						
SAFETY RESPONSIBILITIES	5	4	3	2	1	N
• Sees that all health forms are received and organized correctly						
• Keeps an accurate health log, following procedures						
• Conducts evacuation drills each session and site inspections daily						
• Responsibly dispenses participant and underage staff medications						

Recommended for re-employment in this program? Yes No

In another program? Yes No

Supervisor's Signature: _____ Date: _____

Montgomery County Recreation

Employee Performance Assessment
(Non-Supervisory Staff)

Employee: _____

Position/Grade: _____

Evaluation Period: _____ Year _____

Program: _____

Rating: 1 = Poor 2 = Below Average 3 = Average 4 = Above Average 5 = Outstanding N = Not Observed

ATTITUDE	5	4	3	2	1	N
• Shows motivation and enthusiasm in all situations						
• Projects a cooperative attitude toward co-workers and supervisors						
• Accepts supervision and shows responsiveness to suggestions						
• Demonstrates common sense, maturity and good judgment						
• Exhibits a pleasant and friendly demeanor to campers, staff, parents						
LEADERSHIP RESPONSIBILITIES	5	4	3	2	1	N
• Is a positive role model to both participants and staff						
• Looks for ways to improve the program (<i>not content with status quo</i>)						
• Demonstrates positive leadership with the participants						
• Communicates effectively with staff and participants						
• Understands and implements behavior modification techniques						
• Plans and maintains an appropriate, varied and full program						
• Keeps alert to safety issues at all times						

(over)

RELIABILITY	5	4	3	2	1	N
▪ Is punctual in all responsibilities; carries out scheduled activities						
▪ Is dependable and timely in following through on assigned tasks						
▪ Fully participates in planning, discipline and clean-up responsibilities						
▪ Can be trusted to carry out program goals with a cooperative attitude						
▪ Represents MCR in a positive way and adheres to its policies						
APPEARANCE	5	4	3	2	1	N
▪ Presents a neat personal appearance						
▪ Wears the required staff uniform daily (<i>i.e., tennis shoes, staff shirt</i>)						
RECREATION SKILLS	5	4	3	2	1	N
▪ Sports and athletic skills						
▪ Arts and crafts skills						
▪ Nature skills						
▪ Camping and/or outdoor skills						
▪ Specialty skills in art						
▪ Skills in low-organized games						
▪ Skills in impromptu programming						
▪ Special interests and hobbies integrated into the program						
▪ Other (<i>write in</i>)						

Recommended for re-employment in this program? Yes No In another program? Yes No

Supervisor's Signature: _____ **Date:** _____

Staff Action Report

The staff action report is used to record an incident involving a staff person. It serves as a warning and correction to the staff person for unacceptable behavior. The goal is to help the staff person understand the problem and modify his/her behavior. The staff action report becomes documentation of unacceptable staff behavior and the result may be release from employment.

Montgomery County Recreation

Staff Action Report

(For non-medical, adverse actions only)

Name of Staff: _____

Date: ____ / ____ / ____

Name of Reporting Staff: _____

Staff Action Report (circle):

Camp/Program: _____

#1 #2 #3 #4

Type of Staff Action:

- Failure to abide by signed employment agreement
- Late arrival to program
- Unauthorized departure from site during program hours
- Failure to wear official uniform (i.e., staff shirt, tennis shoes)
- Inattentiveness to participants and/or program duties
- Irresponsible behavior affecting participants and/or staff
- Insubordination to program leadership
- Misuse/abuse of program equipment
- Other: _____

Explain: _____

Consequence of Staff Action:

Follow-Up: _____

Staff Signature: _____

Date: _____

Site Director's Signature: _____

Date: _____

Recreation Specialist Signature: _____

Date: _____

Manager's Signature: _____

Date: _____

**Montgomery County Recreation
Summer Camps**

Training Verification & Commitment Statement

Name: _____

Camp: _____

Training Verification

I have received training in the health and safety standards for summer camps as follows:

Note: Put N/A if the training is not necessary for your camp.

- | | |
|--|-----------------------------|
| <input type="checkbox"/> General Safety Standards | Date: _____ / _____ / _____ |
| <input type="checkbox"/> General Health Standards | Date: _____ / _____ / _____ |
| <input type="checkbox"/> Blood-Borne Pathogens | Date: _____ / _____ / _____ |
| <input type="checkbox"/> Emergency Safety Standards | Date: _____ / _____ / _____ |
| <input type="checkbox"/> Transportation Safety Standards | Date: _____ / _____ / _____ |
| <input type="checkbox"/> Offsite Trip Safety Standards | Date: _____ / _____ / _____ |
| <input type="checkbox"/> Swimming Safety Standards | Date: _____ / _____ / _____ |
| <input type="checkbox"/> Emergency Response Plan | Date: _____ / _____ / _____ |

Signature: _____

Commitment Statement

- I have read the *Staff Manual* and attended training. I understand the standards and practices for operating a summer camp.
- I understand my role and will do my best to serve the children and parents by helping to provide outstanding camps.

Signature: _____

Date: _____ / _____ / _____