

**VIRTUAL CAMP KIDS ARE KIDS CHICAGO**

**2020 POLICY MANUAL**

# **POLICY MANUAL**

## **I. ADMINISTRATION**

### **A. Mission Statement**

Our mission is to foster a spirit of joy in a fun, safe, and medically sound urban recreational environment that builds self-esteem, independence, and friendships for children living with cancer and their siblings.

### **B. Philosophy**

Our philosophy is that children touched by cancer should have the same opportunity as healthy children to experience joy, meet new friends, and live as “normal” a life as possible, removing focus from their disease to the fun and carefree things in life. A summer camp, planned and administered with the special needs of these children in mind, provides the ideal setting for giving them this opportunity.

Camp provides opportunities to learn and acquire knowledge from other children who have undergone similar experiences. This shared experience improves coping skills and enhances their self-image.

Activities are planned with a focus on team building and achieving a sense of accomplishment, which boosts their self-confidence and sense of independence. Creativity is promoted with art projects, working with friends to write and perform camp songs and skits, and participating in art therapy. For children touched by cancer, the camp experience is an important source of strength and support that is truly therapeutic, with benefits lasting throughout the year and beyond.

### **C. Objectives and Goals**

1. To provide campers a safe virtual camp experience supervised by a well-trained staff at no financial cost to their families.
2. To offer a wide variety of new and fun experiences with an emphasis on building life skills through activities that promote team building.
3. To provide each child the opportunity to develop a self-sufficient attitude and self-esteem derived from looking after oneself.

4. To promote an increased level of self-care or self-monitoring as recommended by their physicians that will give them a greater sense of responsibility for themselves as their ages and abilities allow.
5. To provide the opportunity to make friends with others who understand their situation, and the chance to learn from others who share similar health experiences, thereby coming to understand ways to cope with their difficulties or limitations.
6. To assure parents that their children are in a safe, secure and well-supervised program by giving them all necessary information and support.
7. To treat the children the same as children who have not been touched by cancer, giving them the opportunity to play, sing, dance and just be a kid.

**D. Organizational Structure**

CKAKC is governed by a Board of Directors (the “Board”), with various standing and *ad hoc* committees established from time-to-time. The Board appoints the following Officers:

- Chairman;
- Vice Chairman;
- Treasurer;
- Secretary;
- Executive Director;

All Board members and all Officers volunteer their time, with no paid positions, except for the Executive Director. The responsibilities of these various positions are laid out in the camp’s Operating Agreement, which is available for inspection upon request.

In addition to the Board of Directors and the Corporate Officers, the camp’s day-to-day activities, especially while camp is in session, is overseen by a Camp Director and related staff.

**E. Anti-Discrimination Policy**

CKAKC does not discriminate on the basis of race, religion, gender, age, ethnicity, nationality, disability, sexual orientation, gender identity, marital status, or any other protected status under federal or state law.

**F. Harassment Policy**

CKAKC recognizes that a person's right to freedom from discrimination includes the chance to work in an environment free of harassment. Offensive speech and conduct are inappropriate and damage the positive relationships necessary to run our program. Harassment creates an intimidating, hostile, or offensive environment and may unreasonably interfere with a person's performance, negatively affecting their camp experience.

Harassment includes all unwelcome advances, written or verbal innuendos, threats, insults, or disparaging remarks about a person's gender identity, sex, sexual orientation, national origin, race, creed, color, ancestry, age, sexual orientation, veteran status, physical or mental disability, or religious beliefs that are offensive to a person associated with the camp program. Examples include verbal harassment (derogatory remarks, demeaning jokes, slurs, or threats), physical harassment (assault, unnecessary touching, blocking movement, physical interference with movement), and visual harassment (derogatory or demeaning posters, cards, cartoons, graffiti, gestures). Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and conduct of a sexual nature. The victim usually believes, or is led to believe that they must let the conduct continue in order to remain at camp.

We encourage any camper or staff member who has questions about discrimination or harassment to speak with their immediate supervisor or the Camp Director. Anyone who is found to have harassed someone else will be subject to discipline, including termination. Disciplinary actions will be determined at the discretion of the Camp Director. We encourage anyone exposed to harassment to report it to an appropriate supervisor. Supervisors that become aware of unlawful harassment or inappropriate behavior must report the incident to the Camp Director. No retaliatory action will be taken against persons who make a good faith report of harassment. To ensure that reports are managed promptly and confidentially manner, uninvolved persons will not be told of such complaints.

**G. Dress Code Policy**

Our goal at camp is to create a community where everyone feels welcome and accepted. For this reason, CKAKC has a dress code for all campers and staff members. We ask that everyone dress modestly and appropriately. Please review your camper's attire each day for items that might offend or embarrass another camper in any way. In a large community, any offensive item can cause discord between campers. This applies to campers of all ages.

The following are general guidelines:

- Undergarments should be worn and covered appropriately.
- Shorts should be a reasonable length, so that camper may sit, stand, bend, and run comfortably.
- Shirts should be long enough to cover the midriff.

Clothing that is **not** accepted at CKAKC includes form-fitting clothing; see-through tops or bottoms; advertisements for alcohol or tobacco products; offensive slogans or symbols,

or those that may offend ethnic, minority, religious, or other groups; shirts that show your belly button; or extremely low pants.

We ask both our campers and staff to keep attire tasteful, respectful, and appropriate for a children's camp. You will be asked to change your outfit if your attire does not meet these standards.

## **H. Reporting Child Abuse/Neglect**

CKAKC creates a community that fosters emotional growth, tolerance, acceptance, and trust. Child abuse is the mistreatment of a child under the age of 18 by:

- a parent or their romantic partner;
- an immediate relative or someone living in their home;
- a caretaker such as a babysitter or daycare worker; or
- any person responsible for the child's welfare, such as a health care provider, educator, coach or youth program volunteer.

The mistreatment can either result in injury or put the child at serious risk of injury. Child abuse can be physical (*i.e.*, bruises or broken bones), sexual (*i.e.*, fondling or incest), or mental (*i.e.*, emotional injury or psychological illness).

Neglect is the failure of a parent or caretaker to meet "minimal parenting" standards for providing adequate supervision, food, clothing, medical care, shelter or other basic needs.

The following are some behavioral symptoms often observed in children who have suffered from child abuse or neglect:

- Extreme fear/anger towards a specific individual
- Loss of trust towards adults in general
- Increase in acting out or antisocial behaviors
- Loss of self-esteem that affects schoolwork and relationships
- Withdrawal or isolation of self, engagement in fantasy or age inappropriate behavior
- Cries easily for no reason
- Develops severe problems in adolescence, such as anorexia or attempted suicide

Among the "mandated reporters" under Illinois law are the "director or staff assistant of a . . . recreational or athletic program or facility personnel." 325 ILCS 5/4. We consider all CKAKC staff "mandated reporters." Thus, if you have reasonable cause to believe a child known to you in your professional or official capacity may be an abused child or a neglected child, you must immediately report or cause a report to be made to the Illinois Department of Children and Family Services. By "causing a report to be made," you may immediately inform the Camp Director, who shall take immediate and appropriate next steps to comply with the law and seek remedy to the problem.

If you are not sure whether a report is warranted, discuss the details with the Camp Director, who will possess a copy of the Manual for Mandated Reporters. Likely, a call will be placed to the Child Abuse Hotline for advice. These workers have special training in determining what constitutes child abuse and neglect under Illinois law. In some instances, this may be done before telling the child's parent about the report, as this could endanger the child and/or hinder the response in some cases. For more information, visit <http://www.state.il.us/dcf/child/index.shtml>.

## **I. Safety**

All camp staff are responsible for the safety of campers and are empowered to make decisions in emergency situations to ensure safety.

CKAKC staff are responsible for enforcing the following safety rules:

1. Campers should never be left alone or unsupervised. Volunteers must never be alone with a camper.
2. All campers are expected to exhibit appropriate behavior and cooperation during all activities, and all volunteers are responsible for helping campers maintain that appropriate level of behavior. If camper behavior is inappropriate, it is the responsibility of the volunteer present to take corrective action.
3. Under most circumstances, campers are expected to participate in all camp activities. If persistent problems along these lines exist, please inform the Mental Health Specialist.
4. If it is necessary to discipline a camper try to do so with the support of other personnel. Never issue a consequence to a camper out of anger; rather, the goal is to ensure cessation of the inappropriate behavior and encouragement of appropriate behavior. If possible, redirect the camper and calmly address the issue(s) in private, but with the support of other CKAKC personnel, using appropriate and acceptable language. The Camp Director, Mental Health Specialist and other personnel are available resources to address persistent problems.

## **J. Confidentiality**

All camp personnel must respect the confidential nature of all campers' names, addresses, diagnoses and other medical information, and telephone numbers before, during, and after camp. During camp, the camper's medical information will only be discussed as needed. All personal and medical records will be kept in the possession of the medical staff.

At the beginning of the week of camp, the Camp Director and Medical Director will verify that all campers have a parental consent on file to allow photographs, video and/or interviews used for publicity through various media outlets. For those campers whose parents have not granted consent, the Camp Director shall so inform the Counselors and

appropriate personnel to ensure protection of the camper from the exposure. Only the Camp Director has the authority to introduce any camper to the media.

Campers will be informed that they are under no obligation to discuss their medical or any other personal information with the media. They may do so if they desire and their parent or guardian have signed the appropriate consents.

**K. Out-of-Camp Relationships with Campers**

The camp staff members (volunteers, counselors, leaders-in-training) provide an important service to our campers, giving their time and energy to make camp fun and safe. Campers and staff often develop friendships during camp. While at virtual camp, CKAKC makes every effort to ensure these friendships are appropriate by providing supervision within the limits of the program, conducting personal interviews with staff, conducting criminal background checks, and training staff about appropriate relationship boundaries. However, we cannot supervise these friendships after camp ends. Outside of the virtual camp program, CKAKC cannot regulate contact between campers and camp staff, or guarantee that such contact is appropriate. Therefore, CKAKC's policy with respect to establishing and/or maintaining out-of-camp relationships with campers is to obtain written permission from the camper's parent or guardian, with a copy to the camp's office, before any out-of-camp communication is made.

**L. Internet Communication/Social Media Policy**

CKAKC recognizes that the Internet, when used wisely, provides many safe and positive ways to stay in touch with friends from camp. The camp views Internet venues as a means of self-express, which the camp views as generally favorable. What our volunteers do privately, during their own time, is their business. However, once a volunteer identifies himself or herself as associated with CKAKC in social media or uses the camp's name, logo, or any official photograph or text, all subsequent communications are reflective of the camp and its volunteers. Therefore, all volunteers must agree to abide by the following guidelines, which have been established to ensure that CKAKC remains an emotionally and physically safe environment for all staff, volunteers, campers and families.

1. As a camp employee/volunteer, before I . . .
  - a. use the camp name or official camp logo or camp photograph;
  - b. add a link from my group page, profile or other site to the official camp website;
  - c. include text or photographs that are the property of camp;
  - d. include photographs of other staff members; or
  - e. create a camp "group page" with the above items . . .
  
2. I agree to be respectful of the camp, its program, the campers and its employees.

3. As a camp employee/volunteer, I agree to be respectful of the camp, its program, the campers, and its employees in all communications in my emails, IMs, profile, blog, social media, and other Internet sites. As such, I agree to the following:
  - a. I will not use obscenities, profanity or vulgar language.
  - b. I will not engage in harassment or intimidation.
  - c. I will not post comments that are derogatory with regard to any individual's race, religion, gender, age, ethnicity, nationality, disability, sexual orientation, gender identity, or marital status.
  - d. I will not use sexually explicit, suggestive, humiliating or demeaning comments.
  - e. I will not post photographs that compromises anyone's privacy or that is used to demean, humiliate or otherwise embarrass anyone.
4. As a camp employee/volunteer, I agree not to use a social networking profile, group page, weblog or other Internet medium to discuss behavior that is prohibited by camp policy, including, but not limited to alcohol or drug use, sexual behavior, delinquent behavior, destruction of property, harassment or intimidation.
5. I recognize and accept the camp's policy on out-of-camp contact with campers, which is that the camp discourages such contact without written consent from the parents, with a copy to the camp office. Furthermore, I will not share any contact information (including but not limited to cell phone number, email address, AIM, weblog address or social networking site) with a camper unless the parent and Camp Director are fully aware of this exchange, the parent gives express permission for such contact, and I take full responsibility for it. I understand that the camp takes no responsibility for securing this permission.
6. Once I identify myself as a staff member at camp, the general public may see me as a spokesperson of camp. I therefore understand that as a condition of volunteering at CKAKC I agree to and adhere to the guidelines outlined above. I understand that if any of the guidelines outlined in this measure are violated, it may result in disciplinary and/or legal action including but not limited to termination of my services.

Each prospective volunteer must sign an acknowledgment of agreement to this policy as a condition to being accepted as a volunteer.

**M. Insurance Coverage**

In consultation with its insurance advisor, and as may be required by vendors, it is the policy of CKAKC to purchase insurance to cover its exposure to risk in a variety of contexts and circumstances.



## **II. FINANCIAL POLICY**

Funding for CKAKC comes from donations received from individuals, corporations, service clubs, foundations, and fund-raising events. Funding may be in the form of cash donations or in-kind donations from vendors.

CKAKC is provided at no cost to the families of the children attending – it is completely free to them.

The tracking of revenues and expenditures shall be the responsibility of the Treasurer, with oversight and coordination from the Chairman and Executive Director. CKAKC may employ certified public accountants or other tax professionals in the preparation of financial statements and tax returns. Once year-end financial statements have been prepared, with projected revenues furnished by CKAKC's Fund-raising Committee, a budget for the following year's camp will be developed by the Programming Committee, with final approval of material expenditures for camp approved by the Board.

## **III. PROGRAM POLICY**

### **A. Camper Admission Criteria**

1. Campers will generally be from seven (7) through seventeen (17) years old. Campers will be limited to attending CKAKC for a maximum of two (2) years. After two (2) years of attending CKAKC, campers will be placed on a waiting list.
2. Campers will be children who have been touched by cancer, whether or not under current treatment.
3. The Medical Director, in consultation with the medical staff, will make selection determinations.
4. Campers that have not adhered to an acceptable code of conduct may not be invited to return to camp for a second year, at the discretion of the Camp Director.

### **B. Parental Consents**

1. A parent or legal guardian must complete the camp application and sign the indicated waivers for activities, communication and publicity.
2. If a camper does not arrive at camp, the Camp Director or his/her designee will attempt to contact the camper's parent or legal guardian to verify the absence.

### **C. Accidents and Illness**

1. All accidents and illnesses are to be called to the attention of the Camp Director or his/her designee.
2. Staff are to follow the Emergency Response Plan (in section X).

**D. Public Relations**

1. Publicity directly related to the execution and administration of camp or requested during the week of camp shall be referred to the Camp Director or his designee. Media representatives are allowed at camp only at specified or pre-arranged times and at the discretion of the Camp Director.
2. Photographs or videos of campers should only be taken by CKAKC who may share publicly or on social media. Staff are welcome to repost and share what has been shared or posted by CKAKC.

**IV. PERSONNEL**

**A. Camp Director and Administrative Staff**

In addition to the Board of Directors and the Corporate Officers, the camp's day-to-day activities, especially while camp is in session, is overseen by a Camp Director and the Administrative Staff is comprised of:

- Assistant Camp Director;
- Medical Director;
- Mental Health Specialist;
- Program Director;
- Art Director;
- Music Director;
- Administrator; and
- Head Counselor.

**B. Personnel Policies and Procedures**

By establishing policies and procedures, the camp can communicate expectations of volunteers so that all personnel will know how to conduct themselves. At bottom, the policies are designed to ensure that the camp runs smoothly with little administrative friction, thereby enhancing the experience for the kids.

1. All volunteers (full or part-time) are required to complete and return by the published deadline:
  - Volunteer application, completed in its entirety;
  - Volunteer Health Information;
  - Background check form; and
  - Review and indicate agreement by returning signed copy of these policies, procedures and rules.

2. Selection of volunteers and their positions within the camp is the responsibility of the Camp Director and Assistant Camp Director based on the applications, interviews, personal references, qualifications and past oncology camping experience.
3. All volunteers are required to commit to service for the entirety of the planned camp, which includes training. Fifteen hours of training will be provided and required for all volunteer staff. Exceptions to this will be rare and based on a written request.
4. A limited number of part-time volunteers may be invited, at the discretion of the Camp Director, to assist with camp activities. These part-time volunteers will be required to complete the application in its entirety, have a background check and complete the mandatory training. Exceptions (for example, special guests at one event) will only be approved at the discretion of the Camp Director.

**C. Staff Rules**

1. Camper/Staff Ratios for Zoom Camp Sessions is 5:1 minimum of 2 adults per breakout room
2. Campers must never be left alone at any time. No staff member is alone with a camper at any time.
3. Staff are never allowed to use, possess, be under the influence or provide minors any illegal drug, alcoholic beverage, smoking or tobacco products during training or while camp is in session. Volunteers are held responsible for unacceptable and unlawful behavior. Any violation of this policy will constitute immediate dismissal.
4. Staff are expected to be present for the entirety of the Virtual Camp program. If you need to be absent at any time, you will need notifying a member of the Camp Leadership Team and ensure our staff to camper ratios are in place.
5. Staff are expected to follow and enforce the camper discipline policy.
6. Staff are expected to follow all camp staff policies.
7. Volunteer cell phones and other electronic devices, except for the device(s) you are using for Zoom, should be shut off so there are no distractions from the campers. Please be cognizant of any background electronic devices (i.e. TV).
8. Use of volunteer's personal equipment, such as sports equipment or musical instruments, is permitted on the condition that volunteers assume the risk of loss or damage, with the camp assuming no such responsibility.
9. There is a time and place for romance, and camp is neither the time nor place. Inappropriate intimate behaviors between staff or campers will not be tolerated and will be grounds for immediate dismissal.
10. Evaluations of staff shall be done with this information remaining on file and accessible to the Leadership Committee in following years.
11. CKAKC hereby agrees to indemnify and hold harmless any staff from and against any and all claims, losses, liabilities and expenses, including reasonable attorney's fees, suffered or incurred by the volunteer (collectively, "Claims") if the staff is named in a legal action or threatened with legal action arising out of

or related to the staff's actions while attending Camp Kids Are Kids Chicago. Notwithstanding the foregoing, the Camp Kids Are Kids Chicago, shall not indemnify or hold harmless any staff member for any reckless, willful, or wrongful acts or omissions by the staff member which give rise to such Claims.

**D. Volunteer Discipline Policy**

It is the responsibility of all volunteers to be informed of the program policies and rules as outlined in this Policy Manual and their respective job description

All discipline matters concerning staff are handled by the Camp Director. Infractions are handled in a discreet manner, with a thorough explanation of why the inappropriate behavior is unacceptable.

A camp volunteer may be terminated for, but not exclusively, the following reasons:

1. Use of alcohol, tobacco, and recreational or illegal drugs.
2. Abusive behaviors or language.
3. Gross insubordination.
4. Any action that endangers the health and safety of campers or staff.

If termination is being contemplated, the volunteer's conduct will be evaluated by a small, select team consisting of the Camp Director, Assistant Camp Director, and others who directly supervise the volunteer. If the volunteer is asked to leave, the volunteer will be banned from further interaction with CKAKC Virtual programming immediately.

**E. Other Guidelines and Policies**

Virtual camp will be recorded and will be made visible to others, so please be aware that our volunteers – you – represent our camp and serve as role models for our campers. If you feel camp operation or policies are being jeopardized, report the situation to your supervisor or the Camp Director. Avoid gossip and report your concerns to Administrative Staff directly without discussing it among peers.

1. *Visitors:* Relatives or friends are not to be invited to visit camp.
2. *Timeliness:* Please be on time to everything. We stress the importance of this to our campers. A smoothly run program depends on the cooperation of everyone.
3. *Appropriate Relationships:* All staff and volunteers will maintain friendly, supportive and professional relationships with the campers and other volunteers. We will have zero tolerance for inappropriate behavior between volunteers and campers (or other volunteers) while at camp. The focus of all staff should be directed towards the well-being, needs and interests of the campers rather than on other staff or themselves. Remember, “camp is for the kids.”
4. *Thanks:* We appreciate your willingness to volunteer. You are making a difference in the lives children touched by cancer.

## V. ACTIVITIES

### a) General

- i) Activities are for the campers. Staff are to receive the same supplies to allow them to participate in all activities. Please be mindful that your main focus are the campers.
- ii) Each activity leader will be qualified in their activity area. The skill level of an activity leader will be determined by communication and demonstration, where necessary. All safety regulations are established in coordination with the activity coordinator or Camp Director. It is the responsibility of the medical staff to review all health considerations relating to activities.
- iii) An activity outline is suggested for each activity, prepared by the coordinator of same. The information provided in this outline should include but not be limited to the following:
  - description of activity;
  - camper to staff ratio;
  - eligibility/age range participating;
  - safety precautions;
  - materials and equipment needed;
  - instructor’s qualifications;
  - goals; and
  - emergency procedures.

This outline ensures that the activity leader has thought through the session and is prepared to orient other leaders of that activity. Each activity leader is responsible for creating a purchase list for all equipment needed for his/her activity.
- iv) Each activity leader is responsible for evaluating the level of each camper in the activity that he/she is leading, with input from the medical staff, as appropriate and necessary for the activity.
- v) All staff are partners with the leaders of the activity in camper behavior management and promotion of safety.
- vi) All participants of specialized activities are given a thorough orientation regarding safety rules, equipment use, protective equipment required, emergency procedures and other pertinent information about that specific activity. The participant’s behavior during the activity is monitored for demonstration of an understanding of the orientation given.

## VI. CAMPERS

### a) Rules

A “Camper Promise of Good Conduct” is included in the camper application, which the camper must review and sign. Staff will go over the Camper Contract on the first day of camp.

Breaking any of the following rules may result in immediate dismissal from camp. These rules and consequences for breaking them will be explained to the campers at the beginning of camp. The staff member witnessing the infraction will report such in writing to the Camp Director. A team of only those directly involved, along with the Camp Director, will determine the severity of the infraction and the action to be taken. If a camper is dismissed, the camper and the parents will be told what action prompted the dismissal.

- i. Participate with your cabin and/or group during cabin, unit and group activities.
- ii. Keep attire tasteful, respectful, and appropriate in accordance to the camp dress code policy.
- iii. Make "friends", not boyfriends or girlfriends.
- iv. Respect those in our camp family, including staff and other campers.
- v. I agree that I will not take any screen shots or videos of Virtual CKAKC sessions.
- vi. Cursing, swearing, name calling, interrupting others, cyber bullying, excessively teasing or being mean to others will not be tolerated at camp.
- vii. Listening and being respectful during announcements by not being loud or disruptive.
- viii. Remember the "Rule of 3". Campers must be with a counselor and one other at all times.
- ix. Smoking, alcohol, or use of illegal or un-prescribed drugs is not tolerated at camp.
- x. Firearms or weapons, including guns, ammunition, firecrackers, knives, sling shots or any other type of potentially dangerous equipment is not tolerated at camp.
- xi. Should not participate in any action deemed inappropriate or unsafe. Anyone not obeying Camp Rules may be dismissed from camp early and your parents will be called.
- xii. Ask for what you need to make your camp experience fun. Support your friends when they need help. Follow the "Golden Rule" and treat others as you want to be treated. Be a friend to all.

### b) Discipline Policy

#### *The Positive Approach To Working With Campers*

When working with campers, there are two different methods counselors can use to influence their campers: The Positive Approach uses rewards and encouragement to reinforce behaviors the counselor wants to see continue. The Negative Approach uses punishment and criticism to eliminate undesirable behaviors.

## Discipline And Punishment -- What's The Difference?

Though the Positive Approach discourages punishment, maintaining discipline is a must in camping. What's the difference between the two?

### Discipline

#### Discipline techniques include:

- Setting limits on behavior
- Making rules simple, few and consistent
- Being a role model for appropriate behavior
- Ignoring annoying behaviors that do not cause real problems

#### Discipline helps campers to:

- Know what is expected
- Control and change their own behavior
- Become responsible for their own actions
- Learn a lesson that will positively affect their future behavior
- Increase a feeling of self-worth and self confidence

Always add a "positive" to the discipline so the child will realize that it is the behavior that is not acceptable, not the child him/herself.

### Punishment

#### Punishment techniques include:

- Yelling
- Lecturing
- Sarcasm
- Threats

#### Use of punishment:

- Emphasizes campers' failures
- Leads to resentment and frustration
- Destroys self-esteem and self confidence
- Does not teach campers to become responsible for their own behavior

Under no circumstances will a child be punished by striking or by any other means of physical punishment. Striking a camper or any other physical or mental abuse of a camper will result in the immediate release of the staff member. A child will not be denied food or sleep for any reason.

## Counselors have “Reward Power”

- Reward good choices/behaviors and they will increase.
- Verbal comments and physical reinforcers (smile, pat on the back, high 5) are quick and easy to use.
- Mention the behavior you like when you compliment it.
- Have realistic expectations geared to individual abilities.
- Immediate reinforcement is most effective, but later is better than not at all.
- Keep praise sincere. Do not reinforce campers if they haven't earned it.
- Reinforce and encourage effort as much as results.
- Reinforce cooperation, sportsmanship, etc. as well as skills

Always add a “positive” to the discipline so the child will realize that it is the behavior that is not acceptable, not the child himself.

When should discipline be used?

1. Camper disobeys a rule.
2. Camper causes disruption
3. When relationship issues become problematic.

Appropriate Disciplinary Steps

1. Speak to camper(s) privately about the situation.
2. Try to determine if the camper understands what he/she did wrong.
3. Does the camper appear sincere?
4. Seek advice from the Mental Health Specialist, use your judgment and determine a reasonable course of action.
5. Review and follow the “three strike policy”.



## Three Strikes Policy

### FIRST STRIKE

Given by any counselor or staff member when camper's actions/words are deemed inappropriate. The camper may be placed in a "time out breakout room" situation, removing the camper from the present activity. The reason for the "strike" and why the action is inappropriate will be explained to the camper. Notify Camp Leadership of the first strike. The counselor will bring the situation to the attention of the Camp Director, if the action is an infraction of a camp "rule".

### SECOND STRIKE

Given by any counselor or staff member. "Time Out" will be employed. The Camp Director will be informed, who will then call the parents. This call will be to gather helpful hints from the parent on how to best deal with the problem. Parents realize that their children are expected to behave while at camp, and failure to confront a problem early on in the week will cause the problems in your cabin that will negatively affect your other camper's experiences while at camp. The camper is informed that one more strike will result in his/her parents being called and the camper dismissed from camp.

### THIRD STRIKE

The camper and involved counselors or staff members will be brought to the Counselor Coordinator who will evaluate the situation and consult with the Camp Director. The Camp Director will explain the situation to the parents and the camper will not be allowed to rejoin the virtual camp program

### Three C's: Consistency, Cooperation and Communication

1. Be consistent with all of your campers – all of the time. Stick to your beliefs and the camp rules. It is easier to stick to the rules all of the time rather than being lenient and having to take corrective action later.
2. Model cooperation with other staff. Help each other enforce the rules and work together to determine the course of action.
3. Keep the lines of communication open. Talk to one another about difficult situations, difficult campers and take advantage of the advice of the Mental Health Specialist and Camp Director.

### Considerations

1. Accept campers' occasional need to rebel.
2. Recognize that campers cannot always manage the entire job of self-control; the counselor should not hesitate to intervene, when necessary, for the good of the child and the group.
3. Know that the child has an obligation to the values of his/her peer group.
4. Occasionally prod, but recognize the desire of the camper has for a moment of laziness.
5. Recognize that backsliding occasionally seems to be the right of all human beings.

### Other Helpful Hints

1. Be an instigator of appropriate behavior.
2. Remember that we are all role models to the kids.
3. If we participate, they will.
4. If we follow the rules, they will.
5. If we are enthusiastic about an activity, they will be too.
6. Be a positive role model! The last thing that we want to happen is to have to discipline a counselor.

c) **Consent**

Records will be kept with Camp Leadership for all campers and will include names, addresses, and phone numbers of their parents or legal guardians, as well as all parental consent forms.

d) **Attendance**

Many conditions may keep campers from attending the entire virtual camp program..

Upon morning roundup, camper attendance will be compiled and checked against the camper enrollment list. The Camp Leadership will contact the guardians of all campers who no-show, to verify that their absence from camp.

Revisions in cabin groups will be noted and discussed with all counselors.

Camp staff will be given a Master Schedule and will be responsible for taking into consideration each camper's ability to participate and input in activity choices.

e) **Personal Records**

All personal records are considered confidential and will be kept by Camp Leadership to be filed after camp. Information will be released on a need-to-know basis, under the discretion of the Camp Leadership. The consent form, if signed by each camper's parent or guardian, allows photos taken at camp to be used in publicity. Absent parental consent, camper medical information will not be discussed with the media.

Campers will be informed that they are under no obligation to discuss their medical or any other personal information with the media. They may do so if they desire, and the appropriate parental consents are on file, under the supervision of the Camp Director or his/her designee.

## **VII. HEALTH GUIDLINES**

- a) Counselors must immediately report to a member of the Camp Leadership if a camper shows signs or reports of any of the following conditions:
- (1) Fever or other signs of infection, especially if the camper is one whose white cell count is low or if the camper does not look well;
  - (2) Headache, or pain or discomfort anywhere in the body;
  - (3) Difficulty in walking or bending;
  - (4) Pain during urination or bowel movement;
  - (5) Reddened or swollen areas on the body, or any wound;
  - (6) Vomiting;
  - (7) Blurred eyesight or double vision;
  - (8) Bleeding, nosebleeds, multiple bruises, signs of blood in urine, stool, or vomitus;
  - (9) Mouth sores;
  - (10) Constipation (if no bowel movement in 24 hours);
  - (11) Diarrhea;
  - (12) Depression or sudden change in child's behavior;
  - (13) Any injury or accident; or
  - (14) Camper with inadequate hydration (camper unable to urinate at least every 6-8 hours).
- b) In case of serious illness, staff are to follow the Emergency Response Plan (in section X)

## **X. CRISIS MANAGEMENT AND EMERGENCY RESPONSE PLAN**

### **A. Crisis Management Team**

The Crisis Management Team is composed of the Camp Director, Assistant Camp Director, Medical Director, Mental Health Specialist, CKAKC Board Chairman, and any other person designated by any one of the foregoing team members.

1. The medical staff is responsible for the physical well-being of the campers and staff, with the Medical Director in charge. In an emergency medical situation, all other camp staff follows the medical staff's instructions.
2. The Camp Director is responsible for communications at the camp level, and uses his/her judgment in keeping campers and staff informed.
3. All camp staff:
  - a. Be observant and record the essential facts.
  - b. When dealing with reporters, maintain an attitude of cooperation and helpfulness, referring questions to the Camp Director, who will seek the advice of counsel on an appropriate response. If asked about insurance coverage, you are authorized to say only, "It will be referred to our insurance company."

### **B. Emergency Response Plan**

The intent of this Emergency Response Plan is to provide staff with direction and guidance in the event an emergency takes place during or as a result of our Virtual Camp programming.

Each type of event in this plan will cover Communication, Roles, and Response. The events are:

1. **Non-Life Threatening Injury or Illness**
2. **Allergic Reaction**
3. **Severe Weather**
4. **Human Threat**
5. **Fire**
6. **Chemical or Gas Leak**
7. **Life Threatening Injury**

## **Non-Life Threatening Injury or Illness**

Examples of these types of injuries or illnesses include, but are not limited to:

- Sprains, strains or a possible broken bone
- Minor burns
- Minor cuts - only need a few stitches
- Minor animal bites
- Sore throats and coughs
- Ear infections
- Fever or flu symptoms
- Low-grade fevers

## **Roles and Response**

In the event a staff member or volunteer becomes aware of a **non-life threatening injury or illness**:

1. Staff shall inquire about the nature and severity of the injury or illness. Use calm and direct questions.
2. Staff shall inquire if there is someone in the camper's home that can help. If so, and the injury or illness seems beyond the camper's ability to manage, but is not urgent, staff will direct the camper to seek help.
3. Staff shall ask other campers to mute their mic, explaining why that's important. If other campers do not comply, for whatever reason, co-counselor shall mute camper microphones.
4. If there is no one in the camper's home to assist, or the camper does not know if there is anyone available to assist, and assistance is needed, staff shall contact the Camp Leadership.
5. One of the cabin staff shall communicate with other campers that the other cabin staff will need to devote their time to the injured or ill camper, that they will all be moved into another breakout room, and that the cabin staff will follow up with all campers to assure them of the camper's condition. A camp staff member will be asked to join the breakout room to keep the ratio.
6. Camp Leadership will contact guardian/caregiver to inform them of the injury and offer whatever assistance is required. If needed other Camp Leadership members will be asked to join the breakout room. The cabin staff shall stay in the breakout room to provide assurance and updates to the camper, until a guardian/caregiver arrives to assist the camper and indicates that the cabin staff can sign off.
7. Debrief, follow up with campers, Incident Report.

## **Allergic Reaction**

An allergic reaction is an overreaction of the immune system to substances that are usually harmless such as foods, medications or insect bites. This can cause severe symptoms like hives, swelling, breathing problems, throat closure or a fall in blood pressure (anaphylaxis), which can be life threatening. Common causes for allergic reactions include:

- Food Allergies (e.g. peanut, egg, etc.)
- Drug Allergies (e.g. penicillin, aspirin, etc.)
- Insect Sting Allergies (e.g. honey bee, wasp, yellow jacket, etc.)

## **Roles and Response**

In the event a staff member or volunteer becomes aware of an **allergic reaction**:

1. Staff shall inquire about the nature and severity of the allergy. Use calm and direct questions.
2. Staff shall inquire if there is someone in the camper's home that can help. If so, reaction seems beyond the camper's ability to manage, but is not urgent, staff will direct the camper to seek help.
3. Staff shall ask other campers to mute their mic, explaining why that's important. If other campers do not comply, for whatever reason, co-counselor shall mute camper microphones.
4. If there is no one in the camper's home to assist, or the camper does not know if there is anyone available to assist, and assistance is needed, staff shall contact the Camp Leadership.
5. One of the cabin staff shall communicate with other campers that the other cabin staff will need to devote their time to the camper, that they will all be moved into another breakout room, and that the cabin staff will follow up with all campers to assure them of the camper's condition. A camp staff member will be asked to join the breakout room to keep the ratio.
1. Camp Leadership will contact guardian/caregiver to inform them of the allergic reaction and offer whatever assistance required. If needed other Camp Leadership members will be asked to join the breakout room. The cabin staff shall stay in the breakout room to provide assurance and updates to the camper, until a guardian/caregiver arrives to assist the camper and Camp Leadership indicates that the cabin staff can sign off.
6. Debrief, follow up with campers, Incident Report.

## **Severe Weather**

Severe weather can mean a thunderstorm, very high winds, tornado warning, tropical storm events, or even flooding.

### **Roles and Response**

In the event a staff member or volunteer becomes aware of **severe weather** taking place near a camper's home:

1. Staff shall calmly ask if the camper's guardian/care-giver is in the home. If so, direct the camper to check in with, and follow the instructions of, their guardian/care-giver.
2. Do not end the call with the camper, until you have verified that the guardian/care-giver is home. Even then, it may be prudent to stay on the call. Contact Camp Leadership.
3. One cabin staff should ask the other campers to remain quiet. Mute if needed.
4. If no guardian/care-giver is around, ask the camper if they know how to respond to the weather event. This may involve checking windows and doors, checking on siblings, and moving to a safe part of the home, such as a basement, a storm cellar or an interior room on the lowest floor with no windows. Camp Leadership who will contact guardian/caregiver to inform them of the severe weather event.
5. The camper may want to end their involvement with the activity during the severe weather event. If it is safe for the camper to remain on the call, and it is okay with their guardian/caregiver, use your best judgement, as it may cause other campers in the breakout room to be anxious.
6. Debrief, follow up with campers, Incident Report.



## **Human Threat**

There are several examples of human threat events that are possible. These include, but are not limited to: a break-in by an unknown, or known, person or people; aggressive or potentially violent behavior very near the home, which has the potential to spill into the home; aggressive or potentially violent or abusive behavior within the home.

### **Roles and Response**

In the event a staff member or volunteer becomes aware of a **human threat** event taking place in a camper's home:

1. Staff shall calmly ask if a trusted guardian/care-giver is in the home. If so, direct the camper to check in with, and follow the instructions of, their guardian/caregiver.
2. One of the cabin staff shall communicate with other campers that the other cabin staff will need to devote their time to the camper, that they will all be moved into another breakout room, and that the cabin staff will follow up with all campers to assure them of the camper's condition. A camp staff member will be asked to join the breakout room to keep the ratio.
3. Whether or not there is a trusted guardian/caregiver in the home, staff shall contact the Camp Leadership.
4. Camp Leadership will contact guardian/caregiver to offer whatever assistance is required. If needed other Camp Leadership members will be asked to join the breakout room. The cabin staff shall stay in the breakout room to provide assurance and updates to the camper, until a guardian/caregiver or Camp Leadership indicates that the cabin staff can sign off.
5. Debrief, follow up with campers, Incident Report.

## **Fire**

Common cause of fires in the home are:

- Cooking
- Smoking
- Appliances
- Candles

### **Roles and Response**

In the event a staff member or volunteer becomes aware of a **fire** in a camper's home:

1. Staff shall inquire about the nature and severity of the fire. Use calm and direct questions.
2. Staff shall inquire if there is someone in the camper's home that can help. If so, and the fire event is not urgent, staff will direct the camper to seek help.
3. Staff shall ask other campers to mute their mic, explaining why that's important. If other campers do not comply, for whatever reason, co-counselor shall mute camper microphones.
4. If there is no one in the camper's home to assist, or the camper does not know if there is anyone available to assist, and assistance is needed, staff shall contact the Camp Leadership.
5. One of the cabin staff shall communicate with other campers that the other cabin staff will need to devote their time to the camper, that they will all be moved into another breakout room, and that the cabin staff will follow up with all campers to assure them of the camper's condition. A camp staff member will be asked to join the breakout room to keep the ratio.
6. Camp Leadership will contact guardian/caregiver to inform them of the fire event and/or they will contact area emergency services. The cabin staff shall stay in the breakout room to provide assurance and updates to the camper, such as evacuating the home or calling 911. Camp Leadership will indicate when the cabin staff can sign off.
7. Debrief, follow up with campers, Incident Report.

## **Chemical or Gas Leak**

A chemical or gas leak in the home, while not common, still has the potential to be life threatening. Those that live in homes with heating or appliances powered by propane, liquid natural gas, or heating oil, even with the modern safety measures that have been put in place, should know the signs of a leak, and best response.

### **Roles and Response**

In the event a staff member or volunteer becomes aware of a **gas leak in a camper's home**:

1. Staff shall inquire about the nature and severity of the leak. Use calm and direct questions.
2. Staff shall inquire if there is someone in the camper's home that can help. If so, and the gas leak is not urgent, staff will direct the camper to seek help.
3. Staff shall ask other campers to mute their mic, explaining why that's important. If other campers do not comply, for whatever reason, co-counselor shall mute camper microphones.
4. If there is no one in the camper's home to assist, or the camper does not know if there is anyone available to assist, and assistance is needed, staff shall contact the Camp Leadership.
5. One of the cabin staff shall communicate with other campers that the other cabin staff will need to devote their time to the camper, that they will all be moved into another breakout room, and that the cabin staff will follow up with all campers to assure them of the camper's condition. A camp staff member will be asked to join the breakout room to keep the ratio.
6. Camp Leadership will contact guardian/caregiver to inform them of the gas leak, offer assistance, or they will contact area emergency services. The cabin staff shall stay in the breakout room to provide assurance and updates to the camper, such as evacuating the home or calling 911. Camp Leadership will indicate when the cabin staff can sign off.
7. Debrief, follow up with campers, Incident Report.

## **Life Threatening Injury**

Major illnesses or injuries are more critical than something you would treat yourself or have treated by a family doctor. Events that may require a visit to an Emergency Room include, but are not limited to:

- Loss of consciousness
- Difficulty breathing
- Serious injury such as head injury
- Heart attack
- Stroke
- High fever
- Heat stroke
- Serious burns
- Seizures
- Exposure to toxic chemicals
- A sudden, very severe headache or loss of vision (possible sign of a stroke)
- Serious cuts or severe bleeding
- Poisoning
- Intoxication, overdose or attempted suicide

## **Roles and Response**

In the event a staff member or volunteer becomes aware of a **life-threatening injury or illness**:

2. Staff shall inquire about the nature and severity of the injury or illness. Use calm and direct questions.
3. Staff shall inquire if there is someone in the camper's home that can help. If so, staff will direct the camper to seek help.
4. Staff shall ask other campers to mute their mic, explaining why that's important. If other campers do not comply, for whatever reason, co-counselor shall mute camper microphones.
5. If there is no one in the camper's home to assist, or the camper does not know if there is anyone available to assist, and assistance is needed, staff shall contact the Camp Leadership.
6. One of the cabin staff shall communicate with other campers that the other cabin staff will need to devote their time to the injured or ill camper, that they will all be moved into another breakout room, and that the cabin staff will follow up with all campers to assure them of the camper's condition. A camp staff member will be asked to join the breakout room to keep the ratio.
7. Camp Leadership will contact guardian/caregiver to inform them of the injury and offer whatever assistance is required. If needed other Camp Leadership members will be asked to join the breakout room. The cabin staff shall stay in the breakout room to provide assurance and updates to the camper, until a guardian/caregiver arrives to assist the camper and Camp Leadership indicates that the cabin staff can sign off.
8. Debrief, follow up with campers, Incident Report.

## **C. Emergency Phone Numbers**

A list of emergency phone numbers will be kept by the Camp Leadership. This list includes the numbers of local hospital emergency rooms. Of course, dialing 911 can access all other emergency services.

# Camp Kids Are Kids Chicago Incident Report



## Medical/Behavioral/Safety Issue

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ (AM / PM)

Names of Camper(s)/Staff involved: \_\_\_\_\_

\_\_\_\_\_

Names of Camper(s)/Staff as witnesses: \_\_\_\_\_

\_\_\_\_\_

Description of Incident/sequence of events in detail/where occurred: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If injury, was participant in an activity at the time? (what activity): \_\_\_\_\_

\_\_\_\_\_

What could have been done to prevent the injury?: \_\_\_\_\_

\_\_\_\_\_

Any equipment involved in accident? (what kind): \_\_\_\_\_

Comments/Suggestions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of person submitting report: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

## **Appendix B**

### **Job Description: Camp Director**

The Camp Director reports directly to the Board of Directors, and has overall responsibility for the planning and operation of all aspects of the camp.

#### ***Qualifications***

- Must be at least 21 years old.
- Must have knowledge of all aspects of camp operation, including medical issues and considerations, planning and programming, volunteer and counselor selection processes, and legal issues relating to camp and camp operation.
- Should be certified in basic first aid and/or CPR.
- Must be available for pre-camp planning, training, and coordination.
- Must have past experience with Camp Kids Are Kids Chicago or another pediatric oncology camp.
- Must be an excellent communicator, a strong leader, a problem-solver, and a hard-worker.
- Must participate/support fund-raising activities.
- Must love kids, and must love to have fun.

#### ***Responsibilities***

- Has overall responsibility for the planning and operation of the camp.
- Works with the Assistant Camp Director in the selection, screening and placement of Cabin Staff and Camp Staff members prior to camp.
- Assists with procuring equipment and supplies for camp, volunteer coordination of camp setup and loading equipment and supplies on delivery day.
- Plans staff training, delegating aspects of the training to the appropriate staff.
- Promotes communication and cooperation among all members of the camp staff. Interacts daily with members of the Camp Leadership Staff to promote strong lines of communication and problem solving.
- Delegates responsibility to the Camp Leadership Staff, Cabin Staff, and other volunteers, supporting them in their areas of responsibilities as defined in their job descriptions. Works cooperatively with all volunteers to create a “team atmosphere,” dedicated to ensuring a safe, healthy and nurturing environment for all campers, counselors and volunteers.
- Verifies whether campers have parental consent forms on file to permit photos, videos, and/or interviews of the camper, and will ensure that those campers whose parents did not give such consent will not be exposed to photos, videos, and/or interviews. Only the Camp Director has the authority to introduce a camper to the media.
- Acts as final arbiter in all disputes, disagreements and disciplinary situations. The Camp Director has the right to relieve any staff of their responsibilities during camp if engages in unsafe practices, is disruptive or insubordinate, or violates camp policy.
- Is a member of the Crisis Management Team, along with others as outlined in the Crisis Management Team section of the Policy Manual.
- Leads group activities at camp, coordinating the participation of other staff in camp activities, and participating to the extent necessary for proper awareness and supervisory functioning.
- Maintains upbeat enthusiasm and provides positive example for entire camp.
- Enforces all safety and risk management policies.
- Leads staff meetings, encouraging free interchange of ideas and feedback from all staff.
- Coordinates Morning Roundup.
- Assists Camp Leadership Staff in supply acquisition before camp, and coordinates and supervises loading & transportation of equipment and supplies to camper families, and delivery/storage of equipment after camp.
- Participates in staff evaluations at the end of camp.
- Participates in the Camp Leadership Staff’s report to the Board of Directors after camp.
- Participates as member of the Leadership Committee with a commitment for consistent attendance at Committee meetings.

## Appendix C

### **Job Description: Assistant Camp Director**

The Assistant Camp Director reports to the Camp Director, and has responsibility to assist the Camp Director in the performance of his or her duties.

#### ***Qualifications:***

- Must be at least 21 years old.
- Must have knowledge of all aspects of camp operation, including medical issues and considerations, planning and programming, volunteer and counselor selection processes, and legal issues relating to camp and camp operation.
- Should be certified in basic first aid and/or CPR.
- Must be available for pre-camp planning, training, and coordination.
- Must have past experience with Camp Kids Are Kids Chicago or another pediatric oncology camp.
- Must be an excellent communicator, a strong leader, a problem-solver, and a hard-worker.
- Must participate/support fund-raising activities.
- Must love kids, and must love to have fun.

#### ***Responsibilities***

- Assists the Camp Director with overall responsibility for the planning and operation of the camp.
- Authorized to take over the responsibilities and role of Camp Director in the Camp Director's absence.
- Serves as conduit for communication and liaison between Camp Director and remainder of staff.
- Works with the Camp Director in the selection, screening and placement of Cabin Staff and Camp Staff members prior to camp.
- Assists with procuring equipment and supplies for camp, volunteer coordination of camp setup and loading equipment and supplies on delivery day.
- Assists in staff training.
- Promotes communication and cooperation among all members of the camp staff. Interacts daily with members of the Camp Leadership Staff to promote strong lines of communication and problem solving.
- Delegates responsibility to the Camp Leadership Staff, Cabin Staff, and other volunteers, supporting them in their areas of responsibilities as defined in their job descriptions. Works cooperatively with all volunteers to create a "team atmosphere," dedicated to ensuring a safe, healthy and nurturing environment for all campers, counselors and volunteers.
- Is a member of the Crisis Management Team, along with others as outlined in the Crisis Management Team section of the Policy Manual
- Assists in leading activities at camp, coordinating the participation of other staff in camp activities, and participating to the extent necessary for proper awareness and supervisory functioning.
- Maintains upbeat enthusiasm and provides positive example for entire camp.
- Enforces all safety and risk management policies.
- Attends staff meetings, encouraging free interchange of ideas and feedback from all volunteers.
- Assists Camp Leadership Staff in supply acquisition before camp, and coordinates and supervises loading and transportation of equipment and supplies to camper families, and delivery/storage of equipment after camp.
- Participates in staff evaluations at the end of camp.
- Participates in the Camp Leadership Staff's report to the Board of Directors after camp.
- Participates as member of the Leadership Committee with a commitment for consistent attendance at Committee meetings.

## **Appendix D**

### **Job Description: Mental Health Specialist**

The Mental Health Specialist reports to the Camp Director, and has responsibility to provide emotional support to children while at camp.

#### ***Qualifications***

- A minimum bachelor's degree, but master's degree preferred.
- Credentialed as a Certified Mental Health Specialist through the council.
- Adheres to a code of ethics and standards established by the Council.
- Minimum five years' experience working as a Mental Health Specialist with oncology population in a medical institution.
- Demonstrates excellent interpersonal and communication skills.
- Should be certified in basic first aid and/or CPR.
- Must be available for pre-camp planning, training, and coordination.
- Must have past experience with Camp Kids Are Kids Chicago or another pediatric oncology camp.
- Must love kids, and must love to have fun.

#### ***Responsibilities***

- Establishes lines of communication with each cabin during camp, consulting with counselors each day with regard to general overall and individual camper coping or psychosocial concerns, i.e., participation issues, homesickness, fear, worry, bullying, etc.
- Provides focused support to campers experiencing challenges or difficulties while at camp.
- Maintains open lines of communication regarding psychosocial concerns with Camp Director and Camp Leadership Staff.
- Reports any of the following to the Camp Director:
  - "use of alcohol, tobacco, illegal drugs;
  - "abusive behaviors or language;
  - "lack of adherence to safety rules or good safe practices;
  - "the presence of strangers;
  - "inappropriate physical contact by campers or counselors; or
  - "other behavior unacceptable in a pediatric oncology camping environment.
- Assists with camp program activities and other camp wide activities as requested and available.
- Maintains upbeat enthusiasm and provides positive example for entire camp.
- Enforces all safety and risk management policies.
- Cooperates with all members of the Camp Staff to promote a team dedicated to creating the best camp experience for all children attending.
- Participates as member of the Leadership Committee with a commitment for consistent attendance at Committee meetings.



## **Appendix E**

### **Job Description: Program Director**

The Program Director reports to the Camp Director, and has responsibility to plan, coordinate, and oversee implementation of programming/activities for the campers.

#### ***Qualifications***

- Experience in leading groups of children.
- Demonstrates excellent interpersonal, communication and organizational skills.
- Commitment and availability for precamp planning and coordination.
- Commitment to Program Committee membership and attendance.

#### ***Responsibilities***

- Participates in precamp planning sessions with the Activities Committee.
- Plans the activities program, presents the activity program for Activities Committee approval, coordinating all volunteer participants.
- Assists in purchasing and/or acquiring all needed supplies and equipment, maintaining expenses within the camp budget.
- Creates a written activities program and timeline for use at camp, working with the Camp Director to create the Master Schedule.
- Confirms participation of all visitors/vendors and timeline three weeks prior to camp.
- Directs and/or coordinates all activity events at camp, facilitating communication and participation of all members of the activities team.
- Identifies camper needs, being flexible in meeting those needs during program presentation.
- Refers any behavioral or psychosocial concerns to the Mental Health Specialist.
- Maintains upbeat enthusiasm and provides positive example for entire camp.
- Enforces all safety and risk management policies.
- Cooperates with all members of the Camp Staff to promote a team dedicated to creating the best camp experience for all children attending.
- Participates as member of the Leadership Committee with a commitment for consistent attendance at Committee meetings.

## Appendix F

### **Job Description: Arts & Crafts Director**

The Arts & Crafts Director reports to the Program Director, and has responsibility to plan, coordinate, and oversee implementation of art and crafts programming/activities for the campers.

#### ***Qualifications***

- Bachelors Degree with major in related field or equivalent life/work experience (educations/the arts/recreational therapy).
- Extensive camping experience (in day or residential programs).
- Excellent instructional, communication and organizational skills.
- Experience serving as a supervisor of programs and staff.
- Creativity in program development and ability to manage the special needs of campers.
- Experience in planning and teaching arts and crafts activities to children.
- Ability to successfully complete wide range of arts and crafts activities, providing exemplary models to children.

#### ***Responsibilities***

- Participates in precamp planning sessions with the Activities Committee.
- Plans the art program, presents the art program for Activities Committee approval, coordinating all volunteer participants.
- Assists in purchasing and/or acquiring all needed supplies and equipment maintaining expenses within the camp budget. Arranges delivery of these supplies and equipment to Camp-In-A-Box Crew.
- Participates in organization of art supplies for the Camp-In-A-Box Crew.
- Directs and/or coordinates all art activities at camp, facilitating communication and participation of all members of the art team.
- Identifies camper needs, being flexible in meeting those needs during program presentation.
- Attends precamp volunteer orientations, conducting informational and instructive orientation as requested by the Camp Director.
- Coordinates camper and volunteer orientation of the Art Projects.
- Plans, coordinates, and implements the All Camp Group Art Project.
- Identifies camper needs, being flexible in meeting those needs during program presentation.
- Refers any behavioral or psychosocial concerns to the Mental Health Specialist.
- Maintains upbeat enthusiasm and provides positive example for entire camp.
- Enforces all safety and risk management policies.
- Cooperates with all members of the Camp Staff to promote a team dedicated to creating the best camp experience for all children attending.

## Appendix G

### **Job Description: Music Director**

The Music Director reports to the Program Director, and has responsibility to plan, coordinate, and oversee implementation of music programming/activities for the campers.

#### ***Qualifications:***

- Bachelors Degree with major in related field or equivalent life/work experience (educations/the arts/recreational therapy).
- Extensive camping experience (in day or residential programs).
- Excellent instructional, communication and organizational skills.
- Experience serving as a supervisor of programs and staff.
- Creativity in program development and ability to manage the special needs of campers.
- Experience in planning and teaching music activities to children.
- Ability to successfully complete wide range of music activities, providing exemplary models to children.

#### ***Responsibilities:***

- Participates in precamp planning sessions with the Activities Committee.
- Plans and presents the music program for Activities Committee approval, coordinating all volunteer participants.
- Assists in purchasing and/or acquiring all needed music supplies and equipment maintaining expenses within the camp budget. Arranges delivery of these supplies and equipment to Camp-In-A-Box Crew.
- Participates in organization of music supplies for the Camp-In-A-Box Crew.
- Directs and/or coordinates all art activities at camp, facilitating communication and participation of all members of the art team.
- Plans, coordinates, and implements the CKAKC Got Talent show.
- Plans, coordinates, and implements the Virtual Campfire songs/entertainment.
- Identifies camper needs, being flexible in meeting those needs during program presentation.
- Attends precamp volunteer orientations, conducting informational and instructive orientation as requested by the Camp Director.
- Coordinates camper and volunteer orientation of the Music Projects.
- Identifies camper needs, being flexible in meeting those needs during program presentation.
- Refers any behavioral or psychosocial concerns to the Mental Health Specialist.
- Maintains upbeat enthusiasm and provides positive example for entire camp.
- Enforces all safety and risk management policies.
- Cooperates with all members of the Camp Staff to promote a team dedicated to creating the best camp experience for all children attending.

## Appendix H

### **Job Description: Cabin Staff**

Cabin Staff report to the Camp Director and/or Assistant Camp Director, and have responsibility for ensure the safe participation of campers in all activities, living with campers in their cabins.

#### ***Qualifications***

- Demonstrates skills in the areas of communication, problem solving and personal responsibility.
- Past experience working with children.
- Basic first aid or CPR preferred.
- Demonstrates interest in community service or volunteer activities.
- Must love kids, and must love to have fun.

#### ***Responsibilities***

- Provide leadership and guidance to a cabin of 8 to 12 campers.
- Work together with Co-Cabin Staff member to provide consistent and unified leadership and direction.
- Cooperate with Camp Staff to create a “team.”
- Enhance the best camp experience for all children attending.
- Create a consistently positive and nurturing atmosphere for all campers, personally accepting the direct responsibility for the safety, health and general well-being of each camper.
- Interpret and enforce all safety, health and hygiene regulations for campers, assuring a safe and healthy camp experience.
- Guide the individual camper to participation in group and camp activities, assisting them in having a good adjustment to their camp experience and to each other.
- Assist with camp program activities and other camp-wide activities as assigned.
- Participate in and completes all pre-camp requirements.
- Follow all camp policies, rules and regulations as outlined in this Policy Manual and presented at training.
- Report any signs of fever, other illness or injury, or exceptional fatigue to the Camp Leadership Staff.
- Attend mandatory Camp Staff meetings.
- Accept the responsibility of camper supervision, coordinating this supervision with Co-Cabin Staff to assure the appropriate staff-camper ratios are being met.
- Plan and participate in daily cabin activities with Co-Cabin Staff and campers, being cognizant of adjusting activities according to the ability and energy level of each camper.
- Reports any of the following to the Camp Director:
  - use of alcohol, tobacco, illegal drugs;
  - abusive behaviors or language;
  - lack of adherence to safety rules or good safe practices;
  - the presence of strangers;
  - inappropriate physical contact by campers or counselors; or
  - other behavior unacceptable in a pediatric oncology camping environment.
- Participate in the end-of-session evaluation sessions (oral and written).

## Appendix I

### **Job Description: Support Staff**

The Support Staff reports to the Program Director, and has responsibility to assist where needed in any and all aspects of camp.

#### ***Qualifications***

- Experience working with children
- Strong communication and organizational skills
- Experience working as part of team
- Ability to adapt to new situations and assimilate quickly
- Ability to work in many different areas with enthusiasm and dedication
- Must love kids, and must love to have fun.

#### ***Responsibilities***

- Participates in daily activities as assigned.
- Works as part of team in any assigned area.
- Follows directions and guidance of area supervisor.
- Interacts with all campers and Camp Staff rotating through activity area and ensures participation and program success.
- Familiarizes oneself with plans for alternative and modified activities to meet different needs to campers.
- Meets daily with Camp Director to provide information, share feedback and access supervision.
- Promotes a positive climate and fosters effective teamwork among all campers in the activity area.
- Completes self-assessment and program evaluation in a timely fashion.