

V. ACTIVITIES

a) General

- i) The minimum camper to counselor ratio should be 3:1. This means if a Counselor intends to take a group of campers somewhere, the volunteer must ensure to have adequate supervision at this ratio (*i.e.*, supervising no more than three (3) campers at a time). An increased supervision ratio of 2:1 (two campers to one volunteer) is needed for higher risk, transportation, and offsite activities. This increased ratio can be obtained by requesting a staff member join the group.
- ii) Activities are for the campers. Counselors are there to assist in the activity and teach the camper.
- iii) Each person chosen as a camp volunteer should be available to lead or assist an activity, as requested by the coordinator of the activity and/or the Camp Director or his designee.
- iv) 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.
- v) 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 all equipment needed for his/her activity. Safe care and storage of the equipment is included in this responsibility.

- vi) 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.
- vii) Each counselor is a partner with the leaders of the activity in camper behavior management and promotion of safety.
- viii) 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.

b) Off-Site Excursions and Campers in Public Places

- i) It is mandatory that all camp personnel and campers wear their name tags at all times, and especially on off-site excursions. The name tags shall include a CKAKC emergency phone number.
- ii) The Camp Director will explain the safety practices and emergency procedures before off-site excursion that is specific to that activity site. All participating volunteers must be trained in the procedures before attending the event.
- iii) Counselors will remind campers of the following:
 - Necessity of staying with your cabin group or other group as defined for that activity, including visits to a public restroom.
 - The predefined meeting place in the event of a lost camper or other emergency, which is specific to site location.
 - If you become separated from the group, stay in a safe place and attract the attention of a police officer or other authority figure and show them identification and emergency contact information on your name tag.
 - Identify the leader of each activity on the offsite excursion and reinforce the expectation that the leader will be given respect and attention to instructions.
 - The appropriate transportation procedure and policies for the activity.
 - Any stranger approaching a camper, or any situation where a camper feels uncomfortable, should be immediately reported to their counselor or volunteer nearby.
 - Respect the environment around you. Help with gathering and removing trash at every off-site location as well as the transporting vehicle.
 - Quiet and respectful behavior will be expected in all public areas, such as the hotel elevators, lobby, and hallways, and activity sites where subdued and considerate manner is appropriate.
 - Campers and staff are reminded not to share medical information with a visitor or with a stranger, onsite or offsite. Anyone requesting information about the campers, staff or group is referred to an administrative staff member or the Camp Director.
- iv) An appropriate restriction on the number of people participating in an event, depending on the area or site of the activity, will be determined by the Camp Director.
- v) An experienced and trained leader will lead each off-site excursion. This person will be familiar with the off-site excursion area and will know and enforce camp safety policies.
- vi) Campers are supervised at all times, with the offsite camper: staff ratio of 2:1 strictly enforced. Additional staff persons are assigned if the activity requires a lower ratio.

- vii) If a camper wanders off or gets lost, a volunteer with a radio or telephone is immediately notified who will notify the Camp Director and all approved staff with a radio or cell phone. All campers and staff gather in the predetermined area, and the lost camper procedure is implemented. If the child is not found within 10 minutes, staff will implement emergency procedures with local authorities as outlined in the Crisis Management policies.
- viii) The Off-Site Activities Check List (*see* Appendix E) shall be completed for every off-site excursion. The Camp Director and other appropriate staff on the off-site excursion as well as any volunteer who might remain at camp shall have a copy of the Off-Site Activities Check List. They shall be aware of the times for departure and return, the destinations and route to be taken.
- ix) Strict adherence to all transportation policies will be enforced.
- x) Each volunteer must carry camp and all emergency phone numbers.
- xi) In the event of weather, traffic or other situations that impede the trip, the Camp Director and/or the volunteer who remained at camp will be notified.
- xii) The presence of a medical staff person is mandatory on every vehicle transporting campers and at every excursion off-site with a stocked first aid kit. Copies of all health and medical treatment release forms shall accompany every off-site excursion. The medical staff shall be in charge of all medical emergencies.
- xiii) Food and water appropriate for the length of time away from camp will be taken for all participants.
- xiv) All campers must listen to their counselors while on trips and obey all laws. All camp policies including the discipline policy apply on trips.

c) Public Pool

- i) Campers are only allowed to swim when there is a lifeguard on duty that is certified by a nationally-recognized certifying body. A member of the medical staff will always be in attendance when anyone is at the pool and will have a First Aid kit readily accessible.
- ii) The public pool staff will also assess water hazards and determine appropriate swimming conditions.
- iii) All participants will be instructed in the policies before going to the pool. Volunteers stay with the group at all times with a camper/volunteer ratio of 2:1 maintained.
- iv) Campers must stay together with their cabin group on route to the pool or returning to their cabins from the pool.
- v) CKAKC trained staff will evaluate the site and determine what activities are appropriate for the group.
- vi) All participants will be informed as to the boundaries of the areas to be used before getting into the pool.

- vii) Counselors will be informed of the camper's swimming ability or restrictions as listed on the Camper Application. Counselors will check with a member of the medical staff prior to allowing a camper to swim to ensure that the camper's health will not be endangered. Ports and IV's may limit a camper's ability to swim. The medical team will be aware of swimming limitations from the camper's application and will relay these limitations to the counselors.

VI. TRANSPORTATION

a) General

Camp Vehicle Definition: A Camp Vehicle is a vehicle that is rented, on loan, or provided with a driver for the duration of camp, including training days. This Camp Vehicle will be under contract for use by CKAKC. Camp vehicles will not be owned by a volunteer.

- i) Parent or guardian will be responsible to deliver his/her camper to CKAKC, as instructed and at the registration time given in pre-camp correspondence.
- ii) The Camp Director and/or his designee on the Programming Committee shall have the responsibility of procuring camp vehicles to have on hand from the first day of training through the last day of camp.
- iii) Vehicles should carry only the number of passengers specified by the vehicle manufacturer. Each passenger must wear a seatbelt, if provided, and remain seated while the vehicle is in motion. The specified camper to volunteer ratio must be maintained as 2:1 during transportation. A member of the medical staff with a first aid kit must be present in each vehicle transporting campers. Extra volunteers and/or aides must be present for campers with disabilities, based on ratios established for persons requiring additional assistance or supervision.
- iv) Copies of the relevant health information and permission to treat forms for campers and volunteers must accompany every transport.
- v) Persons in wheelchairs must be seat-belted into wheelchairs that are in locked positions and secured to vehicles. As an alternative, a person in a wheelchair must be removed from the wheelchair and seat-belted into a seat on the vehicle.
- vi) Passengers should be instructed in the following safety procedures prior to transporting:
 - (1) Passengers should remain seated at all times with hands and arms inside vehicle.
 - (2) Seatbelts should be fastened – one person per seatbelt.
 - (3) Noise levels should be such as to not distract the driver.
 - (4) There should be no throwing of objects or other disruptive behavior.
 - (5) Passengers should enter and leave the vehicle under the direction of a volunteer.

- (6) If the vehicle makes an emergency stop, passengers should follow directions of the volunteer in charge. Counselors will keep their campers together if leaving the vehicle.
- vii) Every vehicle used to transport campers and volunteers should be equipped with emergency accessories, such as fire extinguisher and reflectors.
- viii) A volunteer with a cell phone for emergency communication will accompany every vehicle on every transport.
- ix) The camp will contract for bus transportation to off-site activities. A Camp Vehicle shall be used as a support vehicle on all off-site excursions where the primary mode of transportation for the campers is a bus.
- x) In the event a passenger becomes ill, the following procedure will be implemented:
 - (1) The Medical Staff member present shall be responsible for administering any first aid as needed.
 - (2) Contact camp about the camper or return to camp as soon as possible and have the camper check in with the Medical Director or the medical staff.
- xi) Volunteer cars are to be parked in designated parking areas and are not to be driven during camp without the permission of the Camp Director.
- xii) The parent or guardian designated in the Camper Application shall be responsible for picking up their camper at the end of camp at the location and on the date and time designated in the pre-camp correspondence.

b) Camper Loading and Unloading

- i) Counselors, with the assistance of other volunteers, shall ensure the mandatory camper: volunteer ratio of 2:1 for transportation and off-site excursions.
- ii) Counselors must allot enough time for the transition from their cabin to the bus so that the departure time on the master schedule can be met.
- iii) Campers travel as a team from their cabin to the elevator exiting “camp.” Counselors shall verify all campers in their cabins are present before giving permission to press the elevator call button.
- iv) Counselors will make a plan for their group to divide for the elevator ride and gather again at the bottom of the elevator before proceeding.
- v) Cabin teams shall stay together during the transition from the elevator to the location of the camper transport vehicle.
- vi) Quiet and respectful behavior will be expected in all public areas, such as the hotel elevators, lobby, and hallways, where a subdued and considerate manner is appropriate.

- vii) A member of the Administrative Staff will be at the bus boarding area and will list everyone boarding the bus on the Off-Site Activities Checklist. This will include all volunteers and campers.
- viii) Every time the bus is loaded, those listed on the Off-Site Activities Checklist will be checked-off as entering the bus.

c) Vehicle Accident and Breakdown Procedures

- i) In the event of an accident involving a Camp Vehicle, the most senior member of the administrative team and the member of the medical staff shall be in charge.
- ii) The medical staff shall assess passengers for injuries. They will determine if first aid is required on site or if anyone has injuries that require transportation to a medical facility. They will facilitate the use of the support vehicle or an ambulance called to the scene.
- iii) The senior administrative team members will assess the situation, summon emergency personnel, if appropriate, and use common sense to determine the best course of action. The passengers will be instructed when or if to exit the vehicle, keeping the cabin groups together. Uninjured passengers will be grouped together in an area safe from oncoming traffic to await instructions and/or alternate transportation. Campers must be supervised by volunteers at all times.
- iv) Cooperate with all authorities in reporting the circumstances of the accident.
- v) Be cognizant of the safety and protection of the campers from any intrusion into their privacy.
- vi) Obtain names, addresses, and telephone numbers of any witnesses and location where any police reports will be filed.

VII. SAFETY AND SAFE STORAGE

a) Weapons

Weapons are not allowed at camp. If any weapons are brought to camp they will be turned in to the Camp Director and locked up.

b) Personal Property

Counselors may desire the use of personal items, such as musical instruments for activities. They should be kept out of reach of campers and used only by the Counselors. Exceptions can be made under the Counselors' direction for use by campers during activities (for example, skits and songs). The camp is not responsible if there is loss or damage to such items, and the Counselors assume the risk of bringing such items to camp.

c) Animals

Animals, other than for the use in programs, are not allowed at camp unless discussed with and approved by the Camp Director.

d) Vehicles

Volunteer's vehicles are to be kept parked and locked for the duration of the camp, unless the volunteer is part-time. Volunteer's vehicles are not allowed to be used for camp purposes.

e) Cell Phones & Other Electronic Devices

Cell phones and other electronic devices should not be used by campers. These items should be turned over to the Camp Director for safekeeping. They will be returned on the last day of camp. Cell phones should only be used by cabin counselors during times they are relieved from their duty by a relief counselor and are away from their cabin group. Administrative staff may use cell phones only as they pertain to their duties at camp, during emergencies, or for communication with other staff. The preferred method of communication among administrative staff will be radios. Camp radios are to be used only by camp volunteers, not by campers.

f) General Site Safety

CKAKC only uses properly maintained facilities. Prior to the arrival of volunteers or campers, the Camp Director, or other designated staff member, will visually inspect each room to be used by CKAKC for potential hazards. In the event a dangerous or hazardous item or state is found in any of the inspected facilities, the maintenance personnel will be notified immediately and asked to take immediate action to remediate the hazard prior to camper use.

VIII. CAMPERS

a) Rules

A “Camper Contract” is included in the camper application, which the camper must review and sign. Counselors 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. The parent or guardian must transport any child dismissed from camp within 24 hours.

- i) Campers may not smoke, drink alcoholic beverages, chew tobacco or use non-prescribed or illegal drugs.
- ii) Campers may not allow or participate in any inappropriate touch or sexual behavior.
- iii) Campers may not keep guns, ammunition, firecrackers, knives, sling shots or any other type of potentially dangerous equipment.
- iv) Campers may not write, carve upon, or otherwise disfigure or vandalize cabins, furniture or any other camp property. This includes other camper’s and staff’s belongings.
- v) Campers may not take, steal, or borrow other people’s possessions without permission.

b) Guidelines

Guidelines are rules that, if broken, will be dealt with according to the camp’s discipline policy. These guidelines and the consequences for breaking them will be explained to the campers at the beginning of each camp.

- i) Campers may not have candles, lanterns or other types of fire in cabins.
- ii) Campers may not enter other cabins unless invited. “Friendly” cabin raids are allowed when supervised by counselors. Campers must respect the property of others.
- iii) Campers make friend, not “boyfriends” or “girlfriends.” Respectful touch will be enforced. Hugging has many benefits and is permitted, but anyone’s desire to refrain from hugging will be respected. There is no tolerance for inappropriate touch.
- iv) No one at the swimming pool except at designated times and as supervised by a counselor and a certified lifeguard.
- v) Campers must be with counselors at all times.
- vi) Campers may not use foul language, curse, name-call, or excessively tease.

vii) No cell phones or other electronic devices are allowed at camp. Campers are not allowed to use CKAKC telephone without permission of the Camp Director or Child Life Specialist.

viii) Campers must follow the instructions of counselors at all times

c) **Duties**

Campers are responsible for the following duties:

i) Keeping clothes and other belongings in order.

ii) Keeping the camp clean and picking up litter.

iii) Taking good care of camp equipment, putting equipment away after use, and helping counselors clean up after activities.

iv) Being on time for meals.

v) Being conscientious about personal cleanliness.

vi) Participating with the cabin team in activities and skits as physical ability allows.

vii) Rotating through table set-up and dining hall clean up as may be required.

d) **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 physical force

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 Child Life Specialist or Social Worker, 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" 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 the Counselor Coordinator 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 Counselor Coordinator is informed, who will speak with the Camp Director and 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 who will be asked to come to camp to pick up their child immediately. The camper will be released only to the person or persons designated by the parents or guardian.

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 counselors. 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 Child Life Specialist or Social Worker 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.

e) **Consent and Release of Campers**

Written records will be kept on camp premises for all campers, and will include names, addresses, and phone numbers of their parents or legal guardians, as well as all parental consent forms. All campers will be released only to a legal guardian or substitute as indicated on the Camper Application Consent Form.

f) **Attendance**

Many campers' medical conditions preclude their camp arrangements from being finalized until the last minute. Every effort to be flexible will be made to make it easier for children to attend at the last moment, with doctor's approval.

On arrival day, a final camper attendance roster will be compiled and checked against the camper enrollment list. The Camp Director or his designee will contact the guardians of all campers who no-show, to verify that their absence from camp is correct.

Revisions in cabin assignments will be noted and discussed with all counselors and medical staff. Updates will be made in all written records before the end of the first full day of camp.

Counselors will be given a Schedule and will be responsible for camper's attendance at designated activities, taking into consideration each camper's physical ability to participate and camper input in activity choices.

g) **Personal Records**

All personal and medical records will be kept in the possession of the medical staff and ultimately filed after camp with the Administrator and will be considered confidential. Information will be released on a need-to-know basis, under the discretion of the medical staff. The medical consent form, if signed by each camper's parent or guardian, allows photos taken at camp to be used in publicity; however, 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.

IX. HEALTH AND SECURITY

a) Health Guidelines

- i) Counselors must immediately report to a member of the medical staff if a camper shows signs 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).

Note that this list is necessarily incomplete, so err on the side of requesting medical staff assistance in any circumstance where a question as to the health or safety of the camper exists.

- ii) In case of serious illness, the Crisis Management & Emergency Protocol (discussed in Section X below) should be followed.
- iii) Sharing of clothes or towels should be discouraged.
- iv) Sharing of drink bottles, bites of food, etc., is not allowed.

- v) Counselors should encourage campers to drink plenty of water. Water is available at all times. Those leaving the immediate camp facility for an organized activity must have a sufficient supply of water with them.
- vi) Campers and staff are to wear sun screen when outdoors.
- vii) “Cabin Time”, at least one hour of quiet time at midday, is provided for campers daily.
- viii) All medication will be stored in the “Med Shed” and under control of medical staff.

b) Camp Security

Prior to the arrival of camp, the Camp Director, Assistant Camp Director, and others, as invited, will review the site with the hotel’s Director of Security to discuss any security procedures or concerns. A camp security plan will be included in pre-camp training. This will include instructions to volunteers and campers to be aware of intruders and escort all strangers to the Camp Director.