



## **ACA Associate Visitor Training**

### **Mock Visit Toolkit 2017**



## Mock Visit –Short Version

As an option to an actual “full” blown mock visit – using acres of land and hours of time. Use indoor space and have “stations” representing places in camp, where associate visitor candidates participate in improvisational role plays where they practice gathering information and asking questions – for specific standards. Simple props can be used as necessary.

Mock visit players should even be instructed to act in prescribed manner (you can assign and/or improvise these personalities). There are even some non-program staff, some campers, and a neighbor in the list of players that you could include in the scenes.

After the stations the group moves to a practice scoring session. Where candidates each practice scoring some standards with the Instructors acting as the camp director – and improvising a variety of director personalities such as: Bossy, not allowed to take a no, trying to keep things off topic, buddy-buddy, know-it-all veteran, the “I’ll tell you how to score” director, deer in headlights director, unprepared director, etc.

## The Mock Visit Players

Name	Role/Title
Marsha Mellow	Camp Director/Owner
Graham Kraker	Program Director
Bill Ding	Maintenance and Property Director
Bea A. Ware	Waterfront Director
Tad Pohl	Assistant Waterfront Director (Red Cross Trainer)
Chris P. Nugget	Dining Hall Director
Brock Lee	Head Cook
Justin Thyme	Outdoor Skills and Overnights Director
Eileen Dover	Ropes Course Director
Sue Daphed, RN	Health and Wellness Center Director
Jula Joop	Sports and Field Games Director
Art Painter	Arts and Crafts Director
Constance Noring	Staff Person
Anita Shower	Staff Person
Allie Gater	Camper
Sue Duhnymn	Camper
Zour Krabappel	Nosy, bothered neighbor

**Stations:** “Players” are to have copies of any policies and procedures included in this toolkit for their preparation. Their responses will reflect what is in this toolkit and should only pertain to the standards listed.

<b>Activity/Location Represented – and Player</b>	<b>Info “Player” will be SURE to convey to Visitors if asked; or use of a special prop should be seen. <u>Customize for your situation</u></b>	<b>While Scoring this station – “Player” will</b>
Waterfront – Canoeing with Bea A. Ware and Tad Pohl		Is a know-it-all
Kitchen – With Chris P. Nugget		Scared to take a “NO” – wants to correct everything – even non-mandatory standards
Camp Craft/Overnights with Justin Thyme		Unprepared
Ropes Course with Eileen Dover		Chatty – strays off topic (hard to get info from her)
A camp vehicle –w/ Bill Ding (set some chairs up to be a car/van/bus)		Old veteran telling you how to score
Health Center with Sue Daphed, RN		Very “by the book”
Out and About with staff Constance Noring and/or Anita Shower		

Visitors will only seek information for specific standards listed below—there simply is not time to do more.

Station	Standards
Waterfront	*PA.1 Supervisor qualifications & documentation of skills *PA.5 First Aid - CPR PA.27 Watercraft instruction PA.29 Watercraft maintenance PA.21 Watercraft rescue skills
Kitchen	SF.19 Refrigerator charts SF.17 Food Service Supervisor documentation SF.20 Dishwasher temperature charts
Specialized Program- Overnights/Campcraft skills	*PD.9.1 Stoves PD.12 Supervisor qualifications PD.15 Staff skill verification PD.16 Supervision of Activity Leaders PD.23 Operating procedures
Specialized Program – Ropes Course	PD.13 Challenge Supervisor PD.15 Staff skill verification PD.23 Operating procedures PD.24 Annual Inspection PD.17 First Aider
Vehicle	TR.7 Accident Procedures TR.8 Safety Procedures TR.12 Mechanical Evaluations TR.13 Safety Checks TR.15 Training for Drivers
Health and Wellness Center	HW.5 and HW.23 Health History HW.9 Permission to Treat Forms HW.11 Health Care Policies/Procedures HW.26 Emergency Care Personnel for User Groups
Campers and or Staff HR Standards	HR.8 Procedures for Camper Supervision HR.8B One on One Camper/Staff Interaction HR.16 Behavior Management Procedures

## **Mock Visit Toolkit**

### **Canoeing**

- Camp has a small lake and offers canoeing on site
- Senior campers may opt to take a one-day canoe trip on a nearby river
- Watercraft supervisor is a specialist with various counselors with Lifeguarding certification who assist

### **Written documentation:**

- \*PA.1 Supervisor qualifications & documentation of skills
- \*PA.5 First Aid – CPR/AED
- PA.27 Watercraft instruction
- PA.29 Watercraft maintenance
- PA.21 Watercraft rescue skills

British Canoe Union

Jacqui Robertson has completed



Level 2 Coach Training  
Flat Water and Moving Water

August 31, 2016

Fiona Wales, Instructor Trainer

American Red Cross



Jacqui Robertson has completed

Lifeguarding – Waterfront  
First Aid & CPR

May 28, 2016

Tad Pohl, Instructor Trainer

American Red Cross



Jini Knauft has completed

Lifeguarding – Waterfront  
First Aid & CPR

May 28, 2016

Tad Pohl, Instructor Trainer

American Red Cross



Latoya Armstronge has completed

Lifeguarding – Waterfront  
First Aid & CPR

May 28, 2016

Tad Pohl, Instructor Trainer



American Red Cross



Anya Betts has completed

Lifeguarding – Waterfront  
First Aid & CPR/AED

May 28, 2016

Tad Pohl, Instructor Trainer

American Red Cross



Gordon Garner has completed

Lifeguarding – Waterfront  
First Aid & CPR/AED

May 28, 2016

Tad Pohl, Instructor Trainer

American Red Cross



Dianne Hayes has completed

Lifeguarding – Waterfront  
First Aid & CPR/AED

May 28, 2016

Tad Pohl, Instructor Trainer

# **Camp Happy Days**

## **Camp Waterfront Program**

### Operating Procedures

#### **General**

1. The Waterfront Director is responsible for scheduling qualified personnel for the pool and canoeing program during operation of the summer camp.
2. Each aquatic activity shall be staffed by certified lifeguards in accordance with the ratios established for the activity. There must be a person or persons certified in Standard First Aid and age-appropriate CPR and a stocked first aid kit at each aquatic activity.
3. A watcher is on duty to assist the lifeguards in maintaining safe supervision of campers.  
Don't do: reading, sunbathing, long conversations, letter writing, or other activities that distract from camper supervision. Watchers have been oriented to their responsibilities and have demonstrated elementary forms of non-swimming rescue.
4. Campers and staff must follow all safety rules as posted at waterfront areas. Staff accompanying campers are expected to assist in enforcing rules.
5. The buddy system is always in use at the waterfront areas.
6. If severe weather approaches (thunder and lightning) all waterfront areas will be closed and campers must leave the area immediately. Other weather conditions (fog, high winds, mist) which may close down the waterfront areas will be up to the discretion of the Waterfront Director and/or Camp Director and/or Program Director.
7. Staff will be trained in and demonstrate non-swimming rescues during pre-camp and will be oriented to their responsibilities as watchers. Emergency procedures will be periodically rehearsed throughout the season at the direction of the Waterfront Director.

#### **Lake**

1. Staff will be instructed in basic small craft safety rules and emergency procedures during pre-camp training.
2. All campers and staff must properly wear a personal flotation device (PFD) while in a canoe.
3. All canoes and equipment should be inspected on a regular basis and any repairs reported immediately to the waterfront director. PFDs are given a safety check immediately prior to use.
4. All campers are instructed in safety rules and given basic canoeing instruction, including dry land practice before going out on the lake. Training to include:
  - a. Self-rescue in case of capsize or swamping
  - b. Boat handling, boarding, debarking, trimming, loading, and changing positions
  - c. Donning and use of PFD
5. Safety rules to be reviewed and enforced
  - a. Must wear PFD
  - b. No horseplay
  - c. No standing in canoes
  - d. Paddle on opposite sides
6. No swimming is allowed in lake at any time
7. An additional staff member (watcher) must always be present on the shore
8. Buddy system must be used while on the lake
9. There will be one certified boating instructor for each six boats on the lake. The overall ratio of one staff person for each ten participants must be maintained at all times.
10. Wheelchairs in the lake area must have the brake set and a wooden block in front of the wheel to prevent accidental rolling. Only staff trained in their use may assist persons with restricted mobility as they transfer from the wheelchair to a canoe.

#### **Staff Use of Aquatic Facilities**

Staff may not swim unless a certified lifeguard is on duty on the deck. At the lake the guard may be supervising from the shore or in a canoe. The guard must be attentive to duties!

# CERTIFICATE OF COMPLETION

Chris P. Nugget

ASSOCIATE DEGREE CULINARY ARTS BAKING & PASTRY ARTS

CULINARY INSTITUTE OF VERMONT



PRESENTED BY:

*Chef Ardee*

ON THIS DAY:

*May 3, 2017*

**Kitchen:**

- Co-ed camp – 125 campers, 30 staff
- Serving 155-160
- Head cook with two assistant cooks
- 4 dishwashers
- Campers help set tables

**Written documentation:**

- SF.19 Refrigerator charts
- SF.17 Food Service Supervisor documentation
- SF.20 Dishwasher temperature charts

# CAMP HAPPY DAYS

## Refrigeration Unit Temperature Chart

Location: Kitchen Walk-in Refrigerator

Week Dates	Day	Time	Temp°F	Recorder	Action
7/1	Sun.	7:00 am	38	LG	
7/2	Mon.	6:58 am	38	GP	
7/3	Tue.	7:10 am	38	GP	
7/4	Wed.	7:00 am	47	GP	Called Scott Refrig. for repair
7/5	Thurs.	7:00 am	38	GP	
7/6	Fri.	6:35 am	38	GP	
7/7	Sat.	7:00 am	38	LG	
7/8	Sun.	7:00 am	38	LG	
7/9	Mon.	8:05 am	38	GP	
7/10	Tue.	7:00 am	38	GP	
7/11	Wed.	7:00 am	38	GP	
7/12	Thurs.	7:10 am	38	GP	
7/13	Fri.	7:00 am	38	GP	
7/14	Sat.	6:45 am	38	LG	
7/15	Sun	7:00 am	38	LG	

## CAMP HAPPY DAYS

### Refrigeration Unit Temperature Chart

Location: Kitchen Reach-in Refrigerator

Week Dates	Day	Time	Temp°F	Recorder	Action
7/1	Sun.	7:00 am	38	LG	
7/2	Mon.	6:58 am	38	GP	
7/3	Tue.	7:10 am	38	GP	
7/4	Wed.	7:00 am	36	GP	
7/5	Thur s.	7:00 am	38	GP	
7/6	Fri.	6:35 am	38	GP	
7/7	Sat.	7:00 am	38	LG	
7/8	Sun.	7:00 am	38	LG	
7/9	Mon.	8:05 am	38	GP	
7/10	Tue.	7:00 am	38	GP	
7/11	Wed.	7:00 am	38	GP	
7/12	Thur s.	7:10 am	38	GP	
7/13	Fri.	7:00 am	38	GP	
7/14	Sat.	6:45 am	38	LG	
7/15	Sun	7:00 am	38	LG	

## CAMP HAPPY DAYS

### Refrigeration Unit Temperature Chart

**Location: Health Center**

Week Dates	Day	Time	Temp.	Recorder	Action
7/1	Sun.	7:00 am	38	MP	
7/2	Mon.	6:58 am	38	MP	
7/3	Tue.	7:10 am	38	MP	
7/4	Wed.	7:00 am	40	MP	
7/5	Thurs.	7:00 am	38	MP	
7/6	Fri.	6:35 am	38	MP	
7/7	Sat.	7:00 am	38	MP	
7/8	Sun.	7:00 am	40	MP	
7/9	Mon.	8:05 am	38	MP	
7/10	Tue.	7:00 am	38	MP	
7/11	Wed.	7:00 am	38	MP	
7/12	Thurs.	7:10 am	38	MP	
7/13	Fri.	7:00 am	40	MP	
7/14	Sat.	6:45 am	38	MP	
7/15	Sun	7:00 am	38	MP	

## **OVERNIGHTS**

- Activity specialist in charge of area with assistance from various counselors who have experience/interest in the area
- All cabins cook out and sleep out at least one time per 2-week session
- Campers may elect to sign up for other activities in outdoor cooking, campcraft and tool craft

### **Written Documentation:**

\*PD.9.1 Stoves

PD.12 Supervisor qualifications

PD.15 Staff skill verification

PD.16 Supervision of Activity Leaders

PD.23 Operating procedures



**Delaware State University  
PO Box 10  
Smithville, DE 30000**

April 15, 2017

To Whom It May Concern:

Justin Thyme completed the course, Advanced Outdoor Skills during the spring semester of 2015, at Delaware State University. Prerequisite for this course was completion of ADV 200: Basic Outdoor Skills. Upon completion of this course, each student was required to participate in a three-day backpacking trip on the Appalachian Trail.

I personally observed Justin and can attest to his strong background in outdoor skills. He will be an asset to Camp Happy Days this summer.

Sincerely,

Juan Touf Dood

Juan Touf Dood, , PhD  
Department of Leisure Studies

**Camp Happy Days  
Observation of Activity Leader**

Name/Title of Staff Observed: Sally Mander Activity: Overnight

Date: 7/1/17 Time(From/To): 6:00-6:30 pm

Name/Title of Supervisor: Justin Thyme, Outdoor Living Specialist

Rate the staff member according to the following criteria. Circle the "0" if the question addresses something that is not observed in the time of the observation or is not applicable to the specific activity/area observed. Circle "1" for a poor rating, "2" for an adequate performance, and "3" for excellent performance by the staff member. Make comments including encouragement, praise, suggestions for improvement, expectations, necessary corrections, etc.

1. Did the staff member orient the participants to the activity with clear instructions on procedures, equipment, safety, and behavioral expectations? 0

1                      2                      3

Comments:

2. Did the staff member enforce general camp safety regulations, as well as those of the specific activity/area?

0                      1                      2                      3

Comments:

3. Were adequate instructions given in a clear and understandable manner--appropriate to the age and skill level of the participants? 0                      1

2                      3

Comments: *Several campers lost interest and were horsing around*

4. Did the staff member monitor participants closely as they developed competency? Did the staff member continue to provide adequate supervision as the participants progressed in the activity?

0                      1                      2                      3

Comments:

5. Were any/all potential hazards identified and managed effectively by the staff member?

0                      1                      2                      3

Comments: *Kristin noticed rake laying across path and moved it.*

6. Were emergency procedures applied appropriately?

0                      1                      2                      3

Comments:

7. Does the staff member interact with the participants in an appropriate and respectful manner, focusing on the needs and interests of the participants?

0                      1                      2                      3  
 Comments:

8. Does the staff member use positive behavior management techniques according to the camp's written procedures?

0                      1                      2                      3  
 Comments:

9. Does the staff member's performance meet the expectations addressed in the job description and personnel policies? 0

1                      2                      3  
 Comments:

10. At what level would you rate the staff person on the following attributes?

maturity	0	1	2	<u>3</u>
proficiency in activity	0	1	<u>2</u>	3
enthusiasm	0	1	2	<u>3</u>
cooperation with other staff	0	1	2	<u>3</u>
use/storage of equipment	0	1	2	<u>3</u>
assessing size/skill level of participants	<u>0</u>	1	2	3

Justin Thyme, 7/1/17  
 Signature of Supervisor/Date

Sally Mander, 7/1/17  
 Signature of Staff/Date

**Camp Happy Days**  
**OUTDOOR LIVING SKILLS VERIFICATION**

Staff names:  X if OK 0 if Needs Work	Sally Mander	Mark Martinez	Eleanor Smith	Jessica Gonzalez	Terry Patterson	Elaina Graavitt
can give clear orientation to participants	X	x	x	x	x	x
can operate and maintain a propane stove	x	x	x	x	x	x
can plan a menu and place a food order	x	x	x	x	x	x
can prepare and store food safely	x	x	x	x	x	x
can check equipment for safety	x	x	x	x	x	x
can clean and sanitize food utensils after use	x	x	x	x	x	x
can demonstrate minimum impact procedures	x	x	x	x	x	x
can set up a tent	x	x	x	x	x	x
knows emergency and accident procedures	x	x	x	x	x	x
demonstrates adequate level of skill proficiency	x	x	x	x	x	x

Instructor: Justin Thyme

Date: June 10, 2017

# **CAMP HAPPY DAYS**

## **Overnight Procedures**

Overnights are an exciting adventure and a part of the total camp program. Campers enjoy the opportunity to “camp out” during camp. Overnights are very relaxing and a nice change of pace from the regular camp routines. The challenge of packing out, cooking, and setting up a new living area can be socially and physically rewarding. Overnights are to take place on the camp property.

A camper’s readiness will determine if he/she can participate in a trip away from the main camp area. The program may be planned to have all or part of the campers participate in the activity. Some things you may look for in evaluating readiness are:

- can manage with little or no privacy
- can cope with darkness, night noises, spiders, and bugs
- can contribute to the meal preparation and clean up
- can pack and repack personal possessions
- has physical stamina necessary for planned program
- wants to go and have fun

There must be two staff members for each group of campers at an overnight site.

### **Camper Orientation**

Prior to leaving main camp, conduct an orientation meeting with the campers participating in the overnight. Review the safety regulations outlined for outdoor cooking, hiking, and general camp activities and following safety precautions.

1. Let them know that you will be establishing and clearly defining boundaries for “in camp.” Campers must have permission to leave the “in camp” area. When you arrive at the site, they will be expected to help organize your campsite — wood pile, food storage, trash container, cooking equipment, dishwashing area, sleeping area, etc. Be sure everyone knows where things are.
2. Review the importance of the buddy system. Be sure campers know how to find the staff sleeping area and assure them it is okay to wake you if they have concerns.
3. Identify which staff member will be responsible for first aid and medications.
4. Review with the campers what they are supposed to do if they become separated from the group. (See Hiking Procedures.)
5. Remind campers of their responsibilities toward protection of the environment . . . stay on trails, use only downed wood for fires, let wild flowers complete their bloom cycle, dispose of trash properly.
6. When other overnight groups are in the same general area, be courteous. Loud singing, shouting, and games may disturb others.
7. Instruct campers to notify staff immediately if they see an unfamiliar person in the camp area.

## Health and Safety Procedures

1. A staff member currently certified in first aid and CPR must accompany each group. Prior to leaving main camp, confer with the health-care supervisor regarding health concerns or routines for campers and staff on the trip.
2. Take the unit first-aid kit and the lockable medicine storage box on the trip. If hiking to the site, check out a hiking first-aid kit from the health center.
3. Obtain a walkie talkie by signing it out from the camp office. Return it immediately after the trip.
4. In case of an accident, remain calm, take command, and give clear instructions. Follow your Emergency Procedures. Contact main camp via walkie talkie.
5. The staff must be especially aware of maintaining the health, safety, and sanitation practices covered in the training.
  - All equipment, containers, and cooking utensils used to prepare food are kept clean and sanitary.
  - Food is stored in a manner to prevent spoilage and contamination.
  - Water is never used from unapproved sources. Water brought from camp is safe. Ask questions before using any other water source. Do not use water from ponds or streams unless it is purified.
  - Waste disposal is carried out in an environmentally sound manner.
  - Stoves are checked and in sound operating condition.
6. Campers must have demonstrated maturity and a sense of responsibility and must be instructed in the proper use and care of propane stoves before they are allowed to use them. Staff are responsible to carefully supervise use of stoves.

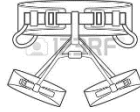
### **Ropes Course**

- Camp has a ropes course with both high and low elements
- Supervisor is on the year-round staff and counselors trained before camp assist him
- Ropes course activities are offered fall and spring to groups with the camp providing instructors

#### **Written documentation:**

PD.13 Challenge Supervisor  
PD.15 Staff skill verification  
PD.23 Operating procedures  
PD.24 Annual Inspection  
PD.17 First Aider

**Challenge Course Construction, Inc.**



**Eileen Dover**

**is certified as**

**Level 1 Challenge Course Instructor**

**Matthew Sorenson , Trainer**

**April 6, 2017**



## **CAMP HAPPY DAYS CHALLENGE COURSE PROCEDURES**

### **General**

Remember that it is the process, rather than the end product, which is the most important facet of the challenge course experience. Time must be set aside for evaluation and exchange of ideas after participation.

Goals of the challenge course are:

1. To increase the participants' sense of personal confidence
2. To increase mutual support within the group
3. To develop an increased level of agility and physical coordination
4. To have fun

Staff will be instructed during pre-camp in the areas of safety procedures and teaching techniques by an experienced challenge course instructor. The counselors will be observed to verify confidence and necessary skills. No staff member may supervise campers at the challenge course unless they have gone through this training and their skills have been documented.

Two staff members must accompany each group, one of which must be first-aid certified. Take a walkie talkie and check out in the office before you leave. There is a first-aid kit stored with the helmets.

The maximum number of campers allowed at the challenge course site at one time is 10 per trained adult. Staff must directly supervise each element, no "free play."

Units sign up for times at the challenge course on the program sheets. Facilities are to be used only during daylight hours.

### **Participation Requirements**

Campers who are in 3<sup>rd</sup> grade or above may participate in challenge course activities. All campers will participate in proper stretching and flexing exercises just prior to using any of the elements. All campers will receive instruction and be carefully supervised until competency is demonstrated in proper spotting and falling techniques prior to any use of elements at the challenge course. Prior to use of any elements, campers must complete a minimum of four trust/team building activities.

### **Safety Considerations**

Staff are responsible to assure that spotters are located in positions from which they can continuously observe the activity and quickly assist the participant. Helmets must be worn by all participants—spotters as well as those on the elements. Check sizing of helmets and spray helmets before use. Store in cabinet and lock before leaving.

Notify the health-care supervisor when lice spray or first-aid contents need replacing. The next group going to the challenge course will take the supplies.

In case of accident, remain calm, take command, and give clear instructions. Follow the Emergency Procedures. Do not move victim if there is any possibility of back or neck injury.

The camp maintenance staff are responsible for the upkeep of the challenge course. They check it regularly. Staff leading activities should also do a safety check prior to each use. Complete a maintenance request form if you believe one of the elements needs attention. Be specific. Do not use any element needing repair.

### **Program Activities**

All campers must be given instruction before use of each element. Suggestions for stretching activities, teaching spotting and falling, trust/team building activities, and descriptions of the elements at the challenge course are in the manual for leading challenge course activities.

**Challenge Course Construction, Inc.**  
**PO Box 45**  
**Jonesville, VA 33333**

April 11, 2017

Dear Mr. Bill Ding:

We have inspected the high and low elements of the ropes course at Camp Happy Days. We have found that all elements are in good repair and ready for use. We recommend that your staff place additional sawdust beneath the low elements.

We have reviewed the log book for equipment use. Ropes #14 and #17 should be retired. We recommend that you purchase at least six new carabineers and three new harnesses.

If we can answer any further questions, please contact me.

Sincerely,

*Matthew Sorenson*

Owner, CEO

**American Red Cross**

Certificate of Completion



Eileen Dover

First Aid and CPR/AED

Tad Pohl, Instructor Trainer

May 3, 2017

# CAMP HAPPY DAYS

## Ropes Course Skills Verification

Skill	Name	Name	Name	Name	Name	Name
	<b>Matthew</b>	<b>Cari</b>	<b>Leigh</b>	<b>Jeff</b>	<b>Phil</b>	<b>Maryam</b>
<b>Low Ropes</b>						
Philosophy	x	x	x	x	x	x
Proper Clothes	x	x	x	x	x	x
Ice Breakers	x	x	x	x	x	x
Spotting	x	x	x	x	x	x
Trust Initiatives	x	x	x	x	x	x
Course Initiatives	x	x	x	x	x	x
Sequencing	x	x	x	x	x	x
Food and Water	x	x	x	x	x	x
Weather	x	x	x	x	x	x
Processing	x	x	x	x	x	x
<b>High Ropes</b>	x	x	x	x	x	x
Philosophy	x	x	x	x	x	x
Equipment Overview	x	x	x	x	x	x
Course Inspection	x	x	x	x	x	x
Harness Instruction	x	x	x	x	x	x
Figure 8 Knot	x	x	x	x	x	x
Safety Knot	x	x	x	x	x	x
Rope Use	x	x	x	x	x	x
Belaying	x	x	x	x	x	x
Team Belay Instruction	x	x	x	x	x	x
Course set up	x	x	x	x	x	x
Proper clothes	x	x	x	x	x	x
Safety Talk	x	x	x	x	x	x
Commands	x	x	x	x	x	x
Spotting	x	x	x	x	x	x
Lobster Claws	x	x	x	x	x	x
Retrieval Lines	x	x	x	x	x	x
Postman's Walk	x	x	x	x	x	x
Three Line Bridge	x	x	x	x	x	x
Multi Vine Traverse	x	x	x	x	x	x
Rope Rescue	x	x	x	x	x	x
Zip Rescue	x	x	x	x	x	x
Course Take Down	x	x	x	x	x	x
Weather Processing	x	x	x	x	x	x

Eileen Dover, Ropes Course Director

June 5, 2017

## **Transportation**

- Transport horseback riders each day to an off-site location
- Transport campers to trip drop-off and pick-up points in camp-owned vehicles
- One week each summer camp operates a day camp for neighborhood kids and transports in vans, some of which are leased, for each program.

### **Written documentation:**

TR.7 Accident Procedures

TR.8 Safety Procedures

TR.12 Mechanical Evaluations

TR.13 Safety Checks

TR.15 Training for Drivers

**Camp Happy Days  
PO Box 1  
Mechanicsville, VA 55555**

May 1, 2017

David Smith, Captain  
Mechanicsville Rescue Squad  
Mechanicsville VA 55555

Dear Captain Smith:

The summer sessions of Camp Happy Days will begin on June 25, 2017, and close on August 26. We will have approximately 125 campers and 30 staff on the property during that time.

As in the past, we are requesting that the Mechanicsville Rescue Squad provide emergency transportation upon notification from our Health Supervisor or myself. If any of your new squad members would like to tour the camp prior to the opening, please let me know.

Thank you.

Sincerely,

*Bill Ding*

Maintenance and Property Director  
Camp Happy Days

(Excerpted from the Camp Happy Days Handbook for Parents of Day Campers.)

Day campers will be picked up in the south parking lot of Smithfield Elementary School at 8:45 am on each day of camp and will return to that location at 3:45 pm. We request that parents remain with their campers in front entrance until instructed by the driver to enter the van. The following safety rules will be enforced for campers.

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 level should be such as to not distract the driver. There should be no throwing of objects or other disruptive behavior.
4. Passengers should enter and leave the vehicle under the direction of a staff member and/or driver. If the vehicle makes an emergency stop, passengers should follow directions of staff member and/or driver and use buddy system if leaving the vehicle.

# **Camp Happy Days**

## **TRANSPORTATION SAFETY**

### **Driver & Vehicle Policies and Procedures**

**Emergency Equipment/Forms**– Every vehicle used to transport campers and staff should be equipped with a first aid kit and emergency accessories such as fire extinguisher, reflectors, maps, motion sickness bag, flashlight, blanket, chalk, and container of fresh drinking water. For trips over 10 miles from camp, the staff member accompanying the group must carry health forms with permission to treat signatures for all passengers and a cell phone for emergency communication. A rental agreement or vehicle registration, vehicle mileage sheet, insurance information, vehicle safety maintenance checklist, and this sheet should be in the vehicle at all times.

**Vehicle Type/Capacity** – Campers and staff should only be transported in vehicles designed to carry passengers. They are not permitted to ride in the back of trucks except in an extreme emergency and when directed by appropriate staff (i.e. fire evacuation.) Vehicles should carry only the number of passengers specified by the vehicle manufacturer. There should be a seatbelt for each passenger. A staff member (adult) in addition to the driver must be present in each vehicle which transports more than eight campers. Extra staff and/or aides must be present for campers with disabilities, based on ratios established for persons requiring additional assistance or supervision. (See established camp ratios.)

**Vehicle Safety Checks** – Prior to transporting campers\*, the following must be checked and recorded in the vehicle log book:

- ☐ lights
- ☐ tires (check daily, with tire gage, when in use)
- ☐ horn
- ☐ windshield and wiper condition
- ☐ brakes
- ☐ mirrors
- ☐ fluid levels
- ☐ emergency warning systems

\*On designated camp vehicles, these items must be checked monthly, regardless of vehicle use.

**Passenger Orientation** – 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 level should be such as to not distract the driver. There should be no throwing of objects or other disruptive behavior.
4. Passengers should enter and leave the vehicle under the direction of a staff member and/or driver. If the vehicle makes an emergency stop, passengers should follow directions of staff member and/or driver and use buddy system if leaving the vehicle.

**Driver Requirements** – To transport campers or drive camp vehicles off the site, drivers must be:

- 21 years of age and hold valid vehicle operator's license for the size and type of camp vehicle,
- have no moving violations for previous 18 months, verified by a background check through DMV, and
- have participated in (when required) and passed random drug and alcohol testing.
- Driving records will be checked within four months for seasonal drivers or within the last twelve months for year-round drivers.

**Travel Procedures** – Vehicles should be kept a safe distance apart if traveling together. It is not recommended that vehicles travel by convoy. Drivers should pre-establish rest stops to check in with



each other. All drivers should have maps, complete directions to destination, and appropriate telephone numbers. One driver should be appointed lead driver. On any trip, stops should be made only at acceptable rest stops. After three continuous hours, the vehicle must stop to rotate drivers and rest the passengers. All traffic laws of the state are to be strictly obeyed when transporting campers and staff.

**Behind-the-Wheel Training** – If you are driving a vehicle that you normally do not drive, the camp director will evaluate and determine when additional behind-the-wheel training is required before transporting persons or equipment. (Includes training in vans, camp trucks, buses, and vehicles pulling trailers.)

**Camper Behavior** – In larger vehicles, behavior problems should always be the responsibility of adults or staff members other than the driver. If the driver is the only staff member available to handle disruptive behavior and verbal corrections are not successful, he/she should pull off the road in a safe area. Follow established camp discipline procedures (see staff manual).

**Backing Up** – Because you cannot see everything behind your vehicle, backing up is always dangerous. Avoid backing up whenever you can. When you park, try to park so you will be able to pull forward when you leave. When you have to back, here are a few simple safety rules:

1. Look at your path.
2. Back slowly using your mirrors.
3. Back and turn toward the driver's side whenever possible.
4. Use a helper whenever possible.

**Loading and Unloading Passengers** – Load and unload in areas that are free from vehicular traffic unless an emergency. The vehicle should be in park with the emergency brake on and the motor turned off. Loading and unloading will take place in an orderly fashion following directions from staff member. Campers should be directed where to assemble after unloading and kept under supervision of an adult.

**Fuel** – The designated emergency vehicle should not get below half a tank of gas. Always refuel before getting down to a quarter of a tank. The engine must be turned off to refuel. If transporting campers, they are to remain in the vehicle. Do not allow unsupervised campers to leave the vehicle for any reason.

### **Dealing with Passenger Illness**

1. Administer first aid as needed. Keep the camper comfortable.
2. If you need to stop, try to do so in an authorized or designated area.
3. Contact camp about the camper or return to camp as soon as possible and have the camper check in with the Health Care Supervisor.

### **Accident Procedures**

1. Attend to any ill or injured passengers. If medical care is needed, see that they are taken to nearest medical facility.
2. Place reflectors or emergency flashers as appropriate. If vehicle has to be moved, mark the location (from back of tire) with chalk.
3. Instruct passengers to exit vehicle, when appropriate, using the buddy system. Group uninjured passengers together in an area safe from oncoming traffic to await instructions and/or new pick-up. Campers must be supervised by an adult at all times.
4. Contact Camp Director or designated emergency contacts.
5. Obtain names, addresses, and telephone numbers of any witnesses and location where any police reports will be filed.

### **Dealing with Vehicular Breakdown**

1. Move off the road as far as possible. It's better to drive on a flat tire than park in an unsafe place.

2. Place the transmission in low, reverse or park. Turn off ignition and remove key.
3. Set the emergency brake.
4. Set four way turn (emergency) blinkers.
5. If vehicle must stop in non-designated parking area (ie., the side of the road), carry reflective triangles between yourself and the oncoming traffic when placing reflectors in the following places:
  - a. On the traffic side of the vehicle, within ten feet of the front or rear corners.
  - b. About 100 ft. behind and ahead of the vehicle, upon the shoulder of the lane you are stopped in.
  - c. Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet.
  - d. If stopped on or by a one-way or divided highway, place warning devices 20 feet, 100 feet, and 200 feet toward the approaching traffic.
6. If safe to do so, unload passengers and move them well off the roadway away from the vehicle. Make sure campers are supervised at all times by an adult. If evacuation from a bus is necessary, follow established procedures and directions of the staff member.
7. Contact camp with information about nature of the breakdown and your exact location. Additional help may be requested if needed. One staff member must stay with the vehicle and campers.

## **Camp Happy Days**

### **Use of Private Vehicles by the Camp**

I , Bill Ding, have given permission for designated staff to drive my personal vehicle during the period of June 1-August 31, 2017, in the transportation of campers or staff. I understand that maintenance of this vehicle and providing automobile insurance is my responsibility.

*Bill Ding*

6/1/17

## Camp Happy Days DRIVER SKILLS VERIFICATION

Staff Member: Suzanne Jones Vehicle Used: Red van  
 Date of Orientation: 6/20/17 Beginning Time: 9:00am Ending Time: 10:00 am

Skills Covered	Completed	Comments	Init
Key Location	x		BD
Wristbands for passengers/driver	x		BD
Backing vehicle into parking spot	x		BD
Orientation of Campers	x		BD
<b>Emergency Equipment</b>			BD
- first aid kit	x		BD
- fire extinguisher	x		BD
- reflectors	x		BD
- phone/orientation	x		BD
- health forms	x		BD
- emergency procedures	x		BD
- driving procedures packet	x		BD
- lease information	x		BD
- registration information	x		BD
- insurance information	x		BD
<b>Orientation of features:</b>			
- adjusting mirrors	x		BD
- adjusting seat	x		BD
- ignition/steering column	x		BD
- location of flashers	x		BD
- location of turn indicators	x		BD
- location of horn	x		BD
- location of heat/air/vents	x		BD
- radio features	x		BD
- cruise control explanation	x		BD
- seatbelts	x		BD
- location of gas tank/refueling	x		BD
<b>Other</b>			
Start once all in seatbelts	x	Did not check for passenger seatbelts	BD
Speed limits (in /out of camp)	x		BD
Entrance of Camp	x		BD
Observation of handling vehicle	x		BD
Driving vehicle off edge of road	x		BD
Backing Up (note location)	x	Further practice needed	BD
Loading/Unloading Passengers	x		BD
Dealing w/Vehicular Breakdowns	x		BD
Dealing w/Passenger Illness	x		BD
Handling Camper Behavior	x		LP

Camp Director/Designate Signature: Bill Ding Date: 6/20/17

## Camp Happy Days

### Camp Driver Records

Year: 2017

Name	Age	License Type	DMV submit Date	DMV OK'd	Drug test OK'd (dates or NA)	Driving procedures review (date & initials)	Driving test (date & initials)	Vehicles OK to drive
Robert Kelly	21	Car/van	X	x	NA	6/4/17 BD	6/4/17 BD	x
Susan Phillips	34	Bus/van	x	x	OK 5/29/17	6/4/17 BD	6/4/17 BD	x
John Burkholder	23	Car/van	x	x	NA	6/4/17 BD	6/4/17 BD	x
Jenny Scott	22	Car/van	x	x	NA	6/4/17 BD	6/4/17 BD	x
Everett Johnson	46	Bus/van	x	x	OK 4/3/17	6/4/17 BD	6/4/17 BD	x
Marie Hammond	25	Car/van	x	x	NA	6/4/17 BD	6/4/17 BD	x

## Written Documentation: Review (Paperwork for exercise)

HW.5 and HW.23	Health History
HW.9	Permission to Treat Forms
HW.11	Health Care Policies/Procedures
HW.26	Emergency Care Personnel for User Groups
HR.8	Procedures for Camper Supervision
HR.16	Behavior Management Procedures

## **CAMP HAPPY DAYS**

### **Health Care Policies and Procedures**

#### **The Nurse & Health Care Assistant**

Whether a Registered Nurse (RN), a recent nursing graduate or an advanced trainee in first aid and CPR, management of the camp's health and safety program is a tremendous responsibility. The Healthcare Manual provides operational guidelines for the role. A variety of health care delivery systems are used within the camp program, but it is general practice that at least one member of the team lives on-site in housing provided by the camp. This housing is part of the health center and helps assure availability of health care staff in case of emergency.

The RN autonomously treats people's response to injury, illness and/or life events. The Health Care Assistant (HA) works within the same context but does not have the autonomy of the RN and is more closely supervised as a result. The nurse/HA's responsibilities do not replace the medical expertise of a licensed physician or an equipped medical facility.

#### **General Camp Staff**

There are two levels of health care in which camp staff participate. The first helps maintain the health of campers. The second is a support role during illness and injury. It is reasonable for parents to assume that their child will return from a camp experience in good health. Consequently, it is the responsibility of the entire staff to help monitor that health status and refer the child to the nurse as warranted.

#### ***In the Cabin***

Within the cabin, it is the responsibility of counselors to monitor self-care (i.e., teeth brushing, management practices appropriate to the activity). While enjoying unscheduled time, it is the responsibility of staff to be aware of camper activity around them and appropriately intervene. Each of these need attention in a way which compliments the campers' developmental stage.

#### ***Response to Injury and Illness***

The second level of general staff participation in health care is specific to injury/illness. It is the position of the camp that people too ill to participate in the program should be under the care of the Camp Nurse/HA. As a result, staff refer sick people to the Camp Nurse/HA for assessment and assist with providing an appropriate activity level for those in a recovery mode.

The camp position with regard to injury is based on the State Good Samaritan law and use of universal precautions. Staff assist injured people according to the level of their training, initiate the camp emergency response system per protocol, and relinquish care of an injured person to the designated camp emergency response team. This acknowledges that different staff members have different training and experience with emergency situations. In addition, the staff — with guidance from the director and nurse — organize and drill camp emergency responses so that everyone knows their responsibility.

Not all injuries require full emergency response measures. The camp nurse is designated to educate staff so they understand the scope of care they can safely provide for routine injuries. Staff members are expected to adhere to training guidelines.

### **GENERAL ROUTINES FOR CAMP HEALTH CARE AND SANITATION**

#### **Policies Concerning Written Health Records**

All staff members complete the staff health form as a condition of employment. This form is a health history completed within six months of beginning the job. If an individual has not provided a completed form when their employment begins, the nurse gives the person a copy of the form and asks for it to be completed within the next 24 hours.

A health form is also completed by campers. It too contains a health history but also a physician's exam. In addition, the camper form has a parent/guardian permission statement that authorizes both

emergency and routine care. If a camper arrives without a health form, the child's parents are asked to complete one insofar as they are able. If the child's parents are not available, the nurse completes the form with the child and contacts the parent via phone to confirm gathered information. Parental signature for permission to treat is obtained via fax with a hard copy sent via mail.

It is camp policy that a copy of individual health forms accompany groups that leave the camp and/or local area. These are usually carried by the person responsible for the group's health care.

### **Confidentiality**

Health information is confidential and privileged information. Health forms are sent to the Director who, in turn, gives them to the Camp Nurse. The Camp Nurse reviews the forms and shares information with counseling and/or kitchen staff on a need-to-know basis. Staff must treat disclosed information in confidence.

The nurse is responsible for maintaining complete and up-to-date health records following the procedures outlined in the Healthcare Manual. Individual health forms contain information about each individual's health care and are the place where nursing notes are recorded. The daily medication administration record serves as documentation for routinely dispensed medications. The log provides summary information for surveillance. Health records are confidential and available only to health care staff and the Director.

### **Storing Health Records**

At the end of the summer camp season, health forms and records are collected by the nurse and archived at the camp's permanent facility for the period of statutory limits as defined by the State. (Currently seven years beyond the age of majority.)

### **Procedure or Health Screening**

Screening is conducted by the camp health care team within 24 hours of participant arrival (staff and campers). The practice is a risk management strategy to (a) protect the camp community from preventable illness and (b) obtain up-to-date and complete health information for each person. The procedure, a standing order from the supervising physician of the camp, is described in the Healthcare Manual. In general, the process updates the health form, gathers information about medications, assesses current health status (including a pediculosis screening), and specifically asks about exposure to communicable disease. It is expected that campers and staff arrive for their camp experience in good health. The camp reserves the right not to admit an ill person.

Significant findings from the screening are acted upon as warranted by the situation. For example, cases of pediculosis are treated and people exposed to chicken pox (who have no history of the illness) are quarantined. Parents/employees are notified of potential health concerns identified in the screening process (e.g., immunization needs, dental pain, vision problems).

In addition to the initial health screening, people who participate in out-of-camp excursions (i.e., canoe trips, overnights) are assessed by the nurse/HA to determine their ability to tolerate the trip. This is done a maximum of 24 hours before the trip leaves. In consultation with the trip leader, a recommendation about each person's participation is made.

### **First Aid**

The person designated to administer first aid is the camp nurse/HA. However, it is expected that individual staff members will coach first aid care to the level of their training when the nurse is unavailable or until the nurse arrives. It is also expected that the staff person with the most training will assume primary care-giver status in a given situation.

First aid supplies are available in the health center. The nurse makes first aid kits appropriate to the needs of the camp program and trains staff about their use. A record of first aid care is documented in each kit. The nurse periodically checks the kits, restocks them, and monitors record keeping.



First aid kits are placed at the activity areas which pose risk of injury. Typically these areas include waterfront, arts and crafts, the kitchen, the camp van, and hiking/over-night programming. Each kit has a notebook with instructions to document first aid kit use. Staff are expected to follow documentation guidelines (outlined in the Health Care Manual).

Because the nurse is available in the camp and relieved by someone with at least first aid certification, the waterfront is the only additional location where a first aid and CPR-certified person must be present when the activity is open.

### **Emergency Medical Care**

Medical care is the province of a physician. John Doe, MD, a pediatrician at the Local Clinic, acts as supervising physician for the camp program. He annually reviews and updates healthcare procedures with the Health Care Administrator. He is available to the director and nurses by phone. He also recommends adjunct physicians who provide care to campers outside the local area.

### **Emergency Responses**

Emergency transportation is provided by the camp van or the area's ambulance services. The nurse and director cooperatively decide which mode of travel will be used. In general, the ambulance service is used when the victim is not stable and/or has need for special equipment (e.g., life-support systems). It is an annual responsibility of the Health Care Administrator to contact local emergency response systems and arrange for their services.

Based on camp protocols, staff are trained to assist in emergencies. This training is initiated during orientation and supported by sessions led by the camp health care team and other leadership staff. Emergency situations to which staff are expected to respond include: clearing and establishing a patent airway, initiating CPR, controlling severe bleeding with pressure and elevation, cooling a burn, keeping a suspected fracture quiet, knowing what to do in the lost-camper drill, activating the camp emergency response team, and knowing the camp's severe weather response.

As part of risk management procedures, each unit's staff rehearse their lost-camper drill during the first week that campers are on-site. Continued drill is at the discretion of the director. The waterfront staff rehearse their lost-swimmer drill during the first week of arrival and at two-week intervals thereafter. Procedures specific to waterfront emergencies are in the Waterfront Manual.

### **Contacting Parents**

Phone contact with parents/guardians is established in an emergency. Each person's health form contains contact information as well as designates alternate contacts if the parents/guardians cannot be reached. This process is initiated by the director and/or the lead health care provider but can be delegated to an appropriate staff member. Since the program has no way of determining what each person considers an emergency, the general camp practice is to contact parents when there is concern

about a person's health and/or when a situation is not progressing as expected. Phone contact is followed by a letter which provides specific information about the situation.

Because many people remotely access their voice mail, it is expected that camp personnel leave voice messages on answering machines that appropriately communicate the need for a given parent to call the camp. All contact – successful and unsuccessful – is documented on the individual's health form.

### **Routine Health Care**

Routine health care is provided by the camp health care team and is governed by practices outlined in the Healthcare Manual. This manual is reviewed annually by the camp's supervising physician and the Health Care Administrator. Each member of the healthcare team is given a copy during orientation. Orientation of the healthcare team includes a review of medical protocols, communicable disease

control techniques, organization and administration of the camp health center, instructions about use of health care inventory (medications and supplies), guidelines for sanitation checks, record keeping policies, and education about culture-bound health care beliefs.

### **The Camp Health Center**

The camp has a health center with a dispensary, office, admit area, bathroom, and nurse's room. There is one admit bed available for every 50 people (staff and campers) on-site. These beds are placed in such a way that genders can be separated and isolation can be assured.

The health center maintains "hours," times during the day when the camp nurse sees people. These hours are cooperatively determined by the director and nurse and are sensitive to the camp schedule. For example, it is inappropriate to open the health center when people are supposed to be in activities but very appropriate to open it during camp "free time." The health center tends to be most busy after evening program and just before/after meals.

### **Medication**

It is policy that all medication (stock meds and personal meds of both staff and campers) is kept in a locked area under the nurse's supervision. This complies with ACA standards and State Department of Health guidelines.

Routine personal medications are administered under the supervision of the nurse and in accord with orders from a physician or – as in the case of vitamins – upon the request of parents. Medications are most commonly given at a meal simply because people are easy to find. The nurse makes special arrangements with a person if their meds need to be taken at a different time.

Use of "as needed" medication is supervised by the camp nurse. It is important to realize that the rationale for giving a particular medication must be documented. The camp recognizes that most over-the-counter meds can be administered by people educated to do so (e.g., the nursing assistant) but the decision to use most medications requires professional assessment. Consequently, not all members of the healthcare team have equal ability with regard to medications. It is the responsibility of the camp RN to assess the camp health care team and determine who is capable of administering what medications and to supervise that process.

In cases where question exists about medication, the camp nurse must contact the appropriate person (i.e., prescribing MD, parent) by phone to clarify the issue. This conversation is documented in the client's health record and supported by an order with the consulting individual's signature.

It is possible that a parent may send a camper with a variety of medications packaged together. The nurse may not be able to identify the medication. Nurses may not administer medication unless they follow standard nursing medication practices. Consequently, the nurse may have to tactfully arrange with the parent for a new supply of appropriately labeled medication. To minimize this potentially time-consuming event, the program's Parent Handbook clearly instructs parents how to route medications into the program. Camp nurses are expected to refuse to give a medication which does not meet safety guidelines.

### **Counselor Role in Routine Health Care**

The supervision of routine health care is specifically charged to the camp nurse and health care team. Counseling staff, however, are integral to healthcare also. They are specifically charged with managing cabin and activity groups to support activities of daily life (e.g., adequate rest, water, nutrition). Counselors often note symptoms of illness or signs of injury before they are noted by the nurse. Consequently, it is their responsibility to act appropriate to their observations. Specific directives are described in the Staff Handbook.

In addition to records kept by the nurse, the camp makes use of incident reports to document unusual

situations. The camp director determines when to initiate the incident report and is charged with maintaining documentation as well as appraising camp administration. Policy in this area is located in the Director's Manual.

### **WHEN FIRST AIDERS PROVIDE HEALTH CARE**

A first aider is one who has taken training and is certified to give immediate emergency aid until medical care can be obtained. The first aider's certification and a record of training given at camp should be on file with the camp administrator.

Administration of medications does not fit this description and is therefore not within the authority of the first aider unless specific instructions have been given by the parent or a physician. This includes medications such as aspirin and Tylenol.

Three essentials for administering medications, regardless of the qualifications of the Health Care Provider are:

1. Written directions from the parent for any medications that will be given or applied for any existing condition, OR written order of a physician (including procedures in Treatment Procedures).
2. Written record of treatment which includes the reason for the treatment, the dates and times of treatment, and the person giving treatment. When medications are given, the written record should show the medication, dosage, authority for giving it, and the name of the person administering the medication.
3. Written information provided to the parent for anything that was done other than what was discussed in advance.

Medications must be in the care and protection of the Health Care Provider (in a locked container) to assure proper use and to protect against unauthorized use. Medications must be dispensed from the original pharmacy container with instructions for use, and must refer to the individual being treated (see below for exception).

The health history or health exam asks about being under a physician's care and about medications. This is an alert to discuss a health condition with a parent and to request the appropriate written instructions. It is not a direction to treat.

If a first aider doesn't have written instructions when a child develops a stomach ache, sore throat, or headache or other minor complaint:

- Provide a place for the child to rest. Use throat lozenges, hard candy, water or mild pop.
- Call the parent if the condition persists. Record the content of the call.
- Take the child to a medically qualified person. Send the child home if no other resolution is possible.

### **WHEN MEDICATIONS ARE ADMINISTERED BY FIRST AIDERS**

It is essential that in addition to the above standards, the first aider:

- Understands the importance of giving the medication as directed.
- Knows what to do if there is an error, such as failure to give before a meal or as otherwise directed.
- Knows possible reactions or side effects and how to respond.

The Health Care Administrator is responsible for training first aiders for this responsibility. If the Health Care Administrator is a first aider, this training should come from the parent or physician.

When medications are administered away from the camp and it is not reasonable to send the entire supply on the trip, the appropriate dosage may be put into a sealed package or vial (that has not been previously used), with the individual's name, name of medication, and complete instructions for when and how to give it. The package should be in the controlled care of the adult. A written record is required.

## CAMP HAPPY DAYS

**Camper's Name:** Olivia Johnston

**Session:** 6

### Permission to Treat

I hereby give permission to the medical personnel selected by the camp director to provide routine health care; to administer medications; to order X-rays, routine tests, treatment; to release any records necessary for insurance purposes; and to provide or arrange necessary related transportation for me/or my child. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the camp director to secure and administer treatment, including hospitalization, for the person named above. This completed form may be photocopied for trips out of camp.

Signature: Lucille Johnston, Mother Date: May 29, 2017  
Relationship

### Over-the-counter medications

I, Lucille Johnston, hereby give permission for Camp White Cloud to administer the following over-the-counter medications if the nurse deems it necessary. Dosages will be administered according to directions on the bottle unless a physician directs otherwise.

Headache	Tylenol
Upset Stomach	Pepto Bismol
Diarrhea	Immodium AD
Menstrual cramps	Ibuprophen
Poison Ivy	Calamine Lotion or CortAid

Parent/Guardian: Lucille Johnston Date May 29, 2017  
1531 South Fern Street Georgetown, KY 30269  
Address City State Zip  
343-939-5667  
Phone

## **CAMP HAPPY DAYS**

### **Health Care Policies and Procedures – Groups Using Camp**

Camp Happy Days will provide health care personnel, treatment, supplies, and emergency transportation only for individuals and groups for whom Camp Happy Days has responsibility for supervision and major programming. This includes day camp, resident camp, tripping programs, and some family camp sessions.

For weekend retreat programs, some family camp programs, and all troops and groups using camp facilities and limited services (food service, program specialists, etc.), Camp Happy Days is not responsible for providing personnel, supplies, transportation, or health care services.

### **Procedures**

Contract (for outside groups) or use agreement (for troops and council groups) will specify the following:

1. Groups must provide their own adults currently certified in first aid and CPR/AED, who are responsible for health needs of the group.
2. Groups are responsible for gathering and maintaining information on all members of the group that includes name, address, emergency contact names and numbers, and any allergies/health conditions/restrictions. For minors without a parent on site, group leaders should also have signed permission to seek emergency treatment. Group leaders are responsible to inform camp of any allergies or restrictions of their group that may affect camp services provided (e.g., food service, program activities).
3. Groups are responsible for their own emergency transportation. Phone numbers and locations of local EMS providers, clinics, and hospitals are provided in confirmation information and also posted near all phones available to groups.
4. Groups are responsible for providing their own first aid supplies and equipment.
5. Orientation for groups will include updated emergency procedures for the camp, including information on how to contact camp personnel in an emergency.

## **Human Resources**

- HR.8 Procedures for Camper Supervision
- \*HR.8B One on One Camper/Staff Interaction
- HR.16 Behavior Management Procedures

## **CAMP HAPPY DAYS**

### **SUPERVISION RATIO REQUIREMENTS**

Staff/camper ratios that are based on the recommended ratios set by our organization and the American Camping Association are to be followed during all programs run by Camp Happy Days. Organizations who utilize our site and services for youth group activities are advised of the following ratios that we recommend for effective camper supervision.

General:

6- to 8-year-old day campers	1:8	for overnights	2:12
9- to 11-year-old day campers	1:10	for overnights	2:16
12- to 14-year-old resident campers	1:8		
15- to 17-year-old resident campers	1:10		

There should always be two staff members with a group of campers unless they are in an area near the main lodge where other groups are around and have easy accessibility to get help in the event of an emergency.

Exceptions to the above ratios are noted in the procedures for waterfront, archery, ropes course, and horseback riding. Other exceptions are as follows:

- a. Evening program requires at least three staff members to be with a unit.
- b. During rest period, two staff members must be in a unit, while others are at staff meetings.

At least 80 percent of the staff/camper ratios established need to be staffed by persons age 18 and older. CITs and apprentices cannot be included as adult supervision in your staff/camper ratios.

In the event of an emergency when the ratios may not be met, use your best judgment. Utilize older campers and the intercom/walkie talkie when necessary.

All staff are expected to supervise and instruct campers while on duty. This means that campers are number one and should be attended to during that time. It is not a time for reading, working on crafts, writing letters, or visiting with other staff. You received during training a description of what to do while leading activities and being on duty. Refer to your job description and the specific program procedures for more information.



# CAMP HAPPY DAY

## BEHAVIOR AND DISCIPLINE POLICY

### Behavior Management Policy

Camp Happy Days advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. Remind campers that camp rules are established for safety and to ensure that we have a common standard of behavior. As staff members, we need to show the campers that we see the need for following the rules ourselves. Please do not contradict the established guidelines! Corrective discipline must be a creative, caring effort on the part of the counselor, and it must be seen as such by the camper. Always suggest positive alternatives to unacceptable behavior before it gets out of control.

1. Discuss rules with campers and identify out-of-bounds areas.
2. Discuss the consequences of breaking any rule.
  - a. Quiet time
  - b. Restriction from activity
  - c. Restriction to adult supervision
  - d. Extra duties
  - e. Conference with director
  - f. Conference with parent/director
  - g. Removal from the camp
3. Enforcement of all rules at all times will be without malice and consistent in application.
4. The camp director is to be informed of all disciplinary measures.
5. **At no time** will discipline include depriving a camper of sleep, food, or restroom privileges, placing a camper alone without supervision, or subjecting a camper to ridicule, shaming, threat, corporal punishment (striking, biting, kicking, squeezing), washing out the mouth, or excessive physical exercise or restraint.
6. Periodic evaluation of the program/staff/camper groups will be done to ensure that the camp environment is not contributing to behavior problems.