

**Mountain Mist
Day Camp
Summer 2022
Staff and Parent Policy
Handbook**



FREQUENTLY ASKED QUESTIONS

1. **What guidelines is the Meriden YMCA Mountain Mist Day Camp staff following to plan for this summer?** Mountain Mist Day Camp is following all guidelines and requirements from federal, state, and local governments as well as the YMCA including: the Center for Disease Control (CDC), Connecticut Office of Early Childhood (OEC), State of Connecticut Department of Public Health, YUSA.
2. **Will there be bus service?** Yes. Here is what you need to know: There is a camp counselor on every bus. There is a maximum of fifty-two riders per bus, two per seat. Masks are required on the bus. Registrations for the bus service are first come, first served. Please review the bus schedules to find your child's bus name and stop before you register.
3. **What will group sizes be and how will camp implement social tracing?** Our camper groups will be 10 -14 and campers. Some activities will have a few more groups of 14 campers of the same age group, but always within the social distancing guidelines recommended by the health department and CDC.
4. **What will happen if a camper presents flu-like symptoms?** The camper will go to the nurse station to visit one of the nurses. They then would be relocated to a cabin for isolation. The nurse, wearing upgraded protective equipment, will ask campers questions and take their temperature. If the camper has a temperature over 100.4 or presents any of the symptoms listed as potentially having a flu-like illness, the emergency contact will be contacted immediately and the child will need to be picked up as soon as possible.
5. **What will camp do if a camper tests positive for COVID-19?** If a camper tests positive, we will follow the current guidelines recommended by the health department and CDC.
6. **What is required of counselors to help keep our campers safe?**
 - Counselors will be instructed and trained on the current and proper cleaning and sanitizing method meeting the current CDC guidelines of intensifying cleaning, disinfection and ventilation.
 - Counselors will have access to and wear the necessary PPE throughout the day, as well as wash hands, covering coughs and sneezes, etc. meeting the current CDC guidelines of promoting healthy hygiene practices.
 - Counselors will wear masks for indoor activities and on the bus if recommended.
7. **What is expected of campers?**
 - Campers will wear masks for indoor activities and on the bus if recommended. Masks are not needed for outdoor activities.
 - Campers will be instructed and trained on the current and proper cleaning, movement and social distancing methods. Meeting the current CDC guidelines of intensifying cleaning, disinfection and ventilation, and of promoting healthy hygiene practices.

- Campers will be instructed and directed on expected camp behavior meeting the current CDC guidelines of protecting children and staff

8. How will social distancing guidelines be followed at camp?

- Between groups - Our camp has enough space and walking areas within its locations (Approx. 50-70 feet between camp sites) to meet the current CDC guidelines of enhanced social distancing and restricting mixing of groups.
- Within groups - Campers will be instructed and directed on expected camp behavior meeting the current CDC guidelines of protecting children and staff.
- We will continue to educate them on the CDC guidelines and ask that you continue to remind them of these at home.
- In the pool - Research doesn't show any evidence of transference in the water, however, we will follow guidelines recommended by the health department and CDC.

9. What can I do as a parent to prepare my child for camp this summer? We all want camp to be a positive experience! We want the kids to make friends, go on adventures, learn more about themselves, others and their world while having a blast outside! How you can help is by discussing: good hygiene such as proper hand washing, social distancing (avoid hitting, tackling or hanging on others) and most importantly not touching their face. We are promoting healthy habits and we appreciate your help.

10. Can we request that our camper be with a friend in the same group? Yes and we will do our best to accommodate your request.

11. Will the campers have fun at camp? Camp is about experiencing safe, fun adventures while making friends in an amazing place! We are committed to keeping kids safe as our first priority. This summer we added things to make sure campers and staff wash and sanitize their hands between each activity. We are committed to creating magical experiences that make great memories for the kids

RAIN DAYS

- At Mountain Mist we call rain liquid sunshine! We do everything we can to have fun on a rainy day!
 - We will closely monitor the weather forecasts daily and announce any cancellation at 5 AM - CANCELLATION WILL BE POSTED ON REMIND, WEB PAGE, FACEBOOK, INSTAGRAM, AND AN ALL CALL AND TEXT CALL WILL BE MADE
 - We will utilize all pavilion space in sudden or threatening weather. SAFETY IS FIRST!
 - If severe weather requires us to close camp early (like when schools close early for a similar situation), we will call parents and guardians to pick up their camper.
 - CANCELLATIONS WILL BE POSTED ON REMIND, WEB PAGE, FACEBOOK, INSTAGRAM, AND AN ALL CALL AND TEXT CALL WILL BE MADE
- **Rainy days are not prorated or refunded**

RIDING LESSONS

- a.** No more than 12 campers in an arena at one time
- b.** Campers are assigned to and ride only one horse for the whole week at camp
- c.** Campers have the same riding instructor throughout the session
- d.** Long pants are mandatory to eliminate skin contact on saddles

Before Lesson:

- a.** All campers will hang up their backpacks on hooks provided for each program area at the barn
- b.** Campers will go with staff members to the hand washing station and wash hands for a minimum of 20 seconds. Staff will also wash their hands.
- c.** Campers will then sanitize their hands at the sanitation station. Staff will also sanitize their hands.

During Lesson:

- a.** Staff members will help all children mount their horses after performing safety checks.
 - b.** During the lesson, if a staff member needs to help a camper hold the reins, put foot in stirrup properly, or make other adjustments, the staff member will try to only touch the camper's gloves or clothing as needed.
- c.** If a camper needs assistance with a horse, the staff member will touch the horse's halter to help lead, steer, stop, start or trot.
- d.** Campers will never be within 6 feet of each other while mounted due to the nature of riding a horse and keeping safe spacing between horses
- e.** If a camper gets nervous or needs to dismount for any reason during the lesson, the staff member will help the child dismount and leadership team members will take the child and horse out of the arena, take off the gloves, and have the camper wash and sanitize their hands. The camper's helmet will be wiped down with a disinfectant and put away. The horse will be put back in its stall before the leadership members gloves are taken off.

After Lesson:

- a.** Staff members will help all children dismount and have kids stand in the middle of the arena, or designated areas, 6 feet apart.
- b.** The staff member will take the children to the helmet cleaning area and all riding helmets will be sanitized and put away.
- c.** The campers will then wash and sanitize their hands.

Tack and Barn Cleaning (Daily):

- a.** Every evening after day camp has checked out, during evening chores, all saddles will be put away and sprayed to disinfect and clean
- b.** Saddle pads and blankets will be left on the stall hooks to dry and to allow saddles to dry
- c.** All bridles will be hung up, disinfected and cleaned

- d. All lead ropes will be hung up, disinfected and cleaned
- e. All brushes and horsemanship equipment will be disinfected and cleaned
- f. All commonly touched surfaces, such as stall door hooks, office doors and tack room doors will be disinfected and wiped down

Horsemanship Lesson

- a. No more than 12 campers in a horsemanship lesson at one time
- b. Long pants and close-toed shoes are mandatory
- c. Horsemanship instructor and campers will wear gloves

Before Lesson:

- a. All campers will hang up their backpacks on hooks provided for each program area at the barn
- b. Campers will go with staff member to the hand washing station and wash hands for a minimum of 20 seconds. Staff will also wash their hands
- c. Campers will then sanitize their hands at sanitation station. Staff will also sanitize their hands
- d. Campers will put on gloves
- e. Staff will put on gloves and get the allocated horse(s) out for the horsemanship lesson
- f. Staff will also have all horsemanship lesson equipment out and ready to go for campers

During Lesson:

- a. If the lesson requires children to be within 6 feet of each other, campers will wear masks
- b. During the lesson, campers will only touch lead ropes, tack and other equipment
- c. If a camper needs physical assistance during the lesson, the staff member, when possible, will touch only the equipment, or horse's halter
 - d. Whenever possible, campers will use their own equipment during the whole horsemanship lesson. Example: If campers are cleaning stalls they will use their own pitchfork during the whole lesson

After Lesson:

- a. Staff member will put the horse or equipment away
- b. The campers will then wash and sanitize their hands
- c. Any equipment that will not be used immediately, will get hung up, sprayed and disinfected.

ARCHERY

Upon Arrival to Activity:

- a. Counselors will sanitize all bows and arrows with a spray bottle and wipe down with rags
- b. Campers will all sanitize their hands upon arrival

Social Distancing Precautions/Procedures/Provisions

During the Activity:

- a.** Limit one group of 14 at range at a time
- b.** Campers spread equally
- c.** Campers are instructed to only pick up their arrows on the range
- d.** Between usage counselor will wipe down handles of the bows
- e.** Staff wears mask when helping campers directly with pole, fish, bait, etc., and sanitizes hands after

Cleaning/Sanitizing at the Conclusion:

- a.** Following activity, counselor will wipe down all of the bows prior to returning to the closet

Facility and Equipment Daily/Weekly Sanitation Procedures:

- a.** Area and equipment sanitized by electrostatic cleaning solution weekly

ARTS & CRAFTS

Group of 14 only at Upper Pavilion

Arts & Crafts

- a.** Campers use hand sanitizer
- b.** Campers sit at picnic tables
- c.** Campers are not allowed to grab supplies and equipment freely
- d.** Campers will raise hand and ask for what they need - to minimize number of things campers touch and potentially contaminate
- e.** Every time a camper is finished using a tool or art supply - staff must wipe it down with sanitizing wipes before storing it properly

Arts & Crafts Directors:

- a.** Organize activities AHEAD OF TIME to be SINGLE CAMPER craft ready and prepared EX: Gallon zip lock bag per camper with all materials in it for the given activity
- b.** Every time a camper is finished using a tool or art supply - staff must wipe it down with sanitizing wipes before storing it properly
- c.** Wear masks entire time campers are present

End of each Activity Period

- a.** Wiped down with wipes
- b.** Picnic Tables - sprayed with bleach solution

End of each Day/ Week

- a. Wipe down with clorox wipes or bleach spray and wipe down - OR Sprayed with electrostatic solution

CLAY

- a. Portioned out to campers at the beginning of period
- b. Campers are not allowed to share or trade clay
- c. Each clay creation is wrapped in plastic wrap by camper at the end of their period - either to be taken home that day or labelled with their name and saved for the next activity period they will work

POLLY'S PLACE

- a. Benches will have clear indications of where campers will sit
- b. Assigned benches will not be next to another camper on the side and will have one empty benches in between
- c. Counselors and directors will direct campers to spot to avoid clusters or lines
- d. Campers must use hand sanitizer before entering either areas

Counselor practices:

- a. Songs and skits that require campers and/or staff touching/moving close to one another will be modified

End of each Activity Period

- 1. Wiped down with wipes or bleach sprayed and wiped down
- a. Tools/equipment/Microphones (counselor use only) used
- b. At the end of the day - use electrostatic solution or bleach solution for equipment and picnic benches

FISHING

- Campers should be at least 6ft apart on dock and land - capacity dependent on # of poles, dock/land space and staffing

Sanitation Equipment Available

- a. Sanitizer bucket in fishing dock storage area:
 - 1. Bucket
 - 2. Disposable gloves
 - 3. Bottle of bleach solution
 - 4. Hand sanitizer
 - 5. Sanitizing wipes

Arrive at Fishing

- a. Campers use hand sanitizer to disinfect their hands
- b. Counselor either passes out clorox wipes to each camper and camper wipes down their own fishing pole before use OR counselor uses the Clorox spray bottle and wipes down each pole with

Clorox towel

During Fishing

- a.** Campers are stationed 6 feet apart to fish (no masks or gloves needed)
- b.** Staff wears mask when helping campers directly with pole, fish, bait, etc
- c.** Counselor goes over fishing activity guidelines
 - 1.** Campers should stay 6 feet apart as they fish (if so, no masks needed)
 - 2.** If they need help, ask for a counselor - don't help each other with poles
 - 3.** If catch a fish and people want to see, the catcher will walk around with the fish to show everyone at their spot - AKA, ask campers not to run together in a group

Conclude/Depart Fishing

- a.** Counselor either passes out clorox wipes to each camper and camper wipes down their own fishing pole OR counselor uses the Clorox spray bottle and wipes down each pole with Clorox towel as they store them away
- b.** Campers use hand sanitizer to clean own hands once done with activity

COOKING

- MAX 10 campers per 2 counselors - must stay at least 6 feet apart.

Practices:

- 1.** Prior to beginning outdoor cooking, campers must wash hands at the nearest bathroom or hand washing station and use hand sanitizer.
 - a.** Campers are not allowed to grab materials freely
 - b.** More like a classroom where you raise your hand and ask for specific materials- to minimize the number of things campers touch and potentially contaminate
 - c.** Campers participate one at a time vs all doing at the same time so counselors can ensure campers are not touching the same materials
 - d.** Have multiple spoons, plates, bowls, etc. for each camper
 - e.** Every time a camper is finished using a bowl, spoon, etc. - staff must place it in a bucket to be properly cleaned

Outdoor Cooking

Counselors

- a.** Organize activities AHEAD OF TIME to be ready and prepared for each camper
 - 1.** EX: 10 bowls, 10 spoons, 10 cups, etc
 - 2.** Measure out sugar, flour, etc used AHEAD OF TIME
- b.** Every time a camper is finished using a tool or art supply - staff must wipe it down with sanitizing wipes before storing it properly
- c.** Wear masks the entire time campers are present

End of each Activity Period

a. Take kitchen materials and clean/sanitize properly

1. Tools/equipment used that period

2. Table tops and door handles - prop door open as much as possible during the day

3. Picnic Tables - sprayed with bleach solution

4. Laminated recipes wipes down

POOL

SWIMMING POLICY

FAQ About Swim Challenge

Swimming is a wonderful life skill and a popular activity! It is one of the areas of camp that we are the most cautious and strict on rules and expectations to ensure the safety of all participants.

Our swim challenges are designed to make sure that we know that all campers are capable of swimming without assistance in the level most suitable for their safety. Our number one priority is to keep kids safe. We will always air on the side of caution if a child is teetering on the edge of passing or failing the swim challenge. We also offer opportunities for campers to retake the swim challenge throughout the summer.

All campers complete a safety swim challenge at the beginning of a session to determine swim level. Campers are then clearly identified by wristbands that are visually and easily recognized by lifeguards and staff. For preschool children aged 3 to 5 years old, there will be at least 1 program staff member with every 4 children. For school-age children there will be at least 1 lifeguard for every 25.

Procedure for Swim Challenge

Below are all of the expectations from our aquatics department for your child to be deemed as a 'deep end' swimmer, allowing them to swim in water 5 feet or deeper.

Swim 25 yards from the shallow end with their arms coming fully out of the water and feet kicking to the deeper end. This swim should be a 'freestyle' or 'forward crawl'. Lifeguards are looking to see that a child has endurance, and does not become exhausted or need to take a break for long. Underwater swimming, or standing in an area for a non-swimmer, is not considered proof that a child can swim safely in the deep parts of the pool.

All children will be clearly identified by wristbands that are visually and easily recognized by lifeguards and staff. For preschool children aged 3 to 5 years old, there will be at least 1 program staff member with every 4 children. For school-age children there will be at least 1 lifeguard for every 10.

Campers will travel by groups of 10. The intention of this process is to: 1) control the flow of groups, and 2) eliminate bottlenecks where camper groups may all be in the same place at the same time. There will be no more than 75 campers at the pool.

Upon Arrival to Activity:

- a.** Campers and staff will have bathing suits on before entering the pool area. Backpacks and shoes will be hung outside the pool area. Campers will wash their hands before and after changing their clothes and entering/ leaving the pool area. Campers will also rinse in the shower before being allowed to swim. Those who aren't swimming shall stay with the group or go as a group with a counselor to their designated non-swim activity.
- b.** Campers will have level swim bands and shall be allowed to swim in designated level areas.
- c.** Non-lifeguard counselors will choose a role during swim time to lead non-contact games.
*Lifeguards are to keep kids safe by watching the water-not supervise and lead games.
- d.** Once the lifeguards are in position and blow the whistle to start, campers and staff can enter the pool.

Social Distancing Precautions/Procedures/Provisions During the Activity:

- a.** Once checked in to their swim areas, campers must stay in their groups of 14
- b.** If campers must go to the bathhouse for restroom reasons, they must go with a counselor. They must wash their hands in the bathhouse.
- c.** Everyone will conduct a form of social distancing. This means they can swim in the water, and play ball related games in the water. They may not hang on each other, wrestle or participate in any activities where they are close together and face to face.

Cleaning/Sanitizing at the Conclusion of the Activity:

- a.** After swimming, everyone must wash hands and sanitize at the earliest moment upon leaving the pool.
- b.** Campers will leave the pool area and change at the assigned bathroom if necessary.

Facility and Equipment Daily/Weekly Sanitation Procedures:

- a.** Daily: As part of the daily routine, aquatic staff will wipe down the inside of the slide surfaces that are not constantly hit with pool water like: handrails, climbing levels, surfaces that campers touch and recreational equipment in between groups, and at the end of the day

ROPES

Sanitizer bucket at each activity area:

- 1.** Bucket
- 2.** Disposable gloves
- 3.** Bottle of bleach solution

4. Hand sanitizer
5. Sanitizing wipes

- Low Ropes activities only - must practicing social distancing of six feet to facilitate successful team activities

- a. After activity, everyone must wash hands and sanitize at the earliest moment.

SPORTS

General Safety Precautions:

- a. Everyone washes hands before activity
- b. Everyone sanitizes hands at activity area
- c. No more than one group of 14 at an activity. If multiple activities in an area, groups must remain at least 6 ft apart (e.g., different sides of the field with a "buffer area" in between)
- d. Games and activities should be as low contact or no contact as possible. No full body contact or games that involve things like holding hands, linking elbows, or crawling under others
- e. All equipment handled by campers or staff (balls, racquets, etc.) will be sprayed and wiped down after each activity
- f. Commonly touched surfaces (gaga pit ledges, gate latches or handles, etc.) will be wiped down after program sessions
- g. Use sanitizer between games (hydration break + clean hands, at least every ten minutes)
- h. Everyone sanitizes hands as they leave

Basketball

- a. When possible, limit games to low or no contact (e.g., HORSE, Knock Out, etc.) or drills (e.g., dribbling, passing, etc.)
- b. Team Games can be played within the same group of 14 (e.g., 5-on-5)
- c. When lining up or waiting to play, give space of six feet, and avoid contact
- d. Take frequent breaks to hydrate and re-clean hands because of shared equipment
- e. Spray and wipe down basketballs after each session

Volleyball

- a. When playing games, avoid body contact when possible. Limit team size.
- b. Team Games can be played within the same group (e.g., 5-on-5), but not against other groups or mixing with other campers
- c. Encourage activities with more distance like passing drills
- d. When lining up or waiting to play, give space of six feet and avoid contact
- e. Take frequent breaks to hydrate and re-clean hands because of shared equipment
- f. Spray and wipe down volleyballs after each session

Soccer

- a. When possible, limit games to low or no contact activities or drills (shooting, dribbling, passing, etc.)
- b. Team Games can be played within the same group (e.g., 5-on-5), but not against other groups or mixing with other campers
- c. When lining up or waiting to play, give space and avoid contact
- d. Take frequent breaks to hydrate and re-clean hands because of shared equipment
- e. Spray and wipe down soccer balls after each session

Gaga Ball

- a. No more than one group of 7 in the gaga ball pit, including staff
- b. No body contact inside the pit
- c. Campers who are knocked out, watching the game, or waiting to play should give space and avoid contact with each other, as well as give space and avoid contact with the Gaga Ball pit
- d. Take frequent breaks to hydrate and re-clean hands because of shared equipment
- e. Spray and wipe down gaga balls after each session

DCF MANDATED REPORTERS

The YMCA Staff are mandated reporters. In our professional capacity, we are required by law to report any suspicion or belief that any child under the age of eighteen might have been abused or neglected. This includes leaving a child unattended in a car.

DROP OFF & PICK-UP POLICY

1. Counselors will sign campers in when dropping off for am care.
2. Counselors will sign out campers and ask for ID (if the window placard is not in the car) when picking up. It is a state mandated code.
3. No child will be dismissed from the program with anyone other than the parents or persons listed on our authorization forms unless we have written permission from the parent. Please note it is the responsibility of the parent to inform the staff of any changes regarding authorization. Therefore, the parent must check the child's file with the staff for correct or updated information. (Please be advised, all people who pick up your child will need to show a form of a picture I.D. and know the code word.)

What do I do if my child will be late, or if I need to pick up my child early? Please call and notify the camp office at 203-237-7864. All late arrivals and early pickups are at the camp office. Only individuals on your child's approved list (with the code word and photo i.d.) will be allowed to pick up your child from camp.

If a Child is Not Picked Up at Closing

If a child is not picked up after closing hours the following steps will be taken:

1. The child/children will be kept calm, busy and reassured that he/she will be taken care of and their parents are probably held up at work.

2. Parents will be called at work, home, and cell phone to try to reach them.
3. If parents cannot be reached, we will call the emergency or alternative contact at 5:30 p.m. When the emergency contact person has picked up the child staff will leave notes on the camp office door to tell the parents who picked up the child and when. (Every effort will be made to contact the parent.)
4. At 6:00 p.m. if the child is not picked up the YMCA will have no choice except to call the police department. At that time, the child may be released to the police.
5. Staff members are aware of usual pick up times for individual children and will call if the parents have not picked up around their usual time

DISCIPLINE POLICY

Behavior Policy Mountain Mist Day Camp 2022

Mountain Mist Day Camp is determined to provide a safe and fun environment for all campers, free from bullying and other possible negative behaviors that disrupt a positive day camp experience. We feel that the best way to prevent any negative behaviors from occurring is to provide a quality day program with well trained staff. In the event that a camper exhibits any negative behavior(s), it may result in referral to the camp office, time out of an activity and/or dismissal from the program. By keeping activities moving and well organized, we believe that many potential problems can be avoided or prevented. Disrespect toward staff members or property, injuring other children or staff, disruptive behavior, stealing, leaving camp property, and profanity will not be tolerated. If such a problem occurs, the following steps will be taken:

- 1. First Offense : Verbal discussion with the child. The child will be removed from the group for a specified time frame or privileges will be taken away as well as a phone call home to the parents/guardians to inform them of the incident.**
- 2. Second Offense : If a second discussion is needed with the child then a phone call will be made home to the parent/guardian and the child will be sent home for the day with an incident report filled out.**
- 3. Three or more offenses : If the problem persists, or a serious infraction has been made, the camper will be put on suspension (via director's discretion) or removed from the camp program for the remainder of the summer.**

The following negative behaviors will be dealt with by the Camp Counselor. If the offense is repeated or the camper is continuously disrupting the group's activities, the camper will miss time out of an activity and/or be sent to the Village Director. The Village Director will evaluate the negative behavior and may notify the parents (depending on severity/frequency), fill out a behavior log and put it in the camper's file and require that the camper miss more time from an activity (depending on severity/frequency).

1. Minor hitting, shoving or pushing
2. Inappropriate language or subject matter
3. Not following directions
4. Straying from the group
5. Distracting counselor/group
6. Throwing of objects

The following negative behaviors will result in camper(s) being sent immediately to one of the Camp Directors. The Camp Director will work with the Village

Director to evaluate the negative behavior. Parent(s) will be notified, behavior log will be filled out and put into the camper's file and camper may be dismissed from camp (temporarily or permanently).

1. Aggressive physical contact (hitting, shoving, or pushing)
2. Verbal threats to campers or staff
3. Destruction of camp property or property of others
4. Stealing
5. Possession of drugs, drug paraphernalia, knives or other dangerous items
6. Emotional harassment of other campers or staff
7. Endangerment to self or others

Preventing and Managing Negative Behavior:

1. Create group rules/set expectations
2. Keep activities moving – no down time
3. Use positive reinforcement
4. Be tolerant to certain behaviors – being annoying is not negative
5. Redirect attention

Have consequences for unacceptable behavior & benefits of acceptable behavior

1. Use "time outs" – have them take a break
2. Use punishment as a last resort
3. Never use physical or emotional punishment
4. If necessary, seek assistance – Village Director, Camp Director.

All parties must be honest in communicating the concerns that they are having dealing with the child. It is important for the staff and parents to stay in constant communication. The concerns could be about anything dealing with: behavior, development, speech, a physical condition, etc. We do have outside consultants and agencies that can help. When we have come across a situation where every possibility has been exhausted, and the child is not benefiting from the programs the facility has to offer, or the behaviors have not changed, the parents will be asked to remove the child from camp. The Meriden YMCA staff will assist as much as possible. We will leave the door open for a child to return to this facility should the behaviors diminish or change to the point where our program would be more conducive to the child's needs.

If you have a problem with your child or another child within this facility, you need to address the problem immediately with the director or assistant director. Please do not text any camp counselor directly, or take matters into your own hands.

- Under no circumstances will any child be frightened, humiliated, neglected, abused, corporal or restrained.
- Under no circumstance will food be taken away for a child misbehaving. • Children are not bad, their behavior is what is unacceptable.
- All staff members are expected to act professionally when they are dealing with children. Appropriate language must always be used to emphasize the positive.
- Use supervisors and directors to try to solve problems. Try to work out problems

with the parents we work as a team.

- Discipline is always under direct staff supervision.

EMERGENCY SAFETY STANDARDS

A. Emergency Safety Plan for Injury or Acute Illness: In the event of an emergency involving an injury or acute illness, the Camp Director or assistant director must follow these risk reduction measures: Call 911 to summon emergency personnel and then call the Camp Office. Notify the parent or the parent emergency contact number. Isolate the scene to prevent further injury or illness. Have a **staff person** accompany the child to the hospital and stay until the parent arrives. Prepare a written report immediately but no later than 24 hours following the occurrence. In the case of an injury, correct the hazard immediately, if possible; study the occurrence to see if changes can be made to eliminate future injuries

B. Emergency Safety Plan for Covid 19

When to Seek Emergency Medical Attention

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Campers or counselors showing symptoms will be sequestered in a cabin and the local health department will be contacted. Recommendations from local health officials will be followed.

Safety Plan for Emergency Evacuation

As a safety precaution, an emergency evacuation drill must be conducted as follows: Staff will escort the campers out of the building in an orderly fashion, and proceed to a safe area (i.e., at least 75 feet from the facility) at the New Life Church property. All camp staff must remain with their camp group and take attendance. If all campers and staff are accounted for, the Camp Directors, assistant directors and village directors will maintain order and follow the instructions of emergency personnel. If a camper or staff person is missing when the attendance is taken, the emergency personnel must be informed immediately, and staff must follow their instructions. When the emergency drill has been completed, the event must be recorded on the appropriate form, and a record of the dates of all emergency drills must be kept on location.

Fire or Other Hazard

If a fire or other hazard occurs, evacuate campers for their safety, following the Emergency Evacuation Safety Plan above. If you cannot stop the fire with a fire extinguisher call 911 for the Fire Department.

Natural Emergencies

When emergency weather bulletins are issued that warn of high winds, thunderstorms or flooding, the Camp Director will notify campus by the three whistles. The Camp Director, assistant directors and village directors will move campers to safety. Attendance must be taken to ensure that all campers have been accounted for. Those camps that are outside should immediately move to shelter.

Emergency Safety Plan for Major Emergencies

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

The YMCA will be contacted to send out emergency texts, one call now, remind, etc. to alert parents of the situation.

Transportation

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

Shelter-in-Place

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

Communication

If appropriate, all camp personnel including Camp Directors, Recreation Specialist/Camp Supervisors will work together to notify parents of the whereabouts of campers.

Crisis Response Protocol

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

Displaced Camper

Staff are responsible to know the whereabouts of campers at all times, both onsite and when on a field trip away from the campsite. Failure to do so could result in a camper wandering away, which is an extremely dangerous situation. If you are not able to account for a child for any reason, immediately implement the following procedures:

Missing for 0 to 5 Minutes: Alert the Camp Director immediately. Check the area where the camper was last seen. Conduct a thorough roll call and head count to ensure accurate accountability.

Missing for 5 to 10 Minutes: Expand the search area. Assign some staff to conduct the search. Assign other staff to continue supervising the rest of the campers and to continue

conducting activities with minimal disruption. Simultaneously, conduct a "paper search" by checking attendance records, bus records or any other daily record that might shed light on the situation.

Missing for 10 to 15 Minutes: At 10 minutes, call the Camp Coordinator and the Camp Supervisor, and give a detailed description of the missing camper (i.e., physical appearance, clothing, etc.) and the time he/she was last seen. Follow their instructions. Conduct another roll call and headcount. Continue to expand the search area.

Missing Beyond 15 Minutes: At 15 minutes, the Camp Supervisor, or in his/her absence, the Camp Coordinator will call 911 to alert the police. Call the parents to alert them to the situation. Follow instructions from the Camp Office and the police. Continue to assign some staff to the search. Continue supervision of the other campers and continue activities. Complete an incident report when the camper has been found.