

**NORTH SALEM DAY CAMP HANDBOOK
2022 CAMP HEMLOCK**



Staff Name: _____

**Keep this handbook for your records. You are responsible for knowing and complying with the material in this handbook*

STAFF TRAINING AGENDA

A pre-camp orientation will be held. Topics included will be:

- Description of hazardous area and potential hazards
- The Chain of Command
- Camper/counselor ratios
- Appropriate conduct for staff with campers/staff
- Procedures for dealing with visitors, and intruders
- Acceptable and unacceptable methods for disciplining campers
- Counselor Incident Reports
- Recognition and reporting of child abuse allegations
- Camp Medical Plan including first aid, emergency medical care, sick campers, etc.
- Waterfront supervision
- Lost Camper Plan
- Lightning safety
- Camp evacuation
- Fire safety/drills
- Buddy Board System
- Lost Swimmer Plan
- Staff Tour of camp

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GENERAL EMPLOYEE INFORMATION

Attire

1. All staff must wear camp shirts on the first day and on special days. Staff shirts are easy identification in a crowd. Identification badges must be worn at all times. Forgetting your name badge could result in loss of pay.
2. Slacks, jeans, shorts and bathing suits should be in good taste, neat and clean. Cutoffs cannot be worn in place of a bathing suit.
3. Sneakers must be worn daily by all staff. Counselors wearing other footwear will be sent home to change into sneakers.

From the Town of North Salem Employee Handbook....

Personal Appearance

Policy Statement – It is the policy of the Town that each employee’s dress, grooming and personal hygiene should be appropriate to the work situation.

Standards – An employee must maintain a personal appearance in a manner that reflects a good image to the public. Acceptable personal appearance is an ongoing requirement of employment with the Town. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted. Employees should not wear attire inappropriate to the work environment, which may include jeans, tank tops, sweat suits, overalls, skirts that are not of appropriate length, suggestive attire, athletic clothing, novelty buttons, and similar items of casual attire since this clothing does not present a businesslike appearance.

Safety Clothing and Equipment – An employee may be required to wear safety clothing and equipment as directed by the Department Head. If such is the case, the employee must comply with all safety requirements.

Staff Attendance Policy

Counselor attendance at camp is very important. Should an emergency arise, notify the Director immediately. Your daily attendance at camp is needed for the continuity of the program and better interaction between counselors and campers.

- All counselors will be available for the full contract period unless arrangements have been made.
- Employees are only paid for hours in which they are at work. Employees are not compensated for absences, including college visits.
- Attendance at both staff training days is mandatory. Absences will lead to forfeit of your assigned position or dismissal.
- No counselor is allowed to leave until all the campers in your group have gone for the day or you have permission from one of the Directors. You may **NOT** leave your group for any reason without permission from a Director.
- Counselor’s hours are from 8:20am - 3:20pm or until your campers have left for the day. Specialists/Lifeguard’s hours are from 9:00am-3:00pm.
- For any late arrival or early departure, the employee must check in with the Security Officer.
- If an employee is sick and must call out of work, notification must be made by **7:00am**. Notification must be made by leaving a voice message at **(914)669-8758** AND emailing camp@northsalemny.org. Asking another person to call in on the employee's behalf is not permitted. A doctor’s note is required to return to work. Any unexcused absence will result in being issued a “Code of Conduct Incident Form”.

- Any staff member may be moved to another group/position if attendance or any problem warrants a move.

From the Town of North Salem Employee Handbook....

Tardiness – An employee must be ready and able to work at the time the employee is scheduled to begin work. In the event an employee is unable to report to work at the scheduled time, the employee must provide notification to the Camp Director as soon as possible, but no later than fifteen minutes after the scheduled starting time. The reason for tardiness and the expected time of arrival must be indicated.

Daily Notification – In the event an employee is unable to report to work, the employee must notify the Camp Director each day of the absence and state the reason for the absence. In the event the absence was pre-authorized, this requirement will be waived.

Scheduled Absences – Requests for scheduled time off must be approved by the Camp Director. All requests for time off are subject to approval by the Camp Director on a case-by-case basis.

Unscheduled Absences – An employee who is unable to report to work must personally contact the Camp Director prior to the employee's scheduled starting time. The employee must indicate the reason for the absence and when the employee expects to return to work. Asking another person to call in on the employee's behalf is not permitted. Notification requirements may be waived in cases of emergency.

Unexcused Absences – Notification of an absence to the Camp Director does not automatically mean the absence is authorized. Any time off from work that is without proper approval is considered an unexcused absence. An unexcused absence is without pay and may result in disciplinary action, up to and including termination.

Early Departure – In the event an employee must leave work during the workday, the employee must seek permission from the Camp Director prior to leaving.

Leaving the Premises – An employee must obtain prior approval from the Camp Director to leave an assigned worksite during working hours due to a non-work related reason. An employee who leaves an assigned worksite during the workday due to business reasons must notify the Camp Director.

Documentation of Absences – An employee who has frequent absences may be required to provide documentation of the reason for any future absences.

General Camp Duties and Responsibilities

Failure to comply with any of these rules may be grounds for dismissal:

1. All staff will be on probation for one week to learn their respective duties.
2. Smoking of any kind (including vaping) is not allowed on campgrounds, nor may you leave an activity to smoke in your car. The whole park is a smoke free area.
3. Drug use will not be permitted. Any staff member who needs medication of any kind must discuss with the Nurse (Epi Pen, Inhaler, etc.).
4. No speeding on camp grounds or at bus stops.
5. Failing to properly participate in and run a buddy check at the pool.
6. Improper/Unauthorized use of cell phone, tablet or any mobile or electronic device.
7. There will be no verbal, emotional or physical abuse allowed for any reason. If you encounter a problem with a camper or fellow staff member notify the Director immediately.
8. Blatant disregard for directions or gross misconduct is grounds for immediate dismissal. Counselors will be issued and must sign a Code of Conduct Incident Form. Three

infractions will be a mandatory dismissal. This includes material covered in the camp Blogging and Cell Phone Policy.

9. Profane language will **NOT** be tolerated and there will be no public displays of affection.
10. Counselor-In-Training Certification Program- CITs are under the age of 15. Staff should assist CITs in their training and help them to become great future counselors. Staff should help train the CITs by setting a good example and being a positive role model (leading by example). CITs are to be included in all activities - they are here to learn, not to serve counselors.
11. There will be no piggyback rides. Campers are **NOT** to be held or allowed to sit on your lap. No child is to be singled out as a favorite.
12. We have a No Tolerance Policy – **no knives** are allowed at camp (unless permission is granted for a special project). Water pistols are to be used only for special activities with permission from the Director.
13. Private vehicles belonging to staff are not to be used for transporting campers unless permission has been granted by the Director. If you have arrangements to transport anyone to and from camp a note from the parent must be given to the Security Officer
14. Staff may be required to do tasks not mentioned herein but deemed necessary by one of the Directors.

NOTE: Any counselor may be moved to another group/position if attendance or a problem warrants a move. If a counselor is absent, his/her position is not guaranteed when they return to camp.

Prohibited Conduct

From the Town of North Salem Employee Handbook....

“Any employee who, after investigation, is found to have committed any of the actions listed below will be subject to corrective action, up to and including termination of employment. This list is illustrative only and does not limit the Town’s right to impose discipline in other appropriate cases.

- Willful violation of Town’s rules, policies, and procedures.
- Harassing (including sexual harassment), intimidating, coercing, threatening, assaulting, or creating a hostile environment against another employee, Elected Official, resident of the Town, supplier, visitor, or any other person, whether on or off Town premises.
- Engaging in any action that is in violation of the Town’s Workplace Violence Prevention Policy.
- Possession of any weapon or dangerous instrument (including knives with over a three inch blade, firearms, and explosives) on Town property or in Town vehicles, except for those employees who are required as a condition of employment to bear a weapon.
- Possession, use, distribution/sale, or being under the influence of any alcoholic beverage(s), cannabis product(s), or illegal drug(s) during hours of work or while on Town property or in Town vehicles. (Revised by Town Board Resolution on May 25, 2021)
- Willful or deliberate abuse, destruction, defacement, or misuse of Town property or the property of another employee, Elected Official, resident of the Town, supplier, visitor, or any other person.
- Theft or unauthorized possession, use, or removal of Town property or the property of another employee, Elected Official, resident of the Town, supplier, visitor, or any other person.
- Falsification or alteration of any records or reports including but not limited to employment

applications, time records, work records, medical reports, absence reports, work-related injury reports, and claims for benefits provided by the Town.

- Preparation or manipulation of another employee's time record.
- Acts of sabotage, including the work of another employee.
- Making false statements about another employee, Elected Official, resident of the Town, supplier, visitor, or any other person. This includes knowingly making false accusations against another individual as to allegations of discrimination, sexual harassment or other harassment which is in violation of Town policy or applicable law.
- Insubordination or willful refusal to comply with the lawful order or instruction of a work supervisor or Department Head.
- Improper performance of job duties or repeated failure to perform assigned duties and responsibilities.
- Violation and/or disregard of safety rules or safety practices, including failure to wear assigned safety clothing or equipment, in such a way that jeopardizes the safety of the employee, another employee, Elected Official, resident of the Town, supplier, visitor, or any other person.
- Offensive or unprofessional behavior that is contrary to the Town's best interest, or any conduct that does not warrant public trust.
- Committing any violation of the law either on or off duty or on or off the work site that implicates the employee's fitness or ability to perform assigned job duties.
- Unauthorized expenditure of Town funds.
- Illegal gambling while on duty.
- Willful work slow-down, work stoppage, or interfering with or restricting the performance of another employee or in any other way interfering with Town operations.
- Careless or negligent use or operation of equipment, including vehicles and machinery.
- Unauthorized absences or failure to give proper notice of an absence.
- Excessive tardiness and/or absences except those absences covered by state and/or federal statutes.
- Leaving work area without permission, as defined by the Department Head.
- Failure to adhere to the personal appearance/dress code policy.
- Sleeping on the job, unless authorized by a Department Head or work supervisor.
- Personal activity during paid work time without the express permission of the Department Head.
- Use of personal listening devices (e.g. iPods/MP3 players, etc., with headphones / earbuds) during paid work time without the expressed permission of the Department Head. (Note: use of such devices is permitted during meal breaks and authorized rest breaks.
- Disruptive, loud, or boisterous behavior or horseplay in the workplace.
- Abusive language in the workplace, including racial slurs and epithets.
- Posting, removing, or defacing of notices, signs, or other written material without prior approval.

This list is not intended to be comprehensive and does not limit the Town's right to impose discipline in other appropriate cases.”

CAMPER SUPERVISION

On Site Camper Ratios:

- 1 to 12 daily activities
- 1 to 25 passive activities

Lost Camper Procedure

Counselors must account for their campers at all times: The Head Counselor will take daily attendance, and again at the beginning and end of **EACH** class.

If a camper is not accounted for the lost camper plan will be implemented:

1. Report a missing camper in person; not over the radio. This may be reported to a Director, Medical Staff, Security or Aquatics Director.
2. A Director will be notified immediately and will designate who will search and who will remain with the campers. If possible the staff will enlist Mountain Lakes Park staff in the search.
3. The search leaders will find out as much information as possible from other campers and check the immediate area, bathrooms and cabins.
4. The search leaders will then branch out, taking into consideration last reported location..

If after thirty minutes the camper has not been found:

- A Director will notify the police giving a full description: height, weight, clothing, last place seen and anything pertinent to the search.
- Staff will follow instructions of the Police.
- A Director will notify the parents.

Medical Attention

If any campers become sick, injured or any situation arises that you think may become a potential problem, one of the camp Directors or Medical Staff must be notified immediately. Staff will use universal precautions kits in case of injury involving blood or body fluids. The camp nurse will give instructions at orientation.

In case of back/head injury use the two-way radio to get Medical Staff - do not move the camper.

Discipline

The best method of maintaining discipline is to have the campers respect you as a leader and a person. Your first day at camp will determine your success in handling campers.

- Be firm but fair.
- Be friendly, no screaming or shouting at the campers.
- Always maintain a spirit of fairness and justice in dealing with campers.
 - Their respect is one of your greatest assets. To be strict with one child and lenient with another or to enforce a rule one day and ignore it the next, lessens respect for both rules and leaders.
- Let the children know the rules, abide strictly by these rules and let up only as you gain their confidence.
- Counselors are not to use foul language and must treat all campers with respect; remember no hands on campers.

In case it is necessary to discipline a camper (camper is not listening, being disrespectful or harming others):

- Take the camper aside and speak with him/her. Do not question the camper in front of peers.
- Be sure to learn all the facts before reprimanding the camper; otherwise, it may be unfair and may cause resentment toward the staff. Determining the facts before imposing the penalty eliminates the danger of unwise actions.
- Report any situation you cannot handle before it becomes a bigger problem.
 - Bring the camper to a Director immediately. Do not wait until the situation gets out of hand.
 - Always keep a Director aware of any circumstance that may result in a call from a parent.
- If the incident involves a fight, bring all parties involved to the office.
- Remember that the camper should be reprimanded, not to “get even”, but to teach them that they must not act in a way which is contrary to the best interests of the group.
- **KEEP YOUR HANDS OFF THE CAMPERS** -- you can easily become involved in serious difficulty because force was used in dealing with a camper.

SPECIALISTS - DUTIES & RESPONSIBILITIES

Responsibilities will vary based on specialty but all specialists will teach five to six 40-minute classes per day and will be required to submit weekly lesson/activity plans. Any supplies or materials needed must be requested at least one-week prior. These requests should be made in writing to the Director via email or hand-written note.

Specialists will be assigned as needed to eat lunch with specific groups and be attentive to their campers on a rotating basis.

Nature & Outdoor Skills Specialists: Groups will take nature walks only with the Nature Instructor or the Outdoor Skills Instructor. We will NOT be crossing any rapidly flowing streams, rivers, etc. During nature walks, instructors must notify a Director of:

1. Time of departure
2. Participants – group name and number of individuals.
3. Planned Route
4. Estimated time of return.

Upon their return, instructors will ensure all participants are accounted for and then notify a Director.

Camp Procedures – Morning Arrival

Specialists will arrive by 9:00am, check-in at the Mess Hall, then go to their assigned area and prepare for the day’s activities. Specialists should check their area for any damage or potential hazards and notify a Director right away of any issues.

Camp Procedures – Afternoon Dismissal

At the conclusion of the last class, specialists should begin cleaning up their area. No garbage should be left inside or outside of your area. Bring all garbage to the dumpsters or arrange for it to be picked up by a Runner. Bring any “Lost & Found” items to the Mess Hall. Once their assigned area is clean, specialists may check-out at the Mess Hall.

All staff signed the Code of Conduct during their interview (text copied on page 18). Staff found to be negligent in their duties will face disciplinary action, up to and including immediate dismissal/termination. Staff is to enforce the rules of Supervision and Safety at all times.

GROUP COUNSELORS - DUTIES & RESPONSIBILITIES

Camp Procedures – Morning Arrival

Counselors will arrive at PQ Elementary School and check-in by **8:20am**. The daily staff meeting will begin promptly at 8:20am. All counselors must attend. After the meeting, staff will go to their group's assigned area to wait for their campers.

Counselors will:

- Maintain supervision of campers as campers arrive.
- Take attendance.
 - Attendance must be handed in prior to your group getting on the bus.
- Collect all notes.
 - All pick up notes must be noted on the group attendance sheet and initialed by the Head Counselor before being given to the Security Officer at camp.

Once the bus has arrived at camp, one counselor from each group will be responsible for:

- Collecting all camper lunches and placing in their group's assigned lunch bag.
- Storing the lunch bag inside the refrigerator in the Mess Hall.
- Obtaining their group's radio.
- Submitting all pickup notes to the Security Officer.

Once this counselor has returned to the group, the group may proceed to the first activity.

Camp Procedures – Afternoon Dismissal

At the conclusion of the last class, counselors will:

- Make sure all campers have all belongings – backpack, lunchbox, towel, etc.
- Quickly and safely lead their groups to the bus pickup area.
- Lead their group onto the bus.
- Check that all campers are buckled – assisting those that need it.
- Take attendance and report to the Director before departing camp.
- Sit amongst their group to adequately supervise campers.

Once at PQ, counselors will:

- Lead their group quietly, in a line, to their assigned area and take attendance.
- Once all are accounted for, pickup may begin.
 - Do not allow parents to sign their child out until the group has arrived at their assigned area and attendance has been taken. *Tell a director if any parents have difficulty following this rule.*
- Record the name of the adult picking up each camper on the daily attendance list.
 - If a camper is going home with someone other than their parent we must have a note stating who will pick up the camper. **THIS IS VERY IMPORTANT!!!**
 - If a Director should ask you whom a certain camper went home with today - we will need an answer.
- Continue to supervise campers and maintain control of the group. Your complete

attention during this time is crucial - staff should not be conversing with each other.

Once all campers have left, counselors may check-out. If a counselor is part of a carpool with campers, arrangements should be made for the carpool to come at 3:20. Counselors may not leave early because their ride arrived earlier than expected.

KNOW YOUR CAMPERS! Know the parents as quickly as possible and learn the car pools and siblings. Make notes of any helpful information on the first day to assist you in knowing who has permission to pick up your campers.

*Any child leaving early must have a note and also be signed out with our Security Officer or Nurse before leaving the premises.

Other Responsibilities

1. While moving your group around the campgrounds all counselors should be spread out – beginning, middle and end of line - watch for stragglers. Counselors are not to walk two in front.
2. During periods of bad weather, counselors will maintain control of campers in the Mess Hall. They will control the noise level and stay with their groups in their assigned areas.
3. All counselors must help with dismissal - If you are car-pooling with campers you must arrange for late pick up. Counselors will be required to ride the bus to and from camp.
4. Counselors will stay with their group at all times. They will accompany their groups to each activity and assist specialists at each activity. Counselors are never to be sitting separately from their groups and/or with their backs toward their campers.
5. Counselors will keep accurate attendance records throughout the day, including before and after each activity.
6. During down time, counselors will be responsible for creating and implementing activities to keep the campers engaged – think of this ahead of time and be sure to keep any needed supplies with you at all times – be prepared to share ideas during staff training. The camp can provide any requested supplies with enough notice.
7. All counselors will eat lunch with their campers in their assigned area making sure their area is clean of papers, wrappers, etc. at the end of the lunch period or at any other time **DURING THE CAMP DAY**. Group lunch garbage bags are to be thrown into the dumpster (NOT ON TOP) by a counselor immediately after lunch.
8. If any campers are sick/injured (ANY incident with tears) or any potential problem arises, Administration must be notified immediately.
9. Head counselors must attend daily staff meetings and report information to fellow staff members.
10. Groups will take nature walks only with the Nature Instructor or the Outdoor Skills Instructor.
11. Counselors must show proper care of facilities and camp equipment. This means neatness in the Mess Hall, cabins, log circles, and outdoor eating areas. All groups will be assigned clean up times.

Supervision and Safety

*Keeping campers occupied is the easiest way to maintain control and prevent injury.
There is no such thing as an accident – every injury can be prevented!*

1. Find interesting ways to make activities more pleasurable, there may be times when you must fill in an activity -- think of ways to do this **BEFOREHAND** – be prepared.
2. Take every precaution to avoid accidents by constant supervision and by giving campers safety instruction. **ALWAYS PROMOTE THE SAFE WAY TO PLAY!**
3. Take campers to the office for First Aid treatment or send for Medical Staff if you have any doubt whether an injured camper should be moved. Even minor injuries (when tears are present) must be reported to Medical Staff.
4. Safeguarding children and others against accidents is one of the primary responsibilities of the entire staff. It is the responsibility of everyone to know the causes of accidents at camp and the best means of preventing them.
5. Be sure all participants are instructed in the proper use of all equipment used in various games. If you see anyone improperly using equipment correct the situation immediately. Report any damaged equipment immediately and take it out of use.
6. Inspect the grounds carefully for broken glass – check your area each morning for debris, holes in the ground, or any other potential problem. Report any hazard to a Director.
7. Make sure campers are aware of the natural hazards at camp such as the lake, tripping over tree trunks, roots, rocks, etc.
8. Bicycle riding is not permitted within the camp.
9. Consider campers need for rest and water - especially in very hot weather. Abnormally tired or overheated campers should be brought to Medical Staff.
10. Do daily cursory health checks of campers for illness, ticks, and evidence of child abuse.
11. Counselors will accompany campers from one activity to another and will take attendance before and after each session. Campers and CITs are **NOT** to be on their own – **EVER**.
12. All staff is to question any camper that is alone, participating in an unsafe activity or appears to be in a hazardous situation – even if they are not in your group or activity. They are to correct this situation immediately or call for assistance from other staff members. All staff is to question any and all unknown individuals on the campgrounds.
13. Counselors will stay with their campers at all times during the day, including lunchtime. They will sit at the same table and be focused and attentive to their campers.

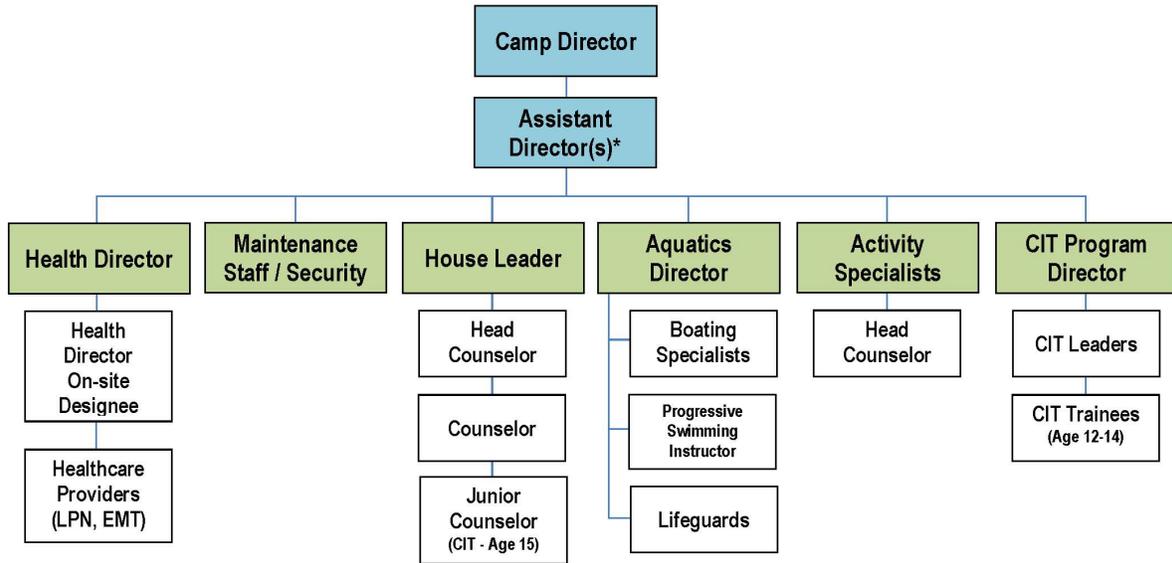
All staff signed the Code of Conduct during their interview (text copied on page 18). Staff found to be negligent in their duties will face disciplinary action, up to and including immediate dismissal/termination. Staff is to enforce the rules of Supervision and Safety at all times.

Staff meetings

- All counselors must attend daily staff meetings. Meetings are held promptly at **8:20 am**. Campers are not to arrive until 8:35am.
 - If a counselor is responsible for a sibling or child during this time, the counselor must maintain supervision of this individual. The child may not be released to his/her group until 8:35am.
- Each of our Counselors will be evaluated at the end of the camp season regarding his/her performance in their assigned position. Performance Reports will be reviewed and the results of this information will be used in the hiring process for the following year.

CHAIN OF COMMAND

North Salem Day Camp Chain of Command



* In the absence of the Camp Director, the Assistant Director will assume the Camp Directors responsibilities.

RADIO ETIQUETTE/USAGE POLICY & PROCEDURE

POLICY: Radios are issued to head counselors and certain Instructors of the camp to allow for better and faster communication and effective emergency communication from any location on campgrounds. Due to the nature of radio to be heard by anyone nearby, we want to maintain a proper level of decorum while conducting communications of the camp.

OBJECTIVE: The goal of this policy is to ensure that radio communication will be able to occur in an organized, accessible and professional manner. It is also our hope that radios will be handled in a manner that will minimize breakage and the need for repair.

EQUIPMENT: Radios will be assigned to head counselors of each group. Radios will be signed out each day and returned each afternoon for charging. Any issues pertaining to function should be reported to an administrator ASAP.

RESPONSIBILITY: The carrying out of this policy is the responsibility of each counselor/instructor who is temporarily or permanently (for camp season) assigned a camp radio.

- 1- Radios will be on during the entire camp day
- 2- Radios will be carried on their person at all times (except for water activities that risk submerging the radio)
- 3- Radios will be kept on the assigned channel unless otherwise instructed by an administrator

- 4- Radios will be kept clear of water and debris
- 5- Radios will be left on camp grounds at all times
- 6- Radio defects will be reported immediately to administration.

USAGE: Radios will be used for camp communication and emergency purposes only. When attempting to contact or reply via radio, speak slowly and clearly. Radio use will be monitored by administration and abuse of radio use is grounds for termination.

<p>DUTIES & RESPONSIBILITIES OF ANY/ALL STAFF WHILE AT THE WATERFRONT</p>
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Counselors are to assist Pool Staff at swim time. That may be on the deck or in the water as directed by Pool Staff. This is not a free time for counselors.

COUNSELORS MUST:

- wear a bathing suit (no jeans, jean shorts, sweatshirts)
- not wear shoes in the pool area
- leave phones outside of the pool area – Lifeguards will call buddy checks, there is no need to check the time on your phone, use a watch instead!

Swimming Ratios:

- 4 & 5 year olds - 1 to 6 in the water
 6 & 7 year olds - 1 to 8 in the water
 8 & up year olds - 1 to 10 in the water

NON-SWIMMERS – CAN NOT GO MORE THAN A MAXIMUM OF CHEST DEEP IN SHALLOW WATER; COUNSELORS MUST BE IN THE WATER WITH THESE NON-SWIMMERS AT A 1:3 RATIO IF THE WATER IS MORE THAN CHEST DEEP FOR THE CAMPER.

****COUNSELORS AT THE WATERFRONT/POOL WILL BE ASSIGNED TO SUPERVISE ALL CAMPERS.****

Two Types of Aquatic Crises:

1. Distress situation – Someone who can float or swim but is struggling - **CAN** wave or call for help. If not recognized and helped, he/she can quickly shift to a drowning victim.
2. Drowning Situation – (drowning is suffocation in water) – Someone who is a non-swimmer over his head or someone unable to swim at the moment **CAN NOT** wave or call for help because of what is known as the: “Instinctive Drowning Response”.
 - They can’t call because they are suffocating in water
 - They can’t wave for help because of the “Instinctive Drowning Response”.
 - Their arms are extended laterally and look like they are playing.
 - They struggle briefly, only 20-60 seconds before submerging.

Swimmer Identification

All non-swimmers, beginners and advanced beginners will be identified by colored wristbands:

Non-swimmers (N) - No band - confined to the shallow end of the pool, up to the marker. Non-swimmers may only be in water that is chest high.

1. **Beginner (B) - Red band** - maximum depth of 4 feet.
2. **Intermediate (I) - Yellow band** - maximum depth 5 feet.
3. **Swimmer (S) - Blue band** - can swim in all areas.

****NOTE:** Until all campers swimming ability is determined (usually during the first swim period) all campers will be treated as non-swimmers.

Pool Rules

You are required by the camp and the Department of Health to be properly attired and either in the water or on the deck watching the swim area. You are to assist from the deck by keeping a close eye on campers. Therefore you will have an active role as assistants to the WSI and lifeguards in the following ways:

**THE MAJOR ROLES OF NON-POOL STAFF WHEN AT THE POOL ARE:*

1. Supervisory

1. Be a positive role model – the rules apply to staff as well as campers.
2. Safety monitor – help enforce pool rules; also, hold gate open for campers, then close gate behind them.
3. Be alert at all times – it takes only 20 seconds for a small floundering child to submerge helplessly. Once submerged chances of survival are greatly reduced. Eyes must be on the campers – no talking with friends. Never assume that anyone, child or adult, is drown proof.
4. Maintain order when changing clothes or waiting for class.
5. Accompany campers to bathroom or Medical Staff, if necessary during class.
6. Bathroom use – when leaving the pool area campers must be accompanied by a counselor and must notify their Head Counselor who will note it on the Buddy Sheet. If only one Buddy is going to the bathroom the other camper must get out of the water and wait for their Buddy to return before reentering the water.
7. Counselors **MUST** notify the WSI or lifeguard if they hear thunder or see lightning.
8. Know how to perform non-swimming rescues – “Reach, Throw, and Go”- reaching assists, throwing assists, and assisting a non-swimmer to his feet in shallow water.

2. Swimming Instruction

1. Assist the WSI in teaching basic swimming and safety skills. You will receive on-the-job training from the WSI.
3. A positive attitude is important. Be prepared to go in the water each swim class even when the air/water is chilly.
4. Assign buddies each day based upon daily attendance and swimming ability – before coming to the pool.
5. Recognize that each camper, regardless of age, has his/her own rate of learning – setting realistic individual goals is important for success and motivation – campers are **NOT** in competition with anyone and should not be made to feel that they are.
6. Positive feedback helps motivate campers – it tells them that you are paying attention to what they are doing and that you care enough to tell them.
7. Encourage – don’t discourage. Be aware that encouraging beyond their present ability can be frustrating and you can unintentionally cause discouragement.
8. Wear an appropriate bathing suit. Children very often grab suits when trying new skills

or when frightened.

**THE MINOR ROLES OF NON-POOL STAFF WHEN AT THE POOL ARE:*

1. Clerical

Assist with progress records. Assist with buddy assignments and buddy checks.
Maintenance - assist with getting/collecting equipment, including picking up towels, etc. when leaving the pool. Help keep grass and dirt out of the pool.

2. LOST SWIMMER PLAN

1. If during a Buddy Check, a camper is established as missing, the Pool Director will designate which key staff members will systematically search the swim area, changing cabin, other cabins, bathrooms, etc.
2. When the lost camper is found the Pool Director will determine if ambulance or Police are needed. The Pool Director will notify the Director by radio or runner as soon as possible.
3. If resuscitation or First Aid is necessary the pool staff will proceed with and continue measures until advised by competent medical personnel to discontinue rescue efforts. A Director will notify parents and medical personnel at the appropriate time.
4. All campers swimming ability will be assessed their **FIRST DAY** of swimming. If the W.S.I. is not able to assess each campers ability on the first day; campers will either not swim or be treated as non-swimmers. Non-swimmers will only be allowed to go into water up to their **CHEST**. Pool staff will have available whistles, poles, and rescue tubes.
5. Developmentally disabled campers (12-month students) will have one-on-one supervision during regular activities in the water.

3. Buddy Check

- The Aquatics Director\designee will conduct a Buddy Check during swimming at fifteen-minute intervals.
- Campers will be in numbered pairs of either swimmers or non-swimmers (no mixed groups). When the whistle is sounded **ALL CAMPERS** will “buddy up” as quickly as possible, **GET OUT OF THE WATER** and hold hands with their buddy. The Buddy Leader will then call out the list of numbers and at the same time visually check for a pair of raised hands and listen for two voices.
- When the buddy check is completed the Leader will then notify the lifeguard staff that all campers are accounted for.
- **If a camper must use the bathroom or leave the swim area for any reason his or her buddy MUST GET OUT OF THE WATER and wait for their buddy to return.** Buddies may accompany each other to the bathroom if within eyesight of a counselor.
- If there is an odd number of campers the odd camper will be paired up with a counselor. No groups of three. **This will be noted on the Buddy Sheet.**
- It is important that buddies stay with each other in the pool (**IN THE SAME AREA**), not only when the whistle blows. If there is a problem at the pool follow the directions of the Pool Staff.

EMERGENCY & EVACUATION PLAN

Staff: please review this plan with your campers and become very familiar with it.

EMERGENCY HORN BLASTS

During an emergency, staff and campers will be signaled by blasts from a car horn or air horn. Listen for the following blasts and respond as written:

- **1 VERY LONG, CONTINUOUS BLAST:** Immediate Danger - Evacuate the camp grounds immediately via the planned escape route and listen to your radio.
- **2 BLASTS:** Seek shelter - Thunderstorm / Severe Weather or other emergency – If in a sheltered area, stay put. If on the field, Outdoor Skills, Pool, or Canoe, go to the designated shelter area. *Do not move from shelter until an “All Clear!” is given!* – Listen to your radio
- **3 BLASTS:** Fire / Evacuation (Fire Drill) – Listen to your radio. All campers and staff will go to Meeting Point 1 immediately, organize group in a line, do a camper and counselor head count, sit quietly and wait for further instructions. If this area is compromised, listen to your radio for alternative location and use Meeting Point 2. If this area is compromised, use Meeting Point 3.
 - Meeting Point 1 (Road near lake/beach)
 - Meeting Point 2 (Paved area at Mess hall)
 - Meeting Point 3 (Use the Mt. Lakes Park’s RED Trail – STAY OFF THE PAVED ROAD - and proceed to Camp Morty Dining Hall)

IMMEDIATE DANGER (1 VERY LONG, CONTINUOUS BLAST)

In the event of an emergency that requires the campers to be removed from the area to prevent them from encountering a dangerous person, or situation, the following routes will be utilized. These routes have been marked on the map and on the trails.

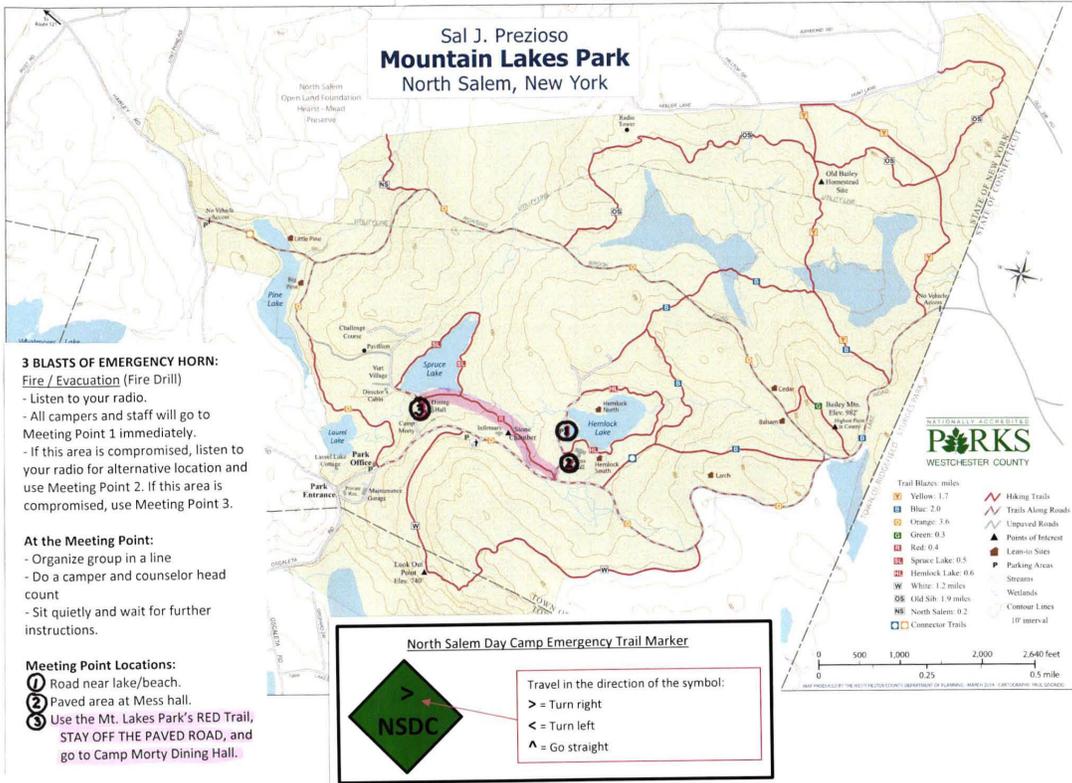
- **ART CABIN AREA (HEMLOCK NORTH):** The counselors will escort the campers north on the service road to meet Mt. Lakes Park’s BLUE Trail. Follow trail markers on trees as seen below to the meeting point on the dirt access road.
- **MESS HALL/LAKE AREA (HEMLOCK SOUTH):** There are two (2) possible escape routes depending on the direction a threat may come from.
 - If the threat is from the North or East, the counselors will escort the campers to Camp Morty Dining Hall via Mt. Lakes Park’s RED Trail. Follow trail markers on trees as seen below.
 - If the threat is from the South or West, the counselors will escort the campers north/northeast along Mt. Lakes Park’s HEMLOCK LAKE (HL) Trail, to Mt. Lakes Park’s BLUE Trail. Follow trail markers on trees as seen below to the meeting point on the dirt access road.
- **FIELD AND POOL AREA:** Counselors will escort campers toward the pool shed driveway and through the woods to meet Mt. Lakes Park’s RED Trail to the Camp Morty Dining Hall. Follow trail markers on trees as seen below.

*Always remain calm. Your campers will be looking to see how you are reacting.

*Proceed along these routes quietly and orderly, at a normal pace.

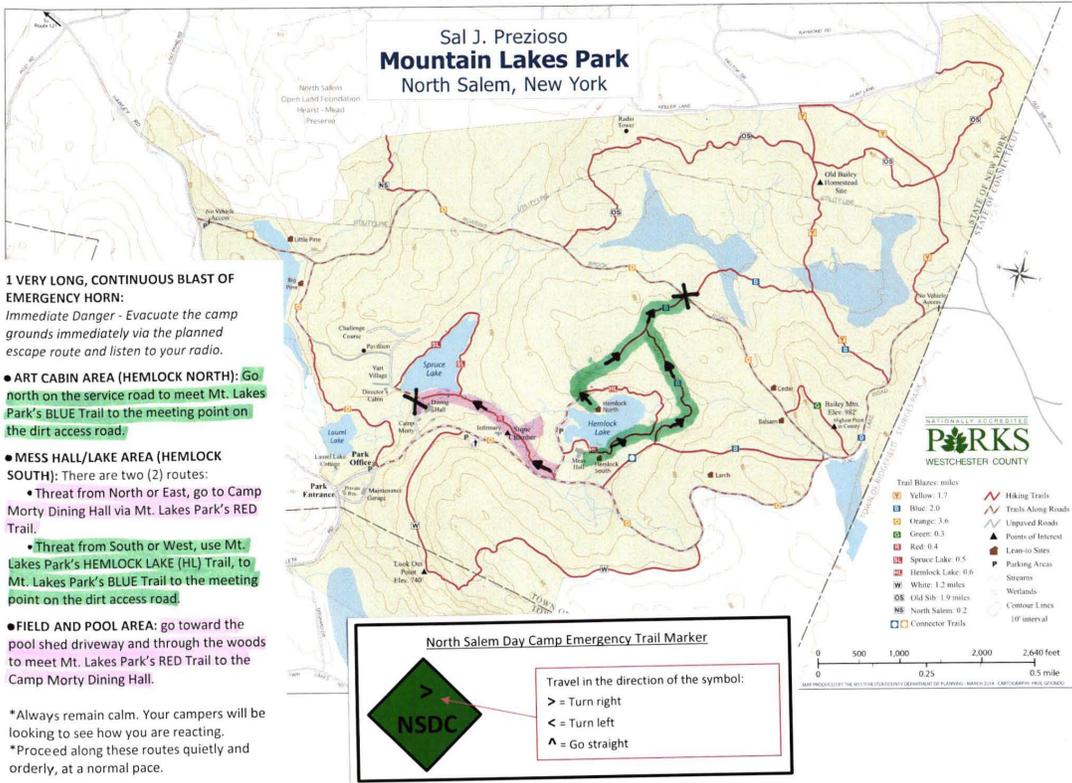
North Salem Day Camp
Emergency Plan
Fire/Evacuation

Emergency Horn Blasts:
1 VERY LONG BLAST: Evacuate - Immediate Danger
2 BLASTS: Seek shelter - Severe Weather
3 BLASTS: Go to Meeting Point - Fire/Evacuation



North Salem Day Camp
Emergency Plan
Immediate Danger

Emergency Horn Blasts:
1 VERY LONG BLAST: Evacuate - Immediate Danger
2 BLASTS: Seek shelter - Severe Weather
3 BLASTS: Go to Meeting Point - Fire/Evacuation



Thunderstorms / Severe Weather

Be aware of weather changes and assure that the campers are properly attired. Watch for fast moving dark clouds - be in touch with A Director. Report thunder to A Director, Canoe Director or Aquatics Director - they may not have heard it.

During a storm, first find shelter:

- For activities already sheltered: all individuals (including staff) are required to remain where they are while heavy rain or thunderstorms are in progress. Everyone should listen for **two short blasts** from a car horn or air horn.
- For unsheltered activities: (i.e. the pool, games, canoe, archery, sports and outdoor skills areas) proceed to the activity's assigned cabin or the Mess Hall (whichever is closest).
 - Campers will move as a group to safe ground.
 - Stay away from power lines, tall isolated trees, open areas, wire fences, pipes, metal poles and other conductors.
- Do not let campers use portable toilets or bathrooms.
- Do not touch metal objects such as refrigerators, stoves, sinks, etc.
- No one should use a phone except in an emergency.
- All individuals will stay in their protected area.
- Staff will listen to their radios for an "All Clear!" signal.
 - No individual is permitted to move (including staff) until the "All Clear" is given via radio.
- If severe weather arrives near the end of the day, this may mean that dismissal will be delayed - safety comes first.

Fire Drills

Fire drills will occur throughout the camp season. The signal for a Fire Drills is the same as Emergency Evacuation - **THREE BLASTS** from an air horn or car horn.

Fire Drill Procedure:

1. All individuals will proceed to the lake area (or alternate meeting area as directed via two-way radio) quickly but orderly, with their group. There is to be **NO** talking at this time - we will give you emergency instructions as needed.
2. The Head Counselor or Instructor will **IMMEDIATELY** take attendance of the campers and staff under their supervision.
3. Report the attendance count to a Director or designee as soon as possible.
4. Remain quiet until given the "All Clear!" signal via radio.

Canoe Emergency

Repeated blows of the Canoe Staff whistle will signify a canoe emergency. All water activity will stop and canoes will proceed to either the alternate landing site or the main docking area as soon as possible and attendance will then be taken. If further action is needed, the Canoe Instructor will contact a Director immediately.

EMERGENCY PROCEDURE

Should the need arise for an ambulance or other emergency vehicle to get into camp during dismissal time - be prepared. Camp groups will be notified via two-radio to stay in place or other directions as required until the "all clear" is signaled via two-way radio. During this time, counselors are to keep campers quiet and away from any road ways in case emergency vehicles are approaching. Counselors should play a game or otherwise engage their campers so campers are not panicked by the appearance of emergency vehicles. It is important for staff to **STAY CALM**.

CAMP POLICIES

Code of Conduct Statement

The Town of North Salem Recreation Department Day Camp is dedicated to providing enrichment to our campers in a fun and safe environment. Any negative, harmful, negligent or irresponsible behavior cannot and will not be tolerated. This can be defined as any action or failure to take action that can anyway:

Harm a child physically or emotionally

Hinder the safety of a child

Set a bad example to a child (language, gestures, etc)

Subject a child to violence, profanity or embarrassment

Failure to report signs of physical or sexual abuse or knowledge of abuse to your supervisor

I have read and fully understand the code of conduct statement. I understand that my failure to comply fully will result in disciplinary action. The severity of disciplinary action will be at the discretion of the camp director or assistant director and will directly reflect the severity and/or frequency of the offense, including immediate dismissal.

The Safety Pledge

As a counselor of children, I accept responsibility for their safety and well-being while they are in my care. I understand the importance of being prepared and punctual. I understand the impact of my behavior, appearance and leadership of their lives. I recognize my obligation to be vigilant and safety-minded at all times. I will strive to make every day a fun and positive experience, allowing my campers to achieve the greatest benefits for their participation in summer camp. I will do this with the understanding that safety is first and foremost.

Communications Between Staff/Relative & Directors

The directors will have no communication with parents/guardians of staff. Staff must contact Directors directly with all questions, concerns, absences, and all other matters.

As an Employee, I agree that I will be the sole person responsible for all communications between myself and my Employer, including camp Directors.

North Salem Day Camp Blogging and Cell Phone Policy for Employees

In general, our camp views social networking sites, personal websites and blogs positively and respects the right of employees to use them as a medium of self-expression. If an employee chooses to identify himself or herself as an employee of our camp on such internet venues, some readers of such Web sites or blogs may view the employee as a representative or spokesperson of the camp. In light of this possibility, our camp requires, as a condition of employment at the camp, the employees observe the following guidelines when referring to the camp, its programs or activities, its campers and/or other employees in a blog or Web site.

1. Employees must be respectful in all communications and blogs related to or referencing the camp, its campers and/or other employees
2. Employees must not use obscenities, profanity, or vulgar language.
3. Employees must not use blogs or personal Web sites to disparage the camp, campers or other employees of the camp.
4. Employees must not use blogs or personal Web sites to harass, bully or intimidate other employees or campers. Behavior that constitutes harassment and bullying include, but are not limited to, comments

that are derogatory with respect to race, religion, gender, sexual orientation, color or disability; sexually suggestive, humiliating or demeaning comments; and threats to stalk, haze or physically injure another employee or camper.

5. Employees must not use blogs or personal Web sites to discuss engaging in conduct that is prohibited by camp policies, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment and bullying.
6. Employees must not take photos or videos of anyone on the campgrounds.
7. Employees may not post pictures or videos of campers or other employees on any website or app.
8. The use of any electronic device for any reason is prohibited in camp.

Any employee found to be in violation of any portion of this policy will be subject to immediate disciplinary action, up to and including termination of employments.

I agree to the conditions set forth in the North Salem Day Camp Blogging and Cell Phone Policy for Employees.

Electronic Use at North Salem Day Camp

The use of any electronic device for any reason is prohibited in camp.

1. Employees found using any electronic device while on duty will be given one written warning.
2. A second offence will lead to immediate suspension for the remainder of the day.
3. A third offense will result in termination.

Counselors are to be monitoring the behavior of their campers at all times during the day. If the need arises to use a phone the Counselor must seek permission from the Director or Assistant Director and may use the office phone.

I agree to not use any type of electronic devices while on duty, including but not limited to: cell phones, tablets, headphones, ear buds (AirPods), video games, camera, electronic watches or other types of wearable technology.

Code of Conduct Incident Form

Employee/CIT Name: _____ Date: _____

Position: _____

Violation(s):

- Attendance
- Conduct
- Creating a Disturbance
- Failure to follow Instruction
- Insubordination
- Performance
- Neglect of Child Safety
- Tardiness
- Unauthorized Absence
- Willful Damage to property
- Other _____

Description of Violation(s):

Further Misconduct or violation(s) will result in disciplinary action, up to and including immediate dismissal/termination.

I have read this Warning Notice and understand it.

Employee/CIT signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Supervisor's signature: _____ Date: _____

Parent/Guardian Signature Required if Under the Age of 18.

Contact Info

List the contact info for your co-counselors here:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Camp contact info:

North Salem Day Camp at Mt. Lakes

Camp location: 201 Hawley Road, North Salem, NY 10560

Recreation office location: 270 Titicus Road, North Salem, NY 10560

Camp phone: 914-669-8758 (During the camp season)

Recreation office phone: 914-669-5665 (spring, fall, winter)

Camp@northsalemny.org

www.northsalemdaycamp.org

North Salem Day Camp Staff Handbook - 2022

I have received and reviewed the staff handbook.

I understand its contents and agree to the terms outlined in this staff handbook.

Printed Name: _____ Date: _____

Signature: _____