STAFF HANDBOOK 2016

Enjoy camp, Enjoy the campers, Make a difference, Catch the spirit!!!

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USE OF CELL PHONES

Use of cell phones is prohibited on the Playland campus. Texting or calling while working with campers is grounds for termination. The one exception is for bus counselors who may need to communicate with the camp while traveling on bus routes.

If a staff member *must* make a phone call, a landline phone for staff use is located in the lower level of the office building. Cell phones may be used in this area.

If a person needs to call you they should call 203-966-2937 and leave a message with the office. We will deliver this to you.

Uncle Gary says, "It is a wise person who leaves the cell phone in the car."

Qualities of a GREAT Counselor

The following is a list of some of the qualities, skills and attributes that we look for in our camp staff.

Are you?

Energetic and enthusiastic?
Willing to learn?
Adaptable to the camp environment?
Friendly?
Imaginative and resourceful?
Self confident?
Dependable, prompt, reliable?
Responsive to children's needs?
Helpful?
Positive?

Do you?

Like and relate to children?
Wear a smile to work?
Offer to do more than required?
Strive to be a positive role model?
Work well with individual campers?
Work well with groups of campers?
Show initiative in camp activities?
Give positive reinforcement?
Accept suggestions in a mature fashion?
Cooperate with fellow staff, work as a team player?
Follow directions?
Put children's needs and welfare first?
Encourage children?
Plan appropriate activities?
Ask for help?
Enjoy camp and your campers?

CAMP HISTORY

Walter and Pearl Bloom and Sy and Adele Breslow founded Camp Playland in 1957. Sixty-eight campers enrolled the first summer. The major facilities included a deep-water pool and Ballfield 1. Our policy has been to improve Camp Playland every year.

In 1976, Dr. and Mrs. Breslow retired and Gary Bloom became his parents' partner. It was at this time that the very successful winter program, Playland Nursery School, was started. In 2012 Steve Bloom joined his parents, Gary & Barbara, in a leadership role. In 1996, Richard Bloom (Gary's brother) started Camp Playland of Redding.

Today, Camp Playland enrolls 400 campers and has a staff of 150. We are proud of our 18 acre campground and the mutual respect we have developed with our neighbors. We hope to continue our fine reputation throughout Fairfield County.

NEW FOR 2016!

FLYING SQUIRREL ROPE SWING, THE HUMAN SLINGSHOT!
NEW BASKETBALL HOOPS, TURBO PADDLE BOATS, POLY PONG!
LUNCHES BY TONY'S DELI EVERY DAY!
CHOICE PERIOD EVERY DAY FOR UPPER CAMP!

CAMP PLAYLAND'S PHILOSOPHY

Camp Playland's philosophy has 3 components:

- ✓ *Provide a healthy and **SAFE** environment for children*
- ✓ *Provide a **FUN-FILLED*** (warm, loving nurturing) *and happy summer*
- ✓ *Teach new **SKILLS** and help campers to grow and develop self-esteem as individuals and as part of a group*

IMPLEMENTING THE PHILOSOPHY

The key to a successful summer is maintaining a positive attitude and **planning**. From the director through assistant counselors, **planning** skills to be taught and **planning** how to organize the groups are most important.

Everything in moderation.
Except fun, try to have lots of that.

RESPONSIBILITIES AND DUTIES

All staff members must work together to provide every camper with a positive summer experience. Playland campers are young and require a professional, nurturing and loving staff.

A good counselor must lead and learn daily. Counselors should have appropriate expectations for children and other staff members. Establish an environment that creates success. Children must be safe, both physically and emotionally. Be certain to put the campers' best interests first. Counselors must arrive every day ready to work with the children, prepared to be good role models and to exercise compassion and demonstrate empathy. The way a staff member dresses, talks and relates to children and other staff members defines who we are and what we believe. We expect that, as a staff member, you will be a positive role model and a constant example to our campers. All campers deserve a professional, nurturing and loving staff.

Good staff members make a good camp!
We have G-R-E-A-T staff members!

Director and head counselors are responsible for:

- Providing an organizational frame within which each group will enjoy every camp day.
- Supervising the daily operations of camp.
- Helping to instruct individual campers who need special guidance.
- Receiving parents and visitors at camp.
- Communicating positively with staff members.
- Communicating at any time (day or night) with parents.

Specialists are responsible for:

- Planning a progression of skills to be taught throughout the summer.
- Creating weekly plans taking into account the age, interest and gender of the group.
- Ordering materials for their area.
- Using time wisely, being prepared with equipment and materials prior to each groups' arrival.
- Providing time during each period for every child to participate and have success.
- Organizing the group before introducing an activity.
- Always involving the group counselors in the lesson by giving specific tasks to each group counselor.
- Helping campers to participate "*The Right Way*".
- Planning special rainy day activities.
- Giving guidance and assistance wherever possible in camp.
- Maintaining and storing equipment for the area. Leaving area organized and clean everyday.
- Helping to implement special events.
- Seeking ways to assist in the total success of every day
- Participating totally in all aspects of the camp day, including lunch and snack. Specialists are expected to sit with their assigned group at lunch and snack and work with group counselors to help campers.
- Supervising play areas in the morning and at lunch

Senior and assistant counselors are responsible for:

Senior counselors greet campers and take attendance in the morning. Assistant counselors and specialists supervise Play Areas in the morning. Even if you know a child will be late, they must be marked absent until they arrive. All late arrivals must be checked in with the office. **Always know how many campers are present for the day** and be certain to count heads as the group travels through camp**. *When the group arrives and before it leaves an activity – count heads.***

- Developing a positive and appropriate counselor to camper relationship – enjoy each camper and make personal contact with him/her every day. ***Every camper deserves validation!***
- Helping campers place camp bags in cubbies, helping campers keep track of their belongings.
- Organizing the group so that campers travel from activity to activity in an orderly way.
- Helping campers to socialize properly.
- Assisting the specialist by actively teaching, encouraging and reinforcing all campers in the planned activities.
- Senior counselors should always be with the majority of the group. Assistant counselors should escort campers to the bathroom and nurse.
- Interacting positively and respectfully with other staff members. The senior counselor will provide direction and guidance for the assistants.
- Frequently communicating with the director and head counselors.

Counselors are not to make or receive phone calls from parents – the director and/or head counselors will assume that responsibility. All written communication to parents must be approved by the director and prepared by the office.

DAILY SCHEDULE

Staff must be at their work station ready to work by 9:00 am. "Early Bird Campers" are received by assigned staff at 8:30 am. Campers begin to arrive at 9:15 am. Flag raising is held at 9:30 am and Flag Lowering takes place at 3:45 pm. Staff members may not leave campus until all buses have departed, at approximately 4:00 pm. All campers will follow a six period day. This varies a bit depending on division. A schedule template showing a typical day is attached.

SCHEDULE TEMPLATE

	9:30-9:50	9:50-10:30	10:30-11:10	11:10-11:50	11:50-12:30	12:30-1:10	1:10-1:50	1:50-2:30	2:30-3:05	3:05-3:45	3:45-4:00
Pre-K	Flag Raising	Period 1	Period 2	Lunch	Inst. Swim	Period 3	Period 4	Snack	Period 5	Period 6	Flag Lowering
Pre-K	Flag Raising	Period 1	Period 2	Lunch	Inst. Swim	Period 3	Period 4	Snack	Period 5	Period 6	Flag Lowering
Pre-K	Flag Raising	Period 1	Period 2	Lunch	Inst. Swim	Period 3	Period 4	Snack	Period 5	Period 6	Flag Lowering
K	Flag Raising	Period 1	Period 2	Period 3	Lunch	Play/Sing	Period 4	Period 5	Snack	Period 6	Flag Lowering
K	Flag Raising	Period 1	Period 2	Period 3	Lunch	Play/Sing	Period 4	Period 5	Snack	Period 6	Flag Lowering
K	Flag Raising	Period 1	Period 2	Period 3	Lunch	Play/Sing	Period 4	Period 5	Snack	Period 6	Flag Lowering
K	Flag Raising	Period 1	Period 2	Period 3	Lunch	Play/Sing	Period 4	Period 5	Snack	Period 6	Flag Lowering
LC	Flag Raising	Period 1	Period 2	Period 3	Lunch	Play/Sing	Period 4	Period 5	Snack	Period 6	Flag Lowering
LC	Flag Raising	Period 1	Period 2	Period 3	Lunch	Play/Sing	Period 4	Period 5	Snack	Period 6	Flag Lowering
LC	Flag Raising	Period 1	Period 2	Period 3	Lunch	Play/Sing	Period 4	Period 5	Snack	Period 6	Flag Lowering
LC	Flag Raising	Period 1	Period 2	Period 3	Lunch	Play/Sing	Period 4	Period 5	Snack	Period 6	Flag Lowering
LC	Flag Raising	Period 1	Period 2	Period 3	Lunch	Play/Sing	Period 4	Period 5	Snack	Period 6	Flag Lowering
LC	Flag Raising	Period 1	Period 2	Period 3	Lunch	Play/Sing	Period 4	Period 5	Snack	Period 6	Flag Lowering
LC	Flag Raising	Period 1	Period 2	Period 3	Lunch	Play/Sing	Period 4	Period 5	Snack	Period 6	Flag Lowering
LC	Flag Raising	Period 1	Period 2	Period 3	Lunch	Play/Sing	Period 4	Period 5	Snack	Period 6	Flag Lowering
UC	Flag Raising	Period 1	Period 2	Period 3	Choice 1	Lunch	Period 4	Period 5	Snack	Period 6	Flag Lowering
UC	Flag Raising	Period 1	Period 2	Period 3	Choice 1	Lunch	Period 4	Period 5	Snack	Period 6	Flag Lowering
UC	Flag Raising	Period 1	Period 2	Period 3	Choice 1	Lunch	Period 4	Period 5	Snack	Period 6	Flag Lowering
UC	Flag Raising	Period 1	Period 2	Period 3	Choice 1	Lunch	Period 4	Period 5	Snack	Period 6	Flag Lowering
UC	Flag Raising	Period 1	Period 2	Period 3	Choice 1	Lunch	Period 4	Period 5	Snack	Period 6	Flag Lowering
UC	Flag Raising	Period 1	Period 2	Period 3	Choice 2	Lunch	Period 4	Period 5	Swim/Snack	Period 6	Flag Lowering
UC	Flag Raising	Period 1	Period 2	Period 3	Choice 2	Lunch	Period 4	Period 5	Swim/Snack	Period 6	Flag Lowering
UC	Flag Raising	Period 1	Period 2	Period 3	Choice 2	Lunch	Period 4	Period 5	Swim/Snack	Period 6	Flag Lowering
UC	Flag Raising	Period 1	Period 2	Period 3	Choice 2	Lunch	Period 4	Period 5	Swim/Snack	Period 6	Flag Lowering
Seniors	Flag Raising	Period 1	Period 2	Period 3	Lunch	Swim/Period 4	Period 5	CIT	Snack/Shack	Period 6	Flag Lowering

SPECIAL FIRST DAY PROCEDURES

- "Make New Friends Day" – Greet every camper enthusiastically. Help alleviate fears. Go slowly. Be calm and reassuring. Campers need to learn your name as well as the names of specialists and other campers in the group. Specialists are encouraged to play a name game for the first few minutes of every period. Be certain to include all staff. Some parents may be on campus – be polite, but give your full attention to the campers.
- **The campers will arrive wearing name tags that they received on the bus or when they arrived at camp. Group counselors will have "Bag Tags" and Camp Playland t-shirts for each camper. Nametags and "Bag Tags" have the camper's name, group name and transportation assignment on them. Help the campers fasten the "Bag Tag" to their bags and put shirts at the bottom of each bag.**
- All groups will proceed to Flag Raising at 9:40 am.
- Flag Lowering will be at 3:40 pm for the **first three days** to allow for orderly dismissals.
- Sometime during the first day show campers the bathrooms, water fountains and Nurse's Office. Set aside a time for campers to use the bathroom and get drinks – am and pm ***every day*** of the summer!
- Review bus assignments with each camper. This will help facilitate dismissal.

PARTICIPATION

Our goal is for every camper and counselor to participate at each activity and feel good about their participation. Counselors are expected to be with the group (on their feet, not sitting) actively instructing, encouraging or simply participating at the children's level. If a child sits out, one counselor should investigate "why". Sometimes the child may feel insecure with the activity, need to observe it first, need a specific "job" or need additional support. If a child needs additional support and/or attention, give it to them! The best way to get a child to participate is to be actively involved yourself and invite the child to join you. If a child still chooses to sit out, you should return to participating. Giving too much attention to a child who chooses to sit out might make it more fun to sit out. When participating in all the activities at camp, counselors should be mentors and instructors, not competitors. Competing on the counselor's level is unacceptable. Counselors should not monopolize or manipulate children's play. Counselors may never compete in 4-square or gaga ball.

COUNSELOR TO CAMPER RATIO

We maintain a ratio of one counselor, age sixteen or older, to each nine children under age six and to each twelve children over age six.

SENIOR CAMP

Super Seniors are boys and girls entering 7th and 8th grade. It is a co-ed group, the oldest at camp. Super Seniors have more flexibility in their program based on interests. Super Seniors will leave campus every Thursday for a special trip. Specialists should develop high interest, high level programming for this age group. Some Super Seniors will have the opportunity to experience being a CIT one period a week.

SPECIAL NEEDS CAMPERS

There are campers with identified special needs enrolled at Playland. Some of our special needs campers require more support/supervision than a group counselor is trained to provide. These campers will come to camp with a "special support staff". Support staff may be hired by the camp, the school system where the child attends or the child's parents.

All staff should work to include the special needs camper as much as possible. Whenever appropriate the child should take instructions or corrections from the senior counselor and/or specialist working with the group. The special support staff's job is to support the camper to ensure success and participation. If after the whole group instruction the camper needs additional explanation the special support person will do so. If the activity is too difficult the support staff can help break down or simplify the task to be more attainable for the camper. Only as a last resort will the camper be taken to an alternative activity. If the camper's behavior is prohibitive to their success at camp, it is imperative that Kathy, Gary or Steve are made aware. We will work closely with the parent, special support staff and you to facilitate their success.

Special support staff should be viewed as part of the group and camp staff. They are expected to adhere to all of Camp Playland's staff policies. When appropriate, special support staff should function as a counselor and support all campers always giving first priority to their "assignment". Special support staff members are not expected to take charge of the group.

Additional information we receive about specific needs for individual campers will be shared with you as appropriate. This information is confidential.

PLAY AREAS

Campers must be introduced to the different play areas at camp. **If the play area is not used properly it may become dangerous. When your group uses a play area for the first time, review the playing options.** Before the campers begin to play, the senior counselor must position staff for supervision. Triangulate the playground so that counselors are positioned for maximum safety. Every child should be within the eye sight of a counselor. The senior counselor should have "Big Eyes" and

view the group in its entirety. Assistant counselors should escort children to the bathroom and/or nurse. The senior counselor must always stay with the majority of the group.

Running in the play area is prohibited as it can be unsafe. Campers must use equipment only for its designated use (i.e. shovels are for digging only). When the period is over, counselors should help campers to return equipment to its proper location for the next group. The water used at the waterways is for play only, not drinking. All waterways should be turned off before the group leaves the play area.

There will typically be two groups scheduled to use Play Area 3 ("Curly Slide", bowling) during each period. Play Area 3 includes the adjacent gaga court. It is imperative that staff be stationed to supervise campers in all areas. If you cannot properly supervise all the areas it is appropriate to "close" an area. A staff person must be at the bowling area to closely monitor for safety.

SAFETY

Accidents are best prevented when activities are well supervised. Think ahead to problem areas and prevent accidents.

If a camper is ill or injured, he must see the nurse. Never ignore a camper's complaints; don't belittle a child's concerns or try to diagnose an illness. **A junior counselor should escort young campers to the nurse**. If a camper is seriously injured and should not be moved, send a junior counselor to get the nurse. In the event of an injury, remember your emotions and actions impact your campers. Remain calm and reassuring.

On the first day of camp, you will be made aware of medical alerts for campers in your group. **Food allergies (some life threatening) are becoming more prevalent. Never allow campers to share food**! Strictly monitor the diet of campers with food allergies. If you are uncertain whether or not a camper should eat a lunch item or a snack or any food, check with the director or a head counselor. **Counselors and campers should never bring in candy, gum or other food treats**. Food is only eaten at lunch and snack.

All medications brought to camp should be stored in the Nurse's Office and should be dispensed by the nurse.

Camp Playland is a peanut/nut sensitive environment. This is in response to the fact that a small, but significant number of campers are seriously allergic to peanuts and/or other nuts. Campers and counselors should not bring peanut butter or other peanut/nut products to camp. Because nut products may be hidden in foods, campers may not share foods, but should eat what is served by the camp. Campers celebrating summer birthdays will not bring treats to share with their groups. We will recognize their birthdays in a non-food way.

LOST CAMPER POLICY

You must count after every transition. If a camper is missing notify the director or the nearest head counselor. The director or head counselor will notify the other head counselors via walkie-talkie. An immediate canvassing of the camp will take place starting from the four corners in. The pool and pond staff will be notified to check their areas. If after a thorough search the missing camper is not found the police and the camper's parents will be notified immediately.

If you find a camper separate from a group, notify the director or a head counselor who will return that camper to the proper group.

NEVER release a camper to anyone without the express permission of the director or a head counselor. The director and head counselors will not release a camper without first clearing it with the office.

CAMPER USE OF BATHROOMS

Bathrooms are located around the Playland campus. Young children should be brought to the facilities at least twice daily. Older campers should be made comfortable regarding bathroom use.

Young campers should be escorted to the bathroom facility, but staff members should never enter a closed bathroom facility with a camper. Wait outside. If a camper needs help in the bathroom, enlist the aid of a head counselor. If a very young child (Pre-K youngster) needs help, be sure that the door to the bathroom is left open and have a second staff person within eyesight of the bathroom. Anyone who assists a child in a bathroom must keep the door open and have a second pair of counselor eyes nearby. This is for your protection and will avoid any accusations of staff misconduct. When in doubt enlist the aid of the director or a head counselor.

Staff must monitor bathrooms closely and report any improprieties. A counselor must maintain visual contact with the bathroom area when campers are utilizing the facilities. Only one camper may occupy a bathroom stall at a time. If a counselor notices that a bathroom is not clean, they should tell a head counselor immediately.

If a camper needs a change of clothes, please ask the director or a head counselor for help. Spare clothing is available at the Nurse's Office, Pool, Pre-K and Kindergarten buildings. If a child has a bathroom accident it is important that a head counselor is told so they may communicate with the child's parents.

STAFF AREA/BATHROOMS

Staff may use any bathroom around campus. "Staff only" bathrooms are located in the lower level of the office building. **This area is for staff only**. If a staff member *must* make a phone call, a landline phone for staff use is available there. Cell phones may be used in this area. Non-camp related camp activities, such as reading newspapers, should be done in this area out of view of other staff members, campers and visitors.

LUNCH, WATER AND SNACKS

Lunch, catered by Tony's Deli will be provided to campers and counselors every day. The menu is set for the summer. Every camper and every counselor should eat. We will have alternate food for people with special diets and for the picky eater. Everyone is provided a beverage at lunch. An afternoon snack is provided daily.

Staff is expected to sit with and interact with their assigned group throughout lunch. Staff members should sit separately at both ends on the outside of the table, and amongst the campers – senior counselor at outside bench looking in.

Campers and counselors may not carry coffee, soda or other food items around the campground. Chewing gum is unacceptable for campers and counselors. Situated around the campus are multiple water coolers and water fountains. Young campers may need cups rather then using the water fountain. Campers and counselors must stay well hydrated throughout the day.

SWIMMING

Most groups swim twice a day. A positive swimming experience is crucial to a successful summer. Campers should be encouraged to put on a bathing suit and be inside the fenced enclosure. No camper will be forced to swim. Work hard to alleviate anxiety for the reluctant camper. It may take time to get that camper to put on a suit. Have patience; enlist the help of head counselors. Never ignore the needs of the reluctant swimmer.

Pool routine:

- ✓ Arrive to swim on time. If needed leave an activity early, so you will be on time.
- ✓ One counselor must lead the group into the Shower House. Help campers find your groups' designated changing area. One counselor should be at the end of the line and be the last to enter the Shower House.

- ✓ Counselors and campers change into bathing suits. Help campers place socks in shoes and then put shoes under bench. Teach campers how to properly use the changing area. If you institute good habits from day one, it will be easier.
- ✓ Encourage campers to use toilet prior to leaving Shower House.
- ✓ As campers are changed they should leave the Shower House and go to their assigned pool for free swim.
- ✓ Counselors should continue helping campers change. The senior counselor must be the last to leave the Shower House. Be certain all of your campers have exited prior to your exiting. Senior counselors should direct assistant counselors so every child is helped.
- ✓ Counselors should not leave valuables in the Shower House. If you have valuables bring them to the pool deck with you in your camp bag.
- ✓ Campers do not bring towels out of the Shower House.
- ✓ Counselors are assigned to a pool station. When the children are having free swim counselors stand on the pool deck assisting lifeguards. Counselors do not go into the pool when campers are having free swim.
- ✓ During the lesson counselors will assist the swim instructors. Be prepared to get in and out of the pool. Be prepared to help campers.
- ✓ After swim, campers will be dismissed to the Shower House to change. Several counselors will lead the way. After the first swim, the campers are encouraged to put on a dry suit in preparation for their second swim. After the second swim campers must put on clothes to wear home. No one may wear a wet suit around camp.
- ✓ Proactively help campers change. This will become easier as the summer progresses. All counselors must help. Swim staff will help in the Shower House, too.
- ✓ After changing, campers and counselors carry shoes and socks outside to benches. Each group will be assigned a set of benches.
- ✓ Counselors will assist campers in putting on socks and shoes. Check a campers bags for sunscreen and assist in applying. You need not rush to leave the bench area.

A typical swim period is:

- ✓ Entire group goes in Shower House and changes into suits
- ✓ Camper free swim
- ✓ Camper safety check – sitting on side of pool
- ✓ Short lesson and practice
- ✓ Camper safety check – sitting on side of pool
- ✓ Counselor free swim – campers sitting on wall
- ✓ Camper free swim – all counselors out of pool to assist lifeguards
- ✓ Camper safety check – sitting on side of pool
- ✓ Campers dismissed to Shower House led by counselors. All staff including swim staff assist with changing
- ✓ Campers and counselors to benches outside Shower House to put on socks and shoes and sunscreen.

CHOICE PERIODS (Monday-Friday, 11:50-12:30)

The following groups will participate in "Choice Periods" – Badgers, Cougars, Dolphins, Leopards, Sandpipers, Navigators, Trailblazers, Vikings and All Stars. Campers will be able to choose an activity for this period. Group counselors will be assigned to help.

BEHAVIOR MANAGEMENT

Establish simple and necessary rules for campers that will enable them to enjoy a safe summer. Be consistent and clear with your expectations. State your desired outcome in a positive way. For example, rather than telling the group "No running", tell them to walk.

Always correct campers individually and privately. Correcting a camper in front of peers will cause embarrassment. HAVE PATIENCE; correcting poor behavior takes time and effort on the part of

all staff members. It is our job to anticipate potential problems and structure for success. Guide campers to engage in "Peer Problem Solving" techniques, where they negotiate and compromise with their friends.

Discipline means guidance and should not be punitive. Never punish a camper by denying him/her a favorite activity or snack. Discipline at camp means discussing concerns with the camper; teaching the camper to participate '*The Right Way*'. Redirecting a camper is appropriate. Anticipating discipline issues is a good teaching technique. Engaging campers in appropriate activities and participating at the camper's level will prevent many discipline problems.

Yelling is not acceptable at Playland for discipline or group management. If necessary, the use of a stern voice, with appropriate facial expression, is much more effective and acceptable.

Never let one camper destroy the good time of another camper or the entire group. Some campers require extra attention and nurturing. It is positive to concentrate more attention on that camper to enhance the overall success of the group.

Above all, don't let a situation grow out of control. Long before the critical stage, enlist help from the director or a head counselor.

All staff members should give verbal direction and correction as needed. All staff members should model proper participation and behavior. Assistant staff members should never discipline a camper. If a child needs additional direction or correction assistant staff members should defer to the senior group counselor. If a child is rude to an assistant staff member – a simple statement from the counselor should be "I do not like that". Walk away from the camper and inform your senior counselor and / or your group's head counselor.

Teasing/Sarcasm – Counselors may never engage in teasing or taunting of campers or fellow staff members. Campers are young children. All staff must maintain a professional relationship with campers. Young children are very literal. Using a nickname may seem innocent to you, but can be misinterpreted by campers. Do not engage in teasing behavior with other staff members either. Whether or not you intend to involve campers in staff relations, they will become involved. At all times on campus you must maintain professional relationships with fellow staff members.

TECHNIQUES TO ENCOURAGE POSITIVE BEHAVIOR

- ✓ Make rules clear and tell campers what you expect from them
- ✓ Set good examples for respect, cooperation and teamwork
- ✓ Provide opportunities for success
- ✓ Give constant praise and recognize good behavior
- ✓ Maintain routines as much as possible
- ✓ Support fellow staff members
- ✓ Make each child feel special – each child is special
- ✓ Understand what is happening before you intervene
- ✓ Intervene early and before the child loses control
- ✓ Ask for help and support when you need it
- ✓ Speak effectively:
    - At child's eye level
    - Change voice and tone to reflect your request
    - Use clear, direct and unemotional commands
    - Don't ask – tell

SOCIAL CRUELTY (BULLYING):

Camp Playland has a zero tolerance for the insidious societal problem of "Social Cruelty", better known as bullying.

"Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick or put down another person. Bullying happens when one person or a group of people try to exert power or control over other people."

Camp Playland promotes proper social relationships amongst campers and amongst staff members. We believe in "peer problem solving" where individuals negotiate and compromise for the benefit of all.

Bullying in any form is unacceptable and we will work to have a community where all may have fun in an environment of friendship.

All staff members at Camp Playland will follow these procedures:

1. Create a safe physical and emotional environment for your group. Be sure campers and co-workers know that you will not tolerate cruelty towards others. Campers must feel safe sharing issues with you. You cannot fix situations that you are not made aware of. A counselor experiencing bullying should communicate with a head counselor.
2. If a camper reports an incidence of bullying embrace that child and validate his/her feelings. That child will feel hurt, sad and angry.
3. The "bully" must be told clearly that bullying will not be tolerated. The staff person must be careful not to "bully" the person accused of "bullying". A simple, firm statement of what is not acceptable is sufficient.
4. If the incident is not resolved or repeats itself a head counselor should be informed to evaluate and correct the problem.
5. The head counselor will communicate with parents.

Campers and staff must know that teasing, exclusion, bullying, rumoring, ganging up will not be tolerated. **Campers and staff members must feel safe and protected at Camp Playland.**

RAINY DAYS

Rainy days may require extra patience from everyone, but they can be special fun for campers because of the change in routine.

Group counselors should organize their campers and take attendance. Group counselors must have an accurate attendance count.

Specialists help with organization by sitting with your lunch group. A rainy day schedule will be implemented including special activities.

If it rains during the day bring your group to the nearest covered area. Organize your group in a circle and play quiet games until a special schedule is implemented. *Be prepared to keep your group busy during a rain delay*. We will adhere to the sunny day schedule as much as possible. Because summer weather can be changeable, it is not unusual to flip back and forth from sunny to rainy day schedules. Please have patience.

Wearing raingear is helpful on rainy days – always have campers check their bags for raingear.

SEVERE WEATHER AND EMERGENCY PLANS

In the case of severe weather (hurricane, tornado or high winds) counselors should bring the group to the nearest enclosed building – the office, downstairs below the office, the Pre-K Building, the Arts & Crafts Room, the Kindergarten Building. Be certain to take an accurate head count and stay safe.

In case of other emergencies or disasters, counselors will remain with their group. Bring group to the Picnic Pavilion. Be certain to count heads and account for every camper. Sit with campers and await further direction from the director or a head counselor.

In case of an emergency, the New Canaan Police Department will be contacted by calling 911. If the Camp Playland facility needs to be evacuated, counselors will walk campers, in an orderly manner, to West Elementary School located on Ponus Ridge, opposite Camp Playland.

At all times group counselors will remain with their group and maintain an accurate count of campers. The director and head counselors will make phone calls and implement any required emergency plans.

CAMPER TRANSPORTATION – getting to and from camp

BUS:

One (occasionally two) counselor is assigned to be the "Bus Counselor". This is an important responsibility as you help campers ride safely and you are the person parents see daily. Other counselors riding the bus should assist the bus counselor by sitting with the campers and helping them to ride properly.

Bus counselors are responsible for:

- Placing a name tag on each camper the child's first day at camp.
- Taking attendance on your bus. The bus counselor must know how many campers are on the bus. At the end of the day you will take attendance before the bus leaves for the ride home. Buses do not leave campus until every camper is properly situated.
- Getting off the bus at each stop to greet each camper by name daily. Often the bus counselor is the only representative of camp that a parent or caregiver might meet. It is important to be friendly, polite and attentive. ***REMEMBER*** – you are the first contact a camper has with Camp Playland everyday!
- Crossing children to and from the bus.
- Helping the campers find an appropriate seat – save a few front seats for Pre-K and Kindergarten children.
- Aiding campers in buckling up – campers and counselors must wear seat belts.
- Waiting at a bus stop until the scheduled pick up time – DO NOT LEAVE EARLY.
- Waiting in the afternoon until a parent is at the bus stop to receive campers – NEVER LEAVE A CAMPER UNATTENDED.
- Helping the campers ride properly and assisting campers who may need additional support.

Bus Safety:

- ✓ Counselors riding the bus who are not the bus counselor are still counselors on the bus. Support the bus counselor. Every person riding the bus must use seat belts.
- ✓ The bus counselor should work cooperatively with the bus driver. The driver will have a radio to communicate with the bus depot. The bus counselor should have a cell phone for emergency communication. Log the camp phone number onto your phone – 203-966-2937.
- ✓ No one (including counselors) should eat on the bus. This will avoid choking and allergy concerns.
- ✓ At orientation, all staff members will be trained in the use of the Epipen™. If a camper riding your bus requires an Epipen™ for an allergic reaction, you will receive additional training. The camper's parent will hand you the Epipen™ when the camper gets on the bus. Upon arrival at camp, you will leave this Epipen™ in the nurse's office for the day and pick it up from the nurse at the end of the day for the ride home. When the camper leaves the bus you will give the Epipen™ back to the parent. If you use the Epipen™ you or the driver will call 911.

PARENT TRANSPORTATION:

Some campers are transported to and from camp by parents. They will be dropped off at the bottom of the Playland hill. They will be received by staff and brought to their designated areas. In the afternoon they will be dismissed to the flagpole. Campers driven by parents are picked up after the buses depart. Camp Playland offers early drop off, 8:30 am and late pick up, 5:00 pm.

VISITORS ARE ALWAYS WELCOME

A staff member will receive all visitors at the bottom of the Camp Playland hill. All visitors will be given a "Visitor's Tag" to wear while on campus. No visitor should be on campus without this tag. Their arrival will be announced to the office via walkie-talkie. They will be directed to a parking space and will be received by the director or a head counselor.

Friends of campers or counselors are not allowed to spend the entire day at camp. If you see an unidentified person on campus, politely ask if you can help them. Be certain that the director or a head counselor receives them.

We do not have a formal visiting day at Playland. Parents are always welcome to visit. We suggest that parents visit in the morning between 10 am and noon (after Flag-Raising and before lunch); as this is the optimum time to visit. When a parent visits be cordial, but continue doing your job. Visitors are most impressed when counselors are working with the campers.

NEVER dismiss a camper to a visitor. Check with the director or a head counselor who will effect and be responsible for dismissal.

AWARDS/CAMP PHOTOS

Each camper will receive a swim progress report and souvenir at the end of his or her camp experience. Our camp staff photographer will be on campus all summer to take individual and group photos. Campers and counselors will have access to a website to view and download pictures.

SPECIAL EVENTS

Special events are planned every week. The Special Events Calendar for 2016 is posted on our website. All special activities will be explained at weekly staff meetings. Our enthusiasm and participation as a staff make each special event successful. Staff is encouraged to offer suggestions and input to enhance our special events.

EVALUATIONS/JOB PERFORMANCE

The director is eager to hear suggestions and ideas. Please share information frequently with the director or the head counselors. Towards the end of the summer you will be given an evaluation form to complete.

Playland counselors should be loving, nurturing and positive, energetic and enthusiastic, adaptable, confident, and dutiful to the camper's needs. It is important that you are happy so the campers will be happy, too.

DRESS

Campers and counselors should dress comfortably. Sneakers or sturdy shoes with backs should be worn. **Counselors may not wear sandals or Crocs®.** Every counselor will receive 5 complimentary Playland t-shirts. Staff members are required to wear a Camp Playland t-shirt every day.

Swimsuits must be worn at the pool. It is strongly recommended that female counselors wear one piece swimsuits. Any two piece swimsuit worn must have appropriate coverage (belly button should not be exposed). Staff members should wear a shirt except at the pool area.

As a role model and representative of our camp, counselor attire should be neat and appropriate for working with young children. Piercings of any body part other than ears must be removed while working at camp.

PHONES/iPODS/ELECTRONICS

Phone use is discouraged during camp hours. Cell phones should not be used for calls, internet use, taking pictures or for text messaging. Cell phones with cameras are not permitted in the shower house or bathrooms. If a staff member *must* make a phone call, a landline phone for staff use is

located in the lower level of the office building. Cell phones may be used in this area, if necessary. Campers may never use phones without the express permission of the director or a head counselor. IPods and other electronics should not be brought to camp.

SMOKING

Camp Playland is a no smoking facility. There is no area where smoking is permitted on campus.

GOLF CARTS

Golf carts are to be used only by designated staff and must be driven with extreme caution. Campers always have the right of way. A counselor must have permission to use a golf cart.

CONDUCT

How staff conducts their personal relationships is personal, however personal relationships should not interfere with job responsibilities. Your personal conduct outside of camp should not affect your work. Staff should be well rested and energetic so you may care for the campers to the best of your abilities. Staff is expected to set a good example to campers when responding to authority and being respectful to others. Campers address counselors / staff as "Aunt" or "Uncle" or by first name. To maintain a professional relationship, staff will address parents as "Mr." or "Mrs."

The use of alcohol or drugs on camp facilities or working under the influence of drugs and alcohol is prohibited.

ABSENCES FROM WORK

Consistent attendance is expected by all staff members. In the event of an unexpected absence due to illness, please notify us as early as possible. There are no paid days off.

TRANSPORTATION TO WORK

Due to limited parking, it is best if staff members ride a Playland bus. Counselors driving to camp should carpool where possible. Counselors not riding camp buses must be at their assigned area by 9:00 am. At dismissal, the buses must be off camp property before staff members go to their cars. On a typical day all staff will be dismissed by 4:05 pm. Parking is such that cars will be blocked in until dismissal. You will not be able to leave campus during the day.

STAFF MEETINGS

Beginning with Week 2, weekly meetings will be held during the camp day.

PAY DAY

Paychecks are mailed to senior staff members every second week. Paychecks are mailed to junior staff members every fourth week.

INTERNET SOCIAL NETWORKING AND BLOGGING

Camp Playland respects the rights of employees to use social networks and blogs as a medium of self-expression. If a Playland employee chooses to identify himself or herself as an employee of our camp on a social networking site, email, text or blog (e.g. Facebook, Instagram, Snapchat, etc…) some readers of such websites or blogs may view the employee as a representative or spokesperson of our camp. In light of that possibility, Playland requires, as a condition of employment at our camp, that employees observe the following guidelines when referring to the camp, its programs or activities, its campers, and / or other employees, in a blog or on a Web site.

1. Camp Playland is on Facebook. If you chose to become a friend of Camp Playland, please look carefully at your privacy settings. Current campers and their parents as well as prospective families will visit our page. Please limit access to your personal information.

2. Employees must be respectful in all communications or blogs related to or referencing the camp, its campers and/or other employees.
3. Employees must not use obscenities, profanity or vulgar language.
4. Employees must not use blogs or personal websites to disparage the camp, campers or other employees of the camp.
5. Employees must not use blogs or personal websites to harass, bully, or intimidate other employees or campers. Behaviors that constitute 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.
6. Employees must not use blogs or personal websites 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.
7. Employees must not post pictures of campers or other employees on a website or in any type of internet communication without obtaining written permission. The only pictures of campers to be posted are those on our official website and Facebook page.
8. The use of our copyrighted camp name or logo is not allowed without written permission.

An employee found to be in violation of any portion of this Social Networking and Blogging Policy will be subject to immediate disciplinary action, up to and including termination of employment, a *negative job reference or not being asked to return in future summers.*

STATE OF CONNECTICUT, STATUTES AND REGULATIONS FOR YOUTH CAMP LICENSING

CHILD ABUSE AND NEGLECT

If a staff person suspects that a camper or fellow staff member has suffered abuse or neglect, the director or a head counselor must be informed. This information will be documented in the nurse's log and reviewed by the nurse and the director. Suspected child abuse or neglect will be reported to the DCF Child Abuse Hotline as soon as practicable but not later than 12 hours after the mandated reporter has reasonable cause to suspect that a child has been abused or neglected or placed in imminent risk of serious harm; 1-800-842-2288.

After an oral report is filed, the director will follow regulations as outlined in the Statutes and Regulations for Youth Camp Licensing. Definitions of child abuse are in the state regulations. The regulations are on file in the camp office.

SEXUAL HARASSMENT POLICY

The Owner / Directors of Playland Day Camp and Nursery School have embraced Title VII of the Civil Rights Act of 1964. In keeping with this policy, no conduct toward any employee which may be viewed as harassing, discriminatory, intimidating, offensive, violent, abusive, or otherwise improper will be tolerated. The management of Playland Day Camp and Nursery School reserves the right to discipline any employee who violates the spirit of this federal law. Disciplinary action may include job termination.

WHAT IS SEXUAL HARASSMENT?

Sexual harassment is sometimes described as unsolicited advances. It may range from inappropriate sexual suggestions to coerced sexual relations. Harassment is viewed as a situation in which an individual in a position to control, influence, or affect another's employment, compensation, promotion, or job assignments uses that power to coerce a person into sexual contact or relations or punishes the refusal. The harasser may be the victims' employer, supervisor, co-worker, or employee. Sexual harassment may also include:

- *unsolicited verbal sexual comments;*
- *subtle pressure for sexual activity;*

- *sexist remarks about a person's body or sexual activities;*
- *patting, pinching, or unnecessary touching;*
- *demanding sexual favors, accompanied by implied or overt threats involving one's employment, compensation, promotion or job assignment;*
- *physical assault;*
- *displaying or passing around posters, pictures, screen saver, e-mail, or other printed materials in the workplace which might be sexual or otherwise offensive to other employees;*
- *making jokes, insults, or comments in the presence of others who may find it offensive.*

The sexual harassment policy includes all eight of the above statements that occur between non-supervisory employees as well as those who are employed as staff in this program.

COMPLAINTS OF SEXUAL HARASSMENT

All complaints must be reported to directors, Gary or Steve Bloom. Any complaint or report of harassment is serious and will be acted upon promptly. As owner/directors of this program we accept full responsibility to maintain a harassment free work environment. To that end, we will:

- *Investigate the complaint with objectivity and fairness.*
- *Request written statements as well as a verbal accounting of the allegation.*
- *Conduct interviews with the complainant as well as any witnesses.*
- *Attempt to maintain confidentiality as is practical.*
- *Interview the alleged offender individually as well as with the complainant if deemed appropriate.*

Immediately following our investigation, if it is determined that inappropriate conduct has occurred, we will act promptly to impose an appropriate resolution to the incident.