



TOWN OF WEST SENECA

LAUREN J. MASSET
RECREATION SUPERVISOR

TOWN SUPERVISOR
SHEILA M. MEEGAN
TOWN COUNCIL
EUGENE P. HART
WILLIAM P. HANLEY

TO: Honorable Town Board / Town of West Seneca

FROM: Lauren J. Masset
Recreation Supervisor

DATE: March 26, 2019

RE: 2019 NYSDOH Children's Camp Permit Required Plans

Kindly move to approve the 2019 Veterans Day Camp Safety Plan and Field Trip Itinerary.

These written plans address the current requirements of Subpart 7-2 of the New York State Sanitary Code (7-2.4(c)(1), 7-2.5(n), 7-2.25) for our Erie County Department of Children's Camp Permit.

TOWN OF WEST SENECA RECREATION

SUMMER DAY CAMP 2019

What: A highly active outdoor summer camp that promotes health, wellness, physical activity and more! Activities include field trips, swimming, sports, games and more!

Who: This camp is for Boys & Girls ages 6 – 12 years old (whose birth dates are between 8/9/2006 – 7/1/2013).

Where: West Seneca Ice Rink located at 1250 Union Road, West Seneca, NY 14224.

Camp Hours: Monday – Friday 9:00 AM – 4:00 PM with FREE pre-camp (7:30 AM – 9:00 AM) and post-camp (4:00 – 5:30 PM) supervision.

Camp Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
Week #1 <i>July 1 – July 5, 2019</i>	First day of Camp	Griffis Sculpture Park	Buffalo Harbor State Park / Outer Harbor Playground	CLOSED <i>Happy 4th of July!</i>	Dress Like A Super Hero Day
Week #2 <i>July 8 – July 12, 2019</i>	Punkin the Clown	Green Lake/Orchard Park Splash Pad	Vigilant Fire	Buffalo Museum of Science	Roller Rink Day! Bring Your Roller Skates or Roller Blades & a Helmet! <i>*Must bring items to participate</i>
Week #3 <i>July 15 – July 19, 2019</i>	Character Courts!	Hidden Valley Animal Adventure	Woodlawn Beach	Broadway Driving Range <i>Make Your Own Sunday</i>	Punkin the Clown
Week #4 <i>July 22 - 26, 2019</i>	Character Courts!	Old Fort Niagara	Canal Side	West Seneca History Museum	Talent Show
Week #5 <i>July 29 – August 2, 2019</i>	Character Courts!	Aquarium	Buffalo Harbor State Park / Outer Harbor Playground	Green Lake/Orchard Park Splash Pad	Tie Dye Day <i>Wear Tie Dye & Bring An Item To Tie Dye!</i>
Week #6 <i>August 5 – August 9, 2019</i>	Character Courts!	Buffalo Zoo	Woodlawn Beach	Buffalo & Erie County Naval & Military Park	Last Day of Camp Wacky Water Day!

Camp Fees:

FEES (per week)	Weeks 2,3,4,5,6	Week 1
Resident	\$230	\$184
Resident Each Additional Child	\$220	\$176
Non-Resident	\$275	\$220
Non-Resident Each Additional Child	\$265	\$212

Space is Limited, \$50 non-refundable down payment is required for each slot, for each week for each child you are registering. Remaining payment is due in full no later than June 3, 2019 at 4:00 PM. Payments made after this date will be subject to a \$5.00 a day late fee. Transactions fees will be applied to each credit card payment. Immunization records are due at time of registration. Registration includes two camper t-shirts. Size quantities are limited and are on a first come first serve basis. In order to qualify for the resident rate you must have a valid resident ID Card (valid until the last day of the program) for each child you are enrolling.

Registration:

Registration Begins: For Residents who possess a valid resident ID Card (for each camper being registered) begins February 1, 2019

Resident ID Cards must be valid until August 9, 2019. For Non-Residents registration begins March 1, 2019.

Registration Ends: June 3, 2019 at 4:00 PM OR when spots are full. Spots are limited, Registration is on a first come, first serve basis.

No registrations will be accepted after June 3, 2019 at 4:00 PM.

Registration Location: 1300 Union Road, West Seneca, NY, 14224

Registration Hours: Monday – Friday between 10:00 AM – 4:30 PM.

CAMP NAME	TOWN OF WEST SENECA VETERANS PARK DAY CAMP
ADDRESS	1250 UNION ROAD, WEST SENECA, NY, 14224
PHONE NUMBER	716-674-6086
PREPARED BY	LAUREN J. MASSET
TITLE	RECREATION SUPERVISOR
EMAIL	LMASSET@TWSNY.ORG
SIGNATURE	
DATE	
TOWN BOARD APPROVED	

NEW YORK STATE SANITARY CODE SUBPART 7-2, CHILDREN'S CAMPS, REQUIRES THAT CHILDREN'S CAMP OPERATORS DEVELOP, REVIEW ANNUALLY, UPDATE AND IMPLEMENT A WRITTEN SAFETY PLAN. THIS PLAN MUST BE SUBMITTED TO THE [LOCAL HEALTH DEPARTMENT](#) (LHD) OR STATE DISTRICT OFFICE THAT HAS JURISDICTION IN THE COUNTY OR CITY WHERE THE CAMP IS LOCATED FOR THEIR REVIEW AND APPROVAL. THE PLAN MUST ACCURATELY DESCRIBE THE CAMP'S PROCEDURES FOR PERSONNEL, FACILITY OPERATION AND MAINTENANCE, FIRE SAFETY, MEDICAL, GENERAL AND ACTIVITY SAFETY, STAFF TRAINING, AND CAMPER ORIENTATION.

CAMPS MAY COMPLETE THIS DOCUMENT TO FULFILL SAFETY PLAN REQUIREMENTS. INCLUDE ANY ATTACHMENTS (E.G. MAPS, SCHEMATICS) AS NECESSARY. ONCE COMPLETED, IT WILL SERVE AS THE CAMP'S COMPREHENSIVE WRITTEN SAFETY PLAN. THIS PLAN MUST ADDRESS THE SPECIFIC CONDITIONS OF THE CAMP AND ITS OPERATIONS, AS WELL AS SERVE AS A TRAINING AND REFERENCE DOCUMENT FOR CAMP STAFF. LOCAL RESCUE, POLICE AND FIRE PERSONNEL SHOULD BE CONSULTED WHEN DEVELOPING THE CAMP'S SAFETY PLAN. LHDS MAY REQUIRE ADDITIONAL INFORMATION BASED ON THE CAMP'S OPERATION, ACTIVITIES, AND LOCAL REQUIREMENTS.

ADDITIONAL INFORMATION MAY BE OBTAINED AT WWW.HEALTH.NY.GOV

FOR HEALTH DEPARTMENT USE ONLY		
APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO		
REVIEWER: <u>ENTER TEXT HERE.</u>	DATE: <u>ENTER A DATE.</u>	COMMENTS: <u>ENTER TEXT HERE.</u>

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I. PERSONNEL

A. CHAIN OF COMMAND

THE CHAIN OF COMMAND ESTABLISHES AN ORDER OF SUCCESSION OF RESPONSIBILITY/AUTHORITY WHICH BECOMES PARTICULARLY IMPORTANT WHEN KEY STAFF IS UNAVAILABLE OR UNABLE TO PERFORM THEIR ASSIGNED DUTIES/RESPONSIBILITIES.

THIS STAFFING PLAN PRESENTS A STRUCTURE FOR ADEQUATE SUPERVISION OF CHILDREN. IT IS THE CLEAREST FORM, SHOWING ALL POSITIONS WITH LINES OF ACCOUNTABILITY DRAWN.

WEST SENECA TAXPAYERS

WEST SENECA TOWN BOARD (SUPERVISOR MEEGAN, COUNCILMAN HART, COUNCILMAN HANLEY)

RECREATION SUPERVISOR (LAUREN J. MASSET) – CAMP DIRECTOR, OFF SITE

YOUTH SERVICE COORDINATOR – OFF SITE

HEALTH DIRECTOR – OFF SITE

DAY CAMP ASSISTANT DIRECTOR

CAMP PROGRAM COORDINATOR

CAMP COUNSELORS

POOL SUPERVISOR/ LIFEGUARDS / BUS DRIVERS

ASSISTANT CAMP COUNSELORS

B. JOB DESCRIPTIONS

MINIMUM QUALIFICATIONS AND/OR CERTIFICATIONS FOR STAFF MUST MEET STATE SANITARY CODE REQUIREMENTS (7-2.5, 7-2.8, 7-2.11, 7-2.25) FOR AGE, CERTIFICATIONS, EXPERIENCE, ETC., FOR EACH POSITION. REFER TO SUBPART 7-2 OR THE BROCHURE “[REQUIREMENTS FOR CHILDREN’S CAMPS IN NEW YORK STATE](#)” FOR MINIMUM STAFF REQUIREMENTS/QUALIFICATIONS AND CURRENT “[FACT SHEETS](#)” FOR ACCEPTED [AQUATIC](#), [CARDIOPULMONARY RESUSCITATION \(CPR\)](#) AND [FIRST AID](#) CERTIFICATIONS. THE BROCHURE AND FACT SHEETS CAN BE OBTAINED AT WWW.HEALTH.NY.GOV/ENVIRONMENTAL/OUTDOORS/CAMPS/ OR FROM YOUR LOCAL HEALTH DEPARTMENT (LHD).

TITLE: CAMP DIRECTOR – BOTH ON/OFF SITE

MINIMUM QUALIFICATIONS

- BACHELOR'S DEGREE
- AT LEAST 24 WEEKS OF ADMINISTRATIVE OR SUPERVISORY EXPERIENCE IN CAMPING
- SUBMIT FORMS LDSS-3370 AND DOH 2271 FOR CLEARANCE.
- AT LEAST 21 YEARS OLD.
- CERTIFIED IN FIRST AID & CPR AS OUTLINED BY THE CURRENT YEARS NYSDOH FACT SHEET

RESPONSIBLE TO: WEST SENECA TOWN BOARD

GENERAL RESPONSIBILITY: SUPERVISOR CHILDREN'S CAMP

SPECIFIC DUTIES:

- SUPERVISE CHILDREN'S CAMP
- RESPONSIBLE FOR THE OVERALL OPERATION OF THE CAMP. THIS CAN INCLUDE BUT IS NOT LIMITED TO STAFFING REQUIREMENTS, EMPLOYEE SCREENING, PROGRAM DEVELOPMENT, SCHEDULING, SUPERVISION AND SITE EVALUATIONS AT THE CAMP AND TRIP SITES.
- ENSURE CAMP MAINTAINS COMPLIANCE WITH SUBPART 7-2.
- OVERSEE THE IMPLEMENTATION OF THE CAMPS WRITTEN SAFETY PLAN.
- REVIEW/MAINTAIN CAMPERS MEDICAL HISTORY, OVERSEE HEALTH SCREENING OF CAMPERS, HANDLES EMERGENCIES AND INJURIES WHEN THE HEALTH DIRECTOR IS NOT AVAILABLE.

TITLE: CAMP PROGRAM DIRECTOR (ASSISTANT DIRECTOR) - ON SITE

MINIMUM REQUIREMENTS:

- VALID CERTIFICATION IN CPR AND FIRST AID.
- TRAINING AND EXPERIENCE IN ORGANIZING, DIRECTING AND SUPERVISING YOUTH PROGRAMS.
- STAFF MEMBER, AT LEAST (21) YEARS OF AGE, WITH (3) YEARS OF PRIOR PROGRAM EXPERIENCE.
- ABILITY TO SUPERVISE STAFF AND COUNSELORS.
- ABILITY TO SCHEDULE PROGRAMS AND STAFF.
- ABILITY TO TEACH A VARIETY OF ACTIVITIES TO STAFF AND CAMPERS OF ALL AGES.
- DESIRE AND ABILITY TO WORK WITH CHILDREN OUTDOORS.
- ABILITY TO COMMUNICATE WITH SUPERVISOR, PEERS, CAMPERS, AND PARENTS.
- ABILITY TO ACCEPT GUIDANCE AND SUPERVISION.
- GOOD CHARACTER, INTEGRITY, AND ABILITY TO ADAPT TO CAMP SETTINGS.
- ENTHUSIASM, FLEXIBILITY, SENSE OF HUMOR, PATIENCE, AND SELF-CONTROL.

RESPONSIBLE TO: CAMP DIRECTOR

GENERAL RESPONSIBILITY: TO PLAN, DIRECT, IMPLEMENT AND SUPERVISE THE DAILY CAMP PROGRAM.

SPECIFIC DUTIES:

- PARTICIPATE IN THE PRE-CAMP MAINTENANCE PROGRAM. PREPARE AND SET-UP ALL CAMP FACILITIES AND PROGRAM AREAS.
- SCHEDULE ENTIRE CAMP PROGRAM - INCLUDING DAILY PROGRAM SCHEDULE, TIMES, SPECIAL EVENTS AND PROGRAM STAFF NEEDED TO DIRECT AND SUPERVISE PROGRAMS.
- SELECT CAMP STAFF, CONDUCT STAFF/COUNSELOR INTERVIEWS.
- CONDUCT STAFF ORIENTATION. TEACH PROGRAM STAFF AND COUNSELORS
- THEIR ROLE AND RESPONSIBILITIES. REVIEW THE ENTIRE CAMP SAFETY PLAN.
- CONDUCT CAMPER ORIENTATION PROGRAM. REVIEW CAMP SAFETY PLAN, RULES AND REGULATIONS,
- AND PROCEDURES TO BE FOLLOWED IN CASE OF AN EMERGENCY.
- ASSIGN COUNSELORS TO CAMPERS.
- DESIGNEE FOR OFF-SITE MEDICAL DIRECTOR
- DAILY INSPECTION OF WATER SUPPLY.
- ORGANIZE SPECIAL EVENTS.
- SUPERVISE CAMP PROGRAM STAFF AND COUNSELORS.
- HOLD STAFF/COUNSELOR MEETINGS TO COMMUNICATE PROBLEMS, NEEDS, ETC.
- DISCIPLINE CAMPERS - PROVIDE SUPPORT TO COUNSELORS AND CONTACT PARENTS.
- PROVIDE SUPERVISION OF CAMPERS. MAKE SURE ADEQUATE SUPERVISION EXISTS WITH PROPER RATIOS AT ALL TIMES.
- PROVIDE IN-SEASON CAMP MAINTENANCE.
- ORDER ANY NEEDED CAMP EQUIPMENT AND SUPPLIES..
- EVALUATE CURRENT SESSION AND MAKE RECOMMENDATIONS FOR EQUIPMENT, SUPPLIES, AND PROGRAMS FOR THE FOLLOWING SEASON.
- SCHEDULE DAILY ACTIVITIES.
- RESPONSIBLE TO OPEN AND CLOSE CAMP EACH DAY - THE FIRST ONE TO ARRIVE AND LAST ONE TO LEAVE.
- INSPECT DAILY THE CONDITION OF THE PARK FOR ANY POTENTIALLY DANGEROUS SITUATIONS. REPORT SUCH TO CAMP DIRECTOR.
- THESE ARE NOT THE ONLY DUTIES TO BE PERFORMED. SOME DUTIES MAY BE REASSIGNED AND OTHER DUTIES MAY BE ASSIGNED AS REQUIRED.
- SUPERVISE CHILDREN'S CAMP
- RESPONSIBLE FOR THE OVERALL OPERATION OF THE CAMP. THIS CAN INCLUDE BUT IS NOT LIMITED TO STAFFING REQUIREMENTS, EMPLOYEE SCREENING, PROGRAM DEVELOPMENT, SCHEDULING, SUPERVISION AND SITE EVALUATIONS AT THE CAMP AND TRIP SITES.
- ENSURE CAMP MAINTAINS COMPLIANCE WITH SUBPART 7-2.
- OVERSEE THE IMPLEMENTATION OF THE CAMPS WRITTEN SAFETY PLAN.
- REVIEW/MAINTAIN CAMPERS MEDICAL HISTORY, OVERSEE HEALTH SCREENING OF CAMPERS, HANDLES EMERGENCIES AND INJURIES WHEN THE HEALTH DIRECTOR IS NOT AVAILABLE.

TITLE: CAMP PROGRAM COORDINATOR

MINIMUM REQUIREMENTS:

- VALID CERTIFICATION IN CPR AND FIRST AID.

- TRAINING AND EXPERIENCE IN ORGANIZING, DIRECTING AND SUPERVISING YOUTH PROGRAMS.
- STAFF MEMBER, AT LEAST (18) YEARS OF AGE, WITH PRIOR PROGRAM EXPERIENCE.
- ABILITY TO SUPERVISE COUNSELORS.
- ABILITY TO COORDINATE PROGRAMS AS SCHEDULED BY THE CAMP PROGRAM DIRECTOR
- ABILITY TO TEACH A VARIETY OF ACTIVITIES TO STAFF AND CAMPERS OF ALL AGES.
- DESIRE AND ABILITY TO WORK WITH CHILDREN OUTDOORS.
- ABILITY TO COMMUNICATE WITH SUPERVISOR, PEERS, CAMPERS AND PARENTS.
- ABILITY TO ACCEPT GUIDANCE AND SUPERVISION.
- GOOD CHARACTER, INTEGRITY, AND ABILITY TO ADAPT TO CAMP SETTINGS.
- ENTHUSIASM, FLEXIBILITY, SENSE OF HUMOR, PATIENCE AND SELF-CONTROL.

RESPONSIBLE TO: CAMP DIRECTOR, CAMP PROGRAM DIRECTOR, MEDICAL DIRECTOR

GENERAL RESPONSIBILITY: TO IMPLEMENT AND SUPERVISE THE DAILY CAMP PROGRAM.

SPECIFIC DUTIES:

- PARTICIPATE IN THE PRE-CAMP MAINTENANCE PROGRAM. PREPARE AND SET-UP ALL CAMP FACILITIES AND PROGRAM AREAS.
- UNDERSTAND AND COORDINATE THE DAILY PROGRAM SCHEDULE, TIMES, SPECIAL EVENTS LAID OUT BY THE PROGRAM DIRECTOR
- CONDUCT STAFF ORIENTATION WITH THE CAMP PROGRAM DIRECTOR.
- CONDUCT CAMPER ORIENTATION PROGRAM WITH CAMP PROGRAM DIRECTOR.
- REVIEW CAMP SAFETY PLAN, RULES AND REGULATIONS, AND PROCEDURES TO BE FOLLOWED IN CASE OF AN EMERGENCY.
- ASSIGN COUNSELORS TO CAMPERS WITH THE CAMP PROGRAM DIRECTOR.
- ASSIST WITH SPECIAL EVENTS.
- SUPERVISE CAMP COUNSELORS.
- ASSIST WITH COUNSELOR MEETINGS TO COMMUNICATE PROBLEMS, NEEDS, ETC.
- DISCIPLINE CAMPERS - PROVIDE SUPPORT TO COUNSELORS AND CONTACT PARENTS.
- PROVIDE SUPERVISION OF CAMPERS. MAKE SURE ADEQUATE SUPERVISION EXISTS WITH PROPER RATIOS AT ALL TIMES.
- DESIGNEE FOR CAMP PROGRAM DIRECTOR WHEN NOT ON SITE
- PROVIDE IN-SEASON CAMP MAINTENANCE.
- KEEP A DAILY LOG OF ANY MEDICAL SERVICES PROVIDED TO CAMPERS OR STAFF.
- ORDER ANY NEEDED CAMP EQUIPMENT AND SUPPLIES THROUGH THE CAMP PROGRAM DIRECTOR.
- EVALUATE CURRENT SESSION AND MAKE RECOMMENDATIONS FOR EQUIPMENT, SUPPLIES, AND PROGRAMS FOR THE FOLLOWING SEASON.
- RESPONSIBLE TO OPEN AND CLOSE CAMP - FIRST ONE TO ARRIVE AND LAST ONE TO LEAVE.
- INSPECT DAILY THE CONDITION OF THE PARK FOR ANY POTENTIALLY DANGEROUS SITUATIONS. REPORT SUCH TO CAMP DIRECTOR OR CAMP PROGRAM DIRECTOR.
- THESE ARE NOT THE ONLY DUTIES TO BE PERFORMED. SOME DUTIES MAY BE REASSIGNED AND OTHER DUTIES MAY BE ASSIGNED AS REQUIRED.

TITLE: CAMP MEDICAL DIRECTOR - OFF-SITE

- MINIMUM QUALIFICATIONS:
- VALID CERTIFICATION IN CPR.
- BE AT LEAST 21 YEARS OF AGE.
- LICENSED PRACTICAL NURSE OR EMT.
- TRAINING AND EXPERIENCE IN ADMINISTERING FIRST AID PROCEDURES.
- ABILITY TO SUPERVISE STAFF IN EMERGENCY SITUATIONS.
- DESIRE AND ABILITY TO WORK WITH YOUTH OUTDOORS.
- ABILITY TO COMMUNICATE EFFECTIVELY WITH SUPERVISORS, PEERS, AND CAMPERS.
- ABILITY TO ACCEPT GUIDANCE AND SUPERVISION.
- GOOD CHARACTER, INTEGRITY, AND ABILITY TO ADAPT TO CAMP SETTINGS.
- ENTHUSIASM, SENSE OF HUMOR, PATIENCE, AND SELF-CONTROL.
- ABILITY AND WILLINGNESS TO COMMUNICATE WITH PARENTS AND EMERGENCY PERSONNEL OUTSIDE OF CAMP.

RESPONSIBLE TO: CAMP DIRECTOR AND CAMP PROGRAM DIRECTOR

GENERAL RESPONSIBILITY: TO PLAN, DIRECT, SUPERVISE AND IMPLEMENT THE DAILY OPERATION OF THE INFIRMARY AND ALL MEDICAL PROCEDURES. PROVIDE ALL THE NECESSARY FIRST AID TO OUR STAFF AND CAMPERS.

SPECIFIC DUTIES:

- INVENTORY AND INSPECT ANY EXISTING SUPPLIES AND EQUIPMENT. REPLACE OR REPAIR WHEN NEEDED.
- REORDER SUPPLIES THROUGH CAMP DIRECTOR WHEN SUPPLIES ARE LOW.
- CLEAN AND SET UP INFIRMARY AREA DURING PRE-CAMP MAINTENANCE PERIOD.
- ASSIST STAFF WITH PRE-CAMP MAINTENANCE OF INFIRMARY.
- TEACH STAFF/COUNSELORS THEIR ROLES AND RESPONSIBILITIES IN FIRST AID PROCEDURES DURING STAFF ORIENTATION, INCLUDING PROCEDURES TO FOLLOW FOR CHILD ABUSE.
- TEACH CAMPERS THEIR ROLES AND RESPONSIBILITIES IN FIRST AID PROCEDURES DURING CAMPER ORIENTATION.
- INSPECT FIRST AID EQUIPMENT DAILY. REPORT ANY PROBLEMS TO CAMP DIRECTOR/CAMP PROGRAM DIRECTOR.
- REVIEW ALL CAMPER CONFIDENTIAL MEDICAL HISTORIES AND ADDRESS RESTRICTIONS AND SPECIAL NEEDS WITH THEIR COUNSELORS AND STAFF.
- PROVIDE FIRST AID PROCEDURES AS REQUIRED.
- ASSIST CAMP COUNSELORS WITH HEALTH SURVEILLANCE OF CAMPERS.
- MEET WITH STAFF AND COUNSELORS TO REVIEW MEDICAL PROCEDURES, PROBLEMS, ETC.
- REVIEW MEDICAL PLAN AND MAKE RECOMMENDATIONS.
- AVAILABLE BY PAGE DURING CAMP OPERATING HOURS.
- THE CAMP PROGRAM DIRECTOR, ASSISTANT CAMP DIRECTOR, CAMP PROGRAM COORDINATOR ARE THE DESIGNEE WHEN THE MEDICAL DIRECTOR IS NOT ON SIGHT
- RESPOND TO ANY ALLEGATIONS OF CHILD ABUSE.

- IDENTIFICATION OF AND PROVISIONS FOR MEDICAL, NURSING AND EMERGENCY MEDICAL SERVICES.
- IDENTIFY A PLAN FOR THE ADMINISTERING OF ANY MEDICATIONS.
- ENSURE THAT PROCEDURES ARE FOLLOWED BY ALL COUNSELORS AND STAFF IN REGARDS TO THE UNIVERSAL PRECAUTIONS FOR BLOOD PATHOGENS.
- REPORT ALL ILLNESS AND INJURIES, INCLUDING CAMPER ABUSE/ALLEGATIONS TO THE PERMIT-ISSUING OFFICIAL WITH 24 HOURS.
- SUPERVISE SANITATION PROCEDURES.
- POST ALL EMERGENCY NUMBERS AND PROCEDURES BY PHONE.

CAMP COUNSELOR

MINIMUM REQUIREMENTS:

- BE AT LEAST (18) YEARS OF AGE.
- CERTIFIED IN CHILD CPR AND FIRST AID AS OUTLINED BY NYSDOH FACT SHEETS (CURRENT YEAR)
- HAVE EXPERIENCE IN THE SUPERVISION OF CHILDREN.
- HAVE PARTICIPATED IN A CAMP ORIENTATION PROGRAM.
- HAVE COMPLETED THE APPLICATION AND INTERVIEW PROCESS.
- ENJOY, LIKE AND CARE ABOUT CHILDREN.
- DESIRE AND ABILITY TO WORK WITH CHILDREN OUTDOORS.
- ABILITY TO COMMUNICATE WITH CAMPERS, STAFF, PEERS, AND PARENTS.
- ABILITY TO ACCEPT GUIDANCE AND SUPERVISION.
- GOOD CHARACTER, INTEGRITY, AND ABILITY TO ADAPT TO CAMP SETTINGS.
- ENTHUSIASM, SENSE OF HUMOR, PATIENCE, AND SELF-CONTROL.

RESPONSIBLE TO: CAMP PROGRAM DIRECTOR AND CAMP PROGRAM COORDINATOR

GENERAL RESPONSIBILITY: TO PROVIDE OUR CAMPERS WITH A POSITIVE, SAFE AND FUN EXPERIENCE, IMPLEMENTATION OF THE CAMP PROGRAMS AND TO PROVIDE OUR CAMPERS WITH QUALITY SUPERVISION.

SPECIFIC DUTIES:

- SELECT AND WELCOME CAMPERS INTO YOUR GROUP.
- TAKE DAILY ATTENDANCE, AND AT THE END OF EACH ACTIVITY.
- COMMUNICATE DAILY PROGRAM SCHEDULE TO CAMPERS.
- SUPPORT AND ASSIST STAFF MEMBERS AT SCHEDULED ACTIVITIES.
- SUPERVISE CAMPERS AND KNOW THE WHEREABOUTS OF YOUR CAMPERS AT ALL TIMES.
- COMMUNICATE AND ENFORCE CAMP RULES AND PROCEDURES WITH YOUR CAMPERS.
- DISCIPLINE CAMPERS WHEN NEEDED IN A POSITIVE, APPROPRIATE MANNER. COMMUNICATE DIFFICULTIES WITH STAFF, CAMP DIRECTORS.
- ENCOURAGE YOUR CAMPERS TO TRY EVERYTHING. BE POSITIVE.
- ORGANIZE YOUR LUNCHTIME WITH YOUR CAMPERS.
- LEAD YOUR CAMPERS IN PLANNED ACTIVITIES.
- MAKE SURE ALL OF YOUR CAMPERS ARE ACCOUNTED FOR THROUGHOUT THE DAY.

- EVALUATE CURRENT SEASON AND MAKE RECOMMENDATIONS FOR EQUIPMENT, SUPPLIES, AND PROGRAMS FOR THE FOLLOWING SEASON.
- BUILD CAMPER ASSETS.
- THESE ARE NOT THE ONLY DUTIES TO BE PERFORMED. SOME DUTIES MAY BE REASSIGNED AND OTHER DUTIES MAY BE ASSIGNED AS REQUIRED.
- DURING SWIM SUPERVISE CAMPERS AND BE LOCATED AT POOLSIDE, BEACH FRONT, OR IN THE WATER PROVIDING VISUAL SURVEILLANCE.

TITLE: ASSISTANT CAMP COUNSELOR & OTHER STAFF

MINIMUM QUALIFICATIONS:

- AT LEAST 18 YEARS OF AGE.
- VALID FIRST AID & CPR CERTIFICATIONS
- HAVE COMPLETED THE APPLICATION PROCESS.
- ENJOY WORKING WITH CHILDREN.
- ABILITY TO COMMUNICATE WITH CAMPERS AND STAFF.
- GOOD CHARACTER, INTEGRITY, AND ABILITY TO ADAPT TO THE CAMP SETTING.
- ENTHUSIASM, SENSE OF HUMOR, PATIENCE, AND SELF-CONTROL.

RESPONSIBLE TO: CAMP PROGRAM DIRECTOR AND CAMP PROGRAM COORDINATOR

GENERAL RESPONSIBILITY:

- TO ASSIST THE CAMP COUNSELOR IN PERFORMING HIS/HER DUTIES IN IMPLEMENTING CAMP PROGRAMS.
- TO ASSIST THE COUNSELOR WITH THE ADEQUATE SUPERVISION OF CAMPERS.
- TO PROVIDE ASSISTANCE WHERE NEEDED TO PROGRAM STAFF.
- DURING SWIM SUPERVISE CAMPERS AND BE LOCATED AT POOLSIDE, BEACH FRONT, OR IN THE WATER PROVIDING VISUAL SURVEILLANCE.

C. QUALIFICATION/REFERENCE VERIFICATION:

SELECT ALL STAFF CAREFULLY! IT IS RECOMMENDED THAT APPLICATIONS INCLUDE QUESTIONS REGARDING ANY PAST CRIMINAL CONVICTIONS AND CURRENT CHARGES CONCERNING A CRIME INVOLVING CHILDREN. EVALUATE THE SPECIFIC FACTS OF THE CONVICTION OR PENDING CASE AGAINST THE PROSPECTIVE STAFF MEMBER AND DETERMINE IF EMPLOYMENT AS CAMP STAFF WOULD INVOLVE AN UNREASONABLE RISK TO THE SAFETY OR WELFARE OF CAMP PARTICIPANTS, THE PROPERTY, OR THE GENERAL PUBLIC. SCREEN CANDIDATES IN PERSON (PREFERABLY) OR BY TELEPHONE INTERVIEWS, ASKING QUESTIONS ABOUT QUALIFICATIONS FOR THE JOB AND PRIOR EMPLOYMENT HISTORY, INCLUDING EXPERIENCE WORKING WITH CHILDREN.

THE CAMP OPERATOR IS ALSO REQUIRED TO OBTAIN AND VERIFY REFERENCES ON THE CHARACTER OF ALL PROSPECTIVE CAMP STAFF. IT IS RECOMMENDED TO REQUIRE REFERENCES IN WRITING FROM PERSONS NOT RELATED TO THE CANDIDATE AND INCLUDE QUESTIONS SPECIFIC TO THE CANDIDATE'S EXPERIENCE WITH CHILDREN, WORK HISTORY AND REASONS WHY THE CANDIDATE WOULD OR WOULD NOT BE APPROPRIATE

FOR THE POSITION. REFERENCES SHOULD BE VERIFIED BY TELEPHONE. INTERVIEWS, REFERENCE QUESTIONS, AND RESPONSES MUST BE DOCUMENTED, FILED WITH EMPLOYMENT APPLICATIONS AT THE CAMP, AND AVAILABLE FOR INSPECTION.

IN ADDITIONAL, CAMP OPERATORS MUST ANNUALLY CHECK THE NYS SEX OFFENDER REGISTRY TO DETERMINE IF A PROSPECTIVE EMPLOYEE OR VOLUNTEER AT THE CAMP IS LISTED. A FACT SHEET, "[NYS SEX OFFENDER REGISTRY SEARCH PROCEDURES](#)" PROVIDES GUIDANCE ON HOW TO CONDUCT A SEARCH OF THE SEX OFFENDER REGISTRY, AND IS AVAILABLE AT WWW.HEALTH.NY.GOV/ENVIRONMENTAL/OUTDOORS/CAMPS OR FROM YOUR LOCAL HEALTH DEPARTMENT.

CAMPS FOR CHILDREN WITH DEVELOPMENTAL DISABILITIES (ENROLLMENT OF 20% OR MORE CAMPERS WITH DEVELOPMENTAL DISABILITIES) MUST ALSO CHECK THE JUSTICE CENTER STAFF EXCLUSION LIST (SEL) AND THE STATEWIDE CENTRAL REGISTRY (SCR). SEE THE GUIDANCE DOCUMENT "REQUIREMENTS FOR CAMPS FOR CHILDREN WITH DEVELOPMENTAL DISABILITIES" AVAILABLE AT WWW.HEALTH.NY.GOV/ENVIRONMENTAL/OUTDOORS/CAMPS OR FROM YOUR LOCAL HEALTH DEPARTMENT.

EACH APPLICANT MUST COMPLETE A RECREATION APPLICATION. APPLICATIONS ARE REVIEWED/SCREENED BY THE DEPARTMENT HEAD & HUMAN RESOURCES (HR) DEPARTMENT. SELECTED APPLICANTS ARE GRANTED AN INTERVIEW. AFTER COMPLETION OF ALL INTERVIEWS, THE DEPARTMENT HEAD & HR SELECTS THE BEST POSSIBLE APPLICANTS BASED UPON THEIR WORK EXPERIENCE, CAMP EXPERIENCE, APPLICATIONS, QUALIFICATIONS, REFERENCES, AND INTERVIEW. NEW EMPLOYEES TO THE PROGRAM MUST PROVIDE A LETTER OF REFERENCE. THE TOWN OF WEST SENECA RESERVES THE RIGHT TO VERIFY EACH REFERENCE BY PHONE OR IN PERSON PRIOR TO SENDING A LETTER OF AGREEMENT TO THE ACCEPTED APPLICANTS. THE TOWN OF WEST SENECA VERIFIES CERTIFICATIONS BY REQUESTING THE ORIGINAL CERTIFICATION CARD FROM EACH EMPLOYEE AND THEN PLACES A COPY IN THEIR PERSONNEL FILE. ALL "NEW" HIRES ARE SUBJECT TO A BACKGROUND CHECK, PHYSICAL AND DRUG TEST UNDER LOCAL LAW 25. RETURNING EMPLOYEES COULD BE SUBJECT TO THE SAME. YEAR-ROUND EMPLOYEES ARE REQUIRED TO HAVE A BACKGROUND CHECK (AT MINIMUM) EVERY 18 MONTHS.

II. FACILITY OPERATION AND MAINTENANCE

A. WATER SUPPLY: DRINKING WATER IS SUPPLIED BY PUBLIC WATER AND SEWER AND IS AVAILABLE IN THE ICE RINK, COMMUNITY CENTER & TOWN HALL. THERE ARE ALSO RESTROOMS IN EACH BUILDING. IN THE EVENT THAT THE WATER SUPPLY IS INTERRUPTED, WATER WOULD BE DELIVERED TO THE CAMP BY THE PARKS DEPARTMENT IN 5-GALLON CONTAINERS. THE RESTROOMS ARE ON SEPARATE SYSTEMS; THEREFORE ONE WOULD BE IN OPERATION IF THE OTHER FAILS. THE WATER SYSTEM IS TAP WATER (ERIE COUNTY WATER AUTHORITY). THE SOURCE IS USED YEAR ROUND, PUBLIC WATER, WITH NO ON-SITE TREATMENT AND NO START UP PROCEDURE IS REQUIRED. IN THE EVENT THE LOCAL HEALTH DEPARTMENT NEEDS TO BE NOTIFIED OF PRESSURE LOSS IN THE SYSTEM OR OF A BOIL WATER ORDER THE CAMP DIRECTOR WILL NOTIFY THE LOCAL HEALTH DEPARTMENT. THE HEAD OF MAINTENANCE (B&G) WILL BE RESPONSIBLE FOR THE SYSTEM AND MAINTAINING RECORDS.

B. LIGHTNING RISK ASSESSMENT: IN THE EVENT OF LIGHTNING, ALL CAMP PROGRAMS WILL BE IMMEDIATELY SUSPENDED. THE CAMP HORN WILL SOUND AND ALL CAMPERS, COUNSELORS, AND STAFF WILL REPORT TO THE ICE RINK FOR A CAMP HEADCOUNT. THE CAMP PROGRAM COORDINATOR WILL ASSIST WITH THE TAKING

OF CAMPER HEADCOUNT. ONCE ALL CAMPERS ARE ACCOUNTED FOR, RAINY DAY PROGRAMMING WILL BEGIN. CAMPERS MUST REMAIN INSIDE FOR AT LEAST 30 MINUTES AFTER THE LAST LIGHTING STRIKE. WHEN CAMPERS ARE AWAY FROM THE MAIN BUILDING DURING AN ELECTRICAL STORM THEY WILL BE INSTRUCTED DURING THE STAFF/COUNSELOR ORIENTATION TO IMMEDIATELY STOP THEIR ACTIVITY; SEEK SHELTER INSIDE THE LARGEST BUILDING NEARBY; STAY AWAY FROM TELEPHONE, POWER LINES, AND TALL TREES; AVOID WIRE FENCES, PIPES, METAL POLES, AND OTHER GOOD CONDUCTORS; STAY AWAY FROM VEHICLES WITH METAL PARTS AND STAY SEVERAL YARDS APART.

C. CAMP BASE HOUSING: WILL BE PROVIDED IN THE ICE RINK WITH RUNNING WATER, ELECTRIC, LIGHTS. THE COACH'S ROOM WILL BE USED FOR THE INFIRMARY AND STORAGE. ON INCLEMENT DAYS, THE CAMP WILL STILL BE HELD AT THE PARK. RESTROOMS ARE AVAILABLE WITHIN ICE RINK, COMMUNITY CENTER AND POOL.

D. FOOD PROTECTION: THE TOWN OF WEST SENECA DOES NOT PREPARE OR PROVIDE FOOD. CAMPERS MUST BRING THEIR FOOD FROM HOME EACH DAY. EACH AND EVERY MORNING THE CAMP COUNSELORS WILL TAKE ATTENDANCE AND WILL COLLECT ALL OF THE CAMPERS' BAGGED LUNCHES AND PLACE THEM IN THE DESIGNATED COOLER. LUNCHES WILL REMAIN IN THE COOLER UNTIL LUNCHTIME. PARENTS ARE MADE AWARE PRIOR TO CAMP THAT THEY MUST SEND THEIR CAMPER TO CAMP WITH NON-PERISHABLE FOOD ITEMS. STAFF SHOULD NOT TOUCH CAMPERS FOOD, IF THEY NEED TO GLOVES MUST BE WORN. LUNCHES ARE KEPT IN A SAFE AREA AWAY FROM THE SUN.

E. GENERAL OPERATION/MAINTENANCE: WILL BE PROVIDED BY THE TOWN OF WEST SENECA BUILDINGS AND GROUNDS DEPARTMENT. THE CAMP COUNSELORS AND CAMP PROGRAM COORDINATOR WILL REPORT DANGEROUS CONDITIONS TO THE CAMP PROGRAM DIRECTOR WHO WILL NOTIFY THE BUILDINGS AND GROUNDS DEPARTMENT. TRASH IS REMOVED FROM THE IMMEDIATE CAMP PROGRAM AREA ON A DAILY BASIS TO A DUMPSTER LOCATED IN THE ICE RINK PARKING LOT. THIS DUMPSTER IS EMPTIED ONCE PER WEEK. GARBAGE CANS ARE LOCATED IN THE MAIN PARK AREAS. COUNSELORS ARE RESPONSIBLE FOR PLACING ANY FOOD WASTE AND OTHER GARBAGE IN THE CANS IMMEDIATELY.

III. FIRE SAFETY PLAN

A. EVACUATION: THE CAMP PROGRAM DIRECTOR AND THE CAMP PROGRAM COORDINATOR WILL BE RESPONSIBLE FOR THE ADMINISTRATION OF THE CAMP FIRE SAFETY PLAN. IN THE EVENT OF A FIRE, THE FIRE ALARM WILL BE SOUNDED. THIS WILL ALERT THE CAMPERS/COUNSELORS, STAFF AND INITIATE A FIRE DRILL OR EVACUATION SEQUENCE. UPON HEARING THE CAMP SIREN ALL CAMPERS/STAFF/COUNSELORS WILL REPORT TO THE OPEN FIELD BEHIND THE 90-FOOT BASEBALL DIAMOND. AT THIS TIME, THE COUNSELORS WILL TAKE A HEADCOUNT OF HIS OR HER GROUPS, AND IDENTIFY TO THE CAMP PROGRAM DIRECTOR ALL CAMPERS ACCOUNTED FOR OR NOT. IF IT IS NECESSARY TO EVACUATE THE CAMP, THE CAMP PROGRAM DIRECTOR WILL GUIDE THE CAMPERS/COUNSELORS AND STAFF ON FOOT TO THE COMMUNITY CENTER (DIRECTION: WALK THROUGH THE ICE RINK PARKING LOT OR GRASSY AREA WHICHEVER IS THE SAFER COURSE, ENTER THE COMMUNITY CENTER YOUTH GYM). COUNSELORS AND PROGRAM STAFF WILL KEEP THE CAMPERS IN SINGLE FILE ORDER, WITH EACH GROUP BEING SEPARATED BY THE COUNSELOR IN THE GROUP ABOVE. IT WILL BE THE RESPONSIBILITY OF EACH COUNSELOR TO TAKE A PERIODIC HEADCOUNT OF HIS/HER CAMPERS.

UPON REACHING THE COMMUNITY CENTER, THE CAMPERS/COUNSELORS/STAFF WILL ASSEMBLE BY GROUPS AND ANOTHER HEADCOUNT WILL BE TAKEN. THE RECREATION OFFICE STAFF AND PROGRAM COORDINATOR (OR OTHER EMPLOYEES DESIGNATED BY THE DEPARTMENT HEAD) WILL MAKE CALLS TO PARENTS AND NOTIFY THEM OF FIRE AND EVACUATION. SEE EXHIBIT A & B FOR A SKETCH OF THE AMP EVACUATION ROUTE(S)/AREAS.

B. FIRE PREVENTION & FIRE EXTINGUISHERS: PRIOR TO THE OPENING OF CAMP EACH DAY, THE CAMP PROGRAM DIRECTOR WILL INSPECT THE AREA AND REMOVE ANY POTENTIALLY DANGEROUS FLAMMABLE DEBRIS AND/OR MATERIALS (GASOLINE, PAINT THINNERS, ETC.). THESE POTENTIALLY DANGEROUS MATERIALS WILL BE REMOVED BY THE BUILDINGS AND GROUNDS DEPARTMENT. IN ADDITION, STAFF AND COUNSELORS WILL BE AWARE OF AND LOOK FOR ANY ITEMS CAMPERS MAY HAVE WITH THEM (MATCHES, LIGHTER, ETC.). IF ANY ITEMS ARE FOUND, ITEMS WILL BE TAKEN AND LOCKED AWAY. THE CAMP DIRECTOR WILL BE NOTIFIED AND FURTHER ACTION WILL BE TAKEN AGAINST THE CAMPERS IF DEEMED NECESSARY. ALL CAMPFIRE SAFETY EQUIPMENT (FIRE EXTINGUISHER, FIRE ALARM SYSTEM, AND BATTERY OPERATED SMOKE DETECTORS) WILL BE INSPECTED ON A REGULAR BASIS BY THE BUILDINGS & GROUND DEPARTMENT. A FIRE EXTINGUISHER WITH A CURRENT INSPECTION TAG IS LOCATED IN THE BUILDING. THE FIRE EXTINGUISHER IS INSPECTED ANNUAL AS REQUIRED BY NYS LAW.

C. ELECTRICAL SAFETY: THE BUILDINGS & GROUND DEPARTMENT & CAMP LEADERSHIP STAFF WILL INSPECT THE CONDITION OF THE TELEPHONE LINE DURING THE PRE-CAMP INSPECTION AND WEEKLY THEREAFTER FOR ANY WIRE DAMAGE, EXPOSED BOXES, ETC. EXTENSION CORDS WILL BE INSPECTED BY THE BUILDINGS AND GROUNDS DEPARTMENT.

D. ALARM SYSTEM & SMOKE DETECTORS (FIRE ALARM, DETECTION, AND REPORTING): BATTERY OPERATED SMOKE DETECTORS WILL BE LOCATED THROUGHOUT THE ICE RINK. THE BUILDINGS & GROUNDS DEPARTMENT INSPECTS THEM ON A REGULAR BASIS TO MAKE SURE THE BATTERIES REMAIN CHARGED AND THAT EACH OF THESE UNITS REMAINS IN WORKING CONDITION. IN ADDITION, THE CAMP PROGRAM DIRECTOR WILL INSPECT MONTHLY THE OPERATION OF THE CAMP HORN/ALARM BY COMPLETING A SOUND CHECK. IN THE EVENT THE BATTERY IS IN NEED OF REPLACING, HE/SHE WILL BE RESPONSIBLE FOR THE REPLACEMENT. IN THE EVENT OF A FIRE, THE CAMP PROGRAM DIRECTOR, OR THE STAFF MEMBER WHO SOUNDED THE FIRE ALARM, WILL CALL 911 FROM THE PHONE LOCATED IN THE ICE RINK, IF IT IS SAFE; OTHERWISE, A PHONE AT THE NEAREST HOUSE WILL BE USED. WHEN CALLING THE FIRE DEPT., THE STAFF WILL PROVIDE THE FOLLOWING INFORMATION: NAME OF CALLER, THE LOCATION OF THE CALLER, AND BEFORE HANGING UP, ASK IF FURTHER INFORMATION IS NEEDED. THIS INFORMATION AND PROCEDURE WILL BE POSTED AT THE ICE RINK PHONE FOR ASSISTANCE DURING THESE EMERGENCY 911 CALLS. THE CAMP DIRECTOR IS RESPONSIBLE FOR REPORTING AREA FIRES TO THE LOCAL HEALTH DEPARTMENT.

E. EXITS, EXIT SIGNS, & EXIT MAINTENANCE: CENTURY DRIVE WILL BE THE PRIMARY EVACUATION ROUTE AND CAN BE COMPLETED BY VEHICLE OR ON FOOT. EXITS WILL BE FREE AND CLEAR IN THE ICE RINK. EXIT SIGNS WILL BE POSTED WHERE NECESSARY. CAMP PROGRAM DIRECTOR WILL BE RESPONSIBLE FOR THE MAINTAINING OF ACCESSIBLE FIRE EVACUATION ROUTES AS HE/SHE IS THE FIRST TO ARRIVE EACH DAY TO CAMP.

F. FIRE DRILLS AND LOGS: A FIRE DRILL WILL BE CONDUCTED DURING THE FIRST (48) HOURS OF EACH CAMP SESSION UNDER THE GUIDANCE AND DIRECTION OF THE CAMP PROGRAM COORDINATOR. THE CAMP PROGRAM COORDINATOR WILL RECORD THE TIME AND DATE OF THESE FIRE DRILLS IN THE LOG BOOK.

G. DRILLS AND TRAINING: THE CAMP PROGRAM COORDINATOR WILL SCHEDULE DRILLS AND TRAINING. THIS WILL INCLUDE:

- COMMUNICATION SYSTEM
- USE OF RESCUE EQUIPMENT
- FIRST AID PRACTICE
- SIMULATED EMERGENCIES
- A RECORD WILL BE KEPT OF EACH DATE OF DRILL AND WHO PARTICIPATED.

IV. MEDICAL

A. DESCRIPTION OF HEALTH CENTER: THE CAMP INFIRMARY IS LOCATED IN THE ICE RINK WITHIN THE COACH'S ROOM. IT CONTAINS ONE BED FOR ISOLATION OF SICK CAMPER, HAS A LOCKABLE MEDICAL CABINET FOR SUPPLIES, A DESK FOR LOG BOOK AND IS SUPERVISED BY THE CAMP PROGRAM DIRECTOR.

B. MEDICAL STORAGE AND ADMINISTRATION OF MEDICATIONS: UPON ARRIVAL AT CAMP, CAMPERS AND STAFF MUST PROVIDE THEIR MEDICATIONS (PRESCRIPTION AND NONPRESCRIPTION) TO THE CAMPS PROGRAM COORDINATOR. SUNSCREEN MUST BE APPLIED TO CAMPERS PRIOR TO ARRIVAL. STAFF CANNOT APPLY SUNSCREEN TO CAMPERS.

MEDICATIONS MUST BE CHECKED FOR THE FOLLOWING:

- CONTAINER MEDICATIONS MUST BE IN THEIR ORIGINAL CONTAINERS.
- LABELING: ALL MEDICATIONS MUST BE CLEARLY LABELED WITH THE CAMPER'S NAME.

PRESCRIPTION MEDICATIONS MUST BE CHECKED FOR THE FOLLOWING:

- COMPLETE NAME OF THE PATIENT.
- DATE PRESCRIPTION FILLED.
- EXPIRATION DATE.
- DIRECTIONS FOR USE/PRECAUTIONS (IF ANY) /STORAGE (IF ANY).
- NAME AND ADDRESS OF DISPENSING PHARMACY.
- AUTHORIZATION FORM AND SIGNATURE OF PHYSICIAN PRESCRIBING MEDICATION.

NON-PRESCRIPTION MEDICATIONS:

- COMPLETE NAME OF THE PATIENT
- AUTHORIZATION FORM, THE SIGNATURE OF PHYSICIAN AND INSTRUCTIONS FOR USE.

C. MEDICATION STORAGE: MEDICATIONS ARE KEPT IN A SECURE (LOCKED) CABINET IN THE INFIRMARY AND ARE ACCESSIBLE ONLY TO THE CAMP PROGRAM DIRECTOR/DESIGNATED STAFF, EXCEPT WHEN REQUIRED TO BE AVAILABLE TO THE PATIENT FOR FREQUENT OR EMERGENCY USE (I.E. EPIPEN PRESCRIBED FOR BEE STINGS, ETC.). IN THE LATTER CASE, THE CAMPER OR COUNSELOR ASSIGNED TO CARRY THE PRESCRIBED MEDICATION WILL NOTIFY THE CAMP PROGRAM COORDINATOR OR DESIGNEE WHEN THE MEDICATION IS USED.

CONTROLLED SUBSTANCES (NARCOTICS) AND SYRINGES WILL BE DOUBLE-LOCKED (I.E. LOCKED IN A BOX, LOCKED IN A CABINET, ETC.) AND STORED PER PRODUCT DIRECTIONS (I.E. REFRIGERATED, ETC.).

PRESCRIPTION MEDICATIONS: ONLY NYS LICENSED PHYSICIANS, NURSE PRACTITIONERS, OR PHYSICIAN ASSISTANTS MAY PRESCRIBE PRESCRIPTION MEDICATIONS AND PRESCRIPTIONS MUST BE WRITTEN FOR AN INDIVIDUAL; I.E. NOT A BULK SUPPLY. THEREFORE, THE PRESCRIBING OF THESE TYPES OF MEDICATIONS DO NOT APPLY.

RE-PACKING OR RE-LABELING OF PRESCRIPTION MEDICATIONS IS PROHIBITED.

CHANGE OF DOSAGE OR THE SCHEDULE FOR USE OF REQUIRED MEDICATIONS MAY BE MADE ONLY UPON WRITTEN AUTHORIZATION OF THE CAMPER'S ATTENDING PHYSICIAN; OR IN THE CASE OF AN EMERGENCY, BY TELEPHONE, WITH A WRITTEN CONFIRMATION FROM THE PRESCRIBING PHYSICIAN.

D. ADMINISTRATION: MEDICATIONS WILL BE SELF-ADMINISTERED BY THE CAMPERS/STAFF WITH SELF-ADMINISTRATION WITNESSED AND DOCUMENTED BY THE CAMPS HEALTH PERSONNEL OR STAFF DESIGNEE.

E. MEDICATION SUPERVISION/RECORD KEEPING:

THE CAMPER WILL BE REMINDED OF THE TIME TO TAKE THE MEDICATION AND BE READ, OR READ THE NAME OF THE MEDICATION, DOSAGE AND OTHER INSTRUCTIONS FOR USE IF SELF-ADMINISTERING THE MEDICATION. CAMP COUNSELOR WILL BE INSTRUCTED DURING ORIENTATION AND IMMEDIATELY AFTER CAMPER SELECTION OF ANY MEDICAL NEEDS OF A CAMPER. IT WILL BE THE COUNSELOR'S RESPONSIBILITY TO INFORM THE CAMPER OF THE TIME IN WHICH TO TAKE THE MEDICATION. CAMPER WILL GO TO THE INFIRMARY TO SELF-ADMINISTER MEDICATION UNDER THE SUPERVISION OF THE CAMP PROGRAM COORDINATOR.

AT THE TIME MEDICATION IS SELF-ADMINISTERED OR ADMINISTERED, THE CAMP PROGRAM COORDINATOR WILL VERIFY CORRECT MEDICATION IS TAKEN BY THE CORRECT PERSON AND DOCUMENT ADMINISTRATION BY NOTING (IN THE MEDICAL LOG OR RECIPIENT'S MEDICAL RECORD) THE NAMES OF THE RECIPIENT, MEDICATION, AND WITNESS, AND THE DATE, TIME AND DOSAGE SELF-ADMINISTERED/ADMINISTERED.

IN THE EVENT THAT A CAMPER'S MEDICATION IS USED UP, A WRITTEN NOTE BY THE CAMP PROGRAM COORDINATOR WILL BE SENT HOME WITH THE CAMPER NOTIFYING THE PARENTS. THE PARENTS MUST THEN, IN WRITING, NOTIFY THE CAMP PROGRAM DIRECTOR AS TO WHETHER THE CAMPER WILL STILL BE ON MEDICATION OR OF THE CAMPER IS ALL DONE WITH MEDICATION.

F. UNIVERSAL PRECAUTIONS: DURING COUNSELOR AND STAFF ORIENTATION, THE CAMP MEDICAL DIRECTOR WILL REVIEW AND DESCRIBE THE A UNIVERSAL PRECAUTIONS TO BE FOLLOWED CONCERNING COMMUNICABLE DISEASES AND PATHOGENS. THEY WILL BE INSTRUCTED TO USE PROTECTIVE GLOVES AND CPR MASKS WHEN HANDLING ANY FIRST AID WITH THEIR CAMPERS.

THE CAMP MEDICAL DIRECTOR (OR ONSITE DESIGNEE) WILL BE RESPONSIBLE FOR THE DISINFECTION OF CONTAMINATED SURFACES AND THE DISPOSAL OF MEDICAL WASTES.

G. ROUTINE DAILY INSPECTION - PREVENTION

PROGRAM AREAS: PRIOR TO OPENING EACH DAY, PROGRAM STAFF AND COUNSELORS WILL RESPECTIVELY INSPECT THEIR PROGRAM AREAS FOR ANY POTENTIALLY DANGEROUS SITUATIONS, PROTRUDING NAILS, HOLES, ETC.

REPORT ANY PROBLEMS TO THE CAMP PROGRAM DIRECTOR.

DAILY HEALTH SURVEILLANCE - ENTIRE STAFF AND COUNSELORS ARE INSTRUCTED AT OUR PRE-CAMP TRAINING ORIENTATION TO LOOK FOR AND RECOGNIZE ANY SIGNS OF ABNORMAL BEHAVIOR OR ILLNESS IN ANY OF THE CAMPERS EACH AND EVERY DAY. ANYONE SUSPECTED OF BEING ILL IS BROUGHT TO THE CAMP PROGRAM COORDINATOR IN THE ICE RINK. LOG, INFIRMARY, EQUIPMENT, AND PROCEDURES ARE TO BE REVIEWED DAILY BY THE PROGRAM COORDINATOR AND INSPECTED BI-WEEKLY BY THE DEPARTMENT HEAD OR CAMP MEDICAL DIRECTOR.

H. EMERGENCIES / OUTBREAK PROCEDURE

MINOR INJURIES- SCRAPES, BRUISES, SUNBURN - INJURED ARE ALL BROUGHT TO THE INFIRMARY FOR TREATMENT. COUNSELORS WILL ASSIST WITH MINOR FIRST AID BY SUPPLYING CAMPER WITH BAND-AIDS, CREAM, CLEANING SOLUTION, ETC. AN ACCIDENT/INCIDENT REPORT IS REQUIRED. WHEN IN DOUBT CALL 911.

SMALL, NON-THREATENING INJURIES - TWISTED ANKLE, SMALL CUTS, ETC. INJURED ARE BROUGHT TO THE INFIRMARY FOR TREATMENT BY CAMP PROGRAM DIRECTOR OR COORDINATOR. PARENTS OR DESIGNATED EMERGENCY PERSONNEL WILL BE CONTACTED IF NECESSARY. AN ACCIDENT/INCIDENT REPORT IS REQUIRED. WHEN IN DOUBT CALL 911.

SERIOUS, THREATENING INJURIES - POSSIBLE BROKEN BONES, SIGNIFICANT BLEEDING. CAMP PROGRAM DIRECTOR WOULD BE CALLED TO THE SITE FOR IMMEDIATE FIRST AID. THE PROCEDURE AS STATED BELOW, IN CASE OF AN EMERGENCY WILL BE FOLLOWED. AN ACCIDENT/INCIDENT REPORT IS REQUIRED. DOH MUST BE NOTIFIED. PARENTS MUST BE NOTIFIED. WHEN IN DOUBT CALL 911.

I. **MRSA** IS A STAPH INFECTION WHICH IS RESISTANT TO ANTIBIOTICS. IF IT ENTERS THE SKIN, IT CAN CAUSE AN INFECTION THAT MAY LOOK LIKE A PIMPLE OR BOIL, CAN BE RED, SWOLLEN, PAINFUL, OR HAVE PUS. THE CAMP MEDICAL DIRECTOR SHOULD BE NOTIFIED IMMEDIATELY IF MRSA IS SUSPECTED AND ANY CONTACT SHOULD BE AVOIDED.

J. **OUTBREAK /COMMUNICABLE DISEASES** - IN THE EVENT OF AN OUTBREAK OF A COMMUNICABLE DISEASE, INCLUDING MRSA, ALL PARENTS WOULD BE NOTIFIED IN WRITING BY THE CAMP DIRECTOR AT THE CLOSE OF CAMP THAT DAY. IN THE EVENT A LETTER CANNOT BE SENT HOME BY THE CLOSE OF CAMP THAT DAY, AN EMAIL WOULD BE SENT ASAP TO ALL PARENTS. ALL SURFACES WILL BE DISINFECTED BEFORE OPENING CAMP THE NEXT DAY.

K. IN CASE OF EMERGENCY

STAFF 1/COUNSELOR: DO NOT PANIC! THE COUNSELOR WILL SIGNAL OTHER COUNSELORS OR STAFF WITH A VERBAL CALL OR SEND FOR HELP. TAKE CHARGE OF THE SITUATION. FOLLOW THE PROCEDURE FOR RESCUE AND SEND ANOTHER COUNSELOR OR (2) CAMPERS TO GET CAMP MEDICAL DIRECTOR OR ANOTHER STAFF MEMBER FOR HELP WITH FIRST AID PROCEDURE.

STAFF 2/COUNSELOR: GO TO THE ICE RINK WHERE THE PHONE IS LOCATED AND CALL RESCUE SQUAD AT 911 IF NECESSARY. THE COUNSELOR WILL FIND OUT THE NAME AND AGE OF THE VICTIM IF POSSIBLE. THEN, WALK TO THE FRONT OF THE ICE RINK TO MEET THE RESCUE SQUAD.

STAFF 3/COUNSELOR: HELP STAFF 1 AT THE RESCUE AREA IF NEEDED, AND INFORM MEDICAL DIRECTOR OF THE EMERGENCY.

STAFF 1/COUNSELOR: CONTINUE TO ADMINISTER FIRST AID UNTIL THE RESCUE SQUAD ARRIVES OR SOMEONE OF EQUAL OR HIGHER QUALIFICATIONS TAKES OVER.

CAMP PROGRAM DIRECTOR: ADMINISTER ALL NECESSARY FIRST AID UNTIL THE FIRST AID SQUAD ARRIVES.

STAFF 1 & CAMP PROGRAM DIRECTOR: INTERVIEW THE WITNESSES INDIVIDUALLY AND PRIVATELY. COMPLETE AN ACCIDENT REPORT AND GIVE IT TO THE CAMP DIRECTOR. CONTACT THE VICTIM'S FAMILY OR RELATIVES.

STAFF CRITIQUE: AS SOON AS POSSIBLE, GET ALL STAFF MEMBERS TOGETHER AND CRITIQUE THE SITUATION.

CORRECTIVE ACTION: IF SOMETHING SPECIFIC CAUSED THE ACCIDENT, HAVE IT TAKEN CARE OF IMMEDIATELY TO PREVENT FURTHER INJURY.

THIS MUST BE REPORTED TO DOH WITHIN 1 BUSINESS DAY IF POSSIBLE SAME BUSINESS DAY.

L. RABIES/ANIMAL BITES

PREVENTION/PRECAUTIONS: DURING BOTH CAMPER AND STAFF/COUNSELOR ORIENTATIONS, STAFF AND CAMPERS WILL BE INSTRUCTED AND INFORMED OF THE FOLLOWING IN AN ATTEMPT TO ELIMINATE ANY ANIMAL BITES AND POTENTIAL RABIES EXPOSURE: STAY AWAY FROM ALL WILD ANIMALS - RACCOONS, SKUNKS, BATS, FOXES, WOODCHUCKS, ETC. THESE ARE WILD, POSSIBLY RABID ANIMALS AND SHOULD BE LEFT ALONE.

DO NOT ATTEMPT TO CAPTURE, FEED, CHASE, HARM OR PET WILD ANIMALS. LEAVE ALL FOOD, SNACKS, ETC. IN REFRIGERATOR IN MAIN BUILDING. COVER ALL FOOD WASTE, GARBAGE, ETC. WITH A LID OR COVER.

MEDICAL ACTIONS/PROCEDURES TO FOLLOW IF AN INDIVIDUAL IS BITTEN AT CAMP:

1. SCARE AWAY WILD ANIMAL WITH LOUD SCREAM, BANG OR A BLOW OF YOUR WHISTLE.
2. KEEP BITTEN INDIVIDUAL STILL AND COMFORTABLE.
3. STOP ANY BLEEDING.
4. SEND (2) CAMPERS OR FELLOW STAFF MEMBER TO FIND CAMP MEDICAL DIRECTOR OR ON SITE DESIGNEE AND
5. BRING HER TO SITE OF BITE.

6. BASED ON THE SEVERITY OF THE INJURY - CALL 911.
7. CALL PARENTS OF BITTEN AND INFORM THEM OF BITE. HAVE THEM MEET INJURED AT HOSPITAL OR AT CAMPS LOCATION.
8. CAMP PROGRAM DIRECTOR WILL PROMPTLY CONTACT THE HEALTH DEPARTMENT TO REPORT BITE AND TO ARRANGE FOR POST EXPOSURE RABIES PROPHYLAXES AND/OR TRANSPORT OF ANIMAL SPECIMENS TO THE RABIES LABORATORY.
9. CONTACT LOCAL TRAPPER IF THE CAPTURE OF A WILD ANIMAL IS NECESSARY. WE WOULD CONTACT
10. SUPERINTENDENT OF HIGHWAYS AND ANIMAL CONTROL OFFICER.
11. CAMP PROGRAM DIRECTOR WILL THEN INTERVIEW VICTIM AND ANY WITNESSES TO DETERMINE:
 - A) WAS THE ANIMAL PROVOKED (I.E. TEASED, POKED AT, ETC.)
 - B) HOW WAS THE ANIMAL ACTING BEFORE, DURING, AND AFTER THE ATTACK.
12. UNLESS THE ANIMAL IS ENDANGERING OTHERS, DO NOT ATTEMPT CAPTURE OF THE ANIMAL UNTIL GAME WARDENS, POLICE OFFICERS, ETC. ARRIVE. REQUEST THAT THE HEAD NOT BE EXCESSIVELY DAMAGED DURING CAPTURE SO THAT IT CAN BE ANALYZED AT THE RABIES LABORATORY.

M. BATS: EDUCATION WILL BE PROVIDED TO ALL CAMP STAFF AND CAMP ATTENDEES ABOUT RISK OF RABIES, AVOIDING EXPOSURE AND REPORTING EXPOSURE TO BATS OBSERVED OUTSIDE FLYING AT NIGHT, OUTSIDE FLYING IN DAYTIME, GROUNDED OR ROOSTING IN CAMPER ACCESSIBLE LOCATIONS, FLYING IN CAMPER OCCUPIED BUILDINGS OR BUILDINGS IN CLOSE PROXIMITY TO OCCUPANTS IN THE EVENT OF KNOWN OR SUSPECTED CONTACT WITH A BAT. A TELEPHONE NUMBER OF A LICENSED EXTERMINATOR WILL BE AVAILABLE TO EXTERMINATE OR CAPTURE BATS AS REQUIRED.

N. TELEPHONE NUMBERS - POSTED AT PHONE

WEST SENECA FIRST AID	911
SOUTHTOWNS MERCY HOSPITAL	827-2205
MERCY FLIGHT	886-3000
POISON CONTROL	878-7654
WEST SENECA POLICE	911 OR 674-2280
HIGHWAY SUPERINTENDENT	
DEPARTMENT HEAD	
CAMP DIRECTOR	
PROGRAM COORDINATOR	

O. CAMPER MEDICAL HISTORY AND SCREENING: EACH CAMPER WILL BE REQUIRED TO SUBMIT A COMPLETED HEALTH FORM WHEN REGISTERING FOR THE CURRENT YEARS CAMP PROGRAM IMMUNIZATION RECORDS MUST ALSO BE ATTACHED. PLEASE SEE THE CURRENT YEAR'S REGISTRATION FORM FOR MORE INFORMATION.

P. EXISTING HEALTH CONDITIONS / RESTRICTIONS

THE CAMP MEDICAL DIRECTOR AND/OR THE DEPARTMENT HEAD REVIEWS THE HEALTH FORMS AND MEDICAL HISTORIES OF EACH CAMPER AND COMPARES HER FINDINGS WITH THE CAMPER COMPUTER PRINT-OUT FROM THE OFFICE AS A CHECK-AND-BALANCE SYSTEM, FOR IDENTIFYING RECENT/CURRENT ILLNESSES,

INJURIES, PREDISPOSED MEDICAL CONDITIONS, CAMPER RESTRICTIONS/LIMITATIONS, SPECIAL NEEDS, DIETS, MEDICATIONS (USE OF EPI PEN), TREATMENTS, ALLERGIES, AND ANY OTHER CONCERNS. THE CAMP MEDICAL DIRECTOR IS RESPONSIBLE FOR COMMUNICATING ANY OF THE MEDICAL CONCERNS ABOVE WITH HIS/HER COUNSELOR UPON THE SELECTION OF CAMPERS.

Q. MEDICAL LOG BOOK - REPORTS:

A WRITTEN REPORT IS TO BE COMPLETED BY THE CAMP PROGRAM DIRECTOR WITH THE HELP OF THE STAFF MEMBER OR COUNSELOR INVOLVED, IMMEDIATELY FOLLOWING AN INCIDENT. TIMES, ACTIONS BY VARIOUS INDIVIDUALS, WITNESS STATEMENTS AND EQUIPMENT USED ARE TO BE SPECIFIED. ALL INCIDENTS ARE TO BE RECORDED IN THE LOG BOOK AND MUST INCLUDE THOSE THAT:

- RESULT IN DEATH
- REQUIRE RESUSCITATION
- REQUIRE REFERRAL TO A HOSPITAL
- CAMPERS ILLNESS ASSOCIATED WITH WATER QUALITY.

CAMP DIRECTOR OR MEDICAL DIRECTOR WILL REPORT ANY OF THE ABOVE TO THE LOCAL HEALTH DEPARTMENT MEDICAL LOG BOOK IS KEPT IN THE TOP DRAWER OF THE DESK IN THE INFIRMARY.

R. CHILD ABUSE - NEGLECT AT CAMP

PREVENTION:

THE TOWN OF WEST SENECA WILL CAREFULLY SELECT NEW HIRES WITH A FACE-TO-FACE INTERVIEW OR TELEPHONE INTERVIEW, ASKING QUESTIONS ABOUT PRIOR EMPLOYMENT HISTORY, INCLUDING WORKING WITH CHILDREN. WE WILL ASK IF THE PERSON HAS BEEN CHARGED WITH OR CONVICTED OF A CRIME INVOLVING CHILDREN, AND WHAT THEY CONSIDER APPROPRIATE DISCIPLINE. WE WILL CHECK REFERENCES AND RUN BACKGROUND CHECKS ON NEW HIRES. FOR RE-HIRES, WE WILL BASE THEIR APPOINTMENT ON PERFORMANCE AND EXPERIENCE IN PREVIOUS YEARS. INTERVIEW AND REFERENCE FINDINGS WILL BE DOCUMENTED.

DURING STAFF ORIENTATION, A SESSION OF THE STAFF TRAINING WILL BE DEDICATED TO CHILD ABUSE. THE FOLLOWING WILL BE INCLUDED IN THIS PROGRAM:

IDENTIFICATION OF THE PHYSICAL, BEHAVIORAL AND EMOTIONAL INDICATORS TO LOOK FOR IN A SEXUALLY OR PHYSICALLY ABUSED CHILD, DISCUSSION OF VETERANS' PARK DAY CAMP POLICY REGARDING APPROPRIATE TOUCHING, DISPLAYS OF AFFECTION, VISION AND EXPLAIN THE PROPER REPORTING PROCEDURES TO BE FOLLOWED IN THE CASE OF SUSPECTED ABUSE. DISCOURAGE ANY ONE-ON-ONE ACTIVITIES AND WE WILL ROUTINELY EVALUATE EACH STAFF MEMBER.

DURING CAMPER ORIENTATION, WE WILL ADDRESS SITUATIONS WHICH MAKE CAMPERS FEEL UNCOMFORTABLE AND IDENTIFY PERSONS THEY MAY TALK TO ABOUT THEIR CONCERNS. CAMPERS WILL KNOW AND UNDERSTAND HIERARCHY OF INDIVIDUALS WITH WHOM THEY MAY REPORT A SITUATION. ABUSED CAMPER ... COUNSELOR ... STAFF ... CAMP DIRECTOR

S. REPORTING CHILD ABUSE / INJURY AND ILLNESS:

ALL EMPLOYEES WILL REACT TO ALL ALLEGATIONS OF CHILD ABUSE SERIOUSLY AND WILL REPORT THEIR CONCERNS IMMEDIATELY WITH THE CAMP DIRECTOR. CAMP DIRECTOR AND REPORTING STAFF MEMBER WILL MEET WITH ALLEGEDLY ABUSED CAMPER AND COMPLETE CAMP INCIDENT REPORT FORM.

CAMP DIRECTOR WILL REPORT CONCERNS/ALLEGATIONS TO THE PROPER AUTHORITIES: POLICE, PARENTS, CHILD AND FAMILY SERVICES, HEALTH DEPARTMENT, ETC. WEST SENECA POLICE SHOULD BE NOTIFIED SAME DAY.

CAMP DIRECTOR WILL FOLLOW UP ALLEGATIONS WITH THE PROPER AUTHORITIES TO CHECK ON THEIR PROGRESS.

ILLNESS AND INJURIES WILL BE APPROPRIATELY REPORTED IN THE DAILY LOG AFTER THE INJURY/ILLNESS HAS BEEN TAKEN CARE OF ACCORDING TO THE EMERGENCY POLICY.

T. CAMP SANITATION: ALL EMPLOYEES ARE RESPONSIBLE FOR THE DAILY INSPECTION OF PROGRAM AREAS AS PREVIOUSLY OUTLINED IN THE GENERAL MAINTENANCE SECTION. IT IS THE RESPONSIBILITY OF EACH OF THEM TO ASSESS THESE CAMP AREAS FOR CLEANLINESS AND SAFETY. ANY PROBLEMS NEED TO BE BROUGHT TO THE ATTENTION OF THE CAMP PROGRAM DIRECTOR. AT THE CONCLUSION OF LUNCH, ALL GARBAGE MUST BE DISPOSED OF IN A GARBAGE CANS PROVIDED.

V. ACTIVITY SAFETY AND SUPERVISION

A. GENERAL SUPERVISION:

- ADEQUATE SUPERVISION OF ALL CAMPERS WILL BE MAINTAINED AT ALL TIMES BY:
- PROTECTING THE CAMPERS FROM ANY UNREASONABLE RISK TO THEIR HEALTH AND SAFETY, INCLUDING PHYSICAL OR SEXUAL ABUSE,
- PROVIDING VISUAL OR VERBAL COMMUNICATION WITH CAMPERS AND THEIR COUNSELORS AND/OR STAFF AT ALL TIMES, AND, ACCOUNTING FOR THE CAMPERS WHEREABOUTS AT ALL TIMES.
- THE BUDDY SYSTEM WILL BE FOLLOWED THROUGHOUT CAMP. THE BUDDY SYSTEM CHECK WILL CONSIST OF A VISUAL CHECK BY STAFF AND COUNSELORS. NO CAMPER IS EVER TO BE BY HIM/HERSELF IN
- ANY AREA OF CAMP.

B. PASSIVE ACTIVITY SUPERVISION - EACH COUNSELOR WILL BE ASSIGNED TO A GROUP OF CAMPERS, NOT TO EXCEED 12 CAMPERS. THEY WILL STAY WITH THEIR GROUP THROUGHOUT THE DAY, EXCEPT FOR LUNCH. AT THAT TIME, SUPERVISION WILL BE HANDLED BY THE PROGRAM COORDINATOR AND OTHER QUALIFIED RECREATION STAFF PERSONNEL. THE RATIO AT THAT TIME WILL NOT EXCEED 1:12.

C. BETWEEN ACTIVITY SUPERVISION - CAMPERS WILL REMAIN WITH THEIR COUNSELOR FROM ONE ACTIVITY TO ANOTHER.

D. SUPERVISION DURING TRANSPORTATION

TRIP LEADER: CAMP PROGRAM DIRECTOR OR CAMP PROGRAM COORDINATOR OR OTHER DESIGNATED STAFF MEMBER

SUPERVISION: THE COUNSELORS, WITH THE SUPPORT OF ANY ASSISTANT COUNSELORS, WILL BE RESPONSIBLE TO SUPERVISE THE CAMPERS THROUGHOUT THE DAY, ASSIST WITH BUDDY SYSTEM.

ALL CAMPERS WILL BE REQUIRED TO WEAR THE SAME COLOR SHIRT TO ASSIST IN SUPERVISION ON FIELD TRIPS –

THE SHIRT IS INCLUDED IN THEIR REGISTRATION FEE

RATIO:1:8 FOR CAMPERS 6 YEARS AND OLDER

RULES AND SAFETY: ALL RELEVANT CAMP RULES APPLY

E. SUPERVISION IN EMERGENCIES: THE PROGRAM DIRECTOR AND PROGRAM COORDINATOR WILL ENSURE PROPER SUPERVISION OF CAMPERS IN THE CASE OF AN EMERGENCY, AND WILL CALL FOR IMMEDIATE SUPPORT FROM THE CAMP DIRECTOR AS NEEDED.

F. UPON ARRIVAL TO CAMP: CAMP BEGINS AT 9:00 AM. CAMPERS MUST BE SIGNED IN BY A PARENT OR GUARDIAN. CAMP STAFF MEMBER WILL GREET THEM AT THE SIGN IN DESK.

THE CAMP COUNSELOR, BEFORE TAKING THE CAMPERS TO THE FIRST ACTIVITY, WILL TAKE ROLL EACH MORNING. A MINIMUM OF 1 TO 12 RATIO. THE CAMP PROGRAM COORDINATOR WILL ASSIST AND PUT CAMPERS IN AGE APPROPRIATE GROUPS.

G. PASSIVE ACTIVITY & INSTRUCTIONAL PERIODS: THE ACTIVITY SCHEDULE WILL RUN FROM 9:15 A.M. TILL 4:00 P.M. ACCORDING TO THE DAILY SCHEDULE, WHICH WILL BE POSTED IN THE MAIN BLDG. IT IS THE RESPONSIBILITY OF EACH COUNSELOR TO ESCORT THE CAMPERS TO EACH OF THEIR ASSIGNED ACTIVITIES AND LEAD THE ACTIVITY. AT TIMES TWO GROUPS WILL BE PAIRED UP WITH ANOTHER GROUP TO RUN AN ACTIVITY. AT ALL TIMES, THE RATIO OF COUNSELORS TO CAMPERS WILL BE A MAXIMUM OF 1:12. IT IS THE RESPONSIBILITY OF THE PROGRAM COORDINATOR TO HAVE EQUIPMENT READY AT EACH SIGHT FOR THE PLANNED DAILY ACTIVITIES.

H. ASSEMBLY FOR DEPARTURE: AT THE CONCLUSION OF CLEAN UP THE CAMPERS REASSEMBLE AT THEIR PICK-UP AREA AT THE ICE RINK. IT IS THE RESPONSIBILITY OF THE COUNSELORS TO ESCORT THEIR CAMPERS TO AND FROM THEIR PROGRAMS TO ICE RINK. AFTER ALL CAMPERS ARE ACCOUNTED FOR THE CAMP PROGRAM COORDINATOR WILL ALLOW CHILDREN TO GO HOME WITH PARENTS (OR OTHER ARRANGEMENTS MADE BY PARENTS).

I. RATIOS: AT ALL TIMES, A MINIMUM RATIO OF 1 TO 12 EXISTS.

J. LOST CAMPER PLAN:

UPON DISCOVERING A LOST CAMPER OR CAMPERS THE CAMP HORN WILL SOUND. ALL CAMPERS AND STAFF MUST IMMEDIATELY REPORT TO THEIR DROP-OFF, PICK-UP AREA FOR A HEAD COUNT. CAMP PROGRAM STAFF WILL SEARCH THE CAMPGROUNDS ON FOOT, WHILE CALLING THE CAMPERS NAME THROUGH A MEGAPHONE. STAFF WILL GO IN DIFFERENT DIRECTIONS AS ASSIGNED BY THE CAMP PROGRAM DIRECTOR. IF CAMPER STILL CANNOT BE FOUND, CAMP PROGRAM DIRECTOR WILL NOTIFY LOCAL HEALTH DEPARTMENT, LAW ENFORCEMENT AGENCY AND THE PARENTS OF THE MISSING CAMPERS. 911 SHOULD BE CALLED IMMEDIATELY IF A CAMPER IS STILL MISSING AFTER A SEARCH.

K. CAMP DISCIPLINE: THE CAMP STAFF WILL USE A THREE STRIKE RULE WHEN THE NEED FOR DISCIPLINING A CAMPER ARISES FOR THE BREAKING OF CAMP RULES THAT ARE REVIEWED AT CAMPER ORIENTATION. THE THREE-STRIKE RULE CONSISTS OF: 1. WARNING OF VIOLATION. 2. TIME-OUT AND A DISCUSSION OF DIFFICULTY WITH HIS/HER COUNSELOR. 3. CAMPER IS BROUGHT TO THE ICE RINK FOR DISCUSSION AND DISCIPLINARY ACTION FROM CAMP STAFF. IF A CAMPER RECEIVES THREE STRIKE, CAMP DIRECTOR AND PARENTS ARE NOTIFIED. IF PROBLEM CONTINUES THE POTENTIAL DISMISSAL FROM CAMP OR MEDIATION EXISTS.

L. BUDDY SYSTEM: THE BUDDY SYSTEM WILL BE EMPLOYED THROUGHOUT CAMP, AS WELL AS WHEN THE CAMPERS ARE ON FIELD TRIPS. IN THIS SYSTEM, A CAMPER MUST CHOOSE A BUDDY FOR THE DAY. THE BUDDY SYSTEM WILL BE THE RESPONSIBILITY OF THE COUNSELOR WHO WILL ASSIST CAMPERS IN FINDING ONE, A TRIO MAY BE ASSIGNED WITH ODD NUMBERS. THIS SYSTEM WILL BE ENFORCED THROUGH VISUAL CHECKS BY THE COUNSELORS AND STAFF. NO CAMPER IS EVER TO BE BY HERSELF IN ANY AREA OF CAMP.

M. ON-SITE SWIMMING: THE CAMP DOES NOT HAVE A POOL OR BEACH. THE CAMP WILL UTILIZE VETERANS PARK POOL LOCATED INSIDE VETERANS PARK. TWO DAYS PER WEEK THE CAMPERS WILL WALK TO THE VETERANS PARK POOL FOR FREE SWIM.

SWIM ABILITY TESTING: THEY WILL BE TESTED ON THE FIRST DAY BY A WATER SAFETY INSTRUCTOR (TOWN OF WEST SENECA LIFEGUARD STAFF) ON DUTY TO DETERMINE IF THE CAMPER IS A NON-SWIMMER OR A SWIMMER, AND WILL BE MARKED AS SUCH WITH COLORED WRIST BAND. GREEN FOR DEEP END AND DRIVING BOARD, YELLOW FOR JUST DEEP END AND RED FOR SHALLOW END AND SPLASH PAD ONLY.

SUPERVISION: THE LIFEGUARD AND COUNSELORS, WITH THE SUPPORT OF ANY ASSISTANT COUNSELORS, WILL BE RESPONSIBLE TO SUPERVISE AT THE POOL. TOWN OF WEST SENECA LIFEGUARDS ON STAFF WILL BE DESIGNATED FOR DAY CAMP SWIMMERS

RATIO:

- 1:8 FOR CAMPERS 6 YEARS AND UP
- 1:10 FOR CAMPERS 8 YEARS AND UP

BUDDY SYSTEM: THE BUDDY SYSTEM WILL BE USED TO CHECK ALL BATHERS AT THE POOL. THE LIFEGUARD AND COUNSELORS WILL CHECK ALL BATHERS TO MAKE SURE THEY ENTER THE WATER WITH A BUDDY, OR

TRIO IF NECESSARY, AND STAY WITHIN 5 FT OF THEIR BUDDY. ON A BUDDY CHECK, THE COUNSELOR WILL CALL OUT BUDDY CHECK AND BUDDIES ARE TO HOLD HANDS OVER THEIR HEAD. IF A BUDDY IS MISSING, THE LIFEGUARDS ON DUTY WILL BE NOTIFIED IMMEDIATELY, AND THEY WILL TAKE CONTROL OF THE SITUATION. RULES AND SAFETY: ALL CAMP RULES APPLY.

N. OFF-SITE SWIMMING:

ON SELECT DATES CAMPERS WILL BE TAKEN ON FIELD TRIPS THAT WILL INCLUDE OFF-SITE SWIMMING. CAMPERS WILL BE TESTED TO DETERMINE THEIR SWIM LEVEL AND MARKED WITH A COLORED WRIST BAND. SEE ABOVE SECTION, G. CAMPERS WILL ONLY BE PERMITTED TO SWIM IN WAIST-DEEP WATER, REGARDLESS OF SWIM LEVEL. BUDDY SYSTEM WILL BE IN PLACE. SWIMMING RATIO IS THE SAME AS ON-SITE SWIMMING.

O. OUT-OF-CAMP TRIPS

FIELD TRIPS WILL BE TAKEN EVERY WEEK TO SCHEDULED LOCATIONS, WHICH HAVE BEEN PREVIOUSLY VISITED BY TRIP LEADER. TRANSPORTATION WILL BE PROVIDED THROUGH WEST SENECA SCHOOLS, COUNSELORS AND TRIP LEADER WILL RIDE THE BUS TO SUPERVISE. ALL FIELD TRIPS ARE INCLUDED IN THE WEEKLY RATE, AND THEREFORE ALL CAMPERS WILL BE EXPECTED TO GO. NO ONE WILL BE LEFT AT THE CAMPSITE. PERMISSION SLIPS WILL BE FILLED OUT AND SIGNED.

TRIP LEADER: CAMP PROGRAM DIRECTOR OR CAMP PROGRAM COORDINATOR OR OTHER DESIGNATED STAFF MEMBER

SUPERVISION: THE COUNSELORS, WITH THE SUPPORT OF ANY ASSISTANT COUNSELORS, WILL BE RESPONSIBLE TO SUPERVISE THE CAMPERS THROUGHOUT THE DAY, ASSIST WITH BUDDY SYSTEM.

ALL CAMPERS WILL BE REQUIRED TO WEAR THE SAME COLOR SHIRT TO ASSIST IN SUPERVISION ON FIELD TRIPS –

THE SHIRT IS INCLUDED IN THEIR REGISTRATION FEE

RATIO: 1:8 FOR CAMPERS 6 YEARS AND OLDER

RULES AND SAFETY: ALL RELEVANT CAMP RULES APPLY.

SAFETY EQUIPMENT: FIRST AID SUPPLIES, MEDICATIONS AS DIRECTED BY THE MEDICAL DIRECTOR OR ON SITE DESIGNEE, COOLERS FOR LUNCHES.

TRANSPORTATION IS PROVIDED BY WEST SENECA CENTRAL SCHOOL DISTRICT (WSCSD) BUSES & BUS DRIVERS. THE DRIVERS MUST COMPLETE ALL OF THE SAME HIRING REQUIREMENTS AS OTHER TOWN OF WEST SENECA EMPLOYEES, IN ADDITION TO BEING WSCSD EMPLOYEES. CAMPERS CANNOT BE TRANSPORTED IN ANY OTHER VEHICLES THAT ARE NOT WSCSD SCHOOL BUSES. OCCUPANCY OF THE VEHICLE SHALL BE LIMITED TO ITS RATED CAPACITY. IF ANY CAMPERS ARE IN WHEELCHAIRS A BUS EQUIPPED FOR THIS WILL BE PROVIDED.

LOST CAMPER PLAN - PRIOR TO LEAVING THE BUS, COUNSELORS WILL BE INSTRUCTED ON WHERE TO MEET THE TRIP LEADER IN THE EVENT OF AN EMERGENCY. IN THE EVENT THAT CAMPERS ARE MISSING, THE COUNSELOR

SUPERVISING THAT GROUP IS TO INFORM AUTHORITIES IMMEDIATELY AND PAGE THE TRIP LEADER. THE COUNSELOR IS THEN TO MEET THE TRIP LEADER AT THE PREDETERMINED SIGHT AND GIVE A REPORT. THE TRIP LEADER WILL COMMUNICATE WITH AUTHORITIES AT THE LOCATION AND INFORM PARENTS.

VI. DAY CAMP ACTIVITIES:

THE CAMP PROVIDES GENERAL ACTIVITIES IN THE AREAS OF ARTS AND CRAFTS, DAILY SKILL CHALLENGES, BASEBALL, VOLLEYBALL, BASKETBALL, GAMES, SOCCER, TENNIS ETC.

A. ARTS AND CRAFTS:

THE PROGRAM COORDINATOR OR DESIGNATED STAFF MEMBER WILL BE RESPONSIBLE FOR PREPARING A DAILY CRAFT FOR EACH OF THE GROUPS THAT ARE ASSIGNED TO THE ARTS & CRAFTS DURING INSTRUCTIONAL PERIODS. HE/SHE WILL ASK FOR THE ASSISTANCE OF THE COUNSELORS IN COMPLETING THESE PROJECTS WITH THEIR CAMPERS.

RATIO: INSTRUCTIONAL PERIOD 1:6

ASSISTANT COUNSELORS: ASSISTANT COUNSELORS WILL TRAVEL WITH THEIR GROUPS AND, WHEN SCHEDULED FOR ARTS & CRAFTS, WILL ASSIST THE CAMPERS IN COMPLETING THEIR PROJECTS.

SAFETY EQUIPMENT: NO ADDITIONAL SAFETY EQUIPMENT IS REQUIRED. SMOKE DETECTOR AND FIRE EXTINGUISHER ARE ON SITE. INFIRMARY IS NEARBY WITH FIRST AID SUPPLIES.

PARTICIPANT PREREQUISITES: NONE

RULES: ALL CAMPER RULES APPLY. INSTRUCTOR WILL COMMUNICATE ANY ADDITIONAL SAFETY PRECAUTIONS THAT ARE NEEDED FOR A SPECIAL PROJECT.

B. ATHLETIC SCHEDULE (DAILY ORGANIZED SPORT):

ONE OR MORE DIFFERENT SPORTS WILL BE SCHEDULED EACH DAY - SOCCER, BASEBALL, SOFTBALL, TENNIS, HORSESHOES, BASKETBALL, VOLLEYBALL, KICKBALL, LAWN GAMES, ETC....

SUPERVISION: THE CAMP PROGRAM DIRECTOR AND CAMP PROGRAM COORDINATOR ARE RESPONSIBLE FOR ORGANIZING DAILY SPORTS FOR CAMPERS.

THE COUNSELORS WILL SUPERVISE AND LEAD CAMPER PARTICIPATION.

RATIO: 1:12

STAFF SHOULD MAKE SURE ALL CAMPERS ARE BUSY FOR THE MAXIMUM AMOUNT OF TIME. NO CAMPERS SHOULD BE JUST SITTING AND WATCHING UNLESS THEY WANT TO BE. COUNSELORS CANNOT RELEASE CAMPERS TO UNTIL THE PERIOD IS OVER.

ASSISTANT COUNSELORS: ASSIST WITH SUPERVISION AND PROGRAM PARTICIPATION.

SAFETY EQUIPMENT: NO SPECIAL SAFETY EQUIPMENT REQUIRED, WITH THE EXCEPTION OF BASEBALL AND PILLOW HOCKEY.

PARTICIPANT PREREQUISITES: NONE

RULES: ALL CAMPER RULES APPLY. ANY SPECIAL RULES FOR PARTICIPATION OR SAFETY WILL BE DESCRIBED BY PROGRAM DIRECTOR OR PROGRAM COORDINATOR AS REQUIRED.

C. ORGANIZED GAMES:

ONE OR MORE GAMES WILL BE SCHEDULED EACH DAY SUCH AS SCOOTER RACES, SCAVENGER HUNT, TAG, MUM BALL, CAPTURE THE FLAG AND 4 SQUARE.

SUPERVISION: THE COUNSELORS, WITH THE SUPPORT OF ANY ASSISTANT COUNSELORS, WILL BE RESPONSIBLE TO SUPERVISE AND LEAD THE SCHEDULED GAME.

RATIO: 1:12

ASSISTANT COUNSELORS: IF AVAILABLE WILL ASSIST THEIR COUNSELOR.

SAFETY EQUIPMENT: NONE REQUIRED. FIELD INSPECTED DAILY BY PROGRAM DIRECTOR.

PARTICIPANT PREREQUISITES: NONE

RULES AND SAFETY: ALL CAMP RULES APPLY.

D. PASSIVE ACTIVITIES:

ONE OR MORE PASSIVE ACTIVITIES WILL BE SCHEDULED EACH DAY SUCH AS BOARD GAMES, STORYTIME AND FREE TIME ON THE OUTDOOR PLAYGROUND.

SUPERVISION: THE COUNSELORS WITH THE SUPPORT OF ANY ASSISTANT COUNSELORS WILL BE RESPONSIBLE TO SUPERVISE AND LEAD THE SCHEDULED ACTIVITY.

RATIO: 1:12

PARTICIPANT PREREQUISITE: NONE

SAFETY EQUIPMENT: NONE REQUIRED

RULES AND SAFETY: ALL CAMP RULES APPLY

E. SWIMMING:

SEE SECTIONS G AND H.

VII: CAMPER ORIENTATION: EVERY CAMPER MUST RECEIVE, ON ARRIVAL AT CAMP, AN ORIENTATION TO THE CAMP AND THE CAMPS POLICIES AND PROCEDURES. THE CAMPER ORIENTATION WILL TAKE PLACE ON THE FIRST DAY OF EACH SESSION AND BE DOCUMENTED ON A "CAMPER ORIENTATION ATTENDANCE SHEET" COMPLETED BY EACH GROUPS COUNSELOR. THIS WILL BE TURNED INTO THE PROGRAM COORDINATOR WITHIN 30 MINUTES OF THE ORIENTATION. ANY CAMPERS WHO ARE ABSENT FOR THE ORIENTATION WILL BE GIVEN THE ORIENTATION WHEN THEY RETURN TO CAMP (FIRST DAY THEY RETURN). IT IS ESTIMATED THAT THE CAMPER ORIENTATION WILL TAKE 30-40 MINUTES.

A. OUTLINE OF CAMPER ORIENTATION / AGENDA

1. **ORIENTATION OF CURRICULUM / OUTLINE** – REVIEW THE WEEKS SCHEDULE.
2. **TOUR CAMP PROPERTY:** THE ICE RINK WILL BE USED DAILY FOR ARTS AND CRAFTS, GAMES, KEEP PERSONAL BELONGINGS, STORE OUR LUNCH AND SNACK, AND EMERGENCY SHELTER. WE WILL ALSO BE USING THE PARK PICNIC SHELTER FOR OUR LUNCH AND SNACK. RESTROOMS ARE SITUATED IN SEVERAL LOCATIONS IN THE PARK. AT THE POOL, ICE RINK AND LIBRARY WHEN ATTENDING THERE.
3. **HAZARDOUS AREAS / POTENTIAL HAZARDOUS AREAS OF CAMP:** STAY OUT OF THE ROADS SURROUNDING THE PARK AND THE DRIVEWAY AND PARKING AREA. CAMPERS ARE PROHIBITED FROM THOSE AREAS AT ALL TIMES. GARBAGE IS TO BE DISPOSED OF IN THE CANS PROVIDED IN THE LUNCH AREAS AND THROUGHOUT THE PARK.
4. **CHAIN OF COMMAND** – DISCUSS THE CAMPS CHAIN OF COMMAND
5. **CHILD ABUSE - NEGLECT AT CAMP:** CAMPERS, IF YOU FEEL UNCOMFORTABLE AT ANY TIME, PLEASE LET YOUR COUNSELOR KNOW AND THEY CAN TAKE CARE OF YOUR CONCERNS. IF ANOTHER CAMPER IS BOTHERING YOU, PLEASE LET YOUR COUNSELOR KNOW. YOU CAN TALK DIRECTLY TO YOUR COUNSELOR, OR TO OUR PROGRAM DIRECTOR.
6. **INJURIES / ILLNESS:** IN THE EVENT OF AN INJURY OR ILLNESS, PLEASE INFORM YOUR COUNSELOR YOUR NOT FEELING WELL. THEY WILL TAKE YOU TO THE INFIRMARY TO TAKE CARE OF YOUR INJURY. IF YOU ARE UNABLE TO, ASK YOUR BUDDY TO GET HELP.
7. **RABIES/ANIMAL BITES:** TO ELIMINATE ANY ANIMAL BITES AND POTENTIAL RABIES EXPOSURE, FOLLOW THESE RULES: STAY AWAY FROM ALL WILD ANIMALS - LEAVE THE CHIPMUNKS AND SQUIRRELS ALONE. DO NOT ATTEMPT TO CAPTURE, FEED, CHASE, HARM OR PET WILD ANIMALS. LEAVE ALL FOOD, SNACKS, ETC. IN REFRIGERATOR IN MAIN BUILDING.

MEDICAL ACTIONS/PROCEDURES TO FOLLOW IF YOU ARE BITTEN AT CAMP:

- STAY CALM
- INFORM YOUR COUNSELOR, YOU HAVE BEEN BITTEN
- TELL YOUR BUDDY TO GET YOUR COUNSELOR IF HE/SHE IS NOT AWARE
- YOUR COUNSELOR IS TRAINED AND WILL TAKE APPROPRIATE STEPS

8. **BUDDY SYSTEM:** WE WILL USE THE BUDDY SYSTEM ALL WEEK AT CAMP, WHETHER YOU'RE ON A FIELD TRIP, GOING TO THE POOL OR PLAYING WITH YOUR INDIVIDUAL GROUPS. A CAMPER MUST CHOOSE A BUDDY FOR THE WEEK, IT MAY BE MORE THAN ONE PERSON. YOU COULD POSSIBLY HAVE TWO BUDDIES. IF YOU CAN'T FIND ONE, YOUR COUNSELOR WILL APPOINT YOU ONE. YOUR COUNSELOR WILL CHECK AND MAKE SURE YOU ARE STAYING WITH YOUR BUDDY. **NO CAMPER IS EVER TO BE BY HIMSELF IN ANY AREA OF CAMP.** INSTRUCTIONAL PERIODS: THE ACTIVITY SCHEDULE WILL BEGIN AT 9:00 AM UNTIL 4:00 PM ACCORDING TO THE DAILY SCHEDULE, WHICH WILL BE POSTED IN THE ICE RINK. YOUR COUNSELOR WILL ESCORT YOU TO EACH OF YOUR ASSIGNED ACTIVITIES AND LEAD THE ACTIVITY. YOU MUST STAY WITH YOUR GROUP AT ALL TIMES.
9. **LOST CAMPER PLAN:** IN THE EVENT YOU SHOULD BECOME SEPARATED FROM YOUR GROUP, GO TO FIRST CONSULAR YOU SEE, IF YOU DO NOT SEE ANY CONSULAR'S GO DIRECTLY TO THE ICE RINK. THEY WILL REUNITE YOU WITH YOUR GROUP. IF YOU ARE ON A FIELD TRIP, GO TO THE AREA YOU WERE TOLD TO GO AND WAIT FOR YOUR COUNSELOR. (WHEN YOU GOT OFF THE BUS).
10. **LIGHTNING SAFETY:** IN THE EVENT OF LIGHTNING, ALL CAMP PROGRAMS WILL BE IMMEDIATELY STOPPED. THE CAMP SIREN WILL SOUND AND ALL CAMPERS, COUNSELORS AND STAFF WILL REPORT TO THE ICE RINK FOR CAMP HEAD COUNT. WHEN CAMPERS ARE AWAY FROM THE MAIN BUILDING DURING AN ELECTRICAL STORM COUNSELORS ARE TO IMMEDIATELY STOP THEIR ACTIVITY; SEEK SHELTER INSIDE THE LARGEST BUILDING NEARBY; STAY AWAY FROM TELEPHONE, POWER LINES AND TALL TREES; AVOID WIRE FENCES, PIPES, METAL POLES AND OTHER GOOD CONDUCTORS; STAY AWAY FROM VEHICLES WITH METAL PARTS AND STAY SEVERAL YARDS APART. OUTSIDE ACTIVITIES MAY BEGIN AGAIN AFTER THE LIGHTENING HAS STOPPED FOR 30 MINUTES OR MORE.
11. **FIRE DRILLS / EVACUATION:** IN THE EVENT OF A FIRE, THE FIRE ALARM WILL BE SOUNDED. UPON HEARING THE CAMP SIREN ALL CAMPERS/STAFF/COUNSELORS ARE TO REPORT TO THE 90 FOOT DIAMOND NEAR THE ICE RINK. YOU WILL HAVE A FIRE DRILL TO PRACTICE THIS PROCEDURE. IF IT IS NECESSARY TO EVACUATE THE CAMP, THE CAMP PROGRAM DIRECTOR WILL GUIDE THE CAMPERS/COUNSELORS AND STAFF ON FOOT TO THE COMMUNITY CENTER.
12. **OUT OF CAMP TRIPS:** COUNSELORS WILL BE SUPERVISING THE CAMPERS WHILE ON THE BUS. FIELD TRIPS:
ALL CAMPERS WILL BE REQUIRED TO WEAR YOUR CAMP SHIRT.
THE BUDDY SYSTEM WILL ALWAYS BE USED.
CAMPERS MUST STAY WITH THEIR ASSIGNED COUNSELOR AND/OR VOLUNTEER
LOST CAMPER PLAN - PRIOR TO LEAVING THE BUS, CAMPERS AND COUNSELORS WILL BE INSTRUCTED ON WHERE TO MEET THE TRIP LEADER IN THE EVENT OF AN EMERGENCY. IN THE EVENT THAT A CAMPER GETS LOST, THE CAMPER IS TO GO TO THE DESIGNATED AREA AND WAIT
13. **SWIMMING:** TWO DAYS PER WEEK THE CAMPERS WILL WALK TO THE VETERANS PARK POOL FOR FREE SWIM. THEY WILL BE TESTED ON THE FIRST DAY BY A WATER SAFETY INSTRUCTOR (TOWN OF WEST SENECA LIFEGUARD STAFF) ON DUTY TO DETERMINE IF THE CAMPER IS A NON-SWIMMER OR A SWIMMER, AND WILL BE MARKED AS SUCH WITH COLORED WRIST BAND. GREEN – POOL + DIVING, YELLOW ALL POOL AREAS, RED ONLY WAIST DEEP WATER
14. **CAMP RULES/ DISCIPLINE:** THE COUNSELORS WILL USE A THREE STRIKE RULE WHEN THE NEED FOR DISCIPLINING ARISES FOR BREAKING THE CAMP RULES. THE THREE-STRIKE RULE CONSISTS OF:
 1. **WARNING OF VIOLATION.**
 2. **TIME-OUT AND A DISCUSSION OF DIFFICULTY WITH HIS/HER COUNSELOR.**

3. CAMPER IS BROUGHT TO THE MAIN BUILDING FOR DISCUSSION AND DISCIPLINARY ACTION FROM CAMP ASST PROGRAM DIRECTOR.

IF A CAMPER RECEIVES THREE STRIKES, CAMP PROGRAM DIRECTOR AND PARENTS ARE NOTIFIED. IF PROBLEM CONTINUES THE POTENTIAL DISMISSAL FROM CAMP OR MEDIATION EXISTS.

- **CAMP RULES FOR CAMPER BEHAVIOR INCLUDE:**
- BUDDY SYSTEM AT ALL TIMES
- RESPECT FOR OTHER CAMPERS, COUNSELORS, PERSONAL PROPERTY AND THE PARK
- NO FOUL LANGUAGE
- BULLYING WILL NOT BE TOLERATED
- MANNERS ARE EXPECTED
- MUST FOLLOW DIRECTIONS FROM COUNSELORS AND VOLUNTEERS
- DO NOT BRING VALUABLES TO THE PARK: NO CELL PHONES, IPODS, GAME BOYS, ETC.,
- WE ARE **NOT** RESPONSIBLE FOR LOST ITEMS
- CAMP SHIRT MUST BE WORN DAILY - MANDATORY FOR FIELD TRIPS
- DO NOT ALTER CAMP SHIRT, DO NOT CUT SLEEVES, NECKLINE OR TIE IN FRONT
- SNEAKERS OR COMFORTABLE SANDALS SHOULD BE WORN AT ALL TIMES
- FAIR PLAY IS EXPECTED AT ALL TIMES

15. ACTIVITIES: THE CAMP PROVIDES GENERAL ACTIVITIES IN THE AREAS OF ARTS AND CRAFTS, SPORTS, ORGANIZED GAMES, PASSIVE ACTIVITIES, SWIMMING AND FIELD TRIPS

1. YOUR COUNSELOR WILL LEAD YOU TO EACH ACTIVITY - YOU ARE TO STAY WITH YOUR GROUP THE ENTIRE DAY. CAMPERS MUST PARTICIPATE IN ALL ACTIVITIES WITH THEIR GROUP.
2. **SWIMMING:**
CAMPERS WILL WALK TO THE TOWN OF WEST SENECA POOL FOR FREE SWIM. YOU WILL BE TESTED ON THE FIRST DAY BY THE HEAD GUARD ON DUTY TO DETERMINE IF YOU ARE A NON-SWIMMER OR A SWIMMER, AND WILL BE MARKED AS SUCH WITH COLORED ARMBAND.
BUDDY SYSTEM: THE BUDDY SYSTEM WILL BE USED TO CHECK ALL BATHERS AT THE POOL. COUNSELORS WILL CHECK ALL BATHERS TO MAKE SURE THEY ENTER THE WATER WITH A BUDDY, OR TRIO IF NECESSARY, AND YOU MUST STAY WITHIN 5 FT OF YOUR BUDDY. ON A BUDDY CHECK, THE BUDDIES ARE TO HOLD HANDS OVER THEIR HEADS.

RULES AND SAFETY: ALL CAMP RULES APPLY.

ASSISTANT PROGRAM DIRECTOR:

AT THE CONCLUSION OF THIS ORIENTATION, THE PROGRAM DIRECTOR WILL COMPLETE AN ORIENTATION ATTENDANCE DOCUMENT.

B. CAMPER ORIENTATION ATTENDANCE SHEET

WEEK #: _____

DATE: _____

GROUP #: _____

STAFF NAMES

CAMPER NAMES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

ABSENT CAMPER NAMES

1. _____
2. _____
3. _____

VIII: STAFF TRAINING:

- A. STAFF CERTIFICATIONS** – ALL SUMMER DAY CAMP STAFF WILL BE REQUIRED TO OBTAIN VALID FIRST AID & CPR CERTIFICATIONS AS OUTLINED ON NYSDOH FACTSHEETS. AS WELL AS ANY OTHER REQUIRED CERTIFICATIONS AS OUTLINED BY THE LOCAL HEALTH DEPARTMENT.
- B. STAFF TRAINING** – PRIOR TO CAMP STARTING ALL PROGRAM STAFF WILL BE REQUIRED TO ATTEND A MANDATORY STAFF ORIENTATION. ANY STAFF WHO DOES NOT ATTEND THE ORIENTATION WILL NOT BE ALLOWED TO WORK AT THE PROGRAM. THE ORIENTATION WILL LAST A MINIMUM OF 5 HOURS. A SIGN IN AND OUT SHEET WILL BE PROVIDED AT THE TRAINING AND ALL STAFF ARE REQUIRED TO SIGN IN/OUT TO DOCUMENT THEIR ATTENDANCE. A COPY OF THE SIGN IN SHEET WILL BE PROVIDED TO THE LOCAL HEALTH DEPARTMENT BEFORE THE PROGRAM BEGINS AND/OR AT THE FIRST INSPECTION AFTER CAMP HAS STARTED. PRIOR TO ASSUMING DIRECT CARE OF A CAMPER WITH DISABILITY, THE STAFF WILL RECEIVE TRAINING SPECIFIC TO THE CAMPER IN THEIR CHARGE. TRAINING PROVIDED WILL BE BASED OFF THE INFORMATION THE CAMPERS FAMILY PROVIDED PRIOR TO CAMP. THIS WILL BE DOCUMENTED.
- C. TRAINING TOPICS** – TRAINING TOPICS WILL INCLUDE BUT ARE NOT LIMITED TO:

TOPIC	ESTIMATED TIME SPENT (IN MINUTES)
OUTLINE OF CURRICULUM	15
TOUR OF CAMP	20
DESCRIPTION OF CAMP HAZARDS	10
CHAIN OF COMMAND	5
SUPERVISION AND DISCIPLINE	10
CHILD ABUSE RECOGNITION & REPORTING	10
FIRST AID/EMERGENCY MEDICAL RESPONSE	10
INJURY AND ILLNESS REPORTING	10
BUDDY SYSTEM	10
LOST SWIMMER PLAN	10
LOST CAMPER PLAN	10
OUT-OF-CAMP TRIPS	10
LIGHTNING PLAN	5
FIRE SAFETY/FIRE DRILL PROCEDURES	10
CAMP EVACUATION PROCEDURES	10
ACTIVITY SPECIFIC TRAINING	15
TRAINING ATTENDANCE DOCUMENTATION	15
EMPLOYEE HANDBOOK	45
ACTIVE SHOOTER	20
BULLYING PREVENTION	20
A DAY IN THE LIFE OF A CAMPER	15
OTHER/MORE	30

- D. ORIENTATION ATTENDANCE DOCUMENTATION** – SEE VII B.

EXHIBIT A:

CAMP MAP (OUTSIDE)

CAMP BASE: WEST SENECA ICE RINK

BUNKS: N/A

ACTIVITY AREAS: 1. GRASSY AREA NEXT TO THE WS ICE RINK 2. INSIDE AREA MARKED ON INSIDE MAP (SEPARATE DOCUMENT)

EMERGENCY MEETING AREA: 1. GRASSY AREA NEXT TO THE WS ICE RINK

ON-SITE WATER SUPPLIES: N/A – WE USE TAP WATER (ERIE COUNTY WATER AUTHORITY)

SEPTIC SYSTEM – N/A – WE USE MUNICIPAL SEWER SYSTEM



EXHIBIT B:

CAMP MAP (INSIDE)

CAMP BASE: WEST SENECA ICE RINK

BUNKS: N/A

ACTIVITY AREAS: 1. ICE RINK

ON-SITE WATER SUPPLIES: N/A – WE USE TAP WATER (ERIE COUNTY WATER AUTHORITY)

SEPTIC SYSTEM – N/A – WE USE MUNICIPAL SEWER SYSTEM

