

SEEKONK PARKS & RECREATION SUMMER DAY CAMP

STAFF HANDBOOK



Location of Summer Camp
Seekonk High School
261 Arcade Avenue
Seekonk, MA 02771

Massachusetts Regulations

This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health.

Our Mission

To provide a safe, fun, supportive environment in which campers explore new, challenging and educational experiences, and learn from positive role models that will create a summer experience that builds good character and supports teambuilding and a cooperative learning environment. That the camp will provide an appropriate environment to protect the health, safety, and well-being of the campers.

Affirmative Action

It is the policy of the Seekonk Parks and Recreation Summer Day Camp to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed. The Seekonk Parks and Recreation Summer Day Camp prohibits discrimination on the basis of race, color, sex, age, gender identity, disability, religion, national origin, or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study.

Facility

The Seekonk Parks and Recreation Summer Day Camp is held at the Seekonk High School and on its Grounds.

Staff Ratios

Seekonk Parks and Recreation Summer Day Camp has a camp ratio that ranges from 1:5 to 1:10. Each camp session has a head counselor and at least 2 to 3 junior camp counselors. All staff go through a training process and staff orientation and a volunteer orientation. All staff and volunteers over 18 years of age are Cori. All staff, volunteers, and campers have updated immunizations and are on record at the camp.

Camp Session is two weeks in length

Hours of Operation

Camp Half Day	9:00am to 12:00pm	3 hours	Monday – Friday
Camp Full Day	9:00am to 3:00pm	6 hours	Monday – Friday
Camp AM Care	8:00am to 9:00am	1 hour	Monday – Friday
Camp PM Care	3:00pm to 5:30pm	2 1/2 hours	Monday – Friday

Camp Communications

- EMAIL - queenane.seekonksummerprogram@gmail.com

The policies and procedures stated in this Seekonk Parks & Recreation Summer Day Camp Staff Handbook define the roles of all Staff and staff groups for Seekonk Parks & Recreation Summer Day Camp.

All Staff will receive training prior to the beginning of camp. Staff will receive training on a range topics including, but not limited to:

- Child Abuse Prevention
- Camp Policies and procedures
- Confidentiality Policy
- Behavior Management
- Emergency Procedures
- Contingency Plans
- First Aid Training
- Heads Up Concussion Training
- Pool Safety
- Student Class Tracking

In addition, each Staff will receive training within their unit as to their individual duties with regards to all aspects of the running of camp.

All Staff must sign a release waiver performing any services in the Seekonk Parks & Recreation Seekonk Summer Day Camp Program.

Staff will provide volunteers with appropriate guidance and assign activities suitable to their skill and physical abilities. Volunteers are required to understand and abide by safety guidelines and must abide by all Camp rules, policies, and procedures.

Volunteers Under Staff Supervision

- Each Instructor will be assigned a student volunteer/s from the high school or Middle School. These students will be earning community service hours for their participation at camp.
- All volunteers must sign in/out at the Camp Directors Desk daily.
- A nametag will be given when you sign in. It is your responsibility to bring and wear it daily.

Staff Agreement

The Staff agrees to:

- Be a positive role model to the campers and adults while acting with integrity and adhering to the camp policies and procedures set by the Parks & Recreation Seekonk Summer Program.
- Maintain a positive attitude that reflects the acceptance of the mission and goals of the Seekonk Parks & Recreation Seekonk Elementary Summer Day Camp.
- Work Cooperatively with campers and adults, including, staff, volunteers and families.
- Complete learning and training requirements for the Staff position he/she holds.
- Perform all Staff duties specific to his/her Staff position to the best of his/her ability.

Staff Agreement Acknowledgement Statement

I Acknowledge that I have read the Staff Agreement for the 2018 Camp Session and by registering, I agree to abide by the terms of this agreement. This registration indicates that I have read and understand that failure to fulfill these responsibilities may result in personal liability and/or release of Staff appointment and/or non-reappointment to a Staff position with Seekonk Parks & Recreation Seekonk Summer Day Camp.

Cell Phone Policy

We want are volunteers and campers to grow independently and without distraction. During camp no Volunteer or camper, are allowed to bring cellphones to camp. Cellphones are not permitted for volunteers unless you have assigned them attendance duties and such tool is needed. Please make the camp director aware of the cell phone attendance duty and which volunteer it is assigned to. The Campers are busy for the time we have them. Being engaged in the camp activity and enjoying the experience is the focus of The Seekonk Parks and Recreation Summer Program. Any violation of this policy could result in the release of the volunteers' appointment and/or non-reappointment to a volunteer position with the camp. This policy is not in effect for paid staff members.

Elastic Policy

Seekonk Parks & Recreation Summer Day Camp Staff reserves the right to rule on any matter covered, or uncovered, in this Volunteer or Parent Handbook that insures a positive learning experience for all participants and that protects the integrity and standards of excellence that we strive for in the offering of Seekonk Parks & Recreation Summer Day Camp.

Photo Release Policy

Seekonk Parks & Recreation Summer Day Camp may take photos of your children or you during our day camp program. The camp also has a photography class that allows campers to take pictures. We use these for a camp slide show and the following year brochure for promotional and advertisement for the Seekonk Parks & Recreation Summer Day Camp. The Seekonk Parks & Recreation Summer Day Camp is not required to contact you regarding using photos. By reviewing this policy and signing the Staff Agreement I hereby grant the Seekonk Parks & Recreation Summer Day Camp permission to use my likeness in a photograph, video, or other digital media ("photo") in any and all of its publications, including web-based publications, without payment or other consideration. I understand and agree that all photos will become the property of the Seekonk Parks & Recreation Summer Day Camp and will not be returned.

Sunscreen Permission Policy

I give the Seekonk Parks & Recreation Summer Day Camp Staff my permission to apply or give access to sunscreen as needed to my child, camper or volunteer. I understand that if I do not send my own sunblock labeled with my child's name or if I send sunblock that has expired the camp will use their own.

Insect Repellent Permission Policy

I give the Seekonk Parks & Recreation Summer Day Camp Staff my permission to apply insect repellent as needed to my child/volunteer. I understand that if I do not send my own insect repellent labeled with my child's name or if I send insect repellent that has expired the camp will use their own.

HEALTH CARE POLICY (105 CMR 430.159(B))

HEALTH CARE CONSULTANT

Name: Dr. Brown

Address:

Telephone:

HEALTH CARE SUPERVISOR(s)

1. Earl Queenan – Camp Director

EMERGENCY TELEPHONE NUMBERS:

Fire: 911

Police: 911

Rescue/Ambulance: 911

Poison Control Center: 1-800-222-1222

HOSPITAL(s) utilized for EMERGENCIES

Name: TBD

Address: TBD

Telephone: TBD

HEALTH CARE

MINOR FIRST AID PROCEDURES will be administered by camp personnel in case of an injury. Further treatment will be referred to parents. If a major injury occurs, emergency medical personnel will be contacted and emergency procedures will be followed.

EMERGENCY PROCEDURES (transportation method & notification of parent)

Administer immediate first aid. Contact parent or emergency contact if applicable.

Transport camper via ambulance with staff person. Child's information sheet and physical form should accompany the child.

(if parents cannot be contacted) Continue trying to contact parent or next emergency contact.

PROCEDURES FOR UTILIZING FIRST AID EQUIPMENT

- Location of first aid kits: Camp Home Base, one with each group or class
- Location of first aid manual: First Aid Kit

- First aid is administered by: Red Cross First Aid Certified Staff
- First aid kits are maintained by: Earl Queenan, Camp Director

Contents of first aid kit: sterile gauze squares, compresses, 4-inch roll-flexible gauze bandage, 2-inch roll- flexible gauze bandage, 1-inch roll-bandage tape, 1 triangular muslin bandage, scissors, tweezers, barrier protection gloves-non-latex, instant cool pack/plastic bag for ice cubes, non-perfumed soap, mask- 1-way valve.

PLAN FOR INJURY PREVENTION AND MANAGEMENT (monitoring the environment) Each Camp Counselor will be responsible for inspecting his/her program area for safety hazards and/or equipment that is in need of repair. Hazards will be removed or fixed or the campers will be moved to a safer area. Camp Director will be notified immediately of all concerns.

PROCEDURES FOR REPORTING SERIOUS INJURY/IN-PATIENT HOSPITALIZATION/DEATH OF A CAMPER OR STAFF PERSON TO THE DEPARTMENT OF PUBLIC HEALTH

A report (prescribed by the Health Department) will be completed for each serious injury or fatality resulting in a camper/staff being sent home or transported to the hospital/physician where a positive diagnosis is made. This report will be sent to the Health Department accompanied with a phone call concerning this matter.

PROCEDURES FOR INFORMING PARENTS WHEN FIRST AID IS ADMINISTERED TO THEIR CHILDREN, INCLUDING TIME FRAME AND DOCUMENTATION.

Any and all serious injuries that occur at camp (including all injuries that occur from the neck up), will result in immediate phone calls to parents from the Camp Nurse.

PLAN FOR INFECTION CONTROL & MONITORING

Parents are aware that they must notify the camp director if their child has a communicable disease. When this is done the director will send a notice home informing all other campers that such a situation does exist. This will be immediately reported to the local board of health and the child will not be admitted back into camp unless accompanied by a doctor's note stating that the child is no longer contagious.

PROCEDURES FOR THE CLEAN UP OF BLOOD SPILLS

All staff have attended an OSHA training regarding blood and exposure. Blood will be cleaned up using rubber gloves and disposed of in the proper hazardous waste bags. The area will be cleaned with the appropriate cleaning solutions.

EMERGENCY PLAN FOR THE EVACUATION OF THE PROGRAM OR FACILITY

1. Each door in every room we use has the evacuation plans posted where the campers can read them
2. Children will be lead out of the building by their counselor
3. The Camp Director will be responsible for checking all rooms after evacuation.

4. The director will meet all the children & counselors at a predetermined location where the director will account for all the children in camp
5. Evacuation drills will take place once every session
6. The director will document date, time and effectiveness of each drill

PLAN FOR ADMINISTERING MEDICATION

TBD, our Health Care Consultant will be available at all times for consultation. She/he will oversee a written policy for the administration and storage of all medications.

Health Supervisor Earl Queenan, Camp Director

These people: Are over the age of 18

Are Certified in First aid & CPR

Can safely handle and administer medication properly

Can keep proper records

Demonstrates accurate notations on the record

Will contact Health Consultant with any questions?

Can utilize the "911" emergency system

Will assure confidentiality

All medication prescribed for campers shall be kept in its original container with a current date, the name of medication, patient's name, doctor's name and the name of the pharmacy & pharmacist. All medication will be kept in a locked storage cabinet in the Nurse's Office and will only be opened to administer the medication. This medication will be administered by the Health Supervisor; **Exception: Campers may be allowed to self-medicate themselves using a prescribed Epi-pen or inhaler and the parent/guardian and camp health care consultant can give written approval for their Camp Counselor to carry these medications with them in the group's First Aid Kit which will remain with the counselor throughout the day. At the end of each day, these first aid kits will be locked in the camp office and counselors will pick them up each morning.** Our Health Consultant, TBD will sign off on this medication given out at camp. Parents will also have to sign an authorization form before medication will be distributed at camp. The Health Supervisor will keep accurate record of all medication that is dispensed daily.

PLAN FOR RETURN OR DESTROYING UNUSED MEDICATION AT CAMP

When medication is no longer needed and cannot be returned, the Health Care Consultant, with a witness present, will destroy any medication and make a record of this action in their medical log.

PLAN FOR THE CARE OF MILDLY ILL CAMPERS

The child will be removed from the group and brought to the Camp Directors desk where she/he can rest quietly on a mat with a pillow. Parent will be contacted and the parent may be asked to pick-up child from camp. Camp Director will document this in the medical log.

PROCEDURE FOR IDENTIFYING AND PROTECTING CHILDREN WITH ALLERGIES AND/ OR OTHER EMERGENCY MEDICAL INFORMATION

Health Supervisor will be responsible for reviewing all physical forms, which will indicate allergies, and any other conditions relative to the safety of the child at camp. Once identified, special consideration lists will be distributed to the appropriate staff in charge of dealing with the identified child.

PROCEDURE FOR HANDLING SERIOUS INJURY

If the Seekonk Parks & Recreation Camp staff is unable to treat a camper, an ambulance will be called to transport the camper to the nearest hospital. The parent will be called and will be advised to meet the ambulance at the hospital. A staff member along with a copy of the child's medical form will accompany the child to the hospital.

MEDICAL RESTRICTIONS

Campers should stay home or find alternative care if he/she exhibits any of the following symptoms:

- | | | | |
|-----------|----------------------------|--------------|---|
| *Fever | *Diarrhea | *Head Lice | *Communicable diseases (chicken pox...) |
| *Vomiting | *Conjunctivitis (Pink Eye) | *Severe Rash | |

If a camper should become ill while at camp, a parent/guardian will be called immediately. In the event that a parent cannot be reached, we will call the next authorized adult on the registration form.

PROTECTION FROM THE SUN

Seekonk Parks & Recreation Summer Camp encourage campers and staff to reduce exposure to ultraviolet exposure from the sun. Such measures shall include, but need not be limited to, encouraging the use of wide brim hats, long sleeve shirts, long pants, screens with a solar protection factor of 15 or greater and lip balm.

DISCIPLINE POLICY

Should a discipline problem arise, we follow a three step process, and each step will be documented in writing along the way. We will communicate with the camper each step along the way to help them understand why they have been disciplined.

1st Offense – Verbal Warning and if deemed necessary by camp counselor a written record of behavior with time and date.

2nd Offense – 5-minute reflection time will be given for Camper and Camp Counselor to Conference. If deemed necessary, the Camp Director may call the parent/guardian to pick up camper if behavior does not resolve. The camper will then write a think sheet to take home

and give to parent/guardian to be signed by parent and returned by camper on the next day of camp.

3rd Offense – Conference with Camp Director and camper to resolve behavior. The camper will write a think sheet to take home and give to parent/guardian. If the camper is allowed back to camp and has not been suspended or expelled they will return the sheet with a parent/guardian signature.

A repeat visit to the Camp Director will result in a phone call to the parent about the behavior, and a meeting may be scheduled. Suspensions will be issued for violent or inappropriate behavior, or repeated visits to the Camp Office for 3rd Offenses. Expulsions from camp occur when a camper's behavior puts anyone at risk (including themselves), or the camper has already received one suspension.

In addition to the procedures outlined above, the following discipline policies are in effect at camp.

In accordance with 105 CMR 430.191: Requirements for Discipline

Discipline and guidance shall be consistent and based upon an understanding of the individual needs and development of a child. The operator shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it.

1. Corporal punishment including spanking is prohibited
2. No camper shall be subjected to crude or severe punishment
3. No camper shall be denied food or shelter
4. No camper shall be punished for soiling, wetting or not using the toilet
5. Records shall be kept regarding a camper's behavior which will include the date, time and the camper & staff person involved in the incident.

TRAFFIC CONTROL PLAN AND CAMPER RELEASE POLICY

Traffic Control

The Camp Director will coordinate traffic with assistance of other Camp staff and volunteers. Cars will enter the camp by the back entrance of the Seekonk High School directly across from Dean street. Camp Signs and staff will help direct traffic and campers safely to the Camp Entrance at the back of the school located next to the school cafeteria. Parents will then follow the arrival procedure.

Arrival /Drop Off

In the morning after parents arrive at the Camp Entrance designated at the Seekonk High School located at the back of the school. They will then be required to sign their camper in with a staff member assigned to accompany the campers to their assigned tables in the cafeteria which will be that campers first class. There will be a table designated in the cafeteria where the arriving campers can sit at the start of camp from 8:45-9:00. The staff member and or volunteer will then accompany their class of campers to their first class location. If no staff member is available at the entrance to have them signed in and brought to the table, then the parent will accompany their camper to their table assigned to their first class. After 9:00 AM. all remaining campers that arrive will need to be signed in at the Camp Director's desk and home base. Camp staff or volunteer will then accompany the camper to their first class located outside or inside.

Camp Staff will then be responsible for each camper signed in.

Departure / Pick Up

Parents, or individuals previously authorized in writing to pick campers up, will be directed to one of two designated pick up areas according to their camper's last class. The Camp Director and camp staff will assist in traffic flow. Once in their designated pick up area parents/authorized individuals will stay in their car or in the designated pickup area and tell the area specialist their camper's name and last class. Campers will be accompanied to the car or parent by their counselor or available camp staff and will be signed out by parents/authorized individuals only after the counselor has checked their proper identification to make sure that they are authorized to pick the camper up. In the event that an individual who is not authorized attempts to pick up a camper, the Camp Director will call the parents to obtain temporary authorization.

Procedures for the Background Review of Staff or Volunteers

Each staff person or volunteer that is 18 years of age or older will fill out a CORI check form issued by the Criminal Systems History Board (CHSB), which will have a unique association identification number on it. Each staff person will sign the form.

Each Seekonk Parks & Recreation Camp staff person who can have unsupervised contact with the campers must have a background free of conduct, which bears adversely upon his/her ability to provide for the safety and well-being of the campers.

REGISTRATION CONTINGENCY PLANS

Registered or Non Registered Campers

Registered campers who fail to arrive

Each morning campers will be checked in on the attendance sheets when they arrive at camp. Parents are asked to inform the Camp Director by email of any absences. Any camper who does not arrive after two days will be called on the telephone to confirm their whereabouts.

Campers who appear who are not registered

All parents will be required to check in upon arrival to camp. On the first day of each session, campers/parents will check in at the registration area, which are the home base and the camp directors' desk. Full time camp staff will be on hand to properly staff the registration area. If a camper / parent arrives and are not able to register (**see contingency plan for unregistered camper**), they will be turned away until they can complete the registration process. If during the day, a child appears who is not a registered camper, the child will be kept at the directors' desk and an attempt will be made to contact parents/guardians. If parents/guardians cannot be contacted after an adequate period of time, the police will be contacted.

Campers who fail to arrive at end of day at pick-up

Counselor would notify the director if a camper was missing and we would begin the Search & Rescue procedure outlined in the 'Lost Camper Plan' section. The Camp Director will check early released campers and or confirm the roster attendance for that session and that day.

Campers who are not picked up at the end of the day

If a camper is not picked up at the end of the day, the child will stay with the Director on duty and a call will be placed to the parents/guardians. If parents/guardians cannot be contacted after an adequate period of time, the police will be contacted.

Campers who arrive at camp, but are not registered for camp

If a camper arrives at camp with their family, but are not registered for camp they will be asked to report to the camp registration desk before being signed in. The family will need to register with our camp director to ensure we have all pertinent information in regards to immunizations, emergency contacts, other required forms etc. upon completion of all required documents and registration forms the camper will be allowed to attend the camp. If there is no room in the camp because of full capacity that camper will be turned away until vacancy in capacity opens. If registration is incomplete the family will be turned away until such date registration requirements have been fulfilled.

DISASTER PLAN

GENERAL

In the case of any type of disaster/emergency advisory by the local authorities, all campers will be evacuated to a safer area. All Directors/Specialty Staff will go to each program area and blow whistle, signifying an emergency and all campers need to report to the designated area.

TORNADO or HIGH WINDS

In the case of a tornado campers will be moved inside in the gym of the Seekonk High School. They will be kept away from any/all glass windows. Camper should crouch down on floor with hands covering back of head and neck. If any groups cannot make it to a suitable indoor structure, they should lie flat in the nearest ditch or depression and use hands to cover their heads.

FLASH FLOOD

Camp Director will be responsible for evacuating all low-lying areas and move to higher ground avoiding small rivers and streams. Staff & campers should not walk through flowing water more than ankle deep.

LIGHTNING

When campers are outside they will be moved inside to the Seekonk High School building. If anyone feels their hair standing on end, should squat down with head between knees (not lying flat). Everyone should avoid isolated trees or other tall objects, bodies of water, sheds or fences.

CHEMICAL SPILL

In the event of a chemical spill campers will be evacuated to the back parking lot of the Seekonk High School.

WILDFIRE

Camp Director will be responsible for listening to local TV or radio broadcasts for updated emergency information. Staff will follow the advice of local officials regarding best escape routes, considering that wildfire can change direction quickly.

Anyone trapped

- should crouch in a pond or river
- lie flat and cover body with wet clothes or soil
- if no water, look for shelter in a cleared area or among a bed of rocks
- breathe the air close to the ground through a wet cloth to avoid scorching lungs or inhaling smoke

FIRE EVACUATION PLAN Seekonk Parks & Recreation Camp

Directions for leaving facility: please see plans for each room in the camp building (High School).

A fire drill will take place on the second day of each session.

A roster of all campers for that session will be available for the director along with a list of staff present each day. Each staff member will be responsible for his or her activity area. Staff at no time will ever leave a camper unsupervised. All doors will have escape route posted so campers and staff can read (picture & words).

An alarm will sound in the case of a real fire signaling an evacuation. Camp Director will contact 911 by office phone or cell phone, as well as contacting the Seekonk Parks and Recreation Director. Designated area to meet that is far away from the building would be the baseball next to the football field. At this location counselor will take attendance and the director will do group and staff checks.

Occupant Response to a Fire

All staff not assigned to a group of campers should notify anyone in the area of the danger. If there is time they should close all doors but keep unlocked. The nearest staff person will activate the fire alarm. All staff is aware of who and what they are responsible for during the evacuation. The director should call 911 stating the name of the building and its address along with the nearest cross road, location of the fire in the building, any info about the fire and contact phone number. The staff person will not hang up until the emergency services person does so.

All fire drills will be dated and documented.

LOST CAMPER PLAN

In the case of a lost camper all camp groups need to report to designated area to be accounted for by Camp Counselors and camp director.

DESIGNATED AREA: Baseball fields next to football field in the back of the Seekonk High School.

The camper's name and age should be reported to the Camp Director/Seekonk Parks and Recreation Director, as well as where the camper was last seen, what camper was wearing and any other information that would be helpful.

Each counselor will count their campers and be responsible for their group and report to the camp director the attendance of the group.

Office attendance records should be checked to make sure camper was not picked up.

The Onsite Camp Director or head staff onsite will notify emergency 911 if camper is still missing and relay all pertinent information to the dispatcher.

LOST SWIMMER PLAN

In the case of a lost camper at the pool area, the lifeguard will blow the whistle and clear the pool and call for a group check.

At this time all campers will sit on the first bleacher. Counselors and or staff will count their campers.

Counselors are always responsible for the whereabouts of the campers in their group.

The Camp Director will use a daily pool attendance sheet for that day to confirm amount of swimmers that were present in the pool for that day.

Local emergency personnel will be contacted if necessary. 911 will be called. The Seekonk Parks & Recreation Director will be contacted.

Lifeguards will be responsible for searching every inch of the swimming pool. Lifeguards and available camp staff will be responsible for checking bathrooms and locker rooms.

The counselor will move all swimmers back to the drop-off/pick-up area of camp.

Aquatics Supervisor & Camp Director would be responsible for interviewing any witnesses to confirm last seen location.

Procedures for reporting suspected child abuse or neglect (105 CMR 430.093)

When child abuse is suspected or disclosed by a child it is imperative that the staff/volunteer protect the child's right to privacy.

- Find a private place to talk—always maintain the “opportunity to be viewed”
- Be a good listener/observer—respond calmly, establish a good rapport
- Minimize the need for questioning—two to three open ended, clarifying questions are best

- Reassure the child—however do not make promises

Mandated Reporting –

All Seekonk Parks & Recreation Camp Staff fall under the MA guidelines of Mandated Reporting and are mandated by law to report all incidents of suspected abuse and/or neglect of children under the age of 18 to the Department of Children and Families via 51A Report. According to MA General Laws to Protect Children Section 51A-F no staff will ever be “discriminated or retaliated against” for making a report of suspected abuse.

All staff will report to their supervisor any indication of or warning signs concerning abuse and or neglect involving a child, inappropriate behavior by a staff member/volunteer AND any instances of staff violating this Code of Conduct and Child Protection Policy Seekonk Parks & Recreation Camp staff who identify Concerning behavior or a violation of policy by a fellow staff person must report the event to their supervisor or next /lateral chain of command and /or to the VP of Human Resources immediately.

Overview of Reporting Procedure

1. Any form of child abuse (a child who is harmed or threatened with physical or emotional harm by the acts or lack of action /deliberately or through negligence or inability/of a caretaker) including physical, emotional, sexual or neglect if suspected, is to be reported to your supervisor immediately.
2. At that time both you and your supervisor (or next/lateral in chain of command) will report the abuse or neglect to the MA Department of Children and Families (DCF).
3. The Executive Director or designee and Program Director in consultation with DCF may jointly decide if, when, and/or how the parents/guardians should be advised that the Seekonk Parks & Recreation Camp has filed a 51A report.
4. Once the suspected abuse or neglect has been orally reported to DCF, a written report (51A) must be submitted within 48 hours. Please note that any mandated reporter who fails to make the required reports may be fined up to \$5000 and /or 2 1/2 years in jail. (Chapter 119 sections 51A-E).
5. If the alleged abuse involves a Seekonk Parks & Recreation Camp staff or volunteer, they will immediately be suspended from work and will remain suspended until a full investigation is completed. Reinstatement of a staff or volunteer will occur only after all allegations have been cleared to the satisfaction of Seekonk Parks and Recreation Board. The Seekonk Parks & Recreation Director John Pozzi will be notified when 51A reports are filed for a camper who attends the day camp for Seekonk Parks & Recreation.

PROCEDURES FOR THE BACKGROUND REVIEW OF STAFF

Each staff person will fill out a CORI check form issued by the Criminal Systems History Board (CHSB), which will have a unique association identification number on it. Each staff person will sign the form.

Each Seekonk Parks & Recreation Camp staff person who can have unsupervised contact with the campers must have a background free of conduct, which bears adversely upon his/her ability to provide for the safety and well-being of the campers.

At minimum the Seekonk Parks & Recreation Camp shall require for each camping season, the following from each person who may have unsupervised contact with a camper:

- Prior work history, including address and phone numbers of a contact person
- Three reference checks from individuals not related to the staff person, but not limited to employers or school administrators
- Obtain CORI/Juvenile Report from the CHSB • SORI check from the MA Sex Offender Registry Board
- Any break in employment service at any time during the year requires a new CORI & SORI for the staff person
- The Seekonk Parks & Recreation Camp will maintain written documentation verifying background and character for each staff member for three years

ALL CORI & SORI CHECKS ARE ON FILE WITH THE HUMAN RESOURCES DEPARTMENT AT the Seekonk Town Hall (Address Contact info)

Parents Right to Review

Upon registering for camp, families may request copies of background checks, health care & discipline policies, in addition to procedures for filing grievances.

All information is located within the parent handbook; however, leadership staff may assist families in acquiring the information on these subjects.

Campers Typical Day Schedule

During a typical day group movement will be supervised and each camper will be accounted for in transition by their class instructor and assigned to a camp counselor during the transition phase.

Half Day Monday – Friday

8:45-9:00 arrive at camp report to cafeteria

9:00-10:00 1st class

10:00-11:00 2nd class

11:00-12:00 3rd class

11:55 Report to cafeteria Depart from Camp

Special Camp Performance Day Schedule

During a performance group movement will be supervised and campers will be assigned to their class instructor and camp counselors during the performance.

Full Day Monday – Friday

8:45-9:00 arrive at camp report to cafeteria

9:00-10:00 1st class

10:00-11:00 2nd class

11:00-12:00 3rd class

11:55 Report to cafeteria for cold lunch

12:00-12:30 Bag lunch in cafeteria

12:30-2:45 Supervised Small Groups for themed activities

3:00 Report to cafeteria to depart from camp

Family Fun Day

During a Performance group movement will be supervised and campers will be assigned to their class instructor and camp counselors during the performance. Once the performers are done if you intend on leaving early you must sign out your camper.