

!! Volunteers Are Required To Attend An Orientation Prior To The Start Of Camp!!
Check Website During Registration for Date of Orientation

SEEKONK PARKS & RECREATION ***SUMMER DAY CAMP***

VOLUNTEER HANDBOOK



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

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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 given a Cori check. All staff, volunteers, and campers have updated immunizations that are on record at the camp.

Session Dates

Camp Session is two weeks in length
July 8 – July 19

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

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Volunteer Program: The mission of the camp is the backbone of its program. All facets of the camp from the administration of the camp and the camp program offered to the campers and its volunteers should reflect and embody this mission. The volunteers of the camp are unique piece of the program in that they not only are participating in it, but they are also part of delivering this mission. It is for that specific reason that volunteer program will be structured as shown below:

- Volunteers will be part of **providing** a safe, fun and **supportive environment** in which campers can explore new, challenging, and educational experiences.
- Volunteers will **learn** from positive role models that will create a summer experience that will build good character and support teambuilding and a cooperative learning environment.
- Volunteers will **be** positive role models that will create a summer experience that will build good character and support teambuilding and a cooperative learning environment.
- Volunteers will **support** an appropriate environment to protect the health, safety, and well-being of the campers.

In order to accomplish these goals, volunteers at the camp will take part in a more specific and planned program that will help them to accomplish these goals and support the mission of the camp.

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Volunteers will apply to be part of the program starting in 2020.

- This will allow camp to be specific as to where/when we need volunteers and also allow camp to identify its needs as we move forward. Knowing how many volunteers we need, and in what capacity, will enable us to pick the best people for those positions.
- This will be one piece of volunteers needing to take the role of being a volunteer a bit more seriously. Knowing you have to apply to get in and that there is a possibility of not getting in will hopefully create a pool of volunteers that want to be there and will be more invested in the camp.

Volunteers will be directly interacting with campers.

- They will be assisting teachers of the morning classes.
- They will be helping campers learn and participate in those classes.
- They will be making sure campers get to and from the appropriate places.
- They will be leading activities/supporting activities in the afternoon portion of camp.

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Volunteers will be rated on performance.

- The performance rating will be based on specific areas for growth and improvement in the “day to day” responsibilities of being a volunteer at camp.
- Ratings will be completed by teachers they assist, peers they work with, and supervisors that observe them. Supervisors will be floating as much as camp allows to observe volunteers in their daily routines.
- Areas they will be rated on will be Taking Initiative, Supporting Campers, Responsibility (being on time, taking care of materials, etc.), Being a Role Model (respect for others, respect for the camp, following the rules, being kind, etc.), Being a Team Player (cooperation, collaboration, working with others for the improvement of the camp program).
- Volunteers will be evaluated with a rating in these areas daily.
- Volunteers will receive both indirect and direct feedback about their performance through the rating process. Indirect feedback will be anecdotal from teachers, peers, and supervisors in the form of verbal feedback or simply a number rating in the areas of focus listed above. Indirect feedback will be given through natural consequences (if a volunteer is late, someone will notice and mention it, and give them feedback in the form of a performance rating that is unfavorable for being late) and through random interactions throughout the week with staff and peers. Direct feedback will be given and documented on Wednesday of the 1st week (Midweek Rating). This will be a cumulative rating based on the ratings they have received up to this point. During week number 1, a supervisor will touch base individually with each volunteer by the end of Friday to talk about their performance and check in about improvements. Direct feedback will be given and documented on Wednesday of the 2nd week (Final Rating). This will be a cumulative rating based on the ratings they have received up to this point. During week number 2, a supervisor will touch base individually with each volunteer by the end of Friday to talk about their performance and check in about improvements and implications for next year.
- This will be used to give them feedback on their performance and understanding of camp goals and the mission.
- This will be used in the decision should they apply to be a volunteer in the future with the camp (or as a paid employee of the camp).

Ultimately, the goal of the volunteer program is to provide our volunteers with opportunity for growth and improvement as a person through character building, teaching and exploring with youth, and getting feedback from positive role models so that they can, in turn, become positive role models for our camp and beyond.

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

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

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

Volunteers are under the direction and supervision of the adult counselor staff. 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

- Each Instructor will be assigned a student volunteer from the high 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.

Volunteer Agreement

The Volunteer 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 Elementary Summer Camp.
- Work Cooperatively with campers and adults, including, staff, volunteers and families.
- Complete learning and training requirements for the Staff or Volunteer position he/she holds.

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- Perform all Staff or Volunteer duties specific to his/her Staff or Volunteer position to the best of his/her ability.

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

Volunteer Agreement Acknowledgement Statement

I Acknowledge that I have read the Volunteer 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 volunteer appointment and/or non-reappointment to a volunteer position with Seekonk Parks & Recreation Summer Day Camp.

Cell Phone Policy

We want are volunteers to grow independently and without distraction. During camp no Volunteer or campers, are allowed to bring cellphones to camp. Cellphones are not permitted for volunteers. 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 and its volunteers. 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.

Elastic Policy

Seekonk Parks & Recreation Summer Day Camp Staff reserves the right to rule on any matter covered, or uncovered, in this Volunteer 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 Volunteer 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,

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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 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

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.

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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.

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.

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CAMPER 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.

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VOLUNTEER DISCIPLINE POLICY

Should an issue arise with a volunteer or volunteers. That volunteer/s will be asked to leave immediately. Weather they come back will be under the discretion of the camp Director.

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.

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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.

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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/volunteer 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

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. During the luncheon at Outback Steak House the camp is no longer supervising your child and is in your care. Please make every effort to sign out your camper before leaving the fun festival at the Seekonk High School.