

Village of Central Square Summer Recreation Program Safety Plan



Last Revised: May 2014

****Note: In addition to NYSDOH requirements, the Village of Central Square requires that all recreation program staff be certified in CPR and First Aid as approved by NYSDOH. Each must also successfully complete a Criminal Record Check in addition to the NYS Central Register Database**

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I. Personnel

A. Chain of Command

Village Board

Village Clerk/Deputy Clerk

Recreation Director

Health Director/Assistant

Recreation Specialist

Leader II

Leader I

CIT

B. Job Descriptions

1. Recreation Director:

Reports to: Mayor, Board of Trustees and Village Clerks

Principal Purpose of Job: To plan, organize, supervise, direct and promote the work interest of the recreation program. The Director will need to file reports to the board of trustee as well as the State of NY etc as required. This position differs from that of Recreation Specialist by virtue of the total responsibility for the recreation program.

Level of Authority: The Recreation Director is responsible for assisting and advising the Mayor and Board of Trustees in formulating policies and basic procedures governing the work of the recreation program and for putting them into effect.

Duties/Responsibilities include but are not limited to:

- * Assist in recruitment, selection and training of all staff.
- * Responsible for reviewing the applications and satisfying the requirements as stated in the “hiring process” section of the Summer Recreation Employee Handbook. Actually hiring must be approved by the Mayor and Board of Trustees.
- *Supervise the operation of the playground area, and other areas of the recreation facilities. While doing so, you are expected to serve as an appropriate role model for the children in your care as well as your staff.

- * Prepares purchase requisitions for procurement of supplies and equipment for the program. The Director can order and purchase supplies via prearranged or approved means of acquisition. The director must notify the village clerk of unusual expenses prior to purchase.
- * Keep an updated inventory of all equipment and supplies and submit one copy of same to Village Clerk. Inventory should be done at beginning and end of season.
- * Must have good public relation skills with the patrons and community. Prepares public relations material for all news media and publications.
- * Prepares necessary reports for NY State, Health Department, Board of Trustees etc. on time. Also responsible for filing an end of year report with the village clerk. Duplicate copy to be given to the village clerk.
- * Review and handle all staff grievances immediately. Director grievances must be in writing and submitted to the Mayor and Board of Trustees.
- * Organize and supervise all programs.
- * must be available to attend pre-recreation Training session and work the full 6-week recreation season.
- * Must wear the assigned uniform (t-shirt) each day during the designated recreation program hours.
- * The Director plans and develops games, activities and creates a calendar of events to guide the program throughout the season. The program also will be critiqued and results recorded.
- * Record attendance, observe and support employees.
- * Will request bus transportation for field trips from the Central Square School Board prior to the last board meeting of the school year. The director will also arrange all trips, as well as provide and collect permission slips from the children prior to the trip.
- * Make sure daily time sheets are being filled out and will drop them off at the village office each Thursday afternoon immediately following recreation.
- * report all cases of injuries (Accident reports) and damaged property (incident reports) to the village clerk.
- * The director will make sure all parents read and sign the application form for their children. The director also verifies that all of the proper paperwork has been filed and received such as Authorized pick up list etc. Also will provide parents with handbook and other necessary documents or notices.
- * Ensure that camp maintains compliance with Subpart 7-2 (Children's Camp Code).
- * Supervise campers such that they are protected from any unreasonable risk to their health or safety, including physical or sexual abuse or any public health hazard.
- * Maintain visual or verbal communications capabilities between camper and counselor during activities and a method of accounting for camper's whereabouts at all times.

Education, Qualifications, Requirements and/or experience:

- * Must possess a valid Driver's License.
- * Must have a Bachelors degree or be at least 21 years old
- * Must have at least 24 weeks of administrative or supervising experience in camping or equivalent experience acceptable to permitting official. .
- * Must possess or obtain Emergency First Aid/CPR certification as approved by NYSDOH (Village will arrange if needed).

- *Understand and practice of teamwork.
- *Portrays innovative and creative planning skills.
- *Ability to maintain excellent public relations with recreation participants and parents.
- * Must successfully complete a criminal record check and child abuse registry check.
- *Must have good written and verbal communication skills.
- *Desire and ability to work with children outdoors
- * Good character, integrity and adaptability
- * Enthusiasm, sense of humor, patience and self control

Other

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

2. Health Director (Off-site)

Reports to: Recreation Director

Principal Purpose of Job:

To supervise health and sanitation.

**The Central Square Health Center will review Campers’ health records prior to attendance at camp and alert staff to any medical problems or other health issues. They will also be on call for any advice, etc. Oversee initial health screening of campers (315) 676-2935

2a. Health Assistant (on-site)

Duties/Responsibilities include but are not limited to:

- * Oversee daily health surveillance of campers and sanitation at camp.
- * Handles health emergencies and injuries including emergency preparedness and provisions of professional health care and first aid.
- * Responds to disease outbreaks
- * Summons EMS when needed
- *Maintains camp daily medical logs
- *Reports incidents that are required to be by the health department.
- * Oversee the implementation of the written safety plan’s medical components.
- * Oversee daily surveillance of the campers.

Education, Qualifications, Requirements and/or experience:

- * Must successfully pass a criminal record check (pre Village) and child abuse registry check.
- *May be a physician, nurse practitioner, physician’s assistant, registered nurse, licensed practice nurse, EMT or other person acceptable to the permit-issuing official.
- *Must possess or obtain Emergency First Aid/CPR certification as approved by NYSDOH (Village will arrange if needed).

Other

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3. Recreation Specialist

Reports to: Director of Recreation

Principal Purpose of Job: Implement fun and safe program activities and lead a six week Summer Day Recreation program for children, ages 5-13. Responsibilities include direct supervision of the Day Recreation program participants, planning projects/Trips/Special Events and ensuring supplies are available.

Level of Authority: The Recreation Specialist performs duties as assigned by the Director. They need to exercise latitude and judgment in assignments.

Duties/Responsibilities include but are not limited to:

- *Help develop and coordinate day recreation activities.
- * Helps to develop and prepare a calendar of events including arts, crafts, athletics etc to guide the program throughout the season.
- * Assist the Director of Recreation in the program activity planning and implementation.
- * Must be prepared and flexible, in order to run a quality recreation program.
- * Institute and enforce camp rules and discipline/reward procedures for participants and staff.
- * Ensure participant welfare during all activities.
- * Ensure the proper handling of first aid and emergency situations.
- * Prepare and inventory equipment and supplies for recreation program.
- * Work as a team to ensure the safety and inclusion of all program participants.
- *Practice consistent appropriate discipline procedures with the camp participants.
- *Supervise and monitor activities. While doing so, you are expected to serve as an appropriate role model for the children in your care as well as your staff.
- *Must be available to attend pre-recreation Training session and work the full 6-week recreation season.
- *Must wear the assigned uniform (t-shirt) each day during the designated recreation program hours.
- *Maintains a safe and clean camp atmosphere as well as ensuring the proper maintenance and storage of camp supplies/equipment.
- *Perform other duties as deemed necessary by the Director of Recreation.
- *Make sure a first aid kit is available and supplied at all times.
- * If the Director is absent the Recreation Specialist will act as the Director.
- * Supervise campers such that they are protected from any unreasonable risk to their health or safety, including physical or sexual abuse or any public health hazard.

* Maintain visual or verbal communications capabilities between camper and counselor during activities and a method of accounting for camper's whereabouts at all times.

Education, Qualifications, Requirements and/or experience:

- *Must possess a valid Driver's License.
- *Must possess or obtain Emergency First Aid/CPR certification as approved by NYSDOH (Village will arrange if needed).
- *Understand and practice of teamwork.
- *Portrays innovative and creative planning skills.
- *Ability to maintain excellent public relations with recreation participants and parents.
- * Must successfully complete a criminal record check and child abuse registry check (per-Village of Central Square).
- *Must have good written and verbal communication skills.
- *Desire and ability to work with children outdoors
- * Good character, integrity and adaptability
- * Enthusiasm, sense of humor, patience and self control
- * Must successfully pass a criminal record check and child abuse registry check.
- *Minimum age of 16 years old

Other

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

4. Recreation Leader II

Reports to: Recreation Specialist

Principal Purpose of Job:

Level of Authority:

Duties/Responsibilities include but are not limited to:

- *To supervise and monitor activities. While doing so, you are expected to serve as an appropriate role model for the children in your care as well as your staff.
- *must be available to attend pre-recreation Training session and work the full 6-week recreation season.
- *Must wear the assigned uniform (t-shirt) each day during the designated recreation program hours.
- * If the Recreation Director is absent and the Recreation Specialist needs to take charge the Recreation Leader II shall assume the duties of the Recreation Specialist.
- * Supervise campers such that they are protected from any unreasonable risk to their health or safety, including physical or sexual abuse or any public health hazard.
- * Maintain visual or verbal communications capabilities between camper and counselor during activities and a method of accounting for camper's whereabouts at all times.

Education, Qualifications, Requirements and/or experience:

- *Must possess a valid Driver's License.
- *Must possess or obtain Emergency First Aid/CPR certification as approved by NYSDOH (Village will arrange if needed).
- *Understand and practice of teamwork.
- *Portrays innovative and creative planning skills.
- *Ability to maintain excellent public relations with recreation participants and parents.
- * Must successfully complete a criminal record check and child abuse registry check. (per-Village of Central Square)
- *Must have good written and verbal communication skills.
- *Desire and ability to work with children outdoors
- *Ability to relate to one's peer group
- * Ability to accept guidance
- * Ability to assist in teaching activities
- * Good character, integrity and adaptability
- * Enthusiasm, sense of humor, patience and self control
- * Must successfully pass a criminal record check and child abuse registry check. (per-Village of Central Square)
- *Minimum age of 16 years old

Other

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

5. Recreation Leader I

Reports to: Recreation Leader II

Principal Purpose of Job:

Level of Authority:

Duties/Responsibilities include but are not limited to:

- *Follow all recreation rules and regulations
- *Guide individual children and groups in participating in all camp activities
- *Supervise all aspects of the children's day
- *Assist teaching or leading activities as assigned
- *Maintain good public relations with children's parents
- * Set a good example for children and others including cleanliness, punctuality, sharing clean-up and sportsmanship.
- *Other duties may be assigned as required.
- *must be available to attend pre-recreation Training session and work the full 6-week recreation season.

*To supervise, monitor and participate in all activities, including field trips, arts and crafts, sports and games. While doing so, you are expected to serve as an appropriate role model for the children in your care.

*Must wear the assigned uniform (t-shirt) each day during the designated recreation program hours.

* Supervise campers such that they are protected from any unreasonable risk to their health or safety, including physical or sexual abuse or any public health hazard.

* Maintain visual or verbal communications capabilities between camper and counselor during activities and a method of accounting for camper's whereabouts at all times.

*Minimum age of 16 years old

Education, Qualifications, Requirements and/or experience:

*Must have a reliable means of transportation to and from Recreation program (on time)

*Must possess or obtain Emergency First Aid/CPR certification as approved by NYSDOH (Village will arrange if needed).

*Understand and practice of teamwork.

* Must successfully complete a criminal record check and child abuse registry check. (per-Village of Central Square)

*Desire and ability to work with children outdoors

*Ability to relate to one's peer group

* Ability to accept supervision and guidance

* Ability to assist in teaching activities

* Good character, integrity and adaptability

* Enthusiasm, sense of humor, patience and self control

* Must be at least 16 years of age

* Must successfully pass a criminal record check and child abuse registry check.

Other

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

6. CIT (Counselor in Training)

Reports to: Recreation Leader II

Principal Purpose of Job:

To assist with the recreation program as needed.

Level of Authority: A camper or volunteer who is assigned to an on-duty counselor or other staff member to assist in performing specific duties. A CIT may not independently supervise campers.

Duties/Responsibilities include but are not limited to:

*Follow all recreation rules and regulations

- *Guide individual children and groups in participating in all camp activities
- *Assist teaching or leading activities as assigned
- * Set a good example for children and others including cleanliness, punctuality, sharing clean-up and sportsmanship.
- *Other duties may be assigned as required.
- *must be available to attend pre-recreation Training session and work the full 6-week recreation season.
- *To assist, monitor and participate in all activities, including field trips, arts and crafts, sports and games. While doing so, you are expected to serve as an appropriate role model for the children in your care.
- *Must wear the assigned uniform (t-shirt) each day during the designated recreation program hours.
- * Maintain visual or verbal communications capabilities between camper and counselor during activities and a method of accounting for camper's whereabouts at all times.

Education, Qualifications, Requirements and/or experience:

- *Must have a reliable means of transportation to and from Recreation program (on time)
- *Must possess or obtain Emergency First Aid/CPR certification as approved by NYSDOH (Village will arrange if needed).
- *Understand and practice of teamwork.
- * Must successfully complete a criminal record check and child abuse registry check.
- *Desire and ability to work with children outdoors
- *Ability to relate to one's peer group
- * Ability to accept supervision and guidance
- * Ability to assist in teaching activities
- * Good character, integrity and adaptability
- * Enthusiasm, sense of humor, patience and self control
- * Must be 15 years of age
- * Must successfully pass a criminal record check and child abuse registry check.

Other

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

C. Staff Selection and Reference Verification

Staff employment application Appendix A

Selecting a Recreation Director & Recreation Specialist: An ad is placed in the paper and resumes are accepted. Candidates are interviewed and qualifications confirmed. Information is then presented to the Village Board for hiring. Once hired all policy's in Summer recreation employee handbook is reviewed and accepted by applicant.

Other positions: recreation leader II and I submit Employment applications are interviewed and qualifications confirmed. . Information is then presented to the Village Board for hiring.

Once hired all policy's in Summer recreation employee handbook is reviewed and accepted by applicant.

General: All staff will be asked questions to reveal if there are any past criminal convictions or current charges concerning a crime involving children. Specific facts will be evaluated to determine if employment as camp staff would involve an unreasonable risk to the safety or welfare of camp participants or to the property or the general public. Candidates will be interviewed in person and questions will include asking about qualifications for the job, prior employment history and experience working with children. References will be checked. Written references are preferred from people not related to the applicant. They should include information specific to the candidate's experience with children, work history and reasons why candidate would or would not be appropriate for the position. Interviews, reference questions and responses are documented and filed with employment application. A list of staff names (all of whom must be cleared through the NY State Central Register Database) is kept on file at the camp and is available for review by permitting officials.

II. Facility Operation/Maintenance

A. Water Supply

The Camp water supply is provided through a year round public water system operated by the Onondaga County Water Authority. All water samples, monitoring, inspections and testing is handled by OCWA.

If the village is notified of a scheduled interruption in the water supply the program will be canceled for that day.

B. Sewage Treatment System

The Camp sewage treatment system is operated through a public sewer system operated by the Village of Central Square.

If the village has a scheduled interruption in the sewage treatment system the program will be canceled for that day.

C. Lightning Risk Assessment

During times of inclement weather, including lightning, it will be at the direction of the director/on site supervisor to hold or cancel the program for the day. A decision will be made one half (1/2) hour before the start of the program. The director/ on-site supervisor will post a notice that the program has been canceled due to the weather.

If weather conditions change after the start of the day, all outside activities will be canceled and the campers will stay in the covered pavilion out of the weather.

There will be a radio onsite for staff and Village office will monitor on computer/internet or radio weather conditions to anticipate lightning activity.

Staff be notified either over the radio on site of predicted thunderstorm and lightning activity and/or by a phone call from Village office to director/on-site supervisor.

If people are caught away from shelter by a storm they will be instructed to:

Cease all activities and seek shelter inside the nearest building that is deemed safe. if

no acceptable building is available get into a car. Stay away from telephone or power line poles and tall isolated trees. Stay off of or leave hilltops. Avoid metal, fencing and bicycles. If in a group stay several yards apart.

D. Transportation

Out of camp travel for activities as well as drivers, such as field trips, will be provided by the Central Square School Transportation Center. School buses will be provided to the village at the expense of the program. The number of buses will be determined by the pre-determined number of campers/counselors participating in the out of camp activity. When provided, seat belt must be used and will be checked by counselors on the trip.

Currently (2009) Field trips are not permitted. If this changes in the future, a safety plan for each trip will be submitted to the Health Department including staff to camper ratios.

E. Housing – N/A for this program at this time

F. Food Protection (2013 camp does not provide or prepare food) however snacks are allowed to be brought by individual campers but must follow guidelines below.

Snacks requiring refrigeration will be kept at the correct temperature.

At this time are program is ½ day and no meals are served/provided. Snack is not provided by the program. Campers may bring snacks but must eat in the designated area (table in pavilion). Children with food allergies will have a separate area (table under outside pavilion). Snacks may not be shared.

G. General Operation/Maintenance/Grounds

The on-site supervisor/camp director will report any problems to the Highway department for repairs. The DPW Supervisor as well as Recreation Director will check the park prior to opening.

The on-site supervisor/camp director and/or DPW will check the park after storms for damage and report any problems to the Village DPW or Highway Department (Whichever applies).

The recreation staff will empty the trash receptacles and place new trash liners in the receptacles. DPW will also check when they pick up garbage.

Garbage cans will be provided and trash will be removed from the park daily by the village DPW.

All buildings and equipment will be checked for cleanliness and any needed repairs or replacement prior to opening the park and upon the closing at season's end.

The recreation staff will monitor and maintain the bathroom cleanliness throughout the program hours on a daily basis.

The on-site supervisor/camp director will request from the village and then distribute all cleaning supplies and paper products for the hand washing station.

Daily monitoring of buildings and grounds, including playground equipment and pathways, to ensure they are clean and in good repair will be ongoing daily.

The premises will be maintained free of insect and rodent infestations that may cause a nuisance or health hazard.

Ragweed, poison ivy, poison oak, poison sumac and other noxious weeds will be controlled to minimize contact by campers.

There are no pesticides or toxic chemicals stored on site. They are housed at the Village offices. Paint (Other than crafting) will also be housed off site under lock and key.

H. Waterfront Facility Maintenance-N/A no waterfront

I. Water Slide (1-Inflatable-small)

There will be a minimum of two counselors at the water slide, 1 at the stairs (start) and one at the end (wading area).

Children will use slide in single file line. A separate line for small side slide will be maintained. Only 1 child at a time can climb/be on stairs.

Once child has slide and exited the wading area the counselor at the stairs will direct the next child to slide. Only one child will enter through side slide at a time. The maximum children in the end wading pool at any given time is two.

The water slide will be used on days when the temperature outside is at least 70 degrees.

III. Fire Safety

A. Evacuation

The on-site supervisor/camp director will be responsible for coordinating the evacuation of the campers and staff.

Three whistle blows will alert the camp to initiate a fire drill/evacuation sequence.

All campers will move to the parking lot during a fire drill/evacuation sequence. They can assemble in the center of the field as needed and then proceed to flagpole near parking lot.

Each counselor will account for all campers that they are responsible for.

Each counselor will supervise his campers along a fire drill/evacuation sequence.

If a fire happens in main building, staff will evacuate campers in calm, orderly fashion to field. Head count will be done then proceed to flag pole.

The minimum counselor to camper ratio for general activities will be maintained. Staff will maintain visual and/or verbal communication with campers to ensure their safety.

Counselors will immediately notify the camp director of any unaccounted for camper and provide information regarding where and when they were last seen.

At the assembly area the Camp director will take attendance of all staff and campers. If anyone is labeled as missing the lost camper plan will be implemented and the fire department immediately notified.

If the camp is to be evacuated, parents will be called on the cellular phone and instructed to and where to collect their child/children. If a parent cannot be reached the campers will be moved to the Central Square Fire Company to wait for their parent or guardian.

The on-site supervisor/camp director will notify the local health department within 24 hours if a fire occurs or evacuation is necessary.

Only staff trained in when and how to use a fire extinguisher should when a fire is small and presents no risk to the staff member attempting to extinguish it.

No one is permitted to re-enter a burning building for whatever reason. A rescue attempt of a person from a burning building will be conducted by the fire company only.

B. Fire Prevention

This site does not containing any camping, sleeping accommodations etc.

There is no need for flammable materials on site. However if there is a need for paint etc it can be stored in the locked room of the bathroom or pavilion areas.

Camp fires are not allowed on this property and there are no fuel fires heaters.

The requirement equipment, such as fire extinguishers, will be provided as required by NY state law. These are maintained as required by law by the Village of Central Square.

The fire Department will be notified by dialing 9-1-1. The number is posted in the primary building by the phone.

If assistance is needed, the operator should be provided with as much information as possible including camp address, directions, incident information, known missing or injured persons. Always let the operator hang up first.

Upon calling the fire department the camp director will assign staff members to wait at the entrance of the camp to direct responding emergency personal where to go.

C. Electrical Safety

The utility provider is responsible for the condition of any overhead electrical or telephone lines. The on-site supervisor/camp director will report any problems to them.

The Code enforcement will inspect that all electrical switches etc are within the code regulations. Otherwise it is the responsibility of the utility provider.

D. Fire Alarm, Detection and Reporting

There are no sleeping rooms or housing units on this property. It is a day camp only.

The on-site supervisor/camp director will notify the fire department as need. The number will be displayed near the phone and provided to them separately also.

The on-site supervisor/camp director will notify the local health department within 24 hours if a fire occurs or evacuation is necessary.

A battery operated smoke detector will be in primary building as needed by law/code. The head of maintenance will test detector as needed to ensure it is working properly. It is in the center of main building on the ceiling.

A fire extinguisher is located in the primary building. The head of maintenance will test as needed to ensure it is working properly. It is located near the primary entrance.

A copy of the fire safety portion of the safety plan must be submitted each year to the fire department along with the dates and hours of the camps operation.

E. Exit Maintenance

The primary exits are the two doors located at either end of the building. Secondary exits would be the at least 5 large windows on the sides and front.

All exits are marked and meet current code as established and enforced by the Village of Central Square per law.

There are no housing units. The recreation staff will keep all routes/exits of the primary building unobstructed.

Doors will not be able to lock against egress by dead bolts, hooks and eyes etc. All doorknobs will allow single motion opening.

Where required lighted exit signs will be placed and in good repair.

F. Fire Drills and Log

The on-site supervisor/camp director is responsible for overseeing all fire drills.

Fire Drills will be held randomly as needed and recorded, but at least once a week and once within the first 48 hours of camp opening. The on-site supervisor/camp director will keep record of all drills and turn it over to the Village of Central Square.

During the first fire drill campers will be instructed on evacuations procedures. Those who arrive late or miss this session will receive a follow up session.

IV. Medical

A. Duties of Health Director

The camp health director will be responsible for the implementation of the medical plan.

The camp health director will be on call during the hours of operation. They will be contacted immediately in case of emergency. There will be an appointed assistant present on site.

The appointed on site assistant will contact the Health Center/Director as needed by telephone.

There will be at least one other staff certified in Responding to emergencies, First Aid and at least 2 members with professional rescuer CPR on site.

The Health Director (Central Square Health Center) will review medical condition, restrictions/concerns, etc.

B. Description of Health Center

The camp health director is the local medical center. We also have local ambulance company who is on call. Both will be reached by phone as needed.

Onsite:

In case of illness, the camper's parent will be called and he/she will be sent home.

The first aid kit will contain at least the following; antiseptic for cleaning wounds, eye wash for removing foreign objects in the eye, bandages, scissors and tweezers.

The health director or assistant will maintain the medical log and all other medical records.

There is a holding area on site for ill or injured children to wait until a parent arrives. It is a separate room with cot in back corner of building.

C. Storage and Administration of Medications

There will be no prescription or non-prescription administered to the campers.

Only medications needed for emergency use (i.e. "epi-pen" for bee stings, etc) or medical conditions (i.e. puffers for asthma, etc) can be brought to camp and must be self-administered since there is not a RN on site (only health assistant).

Emergency medications will be kept in a locked container accessible only to the health director/assistant except when required to be available to the patient for emergency use (i.e. "epi-pen" for bee stings, etc).

All medications must be self-administered by the recipient with self-administration witnessed and documented by health director/assistant. Emergency med can only be brought to camp by the camper, must have doctor's written orders, and must be labeled with child's complete name. Only child can self-administer. The written orders and labeling apply to all medications, but these can be kept by health director or assistant.

At the time medication is self-administered, the health director must verify correct medication is taken by the correct person and document administration by noting in the medical log the name of the recipient, medication and witness, and the date, time and dosage self-administered.

Whenever practical, unused personal medications should be returned to the camper's parent or guardian at the end of camp. If this is not possible, and when medications are outdated, they should be destroyed.

Suncreen: Sunscreen will only be used to prevent overexposure to the sun.

Only sunscreen approved by the FDA for over the counter use will be permitted for use by the camper.

Written permission from the campers' parent or guardian will be provided to and kept on file at the camp allowing the camper to carry and self-administer the sunscreen.

In some cases, a camper may be unable to apply the sunscreen themselves but the campers' parent or guardian would still like the child to receive the benefits of sunscreen use. In cases such as this, written permission from the campers' parent or guardian must be provided to and kept on file at the camp allowing the camp staff to assist in the application of sunscreen. However, this does not make staff, village etc liable for being applied or if overexposure still occurs.

Sunscreen is considered a drug and shall be checked and logged by camp.

D. Universal Precautions

All gloves will be stored with the first aid kits in the designated medical area.

Masks will be carried on their person of the medical staff.

Any surface that has been contaminated will be cleared and disinfected with a mixture of water and an approved disinfectant.

Medical wastes will be disposed of off park grounds. They will be kept in a secure area until the end of the day and taken off grounds and disposed of properly.

The medical person, the on-site supervisor/camp director and the adult counselor with CPR certification will be entitled to receive "universal precautions" training.

Hand washing facilities are readily available throughout the camp.

D1. BLOOD BORNE PATHOGEN (OTHER THAN HBV OR HIV) SPILL CLEAN UP (6/10 Oswego County Health Department Source: OSHA Standard Number 1910.1030: Blood borne Pathogens Standard)

- Blood or other high risk body fluid spills should be cleaned up immediately.
- Untrained staff should not be assigned decontamination duties.
- Gloves should be worn during spill cleanup and decontamination.
- Additional protective equipment may be required depending on the size of the spill.
- If splashes are anticipated, wear protective eyewear and an impervious gown or apron.
- Spills should be:
 - Removed with absorbent toweling
 - Cleaned with soap and water
 - Cleaned with disinfectant: 1 part 5.25% chlorine bleach, 9 parts water
- Allowed to air dry
- Place gloves and other cleanup materials in a plastic trash bag. Dispose of the sealed trash bag in a lined garbage container.

E. Procedures for Health Care

The health director and the adult counselors with responding to emergencies first aid certification as approved by NYSDOH are responsible for basic first aid and health care provisions.

The health director will monitor and care for persons with existing medical conditions.

The health director/assistant will respond to medical emergencies and refer the camper to EMS services or the camper's parents and family care provider. The health director/assistant will contact emergency service by phone, dialing 9-1-1 as needed.

In case of illness, the camper's parent will be called and he/she will be sent home

SOVAC Ambulance Corps will be the emergency provider for the camp.

The phone for SOVAC Ambulance is 911.

The health director will over see risk reduction provisions for communicable diseases, outbreaks, overexposure to the elements and other potential hazards.

The first aid kit will contain at least the following; antiseptic for cleaning wounds, eye wash for removing foreign objects in the eye, bandages, scissors and tweezers.

The health director will maintain the medical log and all other medical records.

There is a holding area on site for ill or injured children to wait until a parent arrives. It is a separate room with cot in back corner of building.

The Health Department will be notified within 24 hours of any of the following circumstances: Camper or staff injuries that result in death or require resuscitation, admission to hospital or the administration of epinephrine. Camper or staff exposed to animals potentially infected with rabies. Injuries to eye, head, neck or spine which require referral to hospital or other medical establishment for treatment. Injuries with second or third degree burns to 5% or more of the body. Injuries including bone fractures or dislocations. Lacerations sustained the require sutures, staples or medical glue. Physical or sexual abuse allegations. Illnesses suspected of being water-, food- or air borne or spread by contact.

Guidelines on reporting suspected Child Abuse and Neglect- See Appendix B

F. Camper Medical History and Screening

A current shot record for all campers will be on file. It will include physicians name, address and phone number. It is confidential.

Existing Medical condition info, restrictions/concerns, allergies, medications etc can/should be recorded on Enrollment application by parent/guardian. Also included are special needs or concerns.

On file is also a list of emergency numbers/contacts for each camper, who is authorized to pick up the camper as well as who is not authorized to pick up the camper.

No child will be prevented from attending because they are not immunized. If not immunized we must have a written and signed statement from the parent or guardian stating the reason (religious beliefs, immunosuppressant, serologic immunity, medical, etc). If a case of an immunizable disease is identified, suitable precautions will be taken to isolate children who have not been immunized or never had the disease in question.

G. Medical Log

A medical log will be kept on site recording any incidents and illnesses. Information to be included is; date and time of incident, name of camper, nature of complaint, description of treatment and staff member(s) who assisted camper. Also will include follow-up when applies (if camper was sent home, sent to hospital, health department contacted, etc)

H. Illness, Injury and Abuse Reporting

The director/on-site supervisor is responsible to report all required illnesses and outbreaks to the health department within 24 hours. For procedure regarding reporting abuse see Appendix B

A holding area is provided at the camp for ill or injured children.

Staff will monitor daily campers health.

I. Camp Sanitation

This site has no living facilities or food service. Garbage is removed daily by the Village of Central Square and disposed of properly.

V. Activity Safety and Supervision

A. General Supervision

The supervision ratio will be 12 children to 1 counselor. We will provide adequate supervision so that campers are protected from any unreasonable risk to their health and safety, including physical or sexual abuse.

Visual or verbal communication capabilities will exist between campers and counselors during activities. Verbal communication is via voice or walkie talkie/radio and/or cell phone depending upon the circumstance.

Adult Counselors will be at camp ½ hour early and ½ hour late to ensure that no child is left unattended.

In the event a child's parent/guardian has not arrived after ½ hour, an adult counselor will stay with the child until the parent arrives.

Parents will be instructed to adhere to the times the program is running.

All campers will stay in the designated area of the park that staff members can easily see them. The campers are not allowed on the nature trail or cemetery property w/o a counselor.

The campers are not allowed on the playing fields or playing courts w/o a counselor supervising the activity.

Campers are not allowed in the parking lot/areas except when arriving and leaving camp.

The on-site supervisor/camp director will determine if activities need to be canceled or curtailed in case of bad weather or extreme heat or conditions resulting from a storm. The on-site supervisor/camp director will notify staff by telephone when necessary. A message will be put on the answering machine to notify any parents phoning in.

Counselors, 16 years or older, will be counted in the supervision ratios required by code.

Counselors will supervise all games and activities. Watching for possible problems such as injuries, fighting, horseplay, fairness etc. Also they will monitor proper clothing such as foot wear for activities, set a good example and be aware of the surroundings for strangers or strange objects etc.

Campers will be asked to follow the following: a) shoes must be worn at all times except when using water slide or other special equipment. B) no fighting c) no foul language d) Clean up area after you have used it e) respect each other f) respect each others property g) age of children attending camp is 5-12.

Counselors will try to resolve problems themselves but if they can not then they should seek the on-site supervisor/camp director.

Disciplinary actions; a) warning b) time out c) Time out and speak to parent d) Expulsion for one day e) repeated serious offenses will result in longer expulsion from camp.

If a camper becomes ill or injured, the counselor should contact the on-site supervisor/camp director who will contact the health director as needed.

If a counselor suspects child abuse, they should contact the on-site supervisor/camp director, who will contact the health director and follow the procedures in this safety plan. (Appendix b). Cause for this is but not limited to; suspicious bruises or cuts, something the child has told you or the child's reluctance to participate in all or most activities.

Campers are signed in and out daily by authorized drop off and pick up person. Logs are verified at the end of each day to assure all campers are accounted for.

Staff will actively supervise campers traveling between activities to assure they get from point A to point B.

A1. Lost camper plan;

If a child is suspected missing, all children and staff will be assembled in the pavilion area and attendance will be taken.

All will be questioned as to when the child was last seen.

A search of the area will be made.

If the child still cannot be found after 15 minutes, the Sherriff department and the child's parent" will be notified. A photo of each camper is on file on site at the camp.

If the child is found to be hiding, he/she will be talked to about the seriousness of such and the parents will be notified of their behavior.

Counselor ratio will become 1:25 during the search. All campers will be assembled under the pavilion until the missing child is found. Counselors and staff not supervising campers are involved in search.

B. Activities-General

During arts and crafts all counselors will be available to help.

A 1:12 ratio of counselors to campers will be maintained for active activities. A 1:25 ratio is maintained for passive activities such as board games, storytelling etc.

All equipment will be inspected before camp begins. All balls will be inflated to proper proportions. All play equipment will be inspected for needed repair or disposal.

Games played will be geared for the ages and skills of all children participating.

C. Waterfront Activities N/A to this program

D. Horseback Riding N/A to this program

E. Rope or Challenge Courses N/A to this program

F. Archery N/A to this program

G. Riflery N/A to this program

H. Out-of-Camp Trips

VI. Orientation and Training of Campers and Staff

A. Staff Training

A day will be scheduled and held before the opening of the summer program for staff training. Staff will sign in to show attendance and training is mandatory.

All paperwork will be completed if needed. Staff will sign acknowledgement form for Employee Handbook

Familiarization of the camp safety plan will be covered as well as but not limited to:

- Employee handbook

- Chain of command

- Job descriptions and duties of each position

- Water supply and hand washing station information

- Details about toilet facilities

- Lightning Safety. Food protection details (in case of snacks etc)

- Reporting maintenance problems

- Fire safety plan; Evacuation, Prevention, Fire alarm, reporting, logs (Camp evacuation plan)

- Health and or injury procedures; who is director, duties, medications and storage, record keeping, First aid, Emergency medical response, reporting procedures and Universal precautions.

- Activity safety and supervision; counselor to camper ratios, allowed activity areas, discipline, proper behavior and lost camper plan.

Supervision on out of camp trips (if applies)
Tour of Camp
Possible Camp hazards and policies
Child Abuse recognition and reporting
Lost camper Plan

B. Camper Orientation/Training (Handbook)

Tour of camp property; note off limit areas and any hazards
Injuries & Illness; report to director
Incident reports, report to counselors
Fire drill signals and procedures
Lightning safety plan & Lost camper plan
Camp rules; included in handbook, chain of command
Signed statement confirming orientation/training.
Curriculum, plans, events
Buddy System, Lost camper plan

Appendix "A" Staff employment application

Application for Employment

(Pre-employment Questionnaire) (An Equal Opportunity Employer)

Personal Information

Date: _____

Name:

SS#

LAST FIRST MIDDLE

Present Address:

Street City State Zip

Permanent Address:

Street City State Zip

Phone No. _____ **Are you 18 years or older? Yes ___ No ___**

Are you prevented from lawfully becoming employed in this country because of a visa or immigration status? Yes _____ No _____

EMPLOYMENT DESIRED

Position _____ Date can start _____ Salary desired _____

Are you employed now? _____ If so may we inquire present employer? _____

Ever applied to this company before? _____ Where? _____ When? _____

Referred by _____

EDUCATION Name & Location of School #yrs attended Did you graduate Subjects

Grammar School _____

High School _____

College _____

Trade/Business or Other _____

GENERAL

Subjects of special study or research work: _____

Special Skills _____

Activities (Civic, Athletic etc) _____

Exclude organizations, the name of which indicates the race, creed, sex, age, martial status, color or nation of its members

US Military or Naval Service _____ Rank _____

Current Naval Guard or Reserves? _____

- This form has been revised to comply with the provisions of the American with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 25, 1991.

Former Employers (List below last three employers, starting with last one first)

Date Month and year	Name & Address of Employer	Salary	Position	Reason for leaving
---------------------	----------------------------	--------	----------	--------------------

From _____ to _____

From _____ to _____

From _____ to _____

Which of these jobs did you like best? _____

What did you like most about this job? _____

References: name three people, unrelated to you, whom you have know at least 1 year.

Name	Address	Business	Years acquainted	Phone
------	---------	----------	------------------	-------

1. _____

2. _____

3. _____

In case of emergency notify:

_____	_____	_____
Name	Address	Phone

**I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at whether my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice at any time by the company. I understand that no company representative, other then its president, and then only when in writing and signed by the President, has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing.

Date: _____ Signature: _____

Do Not write on this page... For employer only

Interviewed By _____ Date: _____

Remarks: _____

Neatness _____ Ability _____

Hired Yes _____ No _____ Position _____ Dept. _____

Salary/Wage _____ Date reporting to work _____

Approved: 1. _____ 2. _____ 3. _____

Employment manager

Dept. Head

General Manager

.....

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination. This application for employment form is sold for general use throughout the United States. TOPS assumes no responsibility for the inclusion in said form of any questions which, when asked by the Employer of the Job applicant, may violate State and/or Federal Law.

10/2008

Appendix "B" Procedure for responding to allegations of abuse

All staff will be instructed to immediately notify camp director or health director if they are witness to, or hear of, any camper abuse (physical, sexual or verbal). The accused will be separated from the rest of the camp population. All allegations of abuse will be reported to the Health Department and to the appropriate law enforcement agency.

Appendix "C" Activity Plan for Running Program

The following plan will be used during the running at recreation program.

- Check running area for hazards prior to each run
- Block off area with barricades during use
- Ratio of 12 children to 1 adult will be maintained
- The maximum number of children to participate will be 20
- Each session will be approximately 1 hour, starting with a warm up and ending with a cool down.
- The running program will not operate during inclement weather such as rain or excessive heat.
- Each runner is encouraged to bring a water bottle, water is also available at the drinking fountain.
- If a runner tires during the session they can remain on the sideline with a counselor until they are ready to rejoin the group.
- Communication between counselors will be available via walkie talkie and/or cell phone.
- The area being used for the running program is visible from the play area.