

Camp Evergreen's Official Manual

Last Updated 2/5/2020

Camp Mission:

The Camp Evergreen experience serves to strengthen a child's inner security in meeting new situations and challenges. The camp provides a unique workshop that instructs, exposes, develops, sensitizes, and builds the self-image and abilities of young people. It provides the opportunity for children to learn to make decisions and to expand self-discipline.

Camping at Evergreen enhances personalities, widens capabilities and potential, and adds to the stature of the youngster. Campers develop constructive confidence and a sense of achievement that will carry over into the classroom, the home, and the future. Camping can be a memorable and rewarding experience for a child; it is a fun way to acquire new skills and master the activities they enjoy most. The goals of Camp Evergreen are: to develop self-confidence and self-esteem; encourage physical, social, and creative development, foster curiosity & exploration, build potential, self-discipline, and a sense of achievement; teach new skills, strengthen physical stamina and coordination, and provide a safe, healthy, and nurturing environment.

General Program Requirements:

1. Camp Evergreen shall provide a program of activities and physical environment which shall meet the generally recognized needs of the campers; it shall in no respect be in conflict with their best interests nor will it be a hazard to their health and safety.
2. Camp Evergreen shall release campers only to the camper's parent or an individual designated in writing by the camper's parent unless alternative arrangements are approved in writing by the Board of Health.
2. Camp Evergreen shall print on any promotional literature or brochures the following: "This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local Board of Health."
3. Camp Evergreen shall inform parents at the time application forms are provided that they may request copies of background check, health care and discipline policies, as well as procedures for filing grievances.
At any time, a parent or guardian may review a copy of Camp Evergreen's manual of policy's and procedures.
4. Camp Evergreen shall maintain all records relating to campers, staff, and volunteers for a minimum of at least three years.

I. The Organizational Structure Of Camp Evergreen

Human Resource Policies

Procedure for Background Review of Staff and Volunteers (105 CMR 430.090)

All staff must submit paperwork in a timely fashion to allow for Personnel and Payroll Manager to submit appropriate background checks to the state of Massachusetts. All staff will have Cori/Sori checks in Massachusetts whether or not they are Massachusetts residents. Additionally, staff whose primary residencies are outside of Massachusetts will also have background checks performed in their primary state of residence by the Personnel and Payroll Manager. Either the director or appointed person will perform reference checks. Each staff person and volunteer shall have a background free of conduct that bears adversely upon his or her ability to provide for the safety and well-being of the campers. The operator shall determine whether each staff person's and volunteer's conduct, criminal or otherwise, shall disqualify that person from employment or service at the camp. All of this will be completed prior to hire and before the staff member works with campers. The operator shall maintain written documentation verifying the background and character of each staff person and volunteer for three years.

Returning and Newly Hired Staff Members and Volunteers Including CIT's

Camp Evergreen requires returning staff members and Volunteers including CIT's to complete and return the following documents: CORI/ SORI request form, Camp Evergreen Staff Application form, W-4 form, contract, health history form, health and immunization form filled out by a licensed physician, application for extended day and/or Indian Summer, and a copy of current CPR card (for senior counselors only). Staff must also complete the "Heads Up Concussion Training" and submit their certificate. This must be completed each year.

Note: Staff Application Form must be filled out completely including sections for "previous work/volunteer history" for the past 5 years and 3 positive references checks.

New Job Applicants

New Camp Evergreen job applicants must first fill out a Camp Evergreen Staff Application form interview with the director. During the interview, the Director will review the application, detail the job for which the applicant is applying, and determine competency based on the interview. The Director will take notes on the application form and based on the application and interview will either decline the applicant, hire the applicant, or keep the application on file until a position becomes available. Camp will offer CPR and First Aid certification courses that are mandatory for all senior counselors. All new applicants must also complete the "Heads Up Concussion Training" and submit their certificate of completion. This must be completed each year.

Personal Policies

Camp Evergreen provides seasonal employment to staff members. Workman's compensation is available to employees. However, benefits are not offered. Time off is not granted to employees for any day that a staff member is not present. Wages will be deducted according to the pay rate detailed in the staff contract. If any staff member needs to take time off or a leave of absence for any amount of time, the director and the office secretary is to be notified so that we may work around your absence to maintain the camper counselor ratios. Camp Evergreen Staff members are evaluated once a year by their assigned Unit Leader or appropriate superior. If the evaluation is satisfactory, and the Camp Evergreen newspaper article is turned in (if necessary), and areas that staff member are responsible for (such as cabins) are thoroughly cleaned out at the end of the season, a bonus will be awarded.

Late Hire Training

On very rare occasions, Camp Evergreen may hire staff in the middle of the summer. Generally, this occurs because Camp is a seasonal employer and a staff person may have an opportunity at a full time, year-round position. On rare occasions, this may happen because a staff person simply isn't working out and a change is necessary, or a policy is violated and a staff person is terminated. The Director and/or Human Resource Manager will present all paperwork and essential policy information to the new staff person. The new staff person will fill out the paperwork and receive a concentrated orientation to camp and sign all camp policies. The Director will work with a specialist directly until the new specialist is able to operate on his/her own. In the case of a new counselor, the Director would be more likely to assign a Unit Leader to work with the new counselor. The new staff person would likely be assigned a strong junior staff to assist him or her, and the staff as a whole would be prepped to support the new staff person. The new staff person would also be educated on whom the camp leadership is and who to ask for when there is a question or concern.

Job Descriptions

General job descriptions for all Camp Evergreen Staff

Administrative prerequisites:

- All staff must fully complete and sign a Camp Evergreen Employment Application, which includes a prior work history and no less than *three* references.
- All staff must fully complete and sign both a CORI (Criminal Offense Record Information) and a SORI (Sexual Offense Record Information) report request form.
- All staff must fully complete and sign an IRS Form W-4.
- All staff must fully complete and sign a Camp Evergreen Health History Form.
- All staff must return a completed health and immunization form filled out by a licensed physician. This form is good for 24 months.
- No staff may be alone with campers. This is for their protection as well as protection of the campers. Staff cannot allow themselves to be put in this position. Evergreen staff must have at least one counselor for every ten campers seven years of age or older and one counselor for every five campers younger than seven years old. If there are less than five campers at an activity, there must be two staff.
- All staff must conform to the Camp Evergreen Policies and Procedures, as outlined in this manual. As part of Orientation, all staff, CIT's and Volunteers must sign off that they have read and understand Camp Evergreen's mandatory staff policies.
- All staff must be aware of the Camp Evergreen Intruder Policy; specifically, that any person who is not affiliated with the camp who comes onto camp property must be escorted to the office to check in with the administration. This includes anybody on camp grounds for any reason, including parents coming to camp to drop off or pick up a child.
- As part of orientation, all counselors, junior counselors, other staff, and volunteers shall complete an on-line head injury safety training program, such as the Center for Disease Control and Prevention's "Heads-Up" training, or an equivalent training approved by the MDPH. This training is mandatory and must be completed before the start of camp. Camp Evergreen is mandatory as of June 2018.

- All staff must attend *all* staff orientations as well as the applicable staff meetings before camp begins. Camp administrators will keep a record of staff attendance. Staff who are absent for any reason from orientation will be provided with an alternate date to which to go over staff policies and procedures and sign the necessary documents.
- All senior staff must write a newspaper article for the Camp newspaper, *The Evergreen Eagle*; this includes mention of each camper that was in the counselor's charge over the 8 weeks of regular Camp. Specialists and Special Event Coordinators such as the Softball Commissioner should use as many names as they can. Campers love to see their names in print! All statements about campers should be positive and encouraging.
- Reimbursement policy: Although Camp endeavors to provide all the materials for programming, sometimes staff may purchase needed supplies and submit a receipt to the Human Resources Manager for reimbursement.

Programming prerequisites:

- All staff must possess the physical, cognitive, visual, and auditory abilities necessary to carry out the essential functions of tasks outlined in respective job descriptions, including being ambulatory enough to be an active participant in all activities participated in by the campers of whom the staff person is in charge. Staff must possess the vision necessary to actively supervise the children in their care. Senior counselors must be physically capable of performing CPR in the event of an emergency. Staff must have the emotional stability to adequately counsel the campers in their care without any personal issues getting in the way.
- Senior counselors must be CPR and First Aid certified.
- All senior counselors and all staff running trips outside of camp must be 21 years old and first aid certified. Camp will provide CPR and First aid training if necessary.
- All staff who drive campers on canoe excursions or to horseback riding: **1)** must be at least 18 years old; **2)** must have a valid drivers license recognized by the commonwealth; **2)** must have at least 2 years of driving experience; **3)** Must possess the required license for the type of vehicle; and **4)** Must possess a current Red Cross standard first aid, or equivalent. Any one driving campers for canoe trips or horseback riding must abide by the following rules:
 - 1) All campers and counselors must be wearing seat belts in accordance to Massachusetts law. Only the number of children and adults for whom there is seating space shall be transported in a vehicle.
 - 2) No passengers shall be allowed to stand while in transit, sit on floors or in the aisles, ride in the open beds of trucks and project head or limbs outside of vehicles
 - 3) When 8 or more campers under the age of five are being transported, and when transporting more than two campers with physical handicaps, an attendant other than the driver is required.
 - 4) A minimum of at least one staff person shall accompany and monitor campers during any van transport.
 - 5) No sharp or heavy objects, or potentially dangerous objects shall be allowed in

vehicles transporting campers.

6) The camp operator shall communicate any need or problem of campers or staff which may cause difficulty during transport, such as seizures, a tendency towards motion sickness, or disabilities, to the driver of any vehicle transporting campers.

7) Campers under the age of seven shall not be transported for periods longer than one hour non-stop.

- All staff must check the area where they are running an activity and make sure the area is cleared of debris and other hazards. This includes the playground apparatus and related areas to verify that they are in good repair. It also includes the pond, the fields, the courts, and other programming areas.
- Staff members are encouraged to utilize their own experiences and backgrounds at camp and may offer activities that are not generally part of the curriculum. Examples of this would be cheer leading or gymnastics. To offer these activities, a staff member must have an appropriate level of experience and demonstrate a proficiency at a high enough skill level to be able to lead the activity safely and teach the necessary skills.
- All staff must constantly show good sportsmanship. Sports at camp should be looked upon as friendly competition whether among campers, the staff, or both.
- All staff must put safety first at all times.
- All staff must wear watches and staff shirts except for special dress up days and conform to dress code policy.
- All staff must play, have fun, and participate.
- All staff must consistently distribute *Camp Evergreen Achievement Awards* to campers. Each camper must receive at least one per week during his/her stay at camp. Awards are given to all campers by their respective counselors every Friday. Specialists are expected to give out several awards to each unit every Friday.
- All staff must support each other with their programming.
- All senior staff must continue the training of the Jr. Counselor or CIT assigned to one's area of responsibility by establishing a partnership and by providing constructive verbal criticism.
- All staff must comply with all rules when offering a waterfront activity, including wearing personal flotation devices when appropriate.
- All staff must ensure that no weapons are allowed into camp. If a camper has a weapon, it must be confiscated immediately by staff and brought to the office. If the staff person is not comfortable confiscating the weapon, they must seek Little Jim's assistance immediately. In the event that a weapon is confiscated, Little Jim must be notified immediately.

On occasion, the archery specialist may authorize that bows and arrows be brought to camp. A permission form must be filled out by the parent or guardian of the child who wishes to bring in their personal archery equipment. The bows must be turned in upon arrival, and will be used only at the appropriate activity period. Knives are never allowed. If whittling is being offered as an activity, camp will provide the knives.

- No staff may leave for the day if there are campers who are not accounted for.

Timing of Paperwork Submission to Board of Health (amended April 10, 2015 per correspondence from BOH)

- For all camps seeking to renew a previously issued permit, administration handbook, parent information, staff orientation materials, along with license applications and fee, must be submitted for review to the Andover Board of Health one (1) month prior to the start of camp. If camp is running a February or April program, this application must be sent in prior to the beginning of that program. This means the information must be sent in by the middle of January for February Camp.
- Immunizations records, health records, and physicals shall be complete and ready for review by the Andover Health Department no less than two (2) weeks prior to the first day of each camp. Immunizations for February, April, and summer camps must be up to date prior to those campers and staff attending those camps.
- Primary and back-up on-site directors and health care supervisors must be identified.

Specific Job Descriptions

The Director

- The Director of Camp Evergreen is Little Jim Loscutt. He's the boss, plain and simple. Little Jim's various duties include: Staffing, scheduling, organizing transportation, and running and/or delegating the camp's day to day or week to week activities as well as reviewing camp policy and Foundation Practices as outlined by the American Camp Association.
- The Director ensures adherence to camp licensing standards each and every year, and fulfills the BOH requirements for a camp Director, including being over 50 years old and has run camp for over 3 years.
- The Director cannot be also the Health Care Supervisor. These must be two different positions.
- The Director ensures that activities and the physical environment meet the needs of campers and do not pose hazards to health/safety.
- The Director interviews new hires. During the interview, the director reviews the application, details the job the applicant is applying for, and determines competency based on the interview.
- The Director takes notes on the application form and based on the application and interview either declines or hires the applicant, or keeps the application on file until a position becomes available.
- The Director ultimately determines the re-hire of all returning staff if they deserve to be asked back and if they are best choice for their position. Sometimes, staff will age out of a position, specifically Junior staff, and there may not be a position into which they can be promoted.
- The Director will fulfill all general administrative job requirements for all staff and general programming job descriptions.

- The Director will ensure proper maintenance of the Camp Evergreen pools.
- The Program Director, Jim Loscutoff, and the Director of Staff Development, Caesar Angiulo, are in charge staff development and training for junior staff, counselors, and specialists. Their job is to enforce and establish regulations, provide instruction to participants, identify and manage any possible hazards related to activities, apply appropriate emergency procedures related to activities and participants, continually police camp every period to monitor the status of Camp goings-on and hold weekly meetings that are scheduled on Fridays at lunch to discuss programming and concerns.
- Any modifications to Camp policies are given in writing to avoid any confusion and documented in the computer.
- The Director/Operator shall ensure the grounds at Camp Evergreen are properly maintained with the assistance of maintenance personnel.
- Campers will have access to drinking water with no common drinking cups.
- Both the office and nurse's office shall have working telephones with emergency numbers posted.
- Director will have a cell phone for emergency communication.
- There will be proper disposal of trash and solid waste which will be put in dumpster and emptied regularly.
- Parking lot and driveway will be safeguarded to prevent obstructions. Camp exits and entrances are always accessible during camp hours.
- Hazardous materials shall only be used by persons trained and experienced in their use such as the Director, the Maintenance Supervisor, the Maintenance Specialist, and the pool staff in regards to pool chemicals.
- The Director/Operator shall ensure that the toilet and showers at Camp Evergreen are properly maintained with the assistance of maintenance personnel.
- The Director will trouble shoot all issues that may arise.

Assistant Director

The Assistant Director is Allie Loscutoff. In the event the director can not fulfill his duties, Allie Loscutoff is the second in command.

The Unit Leaders

Camp Evergreen has three Units. Each Unit consists of several "tent" groups, led by a counselor and either a junior counselor or a CIT. Each tent follows its own schedule with its counselor and junior staff in the morning, and follows a free choice schedule with the other tents and counselors in the unit after lunch.

Unit 1: Unit 1 is the youngest group in camp. It consists solely of campers who have not yet entered 1st grade. This group eats lunch under the Big Top, and uses the Barn as its headquarters. Their Unit meetings are held outside next to the Arts and Crafts building on the bleachers. In the afternoon, Unit 1 has free swim followed by two periods of free choice. Mini-Camp is part of Unit 1, but only Tent M should actually be called Mini-Camp.

Unit 2: Unit 2 is the second oldest group in camp. Campers are generally in first through third grade. This group eats lunch and holds its Unit meetings at Pine Grove and the tennis courts. In the afternoon, Unit 2 has two periods of free choice followed by a free swim.

Unit 3: Unit 3 is the oldest group in camp. It has all of the campers in fourth

grade and higher. This group has lunch at Trollies. In the afternoon, Unit 3 has a free choice, followed by Free Swim, followed by another choice.

Jr. CIT's: The Jr. CIT's are the oldest campers in camp. They are not attached to one unit specifically but are definitely involved with all three units while training to be counselors. This is a two year program.

Responsibilities of the Unit Leaders

The three Unit Leaders are responsible for following through on the programming plan put forth by the director while serving as a positive role model to the other staff in the unit. Their job description includes, but is not limited to:

- Every day the unit leaders must survey the groups and make sure camp is in proper ratios: one staff per ten children seven years old or older and one staff per five campers seven years old and younger. Junior counselors may make up 50% of the camper to staff ratio within each unit but shall always be under the direct supervision of the counselor. Camp Evergreen maintains 1:5 ratio of counselors to campers regardless of the age group.
- All specialist and non specialist activities must have at least two staff assigned by the unit leader. No staff may be left alone with campers.
- Unit leaders must make sure counselors are always in a direct line of site or in close proximity of their campers to maintain ratios at all times.
- As part of camp's emergency communication system, all Unit Leaders as well as other key operations staff are required to have a cell phone on their person.
- Answer, or find the answer to any question or concern that any staff member may have.
- Lead, whenever necessary, Flagpole and All-Camp-Get-Togethers.
- Lead and appropriately staff Free Choice, maintaining the proper ratios (1:5). There are no exceptions to this policy. Also, even a small activity of less than five children must have at least two staff.
- Make sure all counselors arrive with their groups on time.
- Make sure the counselors understand how free choice works and what their responsibilities are.
- Enforce pool rules and support pool staff.
- Help solve any discipline problem in a group, following the Camp Evergreen Discipline policy at all times.
- Identify and trouble-shoot any factors that would lead to even one camper's unhappiness.
- Relay important information to the rest of the unit.
- Relay daily scheduling changes or future scheduling requests.
- Collect attendance books at flagpole or delegate the responsibility, making sure attendance is accurate, and return books to the office.
- Perform daily inspections of every changing area.
- Evaluate staff with written reviews.
- Wear a watch.

The Counselors

Each counselor is responsible for forming a bond of friendship and caring with the campers in his or her group, with the understanding that camp should be an enriching and nurturing experience for everyone. The counselor job description is:

- Be at least 16 years old and three years older than the campers in his or her care. All CIT/Jr.

Counselors must 15 years or older. All counselors and junior counselors must be at least three years older than the campers whom they supervise. Camp Evergreen's minimum ratio requirements are 1:5.

- All counselors must have at least 4 weeks experience as a junior counselor, have participated in structured group camping, or at least 4 weeks experience in a supervisory role with children
- All counselors, junior counselors, and CIT's must attend orientation and training. If they are absent from any orientation for any reason, the Camp will provide an individual orientation to go over all of our policy's and procedures.
- Become a big brother or big sister to whom the campers can rely on and *trust*.
- Show campers where all important areas in camp are located. Counselors must do a mini orientation at the start of each session explaining where the important areas are located around camp.
- At Orientation, counselors will be provided all necessary information regarding allergies and/or other emergency medical information. This information will be provided by the nurse. The counselor will be responsible for being aware of his or her campers' medical needs. Also, the counselor will be provided with his or her campers' parent questionnaire. There is inevitably important information that the counselor needs to be aware of in order to do their job effectively. Camp administration is responsible for providing this information at Orientation and the counselor is responsible for keeping track of said information.
- Provide a safety orientation prior to any activity not run by a specialist; go over the rules. Ask questions and have the campers provide feedback. These areas include mini-golf, front lawn, sandbox and swings, trollies, the fields, Fernway Park, the courts, Pine Grove, volleyball, the hiking trails, and anywhere else an activity is run at or around camp.
- Follow the schedule at all times and work together with the director or the designated person to make sure the schedule works.
- Arrive and depart on time from each activity.
- Make sure area is left neat, clean, and ready for the next group to enjoy.
- Frequently hand out awards. *This is not optional*. An award serves as a permanent reminder of the fun time a camper spent at Camp Evergreen. All campers receive awards every Friday.
- Communicate any discipline problem to the unit leader and adhere to the discipline policy. All discipline problems must be recorded in the documentation book located in the office.
- Eating lunch with the group and/or within the unit. Eat with group on Mondays.
- Support each specialist by maintaining the group's interest with positive feedback.
- Run or assist with an activity during free choice.
- Adhere to pool rules; Help implement swim lessons- including wearing bathing suit. Act as "eyes on the pool" or "lookouts" to assist the pool staff.
- Communicate problems to the unit leader.
- Clean changing area thoroughly and ensure area is cleaned every Friday including bringing items to Lost & Found.
- Integrate new or special-needs campers into an already formed group.
- Communicate to Pond Specialist if group has non-swim or at-risk swimmers.
- Help implement swim lessons, including wearing bathing suit.
- Follow proper procedures in the application of sunscreen and bug spray. Campers may not have sun screen or bug spray in their backpacks or cubbies. Such items must be kept in the nurse's office and applied by the nurse or the counselor with the nurse's authorization.
- Take formal written morning attendance, as well as frequent head counts throughout the day. The counselor must know where his/her campers are at all times.
- Monitor campers by keeping an eye out for common ailments associated with the outdoors such as fatigue, dehydration, sunburn, ticks, etc. If these ailments are suspected, campers should be sent

to the nurse's office for evaluation.

- Refer all medical issues, no matter how small, to the nurse. If bodily fluids (e.g. blood, vomit, etc) are present, keep others away from the site and notify the Director who will clean the area appropriately.

The Specialists

Specialists coordinate the daily and weekly activities at a specific area. They also set up the area for groups to assure an age-appropriate program. One of the specialists will be designated as the Specialist Coordinator. This person will be responsible for keeping all of the other specialists informed about managerial or administrative issues that may arise, as well as making sure that all specialist areas are clean and presentable every Friday afternoon. The specialist job description includes, but is not limited to:

- Submit action plan, before camp starts, with activities planned to go along with the theme of each week.
- Fulfill the job requirements of their particular specialty.
- Provide a safety orientation for all campers and staff prior to participation in the activity.
- Check to make sure there is equipment appropriate to the size, age and developmental ability of all our campers.
- Check all equipment on a regular basis for safety, maintained in good repair, and ensure it is stored in a manner to safeguard effectiveness.
- Inventory spreadsheet is filled out prior to the start of the summer. Safety checks should be done and documentation should be provided for damaged or lost equipment.
- Announce at Flagpole any and all special events a couple of days in advance, as well as the day before the event.
- Make camp festive and fun by being an active participant.
- Be prepared and organized.
- Offer an activity to each unit in the afternoon.
- Understand that being a specialist at Camp Evergreen is a team effort. Specialists often participate in activities that may not have much to do with their specific area of responsibility, but which fit into their general job description as a member of the Camp Evergreen staff.
- Provide campers with pertinent safety issues prior to participation.
- Maintain area so that it is presentable at all times and ready to be inspected on Friday.

Jr. CITs, CITs and Junior Counselors

Every year, Camp Evergreen has a staff succession program with three different levels of development. The program involves first being a *Junior Counselor-In-Training* (Jr. CIT), then a *Counselor-In-Training* (CIT), and then a *Junior Counselor*. Jr. CITs are considered to still be campers, CITs are considered volunteers who receive a bonus at the end of the summer, and Jr. Counselors are staff and therefore receive a salary. All training for Jr. CIT's and Junior Staff will be professionally supervised by the Director of Staff Development. Under no circumstances will Jr. CIT's self-regulate other Jr. CIT's, or any other behavior which would indicate bullying and/or hazing. No training will fall outside the guidelines outlined in the policies and procedures of Camp Evergreen under the auspices of the Director of Staff Development and Director. Qualifications are as follows:

- To be a Jr. CIT, a camper must be at least 13 years old. The Jr. CIT Tent group is co-ed. Although they are still campers, they may help out with groups when needed, assist in doing special

- projects, and work with specialists. The Jr. CIT program is a two year program.
- To be a CIT, the candidate must be at least 15 years old. CITs are invited to work at camp, but they must be able to commit to being available for at least 6 weeks. They are placed with a group at the beginning of the summer, where they will stay for the entire summer unless changes need to be made. CITs are expected to conform to the same job description as any Camp Evergreen staff person. CITs are not automatically promoted to be Jr. Counselors; they have to be invited back. Each CIT is evaluated by their senior staff. CITs receive a small stipend at summer's end, commensurate with their performance.
 - To be a Junior Counselor, the staff person must be at least 16 years of age or older. They must be available for the entire eight weeks of regular camp; Indian Summer is optional, successful Junior Counselors have the opportunity to become senior staff during this week. Junior Counselors are paid staff members. They are staff, and therefore have all the same responsibilities expected from the older staff members. Junior Counselors are expected to offer activities and help out with all aspects of programming.
 - Additionally, there will be additional training for junior staff in the evening after camp 4 times, once before camp starts and three times during the course of the summer.

Pool Staff

The Pool Staff are in charge of safety at the pool area. The Pool staff must possess the essential skills of the position including being a lifeguard. All members of the pool staff must be able to perform a water rescue and must be CPR and First Aid certified. The other pool staff qualifications are as follows:

- Rachel Traub is the Aquatics Director. The aquatics director must possess a lifeguard certification, be at least 21 years of age, and possess at least 6 weeks of previous experience in a similar position.
- If there is 50+ kids in/near the water the Aquatics Director must be present.
- Lifeguards must be at least 16 years old with [American Red Cross lifeguard training cert/Royal bronze Medallion/Boy scout Lifeguard cert/YMCA cert, or equivalent] and CPR and First aid Certificate.
- There should always be a staffing ratio between staff and campers of 1:5 at all times with no less than 2 staff. Pool Specialist will utilize non-lifeguards as "eyes on the pool" or "lookouts".
- Proper supervision entails: 1 lifeguard per 25 campers and 1 staff person per 10 campers.
- The Camp Evergreen pool shall use a buddy system. All camper enter the pool with a buddy and must swim with that buddy.
- Broken equipment should be brought to the director's attention as soon as possible.
- The pool shed will be kept in a clean and safe state with only authorized staff allowed in. The pool staff will ensure all equipment is kept maintained and good working condition at all times.
- The pool staff will assist with fishing derbies and canoe trips if assigned.
- The pool staff will enforce pool rules and monitor behavior in pool area, making sure there is no horseplay.
- The pool staff is will maintain the pools according to the director's instruction, including vacuuming, skimming, keeping the deck free of pebbles and debris, adding chlorine as per specifications and testing the pH level and document.
- The pool staff must test pool four times each day and document in log book.
- Test *all* campers before they are allowed in the deep end. The purpose of this test is to classify the swimmers ability for swim lessons and general safety purposes in compliance with *Christians Law*. Swim abilities will be documented in the Swim Database.
- Must have a whistle ready to use at all times.

- Must be in uniform while on duty. All lifeguards while on duty wear a bright orange or red bathing suit. Any outer garment should have the word guard printed 4" lettering on back and also be bright red or orange. An orange hat or sun helmet should be worn by all lifeguards.
- Keep track of every camper's progression through the swim program, and providing Red Cross Swim Cards to campers as they progress.
- Know and Implement the Camp Evergreen Lost Swimmer Plan.
- On the first day of every session, the Pool Staff are to announce to all campers and staff the rules that all must abide by.
- The pool staff must enforce the pool rules:
 1. No bathers shall enter the pool unless s/he first takes a cleansing shower.
 2. No bather shall wear a bathing suit that is unclean.
 3. No person suffering from a fever, cough, inflammation of the eyes, nasal or ear discharges, or any communicable disease shall be allowed use of the pool.
 4. No person with sores or other evidence of skin disease, or who is wearing a bandage or medical covering of any kind, shall be allowed the use of the pool.
 5. No person shall spit in or in any other way contaminate the pool, or its floors, walkways, aisles, or dressing rooms.
 6. No glass, with the exception of shatterproof lift shields, shall be permitted in the pool or on walkways within eight feet of the pool.
 7. No person shall bring or throw into the pool any object that may in any way carry contamination or endanger the safety of bathers.
- The Camp Evergreen pool is only used in the day time; there is no night swimming by Camp Evergreen campers.

Office Secretary

The secretary is responsible for the day-to-day administration of the office. S/he is often the first contact the public has with Camp Evergreen, so professionalism is crucial.

- Prior to Camp, the secretary must process incoming applications, parent questionnaires and medical forms. Parent Questionnaires will be copied, organized by tent and collated by folders and made available to staff to read at Orientation and to be reviewed as needed throughout the summer.
- During Camp, s/he must make sure that the weekly attendance reports are completed for each tent. These include: a list of all campers attending throughout the entire summer, sorted by last name. This master list will be posted on the bulletin board for all 10 weeks of camp; weekly attendance lists, sorted by tent and last name, including driver and horseback where applicable for Tent folders; weekly Extended Day camper list for extended day staff; weekly Mini-Camp Extended Day list; weekly Horseback Riding list, sorted by tent, including number of lessons per week as well as each camper's tent number; weekly list of new campers, sorted by sex then first name. The secretary will be responsible for checking the attendance books for accuracy. This is important for establishing a reliable record both in terms of billing and monitoring camper whereabouts.
- The secretary must answer the telephones, being as polite, informative, and efficient as possible. The message pad is an essential tool, serving as an impromptu bookkeeping system/internal communication tool/and snapshot of camp inquiries during a particular point in time.
- Billing is a large part of the secretarial job. Bills must be sent out after an application is first received upon receipt of each payment and, as a reminder of overdue tuition balances every two weeks. The general rule of thumb for overdue balances is to send a reminder notice two weeks after the tuition due date, giving the parent the benefit of the doubt, as it were. If there is no response in the next week, then a phone call should be made to the parent. If there is no

payment by the third/fourth week, a late fee of \$25 is assessed, and a new bill is sent out. Every two weeks thereafter, the parent must be contacted, and each contact, whether by phone or by mail, must be documented in the memo section of the camper record.

- Sometimes, a parent will request a payment plan. There must be several conditions for a payment plan to work: the complete balance must be paid off before the camper's Camp session ends and there should not be any greater length of time *between* payments than one month
- the terms of each payment plan must be written out and signed by the parent
- the terms should also be outlined on the camper's record on the memo line
- if a payment is late by more than three days, a call should be made to the parent
- if a payment is late a week or more, then the overdue balance process begins.
- Camp's willingness to work with families is a definite plus, but any benefit gained by our flexibility is for naught if we cannot collect on these debts. The secretary must not forget that Camp is a business.
- The secretary is also responsible for generating the permission slips required throughout the summer, such as those for canoe trips and late nights. Before each of these activities, a list should be generated which contains the names and tents of the campers who will be attending. Extended day and driver information should be included on the late night list which goes to the late night and extended day coordinators; medical information should also be included on the list which is given to the nurse.
- The secretary reviews the attendance books daily both for the purpose of accuracy and for the purpose of tracking campers. If a counselor is not taking attendance as per instruction, the secretary ensures that follow-up occurs to address any issues. The secretary tracks attendance in the attendance notebook and follows up on absenteeism. If a parent picks up their child early, the secretary checks to the attendance book to see where a camper is. The secretary must contact the unit leaders for all early pickups and follow through to make sure child is signed out.
- The secretary is responsible to follow up if there are registered campers who do not arrive at camp when expected. New campers arrive at the beginning of each session. Sometimes a mistake is made and parents do not bring their children as expected. If a camper is marked absent on his or her first two days, contact must be made with parents to determine if there is an issue. Subsequent billing issues that may occur will be handled on a case by case basis. The secretary is responsible to report any variance with the Director.
- The secretary is responsible to respond if an unregistered camper arrives at camp. The unregistered camper will stay in the office with the secretary while the parents are contacted. It is very important the situation is addressed immediately. If the camper has up-to-date health care and emergency contact information, and *staff ratio allows*, the camper be assigned to his or her appropriate age and gender group. The director must be informed an unregistered camper is in camp. The child's welfare and comfort is paramount and the child must feel assured that he or she did nothing wrong even if a miscommunication has occurred.
- The secretary job is flexible, meaning duties may be added or subtracted as specified by the director.

Director of Staff Development and Training

The Program Director, Jim Loscutoff, and the Director of Staff Development, Caesar Angiulo, are in charge staff development and training for junior staff, counselors, and specialists. Their job is to:

- Enforce and establish regulations
- Observe and support staff to ensure acceptable job performance criteria are continually practiced. Feedback is generally verbal and on the fly. Interaction is intended to be positive and involving constructive criticism and positive feedback.
- Provide instruction to participants.

- Identify and manage any possible hazards related to activities.
- Apply appropriate emergency procedures related to activities and participants.
- Continually patrol camp every period to monitor the status of Camp goings-on
- Hold weekly meetings that are scheduled on Fridays at lunch to discuss programming and concerns.
- Any modifications to Camp policies are given in writing to avoid any confusion and documented in the computer.
- The Director of Staff Development also provides is also the camp counselor for the Jr. CIT's along with another senior staff person.

Human Resources Manager

Debby Loscutoff is Camp Evergreen's Human Resource Manager. The job description for the Human Resource Manager is as follows:

- Review all submitted Re-Hire and New Hire paper work. Follow up on incorrect or incomplete paper work.
- Perform Cori/Sori checks in Massachusetts for all employees whether they are Massachusetts residents or not.
- Maintain background information for 3 years. Receive, Review and make determination in regards to all background information with the Director.
- Submit all staff names to National Sex Offender Registry for review.
- Perform background check for out of state staff in the states they live in.
- Ensure all staff fill out all necessary forms including CORI/ SORI request form, Camp Evergreen Staff Application form, W-4 form, contract, health history form, health and immunization form filled out by a licensed physician, application for extended day and/or Indian Summer, and a copy of current CPR card for senior staff.
Note: Staff Application Form must be filled out completely filled including sections for "previous work history" and 3 references checks.
- Determine which staff meet the following qualifications to drive campers on fishing or canoe trips or to horseback riding: 1) must be 21 years old; 2) must be able to show basic driving skills to the director at orientation; and 3) be able to show they are insurable by providing proof of insurance for their own vehicles.
- Monitor any work days missed by staff. Time off is not granted to employees and for any day that a staff member is not present at work, wages are deducted by the Human Resource Manager according the pay rate detailed in the staff contract.
- Determine if an end of the summer bonus is to be issued. Camp Evergreen Staff members are evaluated once a year by their assigned Unit Leader or appropriate superior. If the evaluation is satisfactory, Camp Evergreen Newspaper articles are turned in (if necessary), and areas that staff member are responsible for (such as cabins) are thoroughly cleaned out at the end of the season, a bonus will then be approved.

Nurse

Health care supervisor: Dianne Pfeiffer

Backup: Debby Loscutoff

- General job descriptions for all Camp Evergreen staff.
- Must be at least 21 years old.
- Health care supervisor (nurse) cannot be the same person at the same time as director. If nurse is not on-site, a back-up health care supervisor must be identified. The director cannot be identified in both roles simultaneously. The back-up health care supervisor must be at least 21 years old.
- A Camp Director and a Health Care Supervisor must be on-site at all times.

- Keep and label camper bug spray in nurse's office.
- Monitor campers by keeping an eye out for common ailments associated with the outdoors such as fatigue, dehydration, sunburn, ticks
- Treat all injuries and ailments.
- Call or send a note informing parents whenever first aid is administered to their children, including time frame and documentation
- The camp nurse is the supervisor of the medication administration program.
- The camp nurse shall ensure that there is a written authorization by parent or guardian to administer medicine. This authorization contains the parent's or guardian's legal name, signature and emergency phone number (including alternates), and a list of all medicines the camper is currently taking.
- The camp nurse shall be aware of all Board of Health Requirements and have a copy on file.
- The camp nurse will provide a list of all allergies and other important medical information to counselors at Orientation and answer any questions they may have.
- The nurse shall have a procedure to positively identify the camper receiving medications.
- The nurse shall communicate significant observations relating to the medication's effectiveness, any adverse reactions, or other harmful effects to parents/guardians and/or the licensed prescriber.
- The nurse may refuse to administer or allow to be administered any medication which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be notified immediately, and the reason for refusal explained.
- The nurse shall keep a daily log and a medication administration plan for each camper who receives medication. The log contains the date, time, name of camper, and the dosage, or notification of omission of distribution of medicine and reason for omission.
- The nurse will monitor the temperature of the refrigerator in the nurse's office and record it on the record sheet. The nurse will notify the director immediately if it goes above 40 degrees as this is an important maintenance issue because some medicines are required to be refrigerated.
- Track campers with any chronic illness, ie. Diabetes.
- Complete injury report for fatality or serious illness.
- Must maintain the medical log book- bound, pre-numbered pages, ink entries, no skipped lines.
- Maintain and stock first aid kits. First aid kits shall contain emergency first aid supplies to meet the needs of the campers and staff, including but not limited to nonperfumed soap, sterile gauze squares, compresses, adhesive tape, bandage scissors, triangular and rolled bandages, a mask with a one way valve, tweezers, a cold pack and barrier protection gloves, preferably of non-latex composition.
- Make sure all fishing derbies and canoe trips has properly maintained first aid kit.
- Must maintain health record for each camper and staff, including emergency contact information, and written parental permission for meds and emergency care for campers under 18 years old.
- Must maintain immunization records for campers and staff under 18 which include MMR, Measles, Polio, Diphtheria and Tetanus Toxoids and Pertussis and Hep B. Each immunization should include month, day and year of immunization.
- All campers and staff 18 and older shall provide proof of immunity to Chicken Pox. Proof may include documentation of immunization, a reliable history (physician diagnosis or personal recall or serologic evidence of immunity. if no proof of immunity exists, the person shall be considered susceptible and isolation and quarantine measures take place if an exposure occurs.
- Must maintain immunization records for campers and staff over 18 which include Measles, Mumps, Rubella and Diphtheria and Tetanus Toxoids.
- Must regulate and coordinate fire drill log. Fire drills must be run within 24 hours of the start of each camp session.

- Be the contact person with health care professionals on medical issue, minor or major.
- Pull the relevant Camper/Counselor Health History Form from their file in the nurse's office if a camper or staff is being transported to hospital. Give to the staff member transporting and/or accompanying the injured camper/counselor.
- Notify hospital of the type of injury that will be arriving.
- Notify the camper's/counselor's parent, or alternate emergency contact, of the situation, and to which hospital the camper/counselor was transported.
- The Nurse is responsible for proper medication disposal as outlined in the Camp Evergreen procedures for administering, storing and disposal of medications.

Specialist Coordinator

- One specialist will be chosen to coordinate the lines of communication with other specialists. Generally, this specialist is the longest tenured specialist at camp but exceptions can be made.
- The specialist coordinator will represent specialist interests at the before camp meeting like the Unit Leader's meeting and orientation.
- For programming, specialist will report to the director prior to camp to provide their programming plan for the summer. Once Summer Camp starts, the specialist will submit programming needs to the Specialist Coordinator.
- In terms of running their activity, Specialists will receive their primary supervision from the directors. The Specialist Coordinator, being a specialist herself and therefore focused on her own activity, does not have a direct supervisory role over programming because there is not a time in the camp day for the Coordinator to directly supervise. Therefore, the primary role for the Specialist Coordinator, is to provide a communications conduit to keep open lines between the directors and the specialists, as well the other staff and the specialist.
- The Specialist Coordinator will be in charge and be the vocal spokesperson when there is an All-Unit or All-Camp activity or event.
- The Specialist Coordinator will pass on all messages from the administrative staff to specialists.

Assistant Director/Head Unit Leader

- Will complete all assigned tasks by the director.
- Will complete the On-Going Calendar prior to the start of camp.
- Will assist in maintenance of the website and the Facebook page.
- Will prepare the camp paperwork for the annual Board of Health visit.
- Will assist in staffing both hiring and rehiring.
- Will assist in CIT Selection.
- Will help recruit Vacation Camp/Indian Summer staff.
- Will do all schedules.
- Will keep open lines of communication with all staff using Unit Leaders and Specialists as coordinator.
- Will continue the training of the junior staff, including follow-up meetings and extra orientations- 1 prior to camp and 3 additional during the summer.
- Will supervise to ensure All Camp Get Togethers are well-organized.
- Will ensure all programming, including leagues and tournaments are completed.
- Will ensure all staff complete newsletters and lay out newsletter when time comes.
- Will oversee maintenance of camp vehicles.
- Will troubleshoot all aspects of camp.
- Will fix problems,
- Will keep open lines of communications.
- Will coordinate traffic before and after camp and in general be the face of Camp Evergreen during pick up and drop off.

- Will maintain an upbeat and happy affect to provide positive atmosphere for campers, staff and parents.

Maintenance Specialist

Camp Evergreen maintenance personnel are essential for smooth Camp operations. S/he is responsible for the daily upkeep of the facilities as well as operation of the canteen. Duties are described below. Generally, the Director acts as the maintenance specialists and has a canteen worker helping out with specific responsibilities and daily assignments.

Camp Evergreen Maintenance Program- “Neat and clean, that’s Evergreen!”

Daily inspection of Camp includes:

- All trash barrels have liners and covers.
- Trash barrels are to be checked a minimum of 3 times each day, including in the morning prior to the start of Camp, following lunch, and at the end of the regular Camp day.
- Maintenance specialist will use equipment that he has trained in its proper use.
- All lights are operational. Lights are to be checked for good working order; no “burned out” bulbs.
- Areas to be checked are bath houses, arts and crafts, office, new and old barn, arcade, canteen, and lodge.
- Grounds should be checked daily for debris including any human or environmental hazards such as trash, fallen trees or branches, or camp equipment.
- Maintenance specialist will be in charge of pest control, including proper disposal of insects and rodents, and spraying of poison ivy.
- Equipment properly maintained, fields surfaces free of holes/accident hazard. Grass, hedges cut and maintained, particularly those at the driveway exit.
- Ball field grasses, mini-golf, archery grass should be checked and cut every 4 days or as scheduled by the Director.
- Check playground equipment, needs to be secure, no concrete under/around it, pliable swing seats. All equipment must be in good working order and clear of debris.
- All plumbing in working order
- Sinks should be checked daily in arts and crafts and bathrooms for proper operation.
- Toilets should be checked in bath houses.
- All cabins and buildings should be inspected daily for good repair/ hazards. Day camps must provide shelter for rainy days.
- Check batteries on smoke detectors.
- No obstruction to egresses or entrances.
- Replace light bulbs, including stairways.
- Floors maintained, swept and mopped.
- Check and document temperature of walk in refrigerator.
- A system of communication exists for the maintenance program. A work order log is kept in the main camp office. Work orders should be maintained and checked daily. Completed projects are to be noted on the work orders.

Daily checklist:

- Trash barrels emptied with new liners and covers
- A.M. ____ Lunch ____ P.M. ____
- Lights checked
- Office ____ Bath houses ____ Arts & crafts ____ Hen House ____ Lodges ____
- Grounds checked for debris/ hazards

- Ball fields____Nature____Archery____Courts____Campcraft____Trolleys____
- Outdoor theatre____Mini-golf____Sandbox____Parking lot____

Canteen Duties:

The canteen is located next to the pool. This building contains a large walk-in refrigerator/ freezer food items are stored and miscellaneous Camp supplies such as trash bags for the Big Top. The pool pump is located in the back portion of the canteen. Only authorized pool staff are allowed to access this area of the canteen.

This is an authorized personnel only area! The only people allowed in this building are:

- The pool staff
- The maintenance person
- Administrative personnel.
- An appointed trained senior camper under counselor supervision to help give out lunches or Popsicles. Their access is limited to the front area and may not go in back of partitions.

This building will be locked at all times unless an authorized person is present. All who use the canteen are responsible for it's cleanliness when they are through.

- Prior to the start of Camp each camp day, put out all lunch crates onto platform under the big top. Located on the door to the walk-in refrigerator is a temperature chart; note the temperature of the refrigerator there every day.
- 9:00 – 9:45 - Put away lunch crates into Walk-in Refrigerator.
- Maintenance Specialist will ensure the Walk-In refrigerator is constantly shut when not in use. The temperature of the Walk-in Refrigerator cannot go above 40 degrees.
- 11:49 – 12:30 - Put out lunch crates and place milk onto the door shelf of the canteen for counselors to bring to their campers. All three units need to have milk offered. Canteen operator needs to stay in canteen and regulate that only authorized personnel enter.
- Canteen is to remain closed and locked when not in use by the authorized canteen person.

The canteen is off-limits to unauthorized personnel. When not at the canteen, it is to remain closed and locked. Don't give out the combination to the canteen lock. This insures proper security of the canteen.

Grounds

The Director/Operator shall ensure the grounds at Camp Evergreen are properly maintained with the assistance of maintenance personnel. Campers will have access to drinking water with no common drinking cups. Both the office and nurse's office shall have working telephones with emergency numbers posted. Directors, Assistants and Unit leaders will all have cell phones for emergency communication. There will be proper disposal of trash and solid waste which will be put in dumpster which shall be emptied regularly. Parking lot and driveway will be safeguarded to prevent obstructions. Camp exits and entrances are always accessible during camp hours.

Care of Hazardous Materials and power tools

Power equipment, tools and flammable & hazardous substances shall be labeled and stored properly locked up where no unauthorized personnel or campers can access. Rodent, insect and weed control will be properly maintained and product will be used, stored properly locked up where no unauthorized personnel or campers can access it, and disposed of properly. Such materials shall only be used by persons trained and experienced in their use such as the Director, the Maintenance Supervisor, the Maintenance Specialist, and the pool staff in regards to pool chemicals. Such materials

shall be disposed of properly with appropriate protective equipment such as gloves and masks. They shall be locked up behind the office with limited access only to aforementioned staff, in closed, safe containers that are plainly labeled as to contents. These products will be store separate from food products. Hornet killer and other aerosol type products shall be stored in the Woodshop workshop where no campers have access and cleaning supplies such as bleach and soap is kept under lock in the Bathroom closet next to boy's room. The operator shall provide Material Safety Data Sheets that will available to staff who use these materials.

Toilets/Showers

The Director/Operator shall ensure that the toilet and showers at Camp Evergreen are properly maintained with the assistance of maintenance personnel. This includes proper sewage disposal and ensuring all plumbing is in good working order. An adequate number of working toilets will be maintained and operated: because there is greater than 60 in each sex 1 additional toilet per every 30 people of that sex. Camp Evergreen can have up to 120 female campers and 180 male campers. Bathrooms will always be kept stocked with toilet paper, properly ventilated and kept clean including the floors. Windows and openings are screened; screen doors are self closing. There will be an adequate number of sinks, 1 per every 30 people. Hot water at sinks kept not more than 112degrees. Light bulbs are monitored and changed when bulbs are out.

II. Operating Procedures For Activities At Camp

Our goal at Camp Evergreen is to provide fun, educational, engaging, age appropriate, and safe activities to children in our care. We will make adequate provisions to assure any special training necessary for camp personnel to protect the safety and health of campers with disabilities. In the event a camper cannot participate in any camp activity due to disability, we will provide an alternate activity to accommodate the child. We will do whatever is in our power to accommodate the camper while on camp grounds. If we cannot accommodate the child because his/or her need is beyond our level of expertise we will recommend the child attend another program which can better suit his/or her needs.

Specialist Activities:

Operating procedures at Camp Craft

- Campcraft Specialist or an authorized substitute is in charge of safety at the Campcraft area.
- The Campcraft Specialist must be able to fulfill the essential functions of the job: Be able to gather wood, chop when necessary, and safely build a safe fire in an economical amount of time. Must to be able to carry a tote bin full of supplies (up to 25 pounds) and bring it from the Canteen to the fire pit. The Campcraft Specialist needs to have vision and awareness to multi-task and run the activity, watch campers, delegate staff, and also be aware of intruders who might wander in from the State Forest hiking trails.
- There should always be a staffing ratio between staff and campers of 1:5 at all times with no less than 2 staff.
- Campcraft specialist must be aware of water faucets at Campcraft and that they are on or off as necessary. Leaks or faulty equipment must be reported immediately.
- When not in use, axes, matches, and any other materials that may be considered dangerous will be stored in a locked building. Broken equipment should be brought to the Director's attention as soon as possible.
- Axes and other wood cutting equipment will only be utilized in designated areas properly supervised by 18+ staff designated by the specialist or by the Director.
- The Camp Craft building will be kept in a clean and safe state with only staff allowed inside.
- Protective safety equipment, such as safety glasses, gloves, pot holders, and a first aid kit is kept in a box close to the lockers which store axes, saws, and other equipment.
- In case of a dangerous fire, an emergency water bucket is kept within 5 feet of an open fire.
- In case of injury to a camper, emergency first aid will be provided. If a neck, back, or broken bone injury is not suspected the counselor will bring or transport the camper to the nurse's office. If a neck, back, or broken bone injury is suspected, the camper will be kept calm by a staff member. Then nurse and or Camp Director will be notified and brought to the scene where they will assess the situation and act accordingly.

Operating procedures at Woodshop

- The Shop Specialist or an authorized substitute is in charge of safety at the Shop area. This person is in charge of proper storage of power tools. When not in use by the woodshop specialist or another qualified staff person, all tools are to be securely locked in either the woodshop or gated shed behind the office. Campers are not allowed to use power tools.
- When not in use by the woodshop specialist, axes, saws, matches, hammers, nails, glue, leather tools, and any other materials that might be considered dangerous will be stored in a locked cabinet. Broken equipment should be brought to the director's attention immediately.
- The Shop Specialist must be able to perform the essential functions of his or her job, and possess exemplary skill in their activity area, whether it is wood or leather making. The Shop specialist must be able to use all equipment and tools and be able to train campers on the use of

rudimentary tools. The Woodshop specialist must use the skill saw and table saw to cut and prepare projects. The woodshop specialist must maintain a safe working and learning environment at all times. The Leather-making specialist also must possess full knowledge of his tools and be able to teach basic, rudimentary skills to campers.

- There should always be a staffing ratio of 1 staff members to 5 campers at all times with no less than 2 staff.
- Woodshop building will be kept in a clean and safe state with only staff allowed inside.
- Woodshop work area will be kept organized and cleaned on a daily basis. On Friday afternoons, the area will be completely swept, all tools will be put away and secured, and the area organized.
- Projects at woodshop will consists of gluing, sanding, and painting. There may be occasions where the woodshop specialist will allow an older camper (age 11 or above) to use the hammer, nails, and handsaw, but *strictly* under his/her direct supervision.
- Protective equipment (eye protection) in use during *all* projects
- In the case of an injury to a camper, emergency first aid will be provided and if a neck, back, or broken bone injury is not suspected, the counselor will bring or transport the camper to the nurse's office. If a neck, back, or broken bone injury is suspected, the camper will be kept calm by a staff member and the nurse and/or Camp Director will be notified and brought to the scene where they will assess the situation and act accordingly.

Operating procedures at Archery

- All archery equipment is to be stored in the locked archery trailer when not in use. Only staff members are allowed to enter the archery trailer. Broken equipment should be brought to the director's attention as soon as possible.
- A ratio of one counselor per ten campers shall be maintained on the archery range at all times.
- The Archery Specialist must possess the skills, knowledge, and training to be competent in this area, and be able to load and fire arrows successfully. Must be strong enough to pull the string of the compound bows and perform all the skills of an archer.
- The archery range shall be located in an area well away from other program activities, clearly marked to warn passersby away from the danger area. The shooting area shall be large enough to provide at least 25 yards (75m) of clearance behind each target. All bowmen shall fire from a common firing line. A ready line shall be marked at a sufficiently safe distance behind the firing line.
- Archers are required to wear arm guards.
- Whistle system:
 - 1 whistle - Go to the firing line
 - 2 whistles - Fire at target
 - 3 whistles - Once everyone on the firing line has finished shooting and everyone is sitting down on logs provided, shooters may retrieve arrows. Arrows are to be carried with feathers resting on one shoulder.
- Depending on the size of the group and time allowed, 3 arrows will be provided to larger groups so that campers may rotate faster and 6 arrows will be provided to smaller groups.
- Scoring: each target from outside of center to center of target range from 50 points to 150 points in each marked area. No one can get less than 100 points even if all arrows miss the target. Arrows that hit the target and bounce off are counted as a hit.
- All counselors are asked to shoot so that they may help with those that need assistance. All efforts of each camper are applauded.
- Conduct: Groups at archery must maintain calm and respectful demeanor. There is no running, yelling, or rough play at archery at any time while the activity is in session.
- No personal bows allowed without the expressed written permission of the Director and a

form which includes the name of the camper, the guardian's name, and the statement that the owner/operation hereby grants permission for the camper to bring his personal bow to camp. Until time of use, the camp will take possession of the bow, which will only be used during designated archery time for the camper. After use, the archery specialist will return the bow to the head of transportation who will return the bow to the parents at the end of the day. The form will include signatures from the owner/operator, and guardians of the camper.

- In case of injury to a camper, emergency first aid will be provided and if a neck, back, or broken bone injury is not suspected, the counselor will bring or transport the camper to the nurse's office. If a neck, back, or broken bone injury is suspected, the camper will be kept calm by a staff member and the nurse and/or Camp Director will be notified and brought to the scene where they will assess the situation and act accordingly.

Operating Procedures at the Pool

The pool is the most hazardous location at camp. Possible hazards include people slipping on the deck, diving into shallow water, the diving board, running, and campers getting jumped on by other swimmers. Because of these hazards, it is important that all pool staff remain vigilant in their dedication to enforcing pool rules and creating a safe environment for all that use the pool. Emergency and rescue equipment is available. The backboard and ring buoy are located on the rear fence, shepherd's crook is underneath the ring buoy, and lifeguards are required to keep rescue tubes on their person at their station around the pool. In case of emergency, the nearest phone is the portable phone located in the main office, in the building adjacent to the pool area. All emergency contact information for campers and staff can be found in the secretary and nurse's office, located next to the main office in the building adjacent to the pool area.

All campers must come to free swim and instructional swim with a buddy. Once a camper enters the pool area for either instructional or free swim, that camper may not leave the pool area without their counselor, unless he or she is going to the bathroom. If a camper leaves the pool area to go to the bathroom, that camper must be accompanied by their buddy or a staff member.

During free swim, anywhere between 4-6 "buddy calls" will be instituted. A "buddy call" consists of a lifeguard on duty blowing a whistle 3 times in quick succession, and, with a clear, loud voice, counting down from 10 to 1. At this point, all campers in the water must exit the pool as quickly and as orderly as possible. Once all campers have exited the pool and are sitting safely on the edge, those staff stationed around the pool area must survey the campers sitting on the edge to check that everyone has a buddy. In the case that any camper is not with their buddy, a staff member should ask that camper where their buddy is. If camper is unaware of the location of their buddy, that staff member should alert the head lifeguard on duty that there is a missing swimmer. The following must then occur:

Lost Swimmer Plan:

1. Make a Buddy Call
2. Check that all campers are with their buddies
3. Recognize that a camper is missing
4. Find out the identity of the missing Camper
5. Alert the corresponding Staff member to whom the camper is assigned, and inquire the location of the camper
6. If location of camper is unknown, notify the director, then assign other staff members to aid in the search
7. Search all locations that the camper occupied in the last hour.

Pool Participant Classification

- Instructional Swim: The WSI Pool Director certifies what swim level a child should be. Campers work to attain the swim level and work through the levels.
- Deep End Swimmers: Campers attempt to pass the deep end test. They must pass the Deep End Test each summer they attend camp even if they passed it previously.
- The Pool director is responsible for swim testing campers each year in compliance with *Christian's Law*. The Pool director must document the swim level of the camper, and identify the non, at-risk, and deep end swimmers. This information will be documented in the campers file in the office. This information will be communicated to the campers counselor, the pond specialist and the canoe trip specialist. The pool records will be maintained for at least 3 years.

Staff Swimming Policy

There is no block of swim scheduled for staff. This is because the pool is in use at all times for programming be it Instructional Swim or Free Swim. There are times where staff are allowed to swim. Indeed, there is even times when the staff is mandated to swim.

- During Instructional Swim, counselors and the pool staff are *expected* and *contractually obligated* to get into the pool with the campers and demonstrate the swim strokes under the supervision of WSI pool staff. Sometimes the lifeguards will have the counselors model the strokes in the water and utilize the staff to display proper procedure.
- During Free Swim, the lifeguards utilize the counselors as “lookouts” or “eyes on the pool.” At the discretion of the pool staff, there are two instances where the staff may swim: The first is during a buddy call as the staff may *briefly* go into the pool. This is meant to be a fun activity with the campers. The campers can be made to sing a song or make a lot of noise, and then the *campers* do a buddy call to get the staff out of the pool. This is designed to give the staff relief from the hot sun; however, it is considered a privilege not to be abused.
- Also, the pool staff may also allow some of the staff to swim with the campers during Free Swim. Some caveats: There must always be at least one posted lifeguard outside the pool, and not all the “lookouts” can go in the pool. Half must stay outside the pool and continue to look out.
- Having the staff go in the pool with the campers is a positive outcome activity, but the staff have to understand they must obey the pool rules with the campers. While in the pool, the Positive Role Model Policy is still in effect. Staff participating in free swim the campers is not an invitation for bedlam and horse play. Just the opposite, campers cannot jump on the backs of staff or engage in activities that is inappropriate or against the rules. And staff must not allow it.
- The Camp Evergreen pool is not a bath tub. It shall not be used to cleanse dirt or mud, as well as face paint or anything else. Staff, as well as campers, must take a cleansing shower before going in the pool.

Operating procedures at Pond

- Pond Specialist or an authorized substitute is in charge of safety at the Pond area.
- Pond Specialist must be trained in the use of personal protection equipment and devices used to assist all aquatic locations, must possess the skills necessary in the areas of canoeing and row boating, and be able to perform a water rescue if necessary.
- Prior to each use of the boating equipment, the Pond specialist will orient the campers on the proper use of the boats. Included in this training is how to board and disembark from the craft, including maintaining three points of contact at all times.
- The Pond Specialist will instruct campers and staff on the proper fastening and use of PFDs.
- All Unit I campers, at-risk & non-swimmers will wear PFDs even if not using row boats in accordance with *Christians Law*. *see official camp policies regarding *Christain's Law*.

- There will also be instruction for both campers and staff on how to secure the boats to the dock and how to properly use the boats while on the water.
- There should be a staffing ratio between staff and campers of 1:5 at all times with no less than 2 staff. Pond Specialist will utilize non-lifeguards as “eyes on the pond” or “lookouts”.
- Broken equipment should be brought to the director’s attention as soon as possible.
- The Pond shed will be kept in a clean and safe state with only staff allowed inside.
- All campers and staff using boats, as well as campers on the dock, will be required to wear life jackets.
- Pond specialist will ensure all life jackets, boats, paddles and the area including the dock is kept maintained and in good working condition at all times.
- Pond specialist will assist with canoe trips and fishing derbies.
- Pond specialist will monitor behavior on pond, making sure all lifejackets are worn and no horseplay takes place on or at the pond.
- Campers will be frogging at the pond. They must be monitored to make sure they are behaving appropriately and treating the frogs respectfully without harming them.
- Boats will be pulled ashore and stacked neatly. All life jackets will be put away neatly every Friday afternoon.
- In case of injury to a camper, emergency first aid will be provided. If a neck, back, or broken bone injury is not suspected, the counselor will bring or transport the camper to the nurse’s office. If a neck, back, or broken bone injury is suspected, the camper will be kept calm by a staff member. The nurse and/or Camp Director will be notified and brought to the scene where they will assess the situation and act accordingly. Inventory will be turned in at the end of the summer.

Operating Procedures at Arts & Crafts

- Arts & Crafts Specialist or an authorized substitute is in charge of safety at the Camp Craft area.
- There should always be a staffing ratio between staff and campers of 1:5 at all times with no less than 2 staff.
- When not in use scissors, snips, and any other materials that may be considered dangerous will be stored in a locked cabinets. Broken equipment should be brought to the director’s attention as soon as possible including any plumbing issues.
- The Arts & Crafts building will be kept in a clean and safe state with only scheduled groups allowed in. When not in use and vacant, the building will be kept locked.
- Arts & Crafts specialist needs to be aware of water faucets at Nature and that they are on or off as necessary. Leaks or faulty equipment must be reported immediately.
- Glue guns will be used safely and correctly by instructor only and stowed properly when not in use.
- In case of injury to a camper, emergency first aid will be provided. If a neck, back or broken bone injury is not suspected the counselor will bring or transport the camper to the nurse’s office. If a neck, back or broken bone injury is suspected, the camper will be kept calm by a staff member. Then nurse and or Camp Director will be notified and brought to the scene where they will assess the situation and act accordingly.

Operating Procedures at Nature

- Nature Specialist or an authorized substitute is in charge of safety at the Nature area.
- There should always be a staffing ratio between staff and campers of 1:5 at all times with no less than 2 staff.
- Broken equipment should be brought to the director’s attention as soon as possible. Also, the Nature Specialist is responsible for the watering and feeding of any animals kept at Nature and

- needs to notify Debby in writing as food or supplies get low a week before food runs out.
- Nature specialist needs to be aware of water faucets at Nature and that they are on or off as necessary. Leaks or faulty equipment must be reported immediately.
- The Nature overhang will be kept in a clean and safe state. Only staff allowed in cabinets which are also kept in a clean and safe condition.
- All campers and staff using boats will be required to wear life jackets. Although Nature Specialist is not directly in charge of pond, he or she must be aware of the pond and safety rules.
- In case of injury to a camper, emergency first aid will be provided. If a neck, back or broken bone injury is not suspected the counselor will bring or transport the camper to the nurse's office. If a neck, back or broken bone injury is suspected, the camper will be kept calm by a staff member. Then nurse and or Camp Director will be notified and brought to the scene where they will assess the situation and act accordingly.

Operating Procedures at Sports

- Sports Specialist is in charge of the softball field, soccer field, Volleyball court and basketball courts as well as all associated equipment.
- There should always be a staffing ratio between staff and campers of 1:5 at all times with no less than 2 staff.
- Broken equipment should be brought to the director's attention as soon as possible.
- The Sports sheds will be kept in a clean and safe state with only staff allowed in.
- The Sports Specialist is responsible for all sporting equipment at camp and needs to ensure all staff put away supplies when done including balls, bats, gloves, roller racer equipment, hockey sticks, helmets and any other sporting equipment. Sports specialist is authorized to monitor staff to ensure all equipment is utilized and put away properly.
- Sports specialist will ensure all equipment is kept maintained and good working condition at all times. Equipment that needs to be replaced will be disposed of properly and new equipment is ordered.
- Sports specialist need to be aware of water faucets at Sports areas and that they are on or off as necessary. Leaks or faulty equipment must be reported immediately.
- Sports specialists will make sure equipment is put away daily and is good condition for the weekend. Fields will be lined weekly.
- On occasion, camp will offer cheerleading or gymnastics or other specialized outside the sports specialist purview. The Director will make sure these sports are properly supervised by a staff person with specific training in that area with general supervision by the Sports Specialist. These activities will only be offered when a staff person with the specific training, experience and qualifications step up and their ability is confirmed. If lifts are involved, a spotter must be utilized.
- In case of injury to a camper, emergency first aid will be provided. If a neck, back or broken bone injury is not suspected the counselor will bring or transport the camper to the nurse's office. If a neck, back or broken bone injury is suspected, the camper will be kept calm by a staff member. Then nurse and or Camp Director will be notified and brought to the scene where they will assess the situation and act accordingly.

Operating Procedures at Tennis

- Tennis Specialist or an authorized substitute is in charge of safety at the Tennis courts.
- There should always be a staffing ratio between staff and campers of 1:5 at all times with no less than 2 staff.
- Broken equipment should be brought to the director's attention as soon as possible.
- The Tennis shed will be kept in a clean and safe state with only staff allowed in.

- The Tennis specialist should not leave his area to play basketball or other sports.
- The Tennis Tower will be used as rainy area on rainy days or by a scorekeeper/judge during matches. This is not a hangout, and campers in the tower must be closely supervised.
- Tennis specialist will ensure tennis racquets and nets kept maintained and good working condition at all times, and there is a plentiful supply of tennis balls. Occasionally campers will go on ball hunts to get tennis balls hit off the courts. When campers do these ball hunts, they must be supervised.
- Tennis specialist need to be aware of water faucets at Pine Grove and that they are on or off as necessary. Leaks or faulty equipment must be reported immediately. Also, if the jugs of water are used, Tennis specialist must make sure cups are stocked so that no one is sharing cups, and all cups are disposed of properly.
- Tennis Specialist is responsible for general upkeep of courts and will blow off courts with blower as needed and every Friday. Also, Tennis specialist will squeegee courts as needed or ask for help getting it done.
- In case of injury to a camper, emergency first aid will be provided. If a neck, back, or broken bone injury is not suspected, the counselor will bring or transport the camper to the nurse's office. If a neck, back, or broken bone injury is suspected, the camper will be kept calm by a staff member. Then nurse and/or Camp Director will be notified and brought to the scene where they will assess the situation and act accordingly.

Operating Procedures at Drama

- Drama Specialist or an authorized substitute is in charge of safety at the Drama area.
- There should always be a staffing ratio between staff and campers of 1:5 at all times with no less than 2 staff.
- Broken equipment should be brought to the director's attention as soon as possible. This includes audio equipment such as speakers and microphones used for All Camp Get-Togethers.
- The Drama Closet will be kept in a clean and safe state with only staff allowed in.
- All costumes and props borrowed from the closet in the Old Barn need to be kept in a neat and clean condition. When finished, they all be returned immediately to the storage closet in the Barn and not kept any longer than necessary at the Outdoor Theater.
- Drama specialist needs to keep all chairs at drama in good condition and make sure anything brought to the All Camp Get Together on Friday is put away.
- In case of injury to a camper, emergency first aid will be provided. If a neck, back or broken bone injury is not suspected the counselor will bring or transport the camper to the nurse's office. If a neck, back or broken bone injury is suspected, the camper will be kept calm by a staff member. Then nurse and or Camp Director will be notified and brought to the scene where they will assess the situation and act accordingly.

Non-Specialist activities:

Operating Procedures at Mini-Golf

- There is no specific person in charge of the mini-golf area. Therefore all staff assigned/scheduled to the area are responsible for its upkeep.
- There should always be a staffing ratio between staff and campers of 1:5 at all times with no less than 2 staff.
- Equipment issues including maintaining an appropriate amount of golf balls should be brought to the director's attention as soon as possible.

- All clubs, balls and horseshoes need to put away after use.
- All rules must be followed: No driving or chipping using the clubs for any other purpose but putting on the greens is allowed. No back swings allowed. No hitting the ball off the green.
- All equipment should be used as part of its intended purpose. ie. golf clubs are not shovels.
- In case of injury to a camper, emergency first aid will be provided. If a neck, back or broken bone injury is not suspected the counselor will bring or transport the camper to the nurse's office. If a neck, back or broken bone injury is suspected, the camper will be kept calm by a staff member. Then nurse and or Camp Director will be notified and brought to the scene where they will assess the situation and act accordingly.

Operating Procedures at Trolleys

- Trolleys is a playground area located in the center of camp. The trolleys consists of climbing structures and swings. This area has been part of camp for 45 years.
- There is no specific person in charge of the Trolleys. Therefore all staff assigned/scheduled to the area are responsible for its upkeep.
- There should always be a staffing ratio between staff and campers of 1:5 at all times with no less than 2 staff.
- Broken equipment should be brought to the director's attention as soon as possible.
- This area needs to be cleaned up; all trash thrown away and cards returned to office.
- In case of injury to a camper, emergency first aid will be provided. If a neck, back or broken bone injury is not suspected the counselor will bring or transport the camper to the nurse's office. If a neck, back or broken bone injury is suspected, the camper will be kept calm by a staff member. Then nurse and or Camp Director will be notified and brought to the scene where they will assess the situation and act accordingly.

Operating Procedures at Sandbox and Swings/Front Lawn

- There is no specific person in charge of the Sandbox and Swings/Front Lawn. Therefore, all staff assigned/scheduled to the area are responsible for its upkeep.
- There should always be a staffing ratio between staff and campers of 1:5 at all times with no less than 2 staff.
- Broken equipment should be brought to the director's attention as soon as possible.
- Although some campers aren't going use to use the playground equipment or play cards, staff is responsible for the overall safety of the area and remain vigilant. Although it IS appropriate for staff to play cards with campers, staff must always pay attention. One staff can run card games with the kids while another watch the campers.
- This area is not a period off. Staff should still be engaged with kids and not focused on each other.
- This area needs to be cleaned up; all trash thrown away and cards returned to office.
- In case of injury to a camper, emergency first aid will be provided. If a neck, back or broken bone injury is not suspected the counselor will bring or transport the camper to the nurse's office. If a neck, back or broken bone injury is suspected, the camper will be kept calm by a staff member. Then nurse and or Camp Director will be notified and brought to the scene where they will assess the situation and act accordingly.

Operating Procedures at the Volleyball Net

- There is no specific person in charge of the Volleyball area. Therefore, all staff assigned/scheduled to the area are responsible for its upkeep.
- There should always be a staffing ratio between staff and campers of 1:5 at all times with no less than 2 staff.
- Broken equipment should be brought to the director's attention as soon as possible. Although

some campers aren't going use play, staff is responsible for the overall safety of the area and remain vigilant. Although it IS appropriate for staff to play cards with campers, staff must always pay attention. One staff can run card games with the kids while another watch the campers.

- This area needs to be cleaned up; all trash thrown away and cards returned to office.
- In case of injury to a camper, emergency first aid will be provided. If a neck, back or broken bone injury is not suspected the counselor will bring or transport the camper to the nurse's office. If a neck, back or broken bone injury is suspected, the camper will be kept calm by a staff member. Then nurse and or Camp Director will be notified and brought to the scene where they will assess the situation and act accordingly.

Operating Procedures at the Basketball Courts

- There is no specific person in charge of the courts. Therefore all staff assigned/scheduled to the area are responsible for its upkeep. However, the Sports Specialist has authority over the area and will follow up to make sure the area is maintained. Also, the Tennis Specialist maintains a general overview for the area.
- There should always be a staffing ratio between staff and campers of 1:5 at all times with no less than 2 staff.
- Equipment issues specifically having enough basketballs and broken equipment should be brought to the director's attention as soon as possible. Although some campers aren't going to play, staff is responsible for the overall safety of the area and remain vigilant. Although it IS appropriate for staff to play cards with campers, staff must always pay attention. One staff can run card games with the kids while another watch the campers.
- All pick-up games should involve campers and staff, and just not staff playing each other.
- This area needs to be cleaned up; all trash thrown away and cards returned to office.
- Occasionally, a staff person may offer boarding, in-line skating or blading. When these activities are offered, helmets, knee pads, elbow pads and wrist guards must be worn.
- In case of injury to a camper, emergency first aid will be provided. If a neck, back or broken bone injury is not suspected the counselor will bring or transport the camper to the nurse's office. If a neck, back or broken bone injury is suspected, the camper will be kept calm by a staff member. Then nurse and or Camp Director will be notified and brought to the scene where they will assess the situation and act accordingly.

Optional Activities

Horseback Riding

Horseback riding has become more popular with each year at camp. It is also an activity that requires attention and cooperation of all staff in camp. Campers who have horseback riding will be taken just before lunch to eat with other horseback riders and subsequently transported down the street in North Andover to attend Horseback riding lessons at Windkist Farm, a licensed stable. All riding instructors used by a recreational camp for children whether staff of the camp or of another facility used by the camp, shall be licensed in accordance with M.G.L. c. 128, § 2A. To prepare your camper for his/her lesson, have the camper change into his/her riding gear just before lunch. Riders must wear hard hat and boots with a hard heel. These boots provide protection from being stepped on by the horses and preventing their feet from being wedged into the stirrups. Campers should not have wet bathing suits on underneath their clothes. Counselors must plan accordingly. There must be one certified instructor per 10 campers and camp must provide a minimum of two staff people. Because no staff may be alone with campers, the driver who goes to horseback riding will have another staff person with him. Windkist staff do not count towards maintaining our proper ratio, it must be Camp Evergreen staff.

Fishing Derbies

Two fishing derbies occur each session; a unit II fishing Derby and a Unit III fishing Derby. All fishing Derbies take place in the Harold Parker State forest, typically at Frye Pond, just across from the camp. The Pond Specialist is in charge of organizing the fishing derby. The Pond Specialist will work with the Unit leaders to choose the staff who will be attending the fishing Derby to achieve the 1:5 ratio. The Pond Specialist is responsible for getting back at the proper time after the Derby. A lifeguard will always attend the Fishing Derby. A Fishing Derby sign up and practice occurs prior to the day of the derby.

What To bring:

- Cell phone
- An attendance list with any pertinent health information for campers or staff attending the fishing derby.
- First Aid kit: First aid kits shall contain emergency first aid supplies to meet the needs of the campers and staff, including but not limited to non-perfumed soap, sterile gauze squares, compresses, adhesive tape, bandage scissors, triangular and rolled bandages, a mask with a one way valve, tweezers, a cold pack and barrier protection gloves, preferably of non-latex composition.
- Whistles
- Worms.
- Fishing tackle Box.
- Poles and sticks for the kids.
- Campers should get bug sprayed before they go.
- Check with the secretary and Nurse for any children who may have scheduling conflicts such as horseback riding or medical issues.

Schedule

- Meet after lunch.
- Take attendance.
- Have children “buddy up”
- While crossing the street, one staff person is to serve as a “crossing guard” while the remaining staff people safely escort children across the street.
- While hiking the short distance to Bass Rock, position one staff person at the front, one at the end, and the remaining staff dispersed through the procession.
- Maintain a 5 to 1 ratio including 2 people from each Unit, with no less than 2 staff members for as little as one camper.
- Continuously take headcounts.
- Return to camp after 2 periods.
- Unit III campers can attend the Unit II swim. Unit II campers will attend their normal swim period.

Canoe Club

Two canoe club excursions into the Harold Parker State Forest are held each session; a Unit II canoe trip and a Unit III canoe trip. All canoe excursions take place in the Harold Parker State forest, either at Frye Pond for Unit II or Fields Pond for Unit III. The Pond Specialist is in charge of organizing the

Canoe Club excursions.

A health care supervisor will attend all Canoe Club excursions. The Health Care Supervisor will obtain a list of all the campers and their medical histories before the excursion from the nurse. The HCS will also obtain a complete first aid kit to bring on the excursion. The health care supervisor will be in charge of securely storing and administering first aid and any medications during the excursion. The health care supervisor works in tandem with the Excursion Coordinator to safely conduct off campus adventures.

Permission slip is sent to parents prior to the date of departure stating the itinerary of the excursion. Whenever feasible, notification shall be provided to parents and guardians to any changes to itinerary prior to departure.

Prior to each canoe excursion, the Pond Specialist will have "Canoe Club" training for all campers and staff going on the excursion. Included in this training will be how to properly fasten a PFD, how to properly transport canoes from the trailer to the pond and how to properly put the boats in the water. Training will also include how to get in and out the boat, utilizing three points of contact. The campers will also be trained in what to do if the canoe capsizes. The campers will have the opportunity to practice in the camp pond during the training.

Canoe Club excursions will take place on the days they are scheduled. A lifeguard will be assigned by the Aquatics director in conjunction with the Pond Specialist.

Canoe excursions will be appropriately staffed maintaining camps 5:1 ratio. The Pond Specialist and two other drivers who have the proper qualifications by both the camp and the state will drive if the excursion requires.

The Pond Specialist will coordinate with the unit leaders and head unit leader to make sure all areas from where he takes staff are covered.

The Canoe Club will use the Camp Evergreen Canoes, life jackets, and paddles. Little Jim may rent extra supplies if needed.

The campers leaving at the end of each particular session have priority to come on the canoe excursion. However, there may be more canoe excursions depending on the level of interest among the campers.

All people while canoeing, including staff, must wear PFDs (life jackets).

When the canoe club returns to camp after the excursion, campers should be brought to the pool for free swim. They must be brought, not sent. Ideally, canoe club should return during Unit 2 swim at the beginning of the period. Canoers must not be allowed to disperse around camp.

All campers on the excursion must have a designated "buddy" or "buddies" before leaving the camp grounds. A camper's buddy or buddies are designated at the Canoe Club meeting, which is held on a day or two days prior to the day of the actual canoe excursion. The campers who share a canoe will be buddies. For instance, if there are two or three campers in a canoe, then those two or three campers must stay together on the trip, in the same way buddies must stay together in the pool area during free swim at camp. If there are four campers in one canoe, then those four campers will become two sets of two buddies. In the case that any camper is not with their buddy, a staff member

on the canoe trip should ask that camper where their buddy is.

There must always be at least one counselor in a canoe if there are campers in it. Each counselor must know each camper in their canoe, and where each camper is at all times on the trip. If a counselor notices a camper wandering off, s/he must go and either bring back the camper, or else find out where the camper is going. At all sites where campers are allowed in and out of the canoes, all counselors must take attendance when exiting and entering the canoe with their campers. When leaving a site to go to another site, all campers must be accounted for before allowing any canoes to leave.

There must always be a lifeguard present during canoe trips and monitoring the area where swimming is allowed. The lifeguard will periodically do a "buddy call" (see lost swimmer protocol) to check that all campers are present and/or accounted for during the designated swim time. If a camper is unaware of the location of their buddy, that staff member should alert the lifeguard present that there is a missing camper, the following must then occur:

1. Make a buddy call
2. Check that all campers are with their buddies
3. Recognize that a camper is missing
4. Find out the identity of the missing camper
5. Alert corresponding staff member to whom camper is assigned, and inquire as to the location of the camper
6. If location of camper is unknown, notify Pond Specialist, then assign other staff members to aid in search and contact the camp director. Some staff will be assigned to keep campers occupied and calm.
7. Search in all locations the lost camper occupied in the last hour
8. If the camper is still not found, the Pond Specialist will call 911 and camp

Checklist for Canoe Club Excursions:

- A cellular phone
- An attendance list with any pertinent medical information for campers and staff attending the trip.
- First aid kit. First aid kits shall contain emergency first aid supplies to meet the needs of the campers and staff, including but not limited to non-perfumed soap, sterile gauze squares, compresses, adhesive tape, bandage scissors, triangular and rolled bandages, a mask with a one way valve, tweezers, a cold pack and barrier protection gloves, preferably of non-latex composition.
- Water
- Cups
- Campers' lunches
- Whistles

Camper and Staff Decorum When Off of Camp Property

Staff must remember that they are the representatives of Camp Evergreen when they are with campers and off Camp grounds. All rules and regulations of Camp are applicable to activities outside of Camp. Campers are expected to stay together as a group. A ratio of 1:5 is to be maintained between staff and campers, and no fewer than 2 staff members are to supervise campers. It is the responsibility of the staff to make sure the group is contained as well providing security from outside individuals. They are also responsible for knowing the health concerns of campers. Staff are also

responsible for bringing all necessary items on any off campus excursion (see checklist below). If a camper is missing or has become separated from the group, 911 is to be called first then the Camp office is to be called at (978) 475-2502. Counselors are to keep kids calm and together, and speak to no one but emergency personnel/ Camp personnel regarding the situation.

Checklist for all off campus excursions

- Cell Phones for camp use.
- First aid kit.
- Whistles.
- Supplies specifically needed for that trip.
- An attendance list which includes the medical issues of campers and staff participating in the excursion.

III. Camp Evergreen Official Policies

Camp Evergreen expects all staff to fulfill the stipulations of their contractual obligations. Included in this the job description of their specific job, the job description of their area of expertise be it a counselor or specialist or other and the general job description of the Camp Evergreen staff. Part and parcel of this is conforming to all Camp Evergreen policies. Camp Evergreen staff members are employed at will and can be terminated at management's discretion. A serious infraction of Camp Evergreen's policy, especially if the act endangers campers can lead to termination without warning. Staff are all evaluated by the end of the summer and this evaluation can be a key factor in whether or not a staff person is invited back. All decisions made by management is final.

Drug, Alcohol, and Recreational Marijuana Policy

- Staff may at no time consume legal or illegal controlled substances on camp property, including alcohol or marijuana. Possession of drugs on camp property is grounds for immediate termination. Suspicion of drug possession *will* be investigated.
- Staff may at no time be under the influence before they arrive at camp, or leave camp and then come back under the influence. The drug, alcohol, and marijuana policy will be in effect for all staff at the Late Nights. *This includes visiting staff who are not part of the event and will be leaving after the campfire, and staff who are putting on any kind of special presentation at the campfire.* Staff who are not part of the event staff, but are present must adhere to the drug and alcohol policy with no exceptions.
- Staff who are in violation of the drug, alcohol and marijuana policy will be asked to leave the camp grounds. Use of illegal controlled substances will be reported to the authorities. Any violation of the drug, alcohol, and marijuana policy by underage staff will be reported to the staff member's parents.
- Staff in violation of the drug, alcohol and marijuana policy will be immediately terminated.
- Both physician-prescribed drugs and over the counter medicine must be kept in the nurse's office, where it will be administered by the nurse.
- When you are on camp property, you must be sober with no exceptions.

Camp Evergreen Suspected Abuse Policy

It is the responsibility of the Camp Evergreen staff is be on the lookout for any possible signs of abuse. Swim time, either when they are in the pool or changing, is a key time to check for abuse. Counselors must understand that they are mandated to be in the changing area when campers change.

PROCEDURES FOR SUSPECTED CHILD ABUSE

Any staff member suspecting an incidence of child abuse or neglect, whether it occurred at the Camp or off-site, shall immediately report to administration (Director, Unit Leader, Specialist Coordinator, and/or nurse) immediately. The camp shall cooperate with all official investigations.

Any member of staff who suspects abuse or neglect must produce a written report stating:

- 1) Their name (optional)
- 2) The child's name
- 3) Time of incident
- 4) The related program activity, if the incident took place at Camp

This report **MUST** be given to a member of the Administration. The Administrator will then send the report, called a 51A, to the Department of Social Services within 48 hours. The camp director will provide written notification to the Massachusetts Department of Public Health (MDPH) and Andover BOH that a 51A report has been filed.

Department of Social Services
11 Lawrence Street
Lawrence, MA 01842
The Child Abuse Hotline 978-689-2688

A copy of the report will be kept on file. If the incident involves a staff person, the camp will ensure this staff person does not work directly with campers until the Social Services investigation is completed.

Camp Evergreen Cigarette and Tobacco Policy

- Staff may not, at any time, smoke or use tobacco products in any form, including nicotine delivery systems (e.g. *electronic cigarettes*) on camp property. The only exception to this rule is for smoking cessation products approved by the U.S. Food and Drug Administration. Possession of cigarettes or electronic cigarettes on camp property is grounds for immediate termination. Staff may at no time leave camp to smoke. The cigarette policy will be in effect for all staff at the Late Nights. *This includes visiting staff who are not part of the event and will be leaving after the campfire, and staff who are putting on any kind of special presentation at the campfire.* Staff who are not part of the late night staff, but are present at the late night must adhere to the cigarette policy with no exceptions.
- Staff who are in violation of the cigarette policy will be asked to leave the camp grounds. Any violation of the cigarette policy by underage staff will be reported to the staff member's parents. Staff in violation of the cigarette policy will be immediately terminated.

Appropriate Discipline Methods and Prohibitions

Camp Evergreen offers a safe environment for all campers and staff: Discipline and guidance shall be consistent and based upon an understanding of the individual needs of a child. Camp's goal is to maximize the growth and development of its campers and to protect the group and individuals within it. Corporal punishment, including spanking, is prohibited.

- No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse
- No camper shall be denied food, water or shelter as a form of punishment
- No child shall be punished for soiling or wetting themselves, or for not using the toilet
- Inappropriate disciplinary techniques shall be avoided by staff

The official discipline procedures for staff are as follows:

- When facing an issue with a camper, the staff person should first try to resolve the conflict by taking the camper aside and talking with them. Setting them aside from the rest of the group prevents them from being embarrassed in front of their peers, making them more willing to listen and communicate. Allow some give and take; the camper may have some valid points to make. Listen to their words; don't just lecture them. They need to know that what they have to say is important.
- Use your best judgment. If the matter seems serious or if you are unsure about what to do, ask for assistance and guidance from a unit leader or a more experienced staff member. Remember never to leave the main group unsupervised while disciplining a camper or seeking help. Your area and group must always be covered.
- If a camper continues to be uncooperative and is disrupting the group, s/he should be put in "Time Out." A "Time Out" at Camp Evergreen means the camper will sit aside, away from the activity as well as the other campers, but still well within your line of sight. Sometimes, letting or making a camper sit out quietly for a while will calm them down and help them as s/he becomes more willing to listen. Set up an exact period of time for which the camper will be in time out. At the end of the time period (one minute, five minutes, whatever seems appropriate), try to

communicate with the camper once again.

- If, after multiple time outs, the problem still exists to the point where the group is being severely disrupted, the camper will then be brought up to the office for an extended time out. Always document extended time outs in the "Documentation Book" which is located in the office.

The *Documentation Book* is a useful tool for persistent camper problems. Its use is mandatory for all campers sent to the office. All disciplinary action must be documented by the counselor. This is for two reasons:

1. Your protection. The discipline book is a written history of a disciplined camper. If a camper has been presenting consistent problems and you are forced to discipline often, then this must be documented. When everything is documented Jim has something to refer to if a parent calls to find out what is going on.
2. The documentation book informs Jim about issues that have occurred.

Communication with parents happens quite often after camp is over or before camp starts with phone calls to Jim or conversations at parent pick-up/drop-off. A camper's counselor may not be around when their parent decides to talk to Jim, which is why it is essential to inform him of any consistent problems or issues. He will work with the parents to resolve the issue and determine whether direct communication between parent and counselor is necessary. No communication to parents should happen without Jim's knowledge or consent. If a parent is to be called, Jim will call or delegate the responsibility to call. We will work together with parents as problems develop.

From the Camp Evergreen FAQ sheet

"Camp Evergreen counselors' job is to ensure that your child has a great summer. There are times when we do need to set strict rules for misbehavior such as wandering, swearing, fighting, and rude behavior. Camp Evergreen has a "zero tolerance" policy in effect towards bullying and hazing. When it comes to disciplining your child, there is a limit as to what our counselors are allowed to do. A short outburst of misbehavior will result in a "time out" at the activity. Any further problems will mean "time-outs" at the office. If these problems continue, then parents will be notified and asked to correct the unacceptable behavior. If the problems persist even after parental intervention, the child will not be allowed to return to Camp. There will be no refund for the time lost due to behavioral problems. A more expansive look into our discipline procedure is available upon request."

Hazing/Bullying

According to Massachusetts general law, Hazing is defined as "any conduct or initiation which willfully or recklessly endangers the physical or mental health of another person. Such conduct includes ANY verbal treatment or physical forced activity that will adversely affects physical health or causes mental stress."

Bullying is defined as "the repeated use of a written, verbal or electronic expression or a physical act or gesture on someone that causes (1) physical or emotional harm or damage to one's property, (2) someone to fear about harm or possible property damage, (3) a hostile environment." This would include cyber-bullying that takes place outside of camp grounds but the effects are brought into camp.

Positive Role Model Policy

Camp Evergreen strives to maintain a professional atmosphere for its staff and campers. Our staff members have standards to conform to as members of the Camp Evergreen family. Camp needs to be both physically and emotionally safe. Staff must be positive role models because campers will try to emulate them. Parents send their children to camp with the assumption that camp will be and must always be an enriching and nurturing experience. Staff must focus on the campers and not socializing with

other staff. Staff needs to respect the cultural and religious background of their campers.

Be a good role model:

- Show camp Spirit
- Support other staff
- Use language that is appropriate; neither foul nor abusive and easily understood by campers. If a camper gets in trouble, make sure the camper understands why action was taken.
- Accept campers into your group that stand out from the other campers and welcome them into the mainstream of your group activities.
- Treat everyone the way you would expect to be treated, and make sure your campers do so as well.
- Don't embarrass individuals and/or groups.
- Make eye contact and be open and communicative.
- Discourage and correct and avoid behaviors that include teasing, disrespectful behavior, belittling or intimidation. Don't allow bullying and don't be a bully.
- Keep in mind the age of your campers as well as their individual cognitive and developmental needs.
- Call campers by their proper names or by their preferred nickname. Beware of nicknames that could be construed as insulting or degrading.
- Don't talk about adult things in camp. The trees have ears; all subject matter will most likely be overheard, and therefore must be kept camp appropriate.
- Respect other staff members by assisting at and playing along with the program they are offering. This involves counselors helping out at specialist periods in both the morning and the afternoon. They can do this by asking questions, getting the campers to ask questions, getting involved with the activity and, overall, just being attentive.
- Know, understand and conform to all Camp Evergreen Policies.
- Always show good sportsmanship.
- Put safety first.
- Be an active participant in All-Camp-Get-Togethers and at AM and PM Flagpole.
- Make sure the area is left better than you found it.
- Adhere to the Camp Evergreen dress code.

Camp Evergreen Dress Code Policy

The Camp Evergreen dress code consists of staff shirts to be worn Monday-Thursday by all staff. Attire on Fridays needs to be consistent with or agreeable to the theme of that particular "crazy dress-up" day as defined in the summer calendar. If you do not dress up on Friday, you must wear your Staff shirt. If you look at an article of clothing and question whether or not you should wear it at camp, then don't wear it. If you question it, chances are parents will as well.

Specific aspects of the Camp Evergreen Staff Dress Code:

- Earrings should be studs and not hoops. This is a safety issue, since dangling jewelry is more likely to get torn out during sports, hikes, or other activities at camp.
- Clothing should professional in appearance but comfortable. Staff must be covered up appropriately at all times.
- Footwear should allow for athletic movement.
- Sneakers are preferable. "Croc" style sandals or hiking boots are acceptable. No flip flops or open toed sandals.
- One should not be barefoot anywhere but in the pool area.
- Bathing suits are required for all staff working in the pool area. This includes all pool staff, counselors and CIT's

- Bathing suits must be one piece for woman and boxer style for men.

Camp Evergreen Sexual Harassment Policy

It is the goal of Camp Evergreen to promote a work place that is free of sexual harassment. Sexual harassment of employees occurring in the work place, or in other settings in which employees may find themselves in connection to camp, will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment, or retaliation against individuals for cooperating in an investigation about a sexual harassment, will not be tolerated. To achieve our goal of providing a work place free from sexual harassment, the negative conduct that is described in this policy will not be tolerated. We have provided a procedure to deal with inappropriate conduct, should it be encountered by employees.

Because Camp Evergreen takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment. Where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as necessary. Please note that while this policy sets forth goals of promoting a work place that is free of sexual harassment, this policy is not designed or intended to limit our authority to discipline or take remedial action for work place conduct that is unacceptable, regardless of whether or not that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is: "*sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:*

- a) submission to or rejection of such advances, requests or conduct is either made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

The legal definition of sexual harassment is broad. In addition to the above examples, other sexually oriented conduct (whether it is intended or not) that is unwelcome (and has the effect of creating a work place environment that is hostile, offensive, or humiliating to male or female workers) may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of unwelcome conduct which may constitute sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- a) unwelcome sexual advances, whether or not they involve physical touching
- b) sexual epithets or jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess
- c) displaying sexually suggestive objects, pictures, or cartoons
- d) unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments
- e) inquiries into one's sexual experiences or lack thereof
- f) discussion of one's sexual activities

Complaints of Sexual Harassment

If any of our employees believe that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with the camp administration. This may be done either verbally, or in writing.

When we receive the complaint, we will promptly investigate in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practical under the circumstances. Our investigation will include a private interview with the person filing the complaint, as well as with any witnesses. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, imposing disciplinary action where it is appropriate.

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances. In addition to the above, if you believe you have been subject to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of these agencies has a short time period for filing a complaint.

U.S Equal Employment Opportunities Commission (EEOC)
1 Congress Street 10th floor
Boston, MA 02114
617- 565- 3200

Mass. Commission Against Discrimination (MCAD)
1 Ashburton Place-Rm 601
Boston, Ma 02108
617-727-3990

Camp Evergreen Cell Phone and Privacy Policy

- A Camp Evergreen staff person's job description requires one to be constantly interacting with campers and other staff members. Phones should remain the staff person's car. If no car, the phone may be stored in the office, and pick it up at the end of the day. All incoming calls can be sent to the camp office at 978-475-2502. The message will be passed onto the staff. Failure to adhere in this policy will result in a meeting with the Camp Director to discuss proper disciplinary action.
- Most cell phones, iphones, smart phones etc. have the capacity to take pictures. This means we are required to be extra vigilant regarding the privacy of campers and the problems that arise with camera phones. Campers cannot have cameras in the changing areas, whether they are camera phones or not, because we cannot have pictures taking when/where kids are changing. Although we understand campers want pictures of their friends we make sure all pictures are appropriate.
- Although we know and require staff to form bonds with the campers, they shouldn't keep permanent pictures of the campers and should not post them to their Facebook pages or other forms of media. In this day and age, it is a violation of their privacy.
- In other privacy related issues, the Camp Office is not permitted to give out phone numbers or addresses of campers. Although campers may make their own arrangements, camp staff may not facilitate such information exchange.
- Even though Camp respects each camper's privacy, on rare occasions we may need to do a search to find stolen items. On these rare occurrences, we do reserve the right to do a "search and seizure" in campers bags to find missing or stolen items.
- *Exceptions to cell phone policy:* The Unit leaders, the Specialist Coordinator, the Director of Staff Development and other key staff as assigned by the Director will have cell phones as part of their job description. Out of camp trips such as canoe, fishing and hikes are required to have cell phones as part of their organization prior to the trip.

Media Policy

In the event of an incident where public inquiries or investigation could occur, all matters will be forwarded to the Camp Director, Jim Loscutoff, only. Persons claiming to be with media, insurance companies, or similar public agencies are considered *intruders* and are to be immediately brought to the camp office. They may not be on camp grounds un-escorted. The Director will be notified and greet person at the office. In the event of an injury requiring an insurance investigation for example, the Camp Director must be with said persons. No information of any kind may be released until director is present.

Camp Evergreen Intruder Policy

Camp must have a written policy and procedure regarding any real or perceived threat by an intruder or unregistered guest. Any individual, adult or child, not associated with Camp Evergreen is considered an unregistered guest. Once on the premises, they must report immediately to the Office to register. The Individual will verify the nature and purpose of the visit, signing in and providing identification, if necessary. It is the responsibility of all staff to identify any individual not associated with the camp that is on the premises, verify the purpose of the visit and report to the Camp Director. If the guest is here for a tour of the camp grounds, then a staff person will be assigned to them throughout their stay. If a parent or guardian arrives early to pick up their child, a staff member retrieves their child while the parent or guardian signs out the child and waits in the office. If there is any real or perceived threat from an intruder or unregistered guest, the Camp Director will determine the appropriate course of action. The Staff's primary responsibility is to keep the campers safe, i.e. removing them from the area of conflict and notifying the Camp Director about the situation. Campers must always be accompanied by a Staff member. Campers will be made aware of the intruder policy as part of their Monday Mini-Orientation. This policy will be covered at Staff orientation.

Personal Sports Equipment Policy

Outdoor Sports Equipment, such as fishing rods, bats, hockey/lacrosse sticks, or archery equipment may be brought to Camp, but only in the case of specifically offered activities or ongoing leagues or tournaments. These sports items surrendered to the traffic team and/or director will deliver to the appropriate specialist. General sporting equipment will be stored by the Sports Specialist when not in use. Baseball gloves may be kept in a Camper's cubby. Tennis racquets shall be stored by the Tennis Specialist. Fishing Equipment may only brought in the case of programmed fishing derbies. The morning transportation staff will label this equipment and store properly for its future use. The afternoon transportation staff will see it returned to the camper and carefully stowed in the parent's vehicle.

Animals

The only pets allowed in camp are pets owned by the Loscutoff family. Campers and staff are not permitted to bring their own animals camp. On rare occasions, the camp may provide some sort of presentation involving animals. Such presentations will be provided by individuals or groups with appropriate documentation and only under the expressed consent via a contract by the owner/operator. Horseback riding is provided by the camp at additional cost but off site and supervised by licensed professionals.

Personal Weapon Policy

Weapons are not allowed at Camp Evergreen, with two possible exceptions. If the camp offers a whittling program but even in this case, Camp Evergreen will provide the knives. Campers are not permitted to provide their own. Campers with the expressed consent of the director and archery specialist may bring bows. Camp will provide a permission slip. However, Camp will provide the arrows. No other weapons

are allowed at Camp.

Sensitive Issue Policy

Camp Evergreen responds to “socially sensitive issues” in a frank, non-judgmental way. In issues arising from home situations, counselors listen to their campers and provide support, and seek assistance from the administration as needed. If topics are deemed to be not “camp appropriate”, campers are told that the matter is not to be discussed at camp. If questions/situations arise which would be best dealt with by parents/guardians, campers are told that while their questions are valid, it would be best for the camper to ask his/her parents when they get home.

Christians Law Policy

In 2017, the Massachusetts Department of Public Health includes a requirement that written policies and procedures be developed to ensure compliance with Christian’s Law. The law applies to swimming or diving areas at marine or freshwater beaches, and explicitly excludes swimming pools and manmade bodies of water such as the Camp Evergreen frog pond. However, Camp Evergreen is implementing components of Christian’s Law as an additional measure of safety when around the Frog pond. All Canoe club excursions and hikes to surrounding ponds and lakes, Christian's law shall be implemented.

Orientation Plan

Camp Evergreen conducts two staff orientations at the beginning of every summer. “Christians Law” will be provided to staff annually as part of the policy checkoff from the Staff Manual, and will be reviewed if anything changes in the policy. If, for some reason, the document must be revised during the season, staff will be advised of the revision via a written policy change and daily staff briefings.

Daily Check-in Routine

The Pool Director must identify and document “non” and “at-risk” swimmers and communicate their identities to the counselor, pond specialist, and unit leader. This notification will be included in the camper’s computer file in the office. The counselors will inform the Pond Specialist if any of their campers have this designation. All campers under seven years of age (Unit 1) will be considered non-swimmers.

PFD Storage – Off Season

During the off season, PFD storage occurs at the Nature shed. The PFD will be dried prior to storage and will be organized by size. PFD’s must be inspected annually, and frequent inspections are recommended so that PFDs not determined to be in serviceable condition are disposed properly.

PFD Storage – In Season

Camp must maintain their own inventory of PFD’s. These PFD’s must be accessible to the staff to distribute prior to an aquatics activity that requires life jackets. Counselors will be made aware of their “at risk” and non-swimmers (Campers who are not determined to be level 3 or above on their first day of camp) by the pool staff. Following each use, they will be hung in a manner to assist in drying.

PFD – Current Inventory

At the beginning of summer, the Pond Specialist will inventory and catalog the life jackets on hand. If more life jackets are needed, the Camp purchasing agent will be notified. A PFD shall not have rips, tears, holes, visible mold or mildew odor, signs of waterlogging, damaged seams, straps or hardware, or any shrinkage or leaks in buoyant material. Disposed of PFDs will have straps cut off, and be placed in the dumpster, and the inventory will be adjusted appropriately. PFDs will be inspected daily by the Pond Specialist.

Use of Privately Owned PFD

Camp must accept PFD's provided by parents. They will be collected at drop-off and given to Pond specialist who will ensure they meet acceptable use requirements. Life jackets will be tagged with the campers name and stored separately so only that camper uses them. They will be returned to Pond Specialist for storage when done and returned to parents at the end of the camper's time at camp. Parents will be contacted immediately if it is determined the PFD doesn't fit properly or is not serviceable condition.

PFD Use Requirements

- All staff will be trained to fit campers for PFDs at Orientation by WSI trained staff.
- All Unit One campers and "at risk" and non-swimmers shall wear PFD's at the pond and in the event of a camp hike to another pond.
- All campers shall wear PFD's on the dock at the pond.
- All PFD's must be U.S. Coast Guard certified according to type (I, II, III), size, and buoyancy, in serviceable condition and properly fitted to each campers. Staff is responsible to ensure all campers wear life jackets that are properly fitted and worn by campers correctly.
- On their first day at camp, all campers receive a swim test and overall Camp aquatics orientation to determine what swim level they are in based the Red Cross Swim Levels. Along with a "deep end" or "non-deep end" designation, a WSI certified lifeguard will determine if they are an "at risk" or "non-swimmer". These designations will be communicated to the camper's counselors and documented as the camper is put into a swim group.
- Swim tests must be conducted under close supervision and without use of a PFD. If a parent or guardian provides a PFD for their child, Camp must confirm with them prior to testing that the testing is taking place without use of their PFD.
- The Pool director must identify and document "non" and "at risk" swimmers and communicate to their identities to the counselor, the pond specialist and unit leader. This notification will be included in the camper's computer file in the office. Part of the pond specialist's daily morning check-in should be to check to see if any non or at risk swimmers are scheduled that day.

Records to be maintained

Camp Evergreen swim records are maintained on the Camp Evergreen database. Life jacket inventory will be turned in at the end of the summer.

Tick Check Policy

After any hike or off campus activity, counselors will conduct a visual tick inspection. If a tick is found, the counselor will bring the camper to the nurses office to remove the tick. The nurse will circle the area of the tick bite and notify the parents.

Bug Spray Policy

All Bug Spray is stored in the nurses office. If a child brings their own bug spray in, it must be labeled and stored in the nurses office. If a parent has sent in their own bug spray, counselors should only use the designated bug spray. Bug spray is applied by counselors who have been trained to do so. Bug spray is applied before going on hikes, canoe trips, and other off campus activities. Bug spray is also available at any time when it may be needed or when requested by parents.

Sunscreen Policy

Camp Evergreen does not provide sunscreen to campers. Parents may send in sunscreen in with their campers along with written instructions on when to apply the sunscreen. Sunscreen must be labeled and kept in the nurses office.

Filing Camper, Parent, and Staff Grievences

All Camp Evergreen staff have had CORI and SORI background checks and three reference checks. Parents are welcome to review background check policies and any policy in our staff manual. Any question or concern about staffing or any issue at camp will be willingly addressed by contacting the camp office and Little Jim.

Any Staff person may also contact Jim with any concerns they may have.

IV. The Care And Welfare Of Campers And Staff (Last updated 1/29/2020)

In order to provide the best possible care to our campers and staff members, Camp Evergreen maintains a health record for each camper and for each staff person. These records are kept for at least 3 years. The health record is readily available and secure from unauthorized access. The health record includes the following:

- The camper's or staff member's name and home address;
- The name, address and telephone number of the camper's or staff member's parent(s) or guardian(s);
- A written authorization for emergency medical care signed by a parent or guardian;
- The travel location(s) and telephone number(s) of the camper's or staff member's parent(s) or guardian(s) if the parent(s) or guardian(s) will be traveling during the camping season;
- The name, address and telephone numbers of the camper's or staff member's family health care provider or health maintenance organization, if any;
- If the camper or staff member brings a prescribed medication from home, a written authorization to administer the medication signed by a parent or guardian; this medication will remain in the nurses office where it will be administered by one of Camps designated health care supervisors.
- Copies of injury reports, if any, required by 105 CMR 430.154;
- A certificate of immunization indicating compliance with 105 CMR 430.152(A)

In addition, every camper and full time staff person shall prior to attending or after receiving a conditional offer of employment from Camp Evergreen must furnish to the camp:

- A current medical history which lists allergies, required medications, and any health conditions or impairments which may affect the individual's activities while attending the camp. The medical history shall be signed by a parent or guardian, or by a licensed health care provider; however, in the case of a staff member 18 years of age or older, the staff member's signature shall be sufficient;
- A certificate of immunization, no exceptions except for valid medical reasons.

No person known to be suffering from tuberculosis in a communicable form, or having evidence of symptoms thereof, shall be allowed to work or attend camp Evergreen for children in any capacity which might bring him or her into contact with any camper at such camp. Screening and testing for tuberculosis shall be in accordance with the most current guidance issued by the Department's Tuberculosis Prevention Program.

Camp Evergreen also consults with a designated health care consultant in regards to all health care related procedures such a tick checks, proper use of insect repellent, and promoting allergy awareness. The health care consultant also provides training for camp's health care supervisors for the proper way to administer topical and oral medications.

Serious Injury and Hospital Transportation

<u>AMBULANCE</u>	<u>911</u>
<u>POLICE</u>	<u>911</u>
<u>FIRE</u>	<u>911</u>
<u>POISON CONTROL</u>	<u>1-800-682-9211</u>

In case of minor emergency during Camp hours:

Winchester Hospital Family Medical Center 978-657-3910

In case of major emergency during Camp hours:

Lawrence General Hospital 978 -683-4000

State Police. 978-475-3800

1. *In case of emergency during a late night, use the major emergency numbers*

Physician:

Dr. Nelkin 978-475-4522

Mental Health Crisis:

Holly Randall 508 277 6538

Your Location:

Camp Evergreen, 166 Jenkins Road, Andover, MA 01810, 978-475-2502

After emergency treatment is given:

1. Authorize a staff member (over 21) to accompany the injured person.
2. Pull the relevant Camper/Counselor Health History Form from their file in the nurse's office. Give to the staff member transporting and/or accompanying the injured camper/counselor.
3. Notify hospital of the type of injury that will be arriving
4. Notify the camper's/counselor's parent, or alternate emergency contact, of the situation, and to which hospital the camper/counselor was transported.
5. A report shall be completed on a form available from the department for each Fatality or serious injury as a result of which a camper, staff person, or volunteer is sent home or brought to the hospital or physicians office, and where a positive diagnosis is made. A copy of the injury report shall be sent to the Department, as well as the BOH as soon as possible but no later than 7 calendar days after the occurrence of the injury.

Camp Evergreen's Health Care Consultant Agreement

430.159(A) Health Care Consultant. A designated Massachusetts licensed physician, nurse practitioner or physician assistant with pediatric training as the camp's health care consultant. The consultant shall:

1. Assist in the development of the camp's health care policy as described in 105 CMR 430.159(B);
2. Review and approve the policy initially and at least annually thereafter;
3. Approve any changes in the policy;
4. Review and approve the first aide training of staff;
5. Be available for consultation as needed; and
6. Develop and sign written orders to be followed by the on-site camp health supervisor in the administration of his/her health related duties.
7. Provide training and tests of competency as required by 105CMR 430.160 to the health care supervisor and other camp staff.

If the health care supervisor is not a licensed health care professional authorized to administer prescription medications, the administration of medications shall be under the professional oversight of the health care consultant. 105 CMR 430.160 (c)

430.159(B) Health Care Policy: A written care policy, approved by the Board of Health and the camp health care consultant. Such policy shall include, but not be limited to daily health supervision; infection control; medical storage and administration, including self-administration when appropriate, pursuant to the requirements of 105 CMR 430.160 (D); procedures for using insect repellent; conducting tick checks; promoting allergy awareness; handling health emergencies and accidents, including parental/guardian notifications; available ambulance services; provision for medical, nursing and first aid services; the name(s) of the designated on-site camp health care supervisor; the name address and phone number of the camp health care consultant required by 105 CMR 430.159 (A); and the name of the health care supervisor(s) required by the 105 CMR 430.159 (E), if applicable.

430.160(D) Assist in the developing of the Camp's Administration of Medication Policy: The health care consultant shall acknowledge in writing a list of all prescription and over-the counter medications administered at the camp, approve circumstances in which a health care supervisor or other employee may administer medication and give approval for campers to self-administer epinephrine or inulin (if appropriate).

430.160 (E) The camp's health care consultant shall train health care supervisors on the signs and symptoms of hypo or hyperglycemia, and appropriate diabetic plan management.

430.160 (H) The health care consultant shall: document the training and evidence of the competency of unlicensed personnel designated to assume the responsibility for prescription medication administration; and provide a training review and informational update at least annually for those camp staff authorized to administer an epinephrine auto injector pursuant to 105 CMR 430.160(D)(3).

I meet the requirements of the health care consultant as described in 105 CMR 430.159(A). I have reviewed these referenced regulations and understand the responsibilities of the position and agree to assist this camp regarding the same.

Print name:	Title:
Signature:	Mass license/registration number:

Street address:	Telephone number:
Town, state, zip:	Date:

Health Care Consultant

Acknowledgment of On-Site Medications

Name, Title and License#: Dr. Robert Nelken, MD, MA 45786

Address: 203 Turnpike Street, North Andover Ma

Phone: 978-475-4522

Fax: 978-475-6531

Email:

Agreement Information:

I, Robert Nelken, acknowledge that I serve as the Health Care Consultant for Camp Evergreen.

As such, I hereby authorize the following listed medications to be administered to campers as prescribed, provided that, the medications are delivered to camp, maintained by the camp, and administered in accordance with Commonwealth of Massachusetts Regulations at 105 CMR 430.160 and that the parent/guardian of the camper has provided written permission for the administration of the medication.

Epi pen, inhalers, antibiotics, metadate, depakote, buspar, tgramax, risperdal, adderall, Ritalin, concerta, methylphenidate, cirudine, paxil, valium, Tylenol, Motrin, Benadryl, Pro Air

I am not the prescribing physician for these medications. My signature indicates only that I have reviewed the listed medications and associated potential side effects, adverse reactions and other pertinent information with all the personnel listed below, who administer medications or designated health care supervisors who are appropriately trained to and are doing so under my professional oversight.

Names of individuals authorized to administer medications at camp:

Dianne Pfeiffer, LPN

Jim Loscutoff

Debby Loscutoff

Mike Wood

Allie Loscutoff

Health Care Consultant signature _____ Date _____

The Nurse's Office

The nurse's office is where people go when they are sick, injured, or in need of medication. Campers, especially new campers, must be escorted by a staff person when coming here. If an injury takes place, no matter how small you think it may be, it must be reported to the nurse. Every injury is recorded and documented, including any staff injuries. If there is a question of a neck, back, or a fracture injury, don't move the person. A counselor should stay with that person, and another staff person should get the nurse. The nurse will inform the parents if their child came to the nurse's office that day, the reason for the visit, and the treatment provided. At no time will an accident or injury be discussed with anyone except nurse or director. It may become necessary after an injury for an investigation. No one is to speak to any investigators unless the director is present during questioning. The nurse is in charge of this area. Although the air conditioning is inviting, this is not a place where campers or staff should congregate. If the nurse requests that you leave, please do so.

Procedures for the Administration, Storage, and Disposal of Medicine

- The camp nurse is the supervisor of the medication administration program.
- The camp nurse shall ensure that there is a written authorization by parent or guardian to administer medicine. This authorization contains the parent's or guardian's legal name, signature and emergency phone number (including alternates), and a list of all medicines the camper is currently taking.
- Medicine must be stored in its original containers.
- The camp nurse shall be aware of all Board of Health Requirements and have a copy on file.
- The nurse shall have a procedure to positively identify the camper receiving medications.
- The nurse shall communicate significant observations relating to the medication's effectiveness, any adverse reactions, or other harmful effects to parents/guardians and/or the licensed prescriber.
- The nurse may refuse to administer or allow to be administered any medication which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be notified immediately, and the reason for refusal explained.
- The nurse shall have a current pharmaceutical reference available for his or her use.
- All medicine shall be delivered to the Camp nurse and is either distributed by the nurse, or its distribution is monitored by the nurse. Medications may also be distributed by a designated health care supervisor that has been trained to do so.
- The medicine must be stored in their original containers bearing pharmacy label, which shows the date of filing, the pharmacy name and address, the name of the patient and the name of the prescribed medicine. Expiration dates must be checked.
- All medicine administered by camp personnel shall be kept in a securely locked cabinet used exclusively for medications. All self-administered medication must be stored there as well. The cabinet must be substantially constructed and securely anchored to a solid surface. Medication needing refrigeration shall be kept in a locked box in the refrigerator. The refrigerated medication shall be stored between 36 and 46 degrees in accordance with the Massachusetts Board of Registration in Pharmacy guidance regarding proper storage of refrigerated and frozen medications.
- Access to stored medicine shall be limited to persons authorized to administer medicine. Campers who self-administer must not have access to other camper's medicine.
- Access to the medicine cabinet keys, as well as knowledge of location of keys to lock box, shall be restricted to the maximum extent possible.
- Parents or guardians may retrieve the medications from camp at any time.
- No more than a thirty day supply of medicine may be stored.
- All prescription and over-the-counter medications provided by parents shall be returned by the

camp nurse to the child's parent or guardian at the end of a camper's session at camp. If a camper's meds are left at camp after his departure, the nurse will contact the parents to make arrangements for the meds to be picked up. In the event that prescription medications cannot be returned to the parents, the medication shall be disposed of as follows:

- Prescription medication shall be properly disposed of in accordance with the state and federal laws and such disposal shall be documented in writing in a medication disposal log.
- The medication disposal log shall be maintained for at least three years following the last date of entry.
- At end of the summer, over the counter medicine shall become the property of the director.
- The nurse shall keep a daily log and a medication administration plan for each camper who receives medication. The log contains the date, time, name of camper, and the dosage, or notification of omission of distribution of medicine and reason for omission.
- Any medical waste, as defined in 105.CMR 480.000 *Minimum Requirements for the Management of Medical or Biological Waste*, shall be maintained and disposed of in accordance with the requirements of CMR. 480.000. Any Sharps shall be disposed of at the Andover Police Station.

Special Considerations for Epi Pen

Epi Pen's are kept in the locked medication box in the nurses office, unless the camper is participating in an off campus excursion (hike, canoe club, or horseback riding). If the camper is going off campus, the epi pen will be carried by the health care provider accompanying the trip. Counselors are made aware of any children under their care who may have allergies that require an epi pen. In the event that a camper shows symptoms of an allergic reaction they will be brought immediately to the nurses office where a staff (nurse or HCP who has been trained and authorized to treat) will administer the epi pen. The camper/staff person may self administer if they have written permission from their parent or guardian to do so.

Special Considerations for Insulin injections

If a child requires his or her blood sugar be monitored, or requires insulin injections, and the parent or guardian and the health care consultant give written approval, the camper, who is capable, may be allowed to self monitor and or self inject himself or herself. Blood monitoring activities such as insulin pump calibration, etc. and self-injection must take place in the nurses office and monitored by the nurse.

All sharps will be put in the Sharps container in the nurses office which will then be disposed of as the Andover Police Station.

General Procedures Depending on the Nature of Injury and Illness

It is generally understood that staff, upon injury and illness bring child to the nurse's office to be handled by the on site health care professional. All injuries are documented in the nurse's log. All staff will be instructed in the use of first aid kits at orientation by the nurse for off site to provide stop care on the way back to camp in case of injury off site.

Specific Cases

- Burns: Splash with cold water. Do not touch burn site. Bring camper to nurse.
- Convulsions: Do NOT restrain. Remove dangerous objects from person convulsing. Remove other people from the area. Watch breathing. Summon the Nurse

- Cuts, Minor: All cuts, no matter how small, should be seen by the nurse
- Cuts, Major: Apply steady pressure immediately. Bring to the nurse's office
- Dismemberment: Apply pressure to wound. Keep the victim warm. Wrap the dismembered body part in a cool, clean cloth if possible, keeping severed part cool and clean. Transport the victim and severed limb/digit/etc.
- Diving Accident: Move only on a body board. Summon the nurse and Jim immediately
- Drowning Accident: All swim instructors must be CPR certified. A copy of these certifications must be on file with the office and nurse's office
- Eye Injuries: Do NOT remove any object lodged in the eye. If a liquid irritant gets into eye, flush with water if possible. Cover both eyes and get to nurse immediately
- Falls: Do not move camper. Do not allow them to move or stand if they have received a blow to the head or neck. Send designated campers or a Jr. Counselor to the Nurse. In the case of a minor fall, resulting in a scrape, bruise or small cut, bring camper to the nurse's office
- Insect Bites: Bug Spray is not to be kept with the campers. It is available in the Nurse's Office for field trips or when mosquitoes are persistent
- Mouth or Lip Injury: Any injury to the mouth should be seen by the Nurse
- Poisoning: Do not treat! If you suspect that poison has been ingested, bring person and ingested substance to Nurse immediately
- Tooth Injury: Bring camper to Nurse's Office immediately with dislodged tooth. Place tooth in milk or water if possible
- Ticks: Counselors will conduct Tick Checks after going on hikes. If a camper has a tick, the counselor will bring the camper to the nurses office where the tick will be removed. The area where the tick was found will be identified and the parents will be informed.
- Insect Repellent: Camp provides insect repellent. Insect repellent is used on campers only when they have permission from their parent or guardian. Insect repellent is stored in the Nurses office. Campers who bring in their own insect repellent must also store it in the Nurses Office. Counselors are trained on how to apply insect repellent.

Medical procedures for off campus excursions:

Camp Evergreen sometimes organizes excursions into the Harold Parker State Forest. On all off campus excursions (i.e. canoe club), a lifeguard as well as a Designated Health Care Provider will be in attendance. A permission slip with the itinerary will be provided to parents before the departure. All off campus excursions must include a complete first aid kit, a cell phone, the health records for all campers and staff in attendance, any necessary medications, and a written contingency plan in the event of an emergency. If any injuries occur during the trip, the DHCP will document the injury in the nurse's log book upon returning to camp. In the event that a counselor is injured on an out of camp field trip, the other staff person should use the cell phone to call camp for assistance. Counselors or campers not seriously injured while outside of camp may be brought to the Nurse's Office once they return to camp.

First Aid Kits:

The nurses office is well stocked with first aid supplies including one class B kit and one Class A kit.

The nurse is responsible for maintaining first aid kits that will be taken on off campus excursions. Kits should include non-perfumed soap, sterile gauze squares, compresses, adhesive tape, bandage scissors, triangular and rolled bandages, CPR mask, tweezers, cold pack, and gloves. The nurse should check through the kit before it is taken on the excursion and replenish supplies as needed. A first aid manual available in office. First aid should be administered by the most qualified staff person present at the time.

Injury Prevention and Management:

Staff must report all possible hazards they see to camp management. Staff may also take steps to remove possible hazards, if they can do so safely, and then report it to camp management. Ratios of 1:5 must always be maintained during the camp day. Children must always remain in the direct line of site of the counselors.

Injury Specific Emergency Procedures:

All injuries will be reported and treated by nurse in the nurse's office, according to the Camp Evergreen general procedures for specific injuries. In case of camper injury, the camper's parent(s) will be contacted by the nurse, the secretary or director. Notification will be immediate in the event of a serious emergency situations. If the injury is not life threatening, the camper's parent(s) will pick the child up at camp and bring them to the hospital. If the parent(s) cannot be reached, the Director will determine if camp needs to transport the camper to the hospital or call for emergency services.

It is the Director's responsibility to report serious injury, in-patient hospitalization, and/or death of a camper or staff person to the Board of Health. It is the Camp nurse's responsibility to call or send a note informing parents whenever first aid is administered to their children, including time frame and documentation.

A report shall be completed on a form available from the department for each Fatality or serious injury as a result of which a camper, staff person, or volunteer is sent home or brought to the hospital or physicians office, and where a positive diagnosis is made. A copy of the injury report shall be sent to the Department, as well as the BOH as soon as possible but no later than 7 calendar days after the occurrence of the injury.

Procedures for Parental Notification

It is the Director's responsibility to report serious injury, in-patient hospitalization, and/or death of a camper or staff person to the Board of Health. A copy of each injury report shall be sent to the Massachusetts Department of Public Health within seven days of the occurrence of the injury.

It is the Camp nurse's responsibility to call or send a note informing parents whenever first aid is administered to their children, including time frame and documentation.

Information dissemination to counselors for identifying and protecting children with allergies and/or other

At Orientation, counselors will be provided all necessary information regarding allergies and/or other emergency medical information. This information will be provided by the nurse. The counselor will be responsible for being aware of his or her campers' medical needs. Also, the counselor will be provided with his or her campers' parent questionnaire. There is inevitably important information that the counselor needs to be aware of in order to do their job effectively. Camp administration is responsible for providing this information at Orientation and the counselor is responsible for keeping track of said information. Time is allotted at Orientation to review these materials.

Exclusion policy for serious illnesses, contagious disease and reportable diseases to the Board of Health

Camp is responsible for insuring that each case of any such communicable disease occurring at camp is immediately reported to the local board of health. The report shall be made by Little Jim. Such report shall include the name and home address of any individual in the camp known to have or suspected of having such disease. Until action on such case has been taken by the camp health care

consultant, strict isolation in nurse's office shall be maintained. Camp is responsible for insuring that each suspected case of food poisoning or any unusual prevalence of any illnesses in which fever, rash, diarrhea, sore throat, vomiting, or jaundice is a prominent symptom is reported immediately to the local board of health *and* to the Massachusetts Department of Public Health.

Plan for Infection Control and Monitoring

Camp Evergreen adheres to the practices outlined in Universal Precautions. Also included is the use of barriers, (CPR barriers, masks or gloves), hand washing, sanitizing procedures and appropriate waste disposal. It is generally understood that staff, upon injury and illness bring child to the nurse's office to be handled by the on site health care professional.

No swimming with URI, ear infection or any drainage from eyes or wounds. Refer to parent or physical for abdominal pain, earache, sore throat and or communicable disease.

Each day, during Morning Flagpole, counselors are to assess campers under their care. If any illness, rash, or injury is noted, the camper is to be brought to the nurse's office immediately.

Procedures for the Clean-up of blood spills

Exposure to potentially hazardous blood is a very real concern for anyone working in a youth-focused or community-based organization. When a child gets a bloody nose or someone stubs their toe on the diving board you might be asked to clean it up. After all, we don't want the general public to be exposed to bloodborne pathogens.

It is important to remember two things whenever you're asked to clean up blood:

- Always assume the blood is infected with a dangerous disease like HIV, Hepatitis B or C.
- Have the right cleanup equipment and use it properly.

Bloodborne Pathogen Cleanup Supplies Checklist

Bodily fluid spills may require some specialized equipment depending on their location within the facility, the size of the spill and the type of spill, but most can be cleaned safely using the equipment recommended in OSHA's Bloodborne Pathogen Cleanup Kit: Disposable gloves, Absorbent materials (e.g., kitty litter, sand, etc.), Disinfecting towelettes, Biohazard bag with zip tie, Scoop, Protective cap, Eye protection, Protective gown, and mask.

1. Block off the area until cleanup and disinfection is complete. No visitors or unprotected staff members should be able to access the area.
2. Put on disposable gloves.
3. Wipe up the spill as much as possible with paper towel or other absorbent material.
4. Gently pour bleach solution – 1 part bleach to 9 parts water – onto all contaminated areas.
5. Let bleach solution remain on contaminated area for 20 minutes and then wipe up remaining bleach solution.

Camp Evergreen Health Record Retention:

It is the responsibility of the nurse to maintain all current (year-to-date) health-related hard copy documents, i.e. the health log (a record of what campers and staff received what treatment and how), health history forms, immunization records, authorization to administer medication forms, and camper profiles (filled out by parents).

Health history questionnaires and immunization records are now kept on a secure online server through our office portal of Camp Brain. The Nurse will have access to these records through her personal computer. We will also take the additional precaution of printing out all of the camper health questionnaire and immunization records prior to the start of camp so they are accessible in the event of a power outage or cut in the internet services.

Records kept prior to this year (2020) are to be kept in manila folders in the filing cabinet located in the nurse's office at 166 Jenkins Road in Andover, Ma, 10810. Health history forms, immunization records, authorization to administer medication forms, and camper profiles are retained until a camper is 21 years old or 30 years old for staff members. Health logs are retained for seven years. All past health-related documents are maintained by the Director, Jim Loscutoff, at his personal residence located at 176 Jenkins Road in Andover, Ma, 10810.

- The nurse must maintain immunization records for campers and staff under 18 which include MMR, Measles, Polio, Diphtheria and Tetanus Toxoids and Pertussis and Hep B. Each immunization should include month, day and year of immunization.
- All campers and staff 18 and older shall provide proof of immunity to Chicken Pox. Proof may include documentation of immunization, a reliable history (physician diagnosis or personal recall or serologic evidence of immunity. If no proof of immunity exists, the person shall be considered susceptible and isolation and quarantine measures take place if an exposure occurs.
- The nurse must maintain immunization records for campers and staff over 18 which include Measles, Mumps, Rubella and Diphtheria and Tetanus Toxoids.
- The nurse shall maintain a daily log detailing any and all treatment provided to campers and staff. The log is to have numbered pages, dates are to be recorded, and each entry is to be numbered. Each entry must include the patient's name, general description of injury or illness, treatment, and medication administration details.

Daily Assessment

Each day, during Morning Flagpole, counselors are to assess campers under their care. If any illness, rash, or injury is noted, the camper is to be brought to the nurse's office immediately.

Counselor Illness

Counselors who will not be coming to work should call the Camp Evergreen office at 978-475-2502, as soon as possible. Calls should be made no later than 7:45 am. Counselors who feel ill at work should report to Little Jim that they are leaving their area before they go to the nurse's office. All counselor illness or injury must be documented in the nurse's office.

Exclusion policy for serious illnesses, contagious disease and reportable diseases to the Board of Health

Camp is responsible for insuring that each case of any such communicable disease occurring at camp is immediately reported to the local board of health. The report shall be made by Little Jim. Such report shall include the name and home address of any individual in the camp known to have or suspected of having such disease. Until action on such case has been taken by the camp health care consultant, strict isolation in nurse's office shall be maintained. Camp is responsible for insuring that each suspected case of food poisoning or any unusual prevalence of any illness in which fever, rash, diarrhea, sore throat, vomiting, or jaundice is a prominent symptom is reported immediately to the local board of health *and* to the Massachusetts Department of Public Health. This report shall be made by the camp physician, or if there is no physician in attendance, by the camp nurse, or if there is no nurse in attendance, by the camp director or

by the camp operator.

Sanitary Procedures

Camp Evergreen adheres to the practices outlined in the Universal Precautions by using personal protective equipment when providing care. This includes CPR barriers, masks, gloves, Camp evergreen practices proper hand washing and sanitizing procedures and appropriate waste disposal. Camp Evergreen medical staff adheres to the established sanitary procedures when dealing with infectious waste or bodily fluid. The camp must dispose of any hypodermic needles and syringes in accordance with 105 CMR 480.000: Minimum Requirements for the Management of Medical or Biological Waste (state Sanitary Code VIII).

Emergency Procedures and Camp Evacuation

All counselors should be familiar with the Camp Evergreen Emergency Procedures in the unlikely event of a natural or man-made disaster.

General Procedures for fire drill/lost camper drill:

- Counselors will remain in charge of their groups
- The emergency meeting area for Fire/lost camper/and evacuation procedures is the Softball Field.
- Program director and specialists will check for stragglers
- The Director and secretary will ensure the number of children in attendance equal the number of children evacuated
- In the event that Camp must be evacuated, the campers will stay with their counselors who will load campers quickly and quietly into the provided transportation.
- The office will contact the Fire Department in the case of a real emergency.
- Drills occur on the first Monday of each two week session
- The Director documents date, time and effectiveness of each drill. The nurse will keep a copy of the Fire Drill log in nurse's office.

Emergency Communication Plan:

- All Unit Leaders, camp administrators and trip coordinators will have cell phones in their possession for immediate contact with office, Nurse's office and Little Jim. The leadership team will use this communication system for all emergencies and situations where urgent contact is necessary.
- The Director or Nurse will contact 911 services regarding health services or law enforcement if necessary. If Director or nurse are unavailable, camp leadership team are authorized to make a judgment call.
- The Director, the Nurse and the Secretary are primary contact people for parents of campers. If deemed appropriate, the director may assign a designate to communicate with a parent.
- Parent notification in case of an emergency:
 - 1) Email burst via camp email.
 - 2) Social media announcement via Facebook.
 - 3) Individual parents of campers enrolled at camp that day contacted by phone by camp secretary
- Camp has a specific media policy to communicate with media

In case of a lost camper:

I. Report the camper missing to the office and include the following information:

- The campers name and age
- The last place the camper was seen

- What the camper was wearing
 - Any other information that could be helpful to identify the lost camper
2. The director will sound the emergency siren and all campers and counselors will report to the Softball field.
 3. Once the whole camp is organized on the softball field and headcounts are made, the Director will assign the specialists and junior staff to conduct searches of the following areas:
 - Bathrooms
 - All main specialist/activity areas
 - Cabins/structures
 - Nature Trail
 - Parking lot
 - Pond Area
 - Periphery of Camp
 - Swimming pools
- The rest of the staff will remain on the softball field in control of their groups.
4. The secretary will check the office records to make sure that the camper was not picked up early or made other special arrangements. If not, the secretary will contact the parent/guardian to determine if the child was picked up without signing their child out in the camp office.
 5. If the camper is not found or if the camper requires emergency medical intervention call 911 immediately.
 6. In the event that a camper is still missing after the preliminary search, the Forest Rangers and Police departments in Andover and North Reading are to be notified. When the camper is found, the bell will ring 5x to alert the searchers to stop searching. This procedure is to be practiced on a drill basis each two week period.
 7. The search must continue until all campers are accounted for.

In Case of Fire:

1. In the event of a fire, the fire department will be contacted immediately by the Director, the secretary, or one of the administrative team. The information to be provided to the emergency services:

- Name and Location of Camp:
Camp Evergreen, 176 Jenkins Rd, Andover
- The nearest cross street
Harold Parker Road
- The location of the fire on the property
- Any known information known about the fire or smoke
- A call back telephone number
Office: 978- 475- 2502 or the cell phone of the director or administrator who called for help (Jim-978 302-3675)
- Do not hang up until the emergency services operator does so.

2. Megaphone sirens will sound, and continue to sound until the emergency is over.

3. Once the siren sounds, all campers and staff will proceed to the Softball Field which is the designated area for emergency gatherings. Lifeguards will clear the pools and campers will proceed directly to the field with their counselors. The counselors will gather their campers and organize in the following areas:

Unit 1 with their groups by home plate backstop.

Unit 2 with their counselors near 1st base.

Unit 3 with their counselors by 3rd base.

Specialists and Pool Staff in the Center

Attendance will be taken: headcounts by each counselor which will be confirmed by secretary via attendance folders.

4. In the event that camp must be evacuated, the campers will then go to their designated driver and the driver will load campers quickly and quietly into the cars.

5. Unit leaders will account for all staff members, including specialists who check for stragglers.

6. The director would then implement the emergency communication plan to notify parents of the emergency if necessary.

7. The incident will be documented in the nurses log.

Lost Swimmer Plan:

In the Pool:

All campers must come to free swim and instructional swim with a buddy. Once a camper enters the pool area for either instructional or free swim, that camper may not leave the pool area without their counselor, unless he or she is going to the bathroom. If a camper leaves the pool area to go to the bathroom, that camper must be accompanied by their buddy or a staff member.

During free swim, anywhere between 4-6 "buddy calls" will be instituted. A "buddy call" consists of a lifeguard on duty blowing a whistle 3 times in quick succession, and, with a clear, loud voice, counting down from 10 to 1. At this point, all campers in the water must exit the pool as quickly and as orderly as possible. Once all campers have exited the pool and are sitting safely on the edge, those staff stationed around the pool area must survey the campers sitting on the edge to check that everyone has a buddy.

In the case that any camper is not with their buddy, a staff member should ask that camper where their buddy is. If camper is unaware of the location of their buddy, that staff member should alert the head lifeguard on duty that there is a missing swimmer. The following must then occur:

1. Make a buddy call
2. Check that all campers are with their buddies
3. Recognize that a camper is missing
4. Find out the identity of the missing camper
5. Alert corresponding staff member to whom camper is assigned, and inquire as to the location of the camper
6. If location of camper is unknown, notify Director, then assign other staff members to aid in search
7. Search in all locations the lost camper occupied in the last hour

Lost Swimmer Plan for Canoe Club excursions and Fishing Derbies:

Searching shallow water areas:

1. Counselors shall link arms and hold hands and form a line in the water. The shortest person in the line should be in the shallowest part while the tallest shall be in the deepest water no more than chest deep.
2. The lifeguard serves as the lookout standing above the water level with rescue equipment in case searcher gets in trouble or the missing swimmer is found
3. The whole line slowly moves across the area together. Start where the lost camper was last seen. The lifeguard should be assigned to oversee this part of the search.
4. As the search line moves forwards, the searches gently sweep their feet across the bottom of with each step.
5. The searches must not go further than chest deep. Only trained lifeguards should search deeper areas.

Searching deep water areas:

- Use the American Red Cross "Deep water Line Search" method:

1. Several lifeguards wearing masks and fins form a strait line, no more than an arms length from each other. One guard serves as a look out standing above the water with rescue equipment in case a searcher gets in trouble or the missing swimmer is found.
2. On command from the lead lifeguard, all searchers do the same surface dive (feet first or head

- first) to the bottom and swim forward a set number of strokes.
3. If the water is murky the searchers search the bottom by sweeping their hands back and forth in front of them, making sure to cover the entire area.
 4. Return to the surface as straight up as possible. At the surface, the line backs up, the lead lifeguard checks to make sure all searchers are accounted for, the line reforms and on command from the lead lifeguard, dives again.
 5. Repeat this procedure until the entire swimming and diving area has been searched in one direction. Make sure not to miss any areas on the bottom when you dive and resurface.
 6. If the missing swimmer is not found in the swimming and diving areas, expand the search to nearby areas. Consider the effects of any currents.
 7. Continue to search until the missing person is found or until emergency personnel arrive.

Plans Required to Deal with Natural Disasters or other Emergencies

In Case of Earthquakes:

1. Camp administrators will notify staff directly, the emergency plan is being implemented. This includes sweeping the camp on golf carts.
2. Once notification occurs, all campers and staff will proceed to their designated emergency assembly area. Unit 1 will gather with their groups in the old barn. Unit 2 and Unit 3 in their individual cabins. Attendance will be taken: headcounts by each counselor, confirmed by unit leader via attendance folders provided by the secretary.
3. In the event that camp must be evacuated, the campers will stay with their counselors who will load campers quickly and quietly into the provided transportation.
4. Camp administrators will account for all staff members, including specialists who check for stragglers. Specialists will be assigned specific jobs at orientation. The director will document the drill on the Camp Evergreen Preparation Drill form, and evaluate the effectiveness.
5. At the end of the drill, the bell will ring five times to signify a return to a modified schedule. Tent groups scheduled for specialists will return to specialist activities, groups scheduled for counselor run activities will stay at their cabin, and groups scheduled for swim will go to the big top.

In Case of Hurricanes:

1. Camp administrators will notify staff directly, the emergency plan is being implemented. This includes sweeping the camp on golf carts.
2. Once notification occurs, all campers and staff will proceed to their designated emergency assembly area. Unit 1 will gather with their groups in the old barn. Unit 2 and Unit 3 in their individual cabins. Attendance will be taken: headcounts by each counselor, confirmed by unit leader via attendance folders provided by the secretary.
3. In the event that camp must be evacuated, the campers will stay with their counselors who will load campers quickly and quietly into the provided transportation.
4. Camp administrators will account for all staff members, including specialists who check for stragglers. Specialists will be assigned specific jobs at orientation. The director will document the drill on the Camp Evergreen Preparation Drill form, and evaluate the effectiveness.
5. At the end of the drill, the bell will ring five times to signify a return to a modified schedule. Tent groups scheduled for specialists will return to specialist activities, groups scheduled for counselor run activities will stay at their cabin, and groups scheduled for swim will go to the big top.

In Case of Tornadoes or High Winds:

1. Camp administrators will notify staff directly, the emergency plan is being implemented. This includes sweeping the camp on golf carts.
2. Once notification occurs, all campers and staff will proceed to their designated emergency assembly area. Unit 1 will gather with their groups in the old barn. Unit 2 and Unit 3 in their individual cabins. Attendance will be taken: headcounts by each counselor, confirmed by unit leader via attendance folders provided by the secretary.
3. In the event that camp must be evacuated, the campers will stay with their counselors who will load campers quickly and quietly into the provided transportation.
4. Camp administrators will account for all staff members, including specialists who check for stragglers. Specialists will be assigned specific jobs at orientation. The director will document the drill on the Camp Evergreen Preparation Drill form, and evaluate the effectiveness.
5. At the end of the drill, the bell will ring five times to signify a return to a modified schedule. Tent groups scheduled for specialists will return to specialist activities, groups scheduled for counselor run activities will stay at their cabin, and groups scheduled for swim will go to the big top.

Proper Procedures for the Tracking of Campers and contingency plans

Daily attendance and Tracking Campers

Counselors take informal attendance, including headcounts, throughout the day, particularly at the beginning and end of an activity. As soon as campers arrive at camp, they are escorted to Flagpole and are seated with their Counselors. Campers who arrive late must be signed in at the office before they join their camp activities.

Counselors must ensure campers who arrive late are signed in. It must not be assumed that this was done.

No camper should be away from their group or activity. Staff who see wandering campers must help them find their group. Campers who are being picked early must have a note from their parents. The note should be placed in the attendance book in the morning or sent to the office if received later in the day. Campers leaving early wait in the office as the pick-up time draws near. All campers leaving early must be signed out in the office by parents or the authorized pick-up person. The camp secretary must verify identity of anyone leaving the camp grounds with a camper.

All staff who see an individual not part of the camp staff on the camp grounds must ask that individual why s/he is at camp and direct her or him towards the office. *See *Camp Intruder policy*. The only people allowed to pick-up a camper from are:

- 1) the parent of said camper (The secretary must inform the counselor in the case of a non-custodial parent who is not allowed access to child)
- 2) the alternate pick-up person as stated On the Authorized Pick-up and Extended Form. (Parents need to call and verify any change in the pick-up routine)
- 3) an authorized "one-time" pick up person not indicated on the pick-up form. The parent must notify camp via note or phone call for this person to be allowed to pick-up camper (This is a one-time authorization. Staff must check the I.D. of the pick-up person)

Camper doesn't show up for day

- At morning Flagpole, a formal attendance is taken by each counselor with every camper's name either being checked off as present, or marked with an "A" for absent. No space is to be left blank.
- Double check attendance to ensure accuracy.
- The camp secretary tracks all campers daily and will call parents or guardians or other

contact name on camper application to verify absence.

Camper doesn't show up at point of pick-up.

During traffic pick-up, there are several procedures to be followed if a child does not arrive at parent pick-up.

1. The head transport person will radio extended day and make sure the camper did not go with the extended day staff.
2. The head transport person will send a staff person to check the bathhouses, the canteen, the nurse's office and the main office to double check attendance, and also to see if the camper has been signed out.
3. Failing this, the staff will then follow the Lost Camper Plan.

Child not registered arrived

- The secretary is responsible to respond if an unregistered child arrives at camp.
- Check with parents or guardians if still on site.
- The unregistered child will stay in the office with the secretary while the parents are contacted. It is very important the situation is addressed immediately.
- If the camper has up-to-date health care and emergency contact information, and *staff ratio allows*, the camper be assigned to his or her appropriate age and gender group.
- The director must be informed an unregistered camper is in camp.
- The camper's welfare and comfort is paramount and the child must feel assured that he or she did nothing wrong even a miscommunication has occurred.

Transportation and Traffic control (Last update January 28, 2020)

Camper Transportation

Camp Evergreen provides central pick up transportation in certain towns via an independent contractor, North Reading Transportation. North Reading Transportation will follow Camp Evergreen guidelines for camper transportation. Any motor vehicle used for the transportation to and from camp shall comply with the pertinent sections M.G.L. c. 90 in particular 7B and 7D and with all applicable regulations of the Massachusetts Registry of Motor Vehicles. Private vehicles of camp staff may not be used to transport campers.

Camp Evergreen will provide a bus monitor to accompany campers during transport to and from camp.

Seat belts must be worn by all the campers and the driver, and special needs of campers communicated to driver/monitor. The a copy of each campers health form will be kept on the bus. Campers younger than 7 years old cannot be transported more than one hour. When more than 8 campers under the age of 5 are being transported, and when transporting more than 2 campers with physical handicaps, and attendant other than the driver is required. Passengers shall not be allowed to stand while in transit, or sit in the aisles or floors.

The pick up and drop off times and locations are posted on our website. These are the times the Bus **leaves** the pick up drop of location. Parents must be at the meeting location 5 minutes before the bus arrives.

Camp evergreen will provide all parents using transportation a "Transportation Camper Information Form". Parents may use the form to authorize other people other than themselves to pick up their children. If the parent or authorized person is not present during drop off, the camper will be taken

back to camp. The parent may also call the camp if they are running late to let us know they will pick up their child on another stop on the route. Parents may also utilize afternoon extended day and pick up their child by 5:45 at camp. Parents must notify camp by 3:30 to use this service.

It is the responsibility of the bus monitor to check IDs of the parents/authorized person during drop off. Children over the age of 13 may be dropped off without a parent present provided that the parents sign a waiver form authorizing us to do so. A parent or an authorized person must be present during the morning pick up. Children cannot be left unattended at the bus stop.

Children who are signed up for transportation must adhere to the "Rules of a safe ride".

Parents can help ensure their children have a safe and worry free ride by discussing the following rules.

- Be at the bus stop 5 minutes prior to the assigned pick up time.
- No playing around at the bus stop.
- Stand in a single file line.
- Do not distract the driver. Distracting the driver by yelling, screaming, foul language is not allowed.
- Keep all body parts inside the vehicle.
- All carried on items need to be securely on the students lap. Any oversized items or items that could be a hazard will not be allowed on the vehicle. (Ex, unguarded skates, hockey sticks, sharp objects etc...)
- Stay seated until your stop.
- NRT strives to provide the safest ride possible. It is of the utmost importance to maintain student control. To do so please review with your children the "Rules for a Safe Ride." This is posted in all vehicles and enforced by all NRT drivers. The same standards of behavior that applies at Camp also apply on all NRT vehicles.

Camp Evergreen reserves the right to terminate transportation for any camper that does not adhere to these rules.

Procedures for loading buses to leave camp at the end of the day:

During afternoon Flagpole, the Transportation Coordinator will call the campers on transportation to wait with the bus monitor assigned to each vehicle. After Flagpole, the bus monitor will escort the children over to wait at the bleachers at the softball field. Attendance will be done again and doubled checked with the driver prior to loading the vehicle. Any discrepancies in attendance will be triple checked in the office by the secretary to make sure all campers are accounted for. When it is time to leave, the bus monitor will escort and help load the campers onto the vehicle

In the event of an accident:

The driver/monitor is to do all in his/her power to safely secure all passengers without causing further injury. 911 is to be called immediately thereafter, regardless of whether or not there are visible injuries. Next, Camp Evergreen is to be called. The vehicle should be moved out of harm's way, if safe and possible to do so. Campers should be moved away from the vehicle to a secure location, keeping both injured and uninjured campers within sight. Copies of the campers health information forms are kept on the bus and will be available to emergency personnel. The driver should identify possible witnesses and fully cooperate with emergency services.

In the event of a vehicle breakdown:

Pull van over to the side of the road or somewhere as out-of-the-way as possible. Evacuate all passengers from the van and move them to a safe place out of harm's way. Call Camp Evergreen at

(978) 475-2502 immediately, and then call the parents of campers that you have not yet picked up/dropped off.

Remember- Safety first!

- ➔ Everyone must wear a seat belt- no exceptions! The number of seat belts indicates the number of passengers allowed in a particular vehicle.
- ➔ Everyone must remain seated, and passengers may not extend any body parts out any window
- ➔ North Reading Transportation vans are not wheelchair accessible.
- ➔ Drivers shall be 18 years old, have at least two year's driving as a licensed driver, possess required license for vehicle and be first aid certified or traveling with someone who is first aid certified. Driver's license must be currently valid.

Please use the sheet provided to check off and initial each requirement. Thereafter, the provider will ensure drivers' capability through instruction and observation in the following areas:

1. Backing up- Upon putting the van in reverse, the reverse audio alert system will sound. Before backing up check both side and rear view mirrors. Then, when there is no oncoming traffic, the driver will back the van up using mirrors.
2. Unloading passengers- The driver will come to a complete stop and place van in park. Campers will remove their seat belts and disembark the van.
3. Loading passengers- The driver will come to a complete stop and place van in park. Campers will take a seat and put on seat belts. Once all campers are properly buckled in, the driver can then place the van in drive and proceed.
4. Evacuation procedures- in the event of an emergency, passengers will egress through the nearest available exit.
5. Handling camper behavior- Campers that pose a behavioral/safety problem must be seating behind and to the right of the driver. Parents will be notified and if problematic behavior continues, transportation will be discontinued for that camper.
6. Campers never occupy the van while refueling.
7. A checklist will be provided to drivers that needs to be completed on a daily basis.

Bus Monitor Responsibilities and Duties

- All Bus monitors shall receive an orientation prior to the start of camp to review the expectations and responsibilities of the position.
- Bus monitors are required to have their phones to use in case they need to contact camp. Phones are to be used for official purposes only. Bus monitors are expected to be aware of what is happening on the bus, not playing on their phones.
- Bus monitors required to monitor behavior and document any misbehavior in the discipline book.
- In addition, the bus monitor must report any inappropriate behavior by the driver. (ie. Language or anything else troubling.)
- In the event that an altercation between two campers occurs on the bus, the bus monitor may take the following steps:
 - Give a verbal warning in a calm and direct manner. Do not yell at the campers.
 - When the bus is stopped, the bus monitor may separate the campers.
 - When the bus arrives to Camp, the bus monitor should bring the problem campers to the office.
 - Any problems on the bus must be communicated to the Office and documented in the Documentation Book immediately. The director will then contact the parents and it will be

determined if further action is necessary. If it child cannot adhere to the rules of transportation, then Transportation will be discontinued.

- The Bus Driver is in charge of the Bus. The Bus monitor is there to help implement the rules of the bus and be an extra set of eyes on the campers.

Bus Monitor AM duties

- Be awake and ready to go at their designated pick up time.
- Take attendance at each pick up along the route.
- Ensure all campers are picked up and/or accounted for.
- Monitor behavior on bus. Make sure seat belts are buckled and items are secured.
- Gather notes, medications, or any other communications for the office. These notes will be given directly to Mike at Drop Off.
- Make sure any sporting equipment (bows, hockey sticks, tennis rackets fishing poles etc.) are properly stowed upon arrival at camp.
- Make sure campers on van know their Tent numbers and counselor names.
- Make sure they have all their belongings when they exit the van.
- Upon arrival, check in with Mike, bring campers to extended day or their appropriate Flagpole.
- Bring campers to their lunch crates to store lunches for the day.

The bus monitor's morning job is not over until all the campers on the bus are brought, NOT SENT, to their counselors.

Bus Monitor PM duties

- Prior to Flagpole, check messages in office specific for their route. (Secretary should have route specific messages and IN ADDITION, messages for the transportation supervisor (Caesar) at Flagpole)
- Take attendance at "big kid's" Flagpole.
- After being dismissed from "big kid's" Flagpole, escort campers to athletic field gazebo.
- Pick up and take attendance of Unit 1 campers.
- When all campers are present or accounted for, bring campers to the appropriate vehicle.
- Take an additional attendance on the van while the bus is still in parking lot.
- Make sure campers have all their backpacks, lunch boxes and everything else that should go home.
- Make sure campers are seat belted and all items are securely stowed.

Transportation Procedures for Horseback Riding and Canoe Club

Prior to the camp season, the owner/operator will ensure all camp vehicles are registered, insured, inspected for safety and appropriate emergency equipment are provided.

Driver qualifications and procedures

The camp director shall ensure all drivers of vehicles transporting campers and staff comply with the qualifications as outlined by the Massachusetts Board of Health CMR 430.252:

- At least 18 years old.
- Have at least two year's driving experience as a licensed driver.
- Possess the required license for the type of vehicle
- Possess a current Red Cross First Aid Certification or be partnered with a staff person who is

- certified.
- Must have first aid kit. First aid kits shall contain emergency first aid supplies to meet the needs of the campers and staff, including but not limited to non- perfumed soap, sterile gauze squares, compresses, adhesive tape, bandage scissors, triangular and rolled bandages, a mask with a one way valve, tweezers, a cold pack and barrier protection gloves, preferably of non-latex composition.
- Must have a valid license recognized by the Commonwealth of Massachusetts (As well as all other qualifications required of all senior staff in the camp staff job description.)
- A copy of the campers health questionnaire will be kept in a folder on the bus whenever campers are being transported.
- All staff drivers must demonstrate these skills and be check by the director or unit leader:

Driver Checklist (Mandated for all staff to be able to drive campers)

___ Behind the wheels driving when vehicle to be driven differs in size/capacity from the drivers' regularly driven vehicle.

___ Backing up.

___ Explain Loading and unloading passengers at pick-up and drop-off points.

___ Explain dealing with vehicular breakdowns or passenger illness.

___ Review handling camper behavior.

___ Understand that there is no campers in van while refueling.

___ Be able to perform a vehicle safety check prior to the transportation of persons.

A daily check of the following criteria is required:

___ Lights

___ Tires

___ Windshield

___ Windshield wipers

___ Hazard lights

___ Horn

___ Brakes

___ Mirrors

___ Fluid levels

___ Tire Pressure

___ Safety Equipment (First aid kit, fire extinguishers, reflectors)

___ Evacuation procedures.

___ Must have two staff in the vehicle while transporting campers.

Transportation Safety (Camp Van Rules)

- There cannot be more campers and staff in a vehicle than seats with seat belts.
- Standing or sitting on the floor is not allowed. This includes staff.
- Everyone being transported must wear seat belts.
- Staff ratios must be maintained. When transporting more than 8 children under five years old, and when transporting children with physical handicaps, a staff member other than the driver is required.
- When transporting campers, there can be no sharp, heavy or potentially dangerous objects shall not

- be transported.
- All traffic rules shall be followed.
- No talking and texting on cell phone while transporting campers.
- The camp nurse will communicate any need or problem of the campers or staff which may cause difficulty during transport, such as seizures, a tendency towards motion sickness, or disabilities, to the driver of any vehicle transporting campers.

Accidents and Breakdowns

In the event of an accident:

The driver is to do all in his/her power to safely secure all passengers without causing further injury. 911 is to be called immediately thereafter, regardless of whether or not there are visible injuries. Next, Camp Evergreen is to be called. The vehicle should be moved out of harm's way, if safe and possible to do so. Campers should be moved away from the vehicle to a secure location, keeping both injured and uninjured campers within sight. Health information will be provided to emergency personnel. The driver should identify possible witnesses and fully cooperate with emergency services.

In the event of a vehicle breakdown:

Pull van over to the side of the road or somewhere as out-of-the-way as possible. If you are not able to pull the van to the side of the road, evacuate all passengers from the van and move them to a safe place out of harm's way. Call Camp Evergreen at (978) 475-2502 immediately.

Traffic Control Plan

Camp Transportation

During drop off, Buses follow the flow of traffic through the camp drive way. Campers are unloaded at the gazebo in front of the sandbox.

At the end of the day, buses arrive at 3:15 and await to be loaded. The Camp Bus monitor escorts the campers onto the bus. After attendance is taken the bus waits to be dismissed. Buses leave camp at 3:55.

Transporting own child

Parents transporting their children will receive two Evergreen Pick-Up I.D.'s. Parents complete and keep on dashboard visible through the windshield while picking up child. Drop-off time is between 8:45am and 9:05am. Pick up time is between 4:00pm and 4:15pm. After 4:15pm, child is considered Extended Day and parents will be charged \$15.00 for the service, payable on pick-up. Parents are strongly encouraged to notify office if they pick up child early. Sign-out for the child in the Office is required if child is picked before 4:00pm. The pick up/drop off area is a cell phone free zone. Parents are required to hang up phones while on camp property.

In Case of Emergency

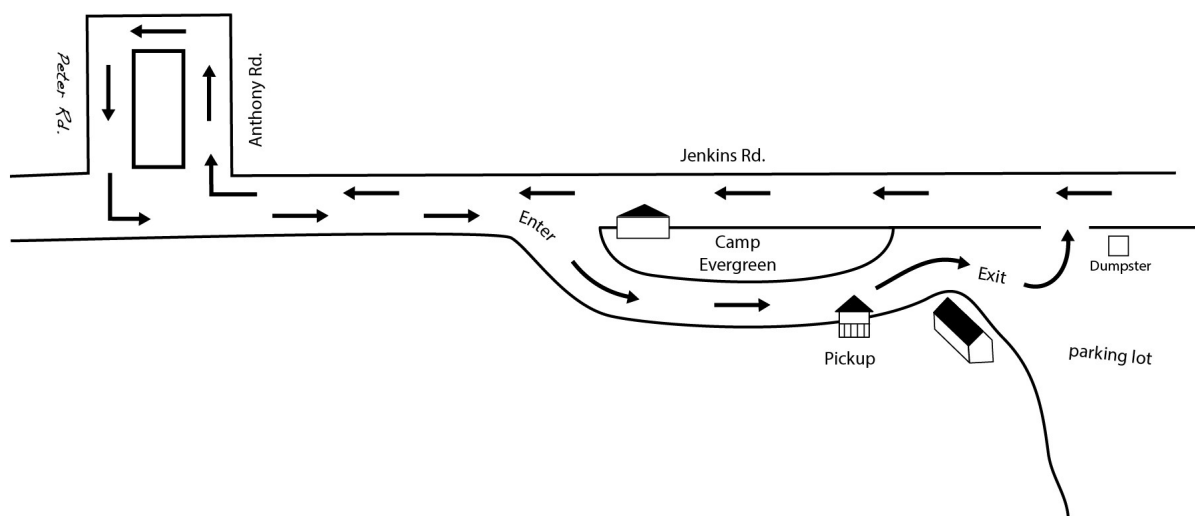
Parent notification in case of an emergency:

- 1) Email burst via camp email.
- 2) Social media announcement via Facebook.
- 3) Individual parents of campers enrolled at camp that day contacted by phone by camp secretary

Traffic and vehicle policies and procedures

Getting Into Camp

In order to make drop-offs and pick-ups as smooth as possible, everyone is asked to enter Camp heading north (Camp on your right). To assist in maintaining the flow of traffic, people are asked to not stop and try to make a left turn to get into Camp. Heading south, it is easy to turn around up the street on Anthony Rd, exiting via Peter Rd (see map below). One enters the first driveway at Camp, in front of the white house. Follow the driveway around to the Gazebo area where children are to be dropped off and picked up as directed by staff. Exit Camp at the end of the driveway, in front of the Camp sign. Parents and others who want to park will be given specific directions from the Traffic Control People. All traffic is required to follow the directions of the Traffic Control People in the street or driveway. All traffic to and from camp are required to not ***pull into our neighbors' driveways in order to turn around.***



Camp Driveway and Parking Lot Procedures

When staff arrive at camp, they must follow the traffic flow into camp that parents follow. Enter the driveway on the North Reading side of camp. The maximum speed limit is 5 mph. In order to maintain proper decorum for parents and campers, we request that you do not play your stereo or bass at a loud volume while driving through the driveway en route to the parking lot. Your responsibility as a member of the Evergreen team starts the moment you arrive at Camp. The driveway is a cell phone-free zone.

Staff must back in when parking their vehicles. This is for three reasons: (1) If staff back in their cars, there is a clear differentiating of which cars in the parking lot are staff and which ones are not; (2) If drivers are driving forward rather than backing out in the afternoon, their line of vision will be that much clearer because it is likely campers will be present in the parking lot; (3) It makes the release of staff go more smoothly at the end of the day.

At the end of the day, no one can leave until all campers are accounted for. There will be one unit leader assigned to the parking lot who releases staff at the appropriate time. S/he will signal the car closest to the exit to go. At the exit of camp, there will be a traffic coordinator who will signal when it is safe to pull out onto Jenkins Road. Safety is paramount and we want each day to end on a positive note.

Staff Assignments during traffic

The Primary responsibility consistent with all staff as part of the traffic control plan is to follow their contracted schedule. Not only must all staff be on time, but they also must not leave early.

Before camp day starts

Extended Day staff, usually led by extended day director, opens and shuts doors for campers and take attendance for morning extended day campers. As normal drop off starts, specific staff are assigned to help campers out of their cars. All staff as they arrive need to check in at traffic just to see if any camper needs assistance. Staff should not dawdle or chat at Sandbox during this time. Counselors need to start tracking campers immediately and get all the campers in their group together, and help other campers find their groups and get to Flagpole. Unit 2 and 3's Flagpole is at the Tennis courts and Unit 1 meets the bleachers near Arts & Crafts. Staff must remain constantly vigilant to ensure Unit 1 campers don't confused and end up at "big kid's" Flagpole. Staff scheduled for Sandbox and Swings, Front lawn and Woodshop must always be aware of latecomers and stragglers, get them signed in and to their groups.

When camp day ends

Many staff have specific assignments: The traffic control team will immediately go up to the front of camp and load campers into cars. Extended Day staff will be take afternoon extended day campers to their assigned area. Specifically designated staff will bring bus transportation campers to the parking lot where they will stay with them until the bus leaves. All other staff will bring campers up to Sandbox where they remain on the job and vigilant until 4:00pm or needed as the occasional situation arises. These staff will form a line from the jungle gym to the big top and repeat all names that are called. They will also keep campers out of the big top, away from bumper pool and other distractions. CIT's and other staff who do not transport themselves are often called upon to help out when needed, sometimes even after 4:00.

Traffic Control Team

This team is handpicked and expected to be both assertive and courteous. The team consists of a point man who controls the front of the line and directs parents and others who need to park. Three door openers who load campers into their cars. One person will on megaphone to announce campers. One person walks the line and controls the flow of traffic efficiently and organized.

IV. The Camp Evergreen Daily Schedule

Camp Evergreen Typical Schedule

Periods

·	8:00 am - 9:00 am	Morning Extended Day
·	8:45 - 9:00	Staff arrive at camp
·	8:45 - 9:10	Campers arrive at camp; organization at Courts
·	9:10 - 9:20	Morning Flagpole
·	9:25 - 10:00	First Period
·	10:05 - 10:40	Second Period
·	10:45 - 11:20	Third Period

·	11:25 - 12:00 pm	Fourth Period
·	12:05 - 12:25	Lunch
·	12:30 - 1:25	First Afternoon Free Choice
·	1:30 - 2:20	Second Afternoon Free Choice
·	2:25 - 3:15	Third Afternoon Free Choice
·	3:15 - 3:20	Campers get ready to go home
·	3:20 - 3:35	Flagpole
·	3:45 - 4:20	Non-extended day people get picked up
·	4:00- 5:45	Extended Day

Bell Schedule

Five minutes before the period is scheduled to end, the mighty Evergreen Bell will ring once. This is the warning bell. Staff should wrap up their activities during these five minutes. Five minutes later, the mighty Evergreen Bell will ring three times, signally that the period is over, and counselors should take their groups to the next activity.

BELL	SCHEDULE
9:55	ONE BELL
10:00	THREE BELLS
10:35	ONE BELL
10:40	THREE BELLS
11:15	ONE BELL
11:20	THREE BELLS
11:55	ONE BELL
12:00	THREE BELLS
12:20	ONE BELL
1:20	ONE BELL
1:25	THREE BELLS
2:15	ONE BELL
2:20	THREE BELLS
3:10	OUT OF POOL
3:15	ONE BELL
3:25	CLOSE CANTEEN
	UNTIL EXTENDED DAY

Flagpole

Every day at Flagpole, the unit leaders must survey the groups and make sure camp is in proper ratios: 1 staff per 10 kids over six years and 1 staff per five campers 6 years and younger. All activities must have two staff assigned. No staff may be left alone with campers.

In the morning, campers are dropped off at camp by their parents, by other caregivers, or by bus. All campers are dropped off at the fence opening at the entrance of Sandbox. Everyone should immediately proceed to Flagpole. This is the only time many parents get a chance to see Camp Evergreen staff. They expect to see a well-organized, well-staffed and structured process of introduction to camp.

On the first day of camp and the first Monday of each session, dozens of campers have to be placed into groups. Previously designated staff members will have computer printouts stating to which tent each camper is assigned. Some staff members will be escorting campers down to the tennis courts where Flagpole is held every day. The rest of the staff will be at the tennis courts helping campers find their assigned groups.

Cooperation is expected from everyone to make the morning transition a smooth one. Keep in mind that a disorganized initial morning Flagpole could traumatize a camper and color his perception of the whole Summer. Campers need to know many things right away when they arrive at camp:

- ➔ They need to know their counselor's name.
- ➔ They need to know their tent number.
- ➔ They need to know where Flagpole is and be escorted there by a staff person

During the week, all staff will be responsible for bringing any campers they may see lingering in the sandbox and swings area down to Flagpole, unless they are assigned another responsibility.

Morning Flagpole

After the tent groups are gathered and the counselors take a thorough and complete attendance, all morning announcements are made. Flagpole must be a fun time, but it is also the time where all the information campers need to know is presented. Flagpole should be spirited but organized. Staff is expected to make sure everybody pays attention to what's being announced. Most announcements concern staff in some way as well.

Afternoon Flagpole

During afternoon flagpole, Announcements are made and everything that was special that happened during the day is spotlighted. Awards are given out. Most importantly, counselors take their final attendance of the day. Specialists are needed to help maintain order at Flagpole as counselors organize their groups at the end of the day. Junior staff need to play an active role at this time of day as well.

At the end of the day, campers break off into groups based on how they get home.

- ➔ Campers who are part of the Extended Day Program break off into their own group with the extended day staff. Generally, these campers go with their counselors to assigned activities away from the campers who are heading home.
- ➔ Campers who take the bus to and from camp leave Flagpole with the Bus Monitor. The Bus monitor escorts the campers to the Sports Bleachers and takes attendance. Once all the

campers are accounted for, the bus monitor loads the campers onto the bus.

- Campers who are picked up by their parents go up to Sandbox with assigned staff. Assigned staff help campers board their cars in an orderly and safe fashion. Cars come in through the driveway by the White House up to the gate by sandbox and swings. Parents have their names on a sign on their front dashboard, and one of the unit leaders will call out each campers ride as it comes.

Agenda for the First Monday of Each Session

One of the goals of Camp Evergreen is to make campers feel welcomed on their first day of camp. Part of how we do this is by providing a mini orientation at the beginning of each new session to help integrate the camper into the community.

A fire drill will also be conducted the first Monday of every session.

Mini-Orientation

- Tell them about the fire drill procedures. Go over where they line up on ball field. Don't panic. Their counselor always needs to know where they are.
- Learn names - Play the name game!
- Teach "We Say Goodbye to Evergreen Song" to all campers.
- Buddy new campers up with old campers... maybe one that needs a friend.
- Find their cubby. Explain that their cubby is their own for the summer.
- Show campers that lunches are dropped off in crates in the morning on the stage in front of the canteen.
- Give a little tour of camp: bathrooms, lunch/free choice area, pool, nurse's office, changing area.
- Explain that they will meet at the cabin and go to flagpole together with counselors at the end of the day, as well as before and after swims.
- Tell them the Camp Evergreen Intruder Policy and what they should do if they see a stranger at camp.
- Express to campers that they can always come to you if they have a problem.
- The rules of Camp: no fighting, swearing, stealing, or wandering away from the group.
- Go over swimming and changing rules; Be aware of campers' modesty; Make sure they show respect.
- Remind them that milk will be at lunch.
- Keeping camp clean - cabins, activity areas. Neat and clean - that's Evergreen!
- Help them keep track of lost and found.
- Remind campers NO CELL PHONES, iPods, video games, or any electronic device that does not help you pitch a tent, roast a marshmallow, or catch a frog with your bare hands.
- Explain to campers where to go for horseback riding/end of the day.
- NO Flip Flops except in the pool area

Morning activities

Every day, before each staff person goes down to Flagpole, they should know what their schedule for the day is. The schedule is posted on the big wooden bulletin board near the sandbox. Counselors can check the schedule for their tents, and specialists can check to see which age groups they can expect for the day. The schedule is different every week, and also lets everyone know about any upcoming special events.

At Flagpole, attendance is taken, and campers as well as their counselors (including junior staff) put their lunch in the crate assigned to their tents. All lunches should have the campers names on them. Counselors must lunches are in the crate and not left in their bags. Campers should not go back and forth to their changing area during the day. Food should not be left in the changing area. After Flagpole, counselors must bring their campers to their changing areas to drop off their bags with their towels and

change of clothes for the day. All groups go together from activity to activity.

Every morning, there will be three types activity periods...

Instructional Swim:

- Instructional Swim is mandatory to all campers. Red Cross WSI instructors will teach the swim programs with the assistance of the pool staff, the counselors and jr. staff.
- Counselors should stay with their groups as the bulk of the campers change for swim in their cabin. However, it is understood that there some campers that change slower than others. Here, again, counselors should utilize their junior staff to escort any stragglers to the pool.
- No tent group will be allowed in the pool area unless the entire group is present and accounted for *including the staff*.
- Everyone should always enter through the pool gate that is adjacent to the bathroom and leave the pool area from the gate at the far end of the pool next to the canteen.
- All the posted pool rules apply for instructional swim as well as free swim.
- During instructional swim, Campers will go to their assigned lane and wait for instructions from their teacher before entering the water.
- Counselors will act as pool look-outs. They are expected to face the pool at all times with their attention being focused on the pool, not other staff. They also may be utilized as “non-certified” instructors who assist with lessons. There must always be a lifeguard outside the pool but in the pool area acting as a lifeguard not an instructor.
- On the first day of camp, campers will be given a swim test which will determine their Red Cross swim level during instructional swim. This is mandatory for every camper, every summer, regardless of how many years they have been attending camp. Campers who wish to swim in the deep end must pass the deep end test.
- When a camper progresses completely through a swim level they are given the swim card saying they completed that part of the program.
- The period will end with a buddy call where campers will be trained to exit from the nearest side of the pool and locate their buddy. Then the campers will hold their buddies hands up in the air.
- At the end of the period, counselors escort their campers back to their cabins to change. A counselor should wait with any stragglers that are taking more time to get their belongings together before leaving the swim area to change.

Specialist activities

Specialist activities are activities where the tent is scheduled to meet with a Specialist counselor. These include Drama, Arts + Crafts, Athletics, Woodshop, Nature, Archery, Campcraft and Tennis. Tents will be scheduled to each specialist at least once a week during the morning periods.

Counselor activities

Counselor activities are activities where a counselor will be assigned a specific area to run their own activity. These areas include Sandbox and Swings, the Soccer field, the volleyball net, the mini-golf course, trollies, the front lawn and the basketball courts.

Lunch Time

At lunchtime, the counselor for each group will bring the bulk of the group to their unit meeting area for lunch with the junior staff bringing any stragglers to lunch. Unit 1 eats under the big top. Unit 2 eats lunch at Pine Grove/ Courts. Unit 3 eats lunch at Trollies. The unit eats lunch together unless special

arrangements have been made with the unit leader. Remember, campers tend to eat quickly and are usually done with their lunches by 12:23. Unit leader, please plan accordingly. After lunch the unit leader should initiate a clean-up of the lunch area. If camper forgets a lunch, the counselor will bring camper to canteen where the canteen specialist will provide the child with a pre packaged lunch (such as a “Lunchable”) and milk.

Counselors are still responsible for supervising campers during lunch.

Afternoon Activities

Afternoon activities consist of three periods: two free choice and one free swim. The “A, B, Schedule” shows which unit has free swim and which areas are available to the unit for free choice.

Free choice

During free choice periods, specialists and counselors offer activities. The unit leader runs the unit meeting and has each staff member announce what s/he is offering for that period. Campers remain seated at this time. After all choices are announced, counselors record their campers’ respective choices into the spaces provided in the attendance book. This facilitates the process of finding the campers if parents or camp administration need to find them. When the choices of all the campers are recorded, the campers are then sent to their activities with assigned staff, making sure ratios are maintained at 1:5 and never less than 2 staff for 1 camper. Special attention must be given to get everyone where they are supposed to go.

At the end of each free choice period, counselors escort their assigned campers back to their unit meeting area. At the end of the Free Choice period, prior to Free Swim, counselors must bring campers to their changing areas. They must utilize their junior staff for coverage of the changing areas for swim.

Free Swim/Alternate Swim Activity

Free swim is not mandatory for campers. Therefore, an “alternate swim activity” will be offered during this time. At the cabin, campers who wish to swim will change and are escorted by a counselor to the pool. Campers who wish to attend the alternate swim activity will be escorted by a counselor to the alternate swim activity. The senior counselor will go with the larger group. A camper may not change his/her mind mid period and must stay at either the pool or the alternate swim activity for the duration of the period. Counselors must take note of who went where.

All three units will have a free swim in the afternoon with certain rules in effect:

- No tent group will be allowed in the pool area unless the entire group is accounted for and the staff member responsible for the tent is present.
- The buddy system is in effect. Campers will not be allowed into the pool area unless they have their buddy with them.
- After placing their belongings in their designated area along the pool fence, campers who wish to swim must sit on the edge of the pool and wait for permission to enter the water.
- Campers who chose swim as their afternoon activity must stay in the pool area for the entire duration of the period.
- Counselors will act as pool look-outs. They are expected to face the pool at all times with their attention being focused on the pool, not other staff.
- There will be frequent buddy calls. During a buddy call, the pool staff blow their whistle three times, and all staff count down from ten. Campers will be trained to swim to the nearest side of the pool and locate their buddy. Then, campers will hold their buddies arm up in the air.

- There will be a staff member assigned to each gate. The counselor assigned to the gate across from the bathroom will keep track of any campers who are in the bathroom prior to the buddy call. The staff member assigned to the gate adjacent to the Canteen will make sure no one comes in or out of that gate unless they are heading to a counselor run activity in the oval pool.

Afternoon Schedule

Soccer field: alternate swim activity run by Unit 2 & 3.

Jason will run his street hockey league first period.

	A-	B-		
	Archery Boating Campercraft Tennis	Courts Mini Golf Wiffleball Jason	Arts & Crafts Drama Nature Woodshop	Front Lawn Soft Ball Trolleys Volley Ball
Unit 1	Non Swim: Sandbox SWIM	A	B	
Unit 2	A	B	Non Swim: Sandbox and Soccer Field SWIM	
Unit 3	B	Non Swim: Soccer Field SWIM	A	

Friday Afternoon Clean Up/Schedule

Unit 1

The Unit 1 cabin clean-up" is usually one or two staff cleaning the cabin, the rest watching the campers in Sandbox and Swings. Go down to All Camp @ 12:45. Leave All-Camp at designated time coordinated with Drama specialist, pool staff and Mike. If Unit 1 wants to swim, they need to leave All-Camp early. Unit 1 leader needs to make the lag time between All-Camp and Specialist Awards fun, festive. After all awards are done, AND THE CABINS ARE EMPTIED of lost and found, miscellaneous stuff...Unit 1 may use SOCCER FIELD if there is time at end of day before Flagpole. Sandbox and swings is NOT available because this will be the non swim activity.

Unit 2

Unit 2 will have cabin clean up, and then go down for the All-Camp @ 12:45. After the All-Camp, Unit 2 will have awards. THEN depending on the timing (Unit 2 leader goes over timing with Mike) Unit 2 will EITHER go directly to the pool OR play a game on the ball field and THEN go to the pool. This time must be productive fun and festive. Unit 2 will get out of pool early and EMPTY cabins prior to Flagpole.

Unit 3

Unit 3 will have final cabin clean up and then go down to All-Camp at 12:45. After All-camp, Unit 3 has swim. After Swim, Unit 3 does awards. Then, Unit 3 will EMPTY cabins. If there is time before Flagpole, Unit 3 will do an activity on ball field. This time must be productive fun and festive.

Specialists

Specialist will do awards in the afternoon in the following rotation, Unit 2 first, then Unit 1 and then Unit 3. There is often lag time in between Unit 1 & Unit 3 as Unit 3 is getting out of the pool. Specialists will use this lag time as well as the time after Unit 3 awards to get areas clean and eady for the weekend.

Extended Day

Extended day in begins at 8 and ends at 5:45. Campers who wish to sign up for extended day may do so at an additional cost. If Parents need drop in extended day, the cost is \$15 for either morning or afternoon extended day. This must be payed upon drop off or pick up. Any changes to attendance during extended day will be communicated through the office to the extended day coordinator.

Extended day Staff Sign Up

As part of the first Orientation, staff will be invited to sign-up for Extended Day. There are three shifts a staff person can sign up for:

- 1) AM: AM Staff arrive at 7:50, and then stay through the camp day.
- 2) PM early: PM early Staff stay at camp after PM Flagpole for Extended Day Attendance, Free Choice, Snack and Free Choice. These staff leave at 5:15.
- 3) PM late: PM Late Staff stay at camp after PM Flagpole for Extended Day Attendance, Free Choice, Snack and Free Choice. These staff leave at 5:45.
- 4) 5:00 staff: There are two specifically assigned staff who stay until 5pm. One is the lifeguard assigned to the pool for extended day. The other is an adult senior leadership staff member assigned to help with the traffic.

Extended AM

AM Staff arrive before the campers and make sure the camp is ready for the day: Lunch crates, trash barrels, the pool and any general upkeep is done. Staff are assigned stations:

- Traffic (Generally 3),
- Ping Pong (1),
- Bumper Pool (2),
- the Bench (2),
- the Big Top (2),
- the stairs (1).

AM Extended Day must stay attentive, must keep the children contained in the Sandbox and Swings area. They must arrive at Camp, ready to go. AM Staff should have already consumed their breakfast and need to arrive at camp ready to do their jobs, but may have their coffees or however they start their day. However, if coffee and coolata etc. cups are left lying around and not disposed of properly, morning beverages will be banned. AS IN ALL OTHER ASPECTS OF THE CAMP DAY, staff's focus must be maintained on the campers. Just because there are fewer campers doesn't mean our attentiveness can waver. Children who get a scrape or are otherwise injured must be BROUGHT to the nurse's office not sent. In the morning Little Jim is in the office and HE provides first aid until the nurse arrives.

At 8:45, non-extended day campers and staff arrive. This is not a break time, quite the opposite as this is a difficult transition as dozens of campers arrive within a short window of time. This is not a staff social. As non-extended day staff arrive, they are expected to fulfill their job description and not be a distraction. When Flagpole is called, extended day staff go to their assigned area. NO ONE may stay in the Sandbox and Swings area and socialize. All staff need to be assisting campers.

Extended PM Period I (3:45-4:15 Times approximate and variable)

After attendance, there is a choice period of approximately a half hour while snack is being prepared. Each extended day staff will be assigned to an area for this brief half hour or so period. This will be your area to run an activity and CLEAN UP when the activity is over. Cleaning up includes all EQUIPMENT, TRASH, and LOST & FOUND.

Free Choice Activity Areas for Extended Day Include:

- Tennis Courts (the far court)
- Roller Racers (in the middle)
- Basketball Courts
- Picnic Tables
- Volleyball
- Ball Field

Staff are assigned to specific areas, and paired or tripled up. These are the areas staffed are assigned to for the entire summer. The focus must be on the campers, not on each other. This is a confusing transition time for the campers and staff must be on their toes. Also, Unit 1 campers will be merging in with other campers. Extended Day staff people who work Unit 2 and 3 campers usually must be attentive to the more intensive needs of the Unit 1 campers.

Just because you're assigned to area doesn't mean you can't change the activity that's going on there. For example, if you're at the volleyball net you don't have to run volleyball, You could play duck, duck,

goose or storytelling, etc.

Campers are BROUGHT to the office for injury not sent. When staff arrives at the office, go to the main office, apprise Little Jim of the injury and Little Jim will treat the injury. This is very important. Staff should not take it upon themselves to treat a minor injury. Little Jim will decide if the staff needs to stay with the camper, or the staff should return to the group.

Clean-up

Before the children are BROUGHT to snack, (Again, BROUGHT, not SENT) each activity area must be cleaned and the area checked. The Extended Day Leader will assign another staff person to check for all lost & found, trash and other debris. The staff will bring the campers to the Big Top. On the way, each extended day campers must bring their back pack and drop it off over at the fence by pick up. During Inclement weather, the bags will be placed under the Unit 1 bleachers.

Extended PM Snack

There is one extended day staff person who is not running activities and is instead in charge of preparing snack. This person will coordinate with the Traffic Team and when the traffic teams says "go." the snack person will signal the rest of the staff to bring the kids up. The kids will disperse amongst the tables under the big top and will be sent one at a time to get snack>

Extended PM Period 2

When everyone is done with the snack they will be sent to one of three choices: One of the three choices WILL always be swim. Unit 1 campers who will be swimming must be BROUGHT to the Barn with two staff to be changed both before and after swim. The other two choices will rotate amongst 1) a ball field game, 2) mini-golf, 3) the pond and 4) the Trollies. The staff will bring the kids as a group to the activity. Again, BRING, don't SEND.

Extended PM Period 3

After free choice, each staff person will be assigned to a station in the sandbox area. There will be one Early Pm and one Late Pm person assigned to each area. Staff are assigned stations:

- Traffic (Generally 3)
- Ping Pong (1)
- Bumper Pool (2),
- The Bench (2)
- The Big Top (2)
- The stairs (1).

Extended Day staff must stay attentive, must keep the children contained in the Sandbox and Swings area.

End of the day Clean Up assignments

At the end of the day two staff will be assigned to the Golf Cart: All Camp Clean-Up (including ALL trashes and Lost and Found), one staff will be assigned to Schedule Board + Lights and all staff will do Pick Up for Popsicles or any other clean-up As needed including setting up the lunch crates for the next day, emptying all trash in the Big Top and sandbox, all sandbox toys are put away and anything else that needs to be done.

Late Nights

Late nights are special events that take place after normal camp hours. Late nights at Camp are a central part of

the Camp Evergreen tradition. Usually, whenever someone is asked to recall their fondest Evergreen memories, the first that comes to mind are the Late nights. Camp Evergreen late nights are typically held on Thursdays of the second week of the session.

Organizational Set Up

- Late Nights are once every two weeks, one per session, with one extra late night the special unit 1 & 2 junior campfire. Campers in Unit 2 and 3 may attend late nights.
- The late night coordinator will staff the late night appropriately, including a lifeguard. The pool person will be expected to help where needed after the pool is not being used.
- Each group will be assigned a specific changing area for their free swim period. Both boys and girls will be split up into three groups: Youngest, Middle and Oldest. Oldest boys will use the “Dawg House” (the cabin on the upper soccer field near the tower), Middle boys will use the “Club House” (the cabin next to the mini golf course), and Youngest boys will use the “Lodges” (the changing areas near the front gazebo). The Oldest girls will use Fawn Lodge (the cabin adjacent to campfire), Middle girls will use the Hen House (the cabin adjacent to the pool), and Youngest girls will use the New Barn (where the Mini-camp is headquarters).
- All campers will change in their assigned changing area for the Late night which may not be the area they are used to changing in during the day and in fact, probably won’t be. One counselor must be in the area at all times. Any campers not swimming will participate in a structured non-swim activity.
- Staff who are not assigned to the late night are welcome to visit, especially at campfire. No guests are allowed, and visiting staff must be respectful of the programming otherwise they will be asked to leave.
- The Camp Evergreen Drug and Alcohol Policy is still in effect for all staff working or visiting the camp during a late night.
- Staff will be selected to work late nights as fairly as possible. Overall job performance and performance at previous late nights will be considered. Feel free to express interest in any and all late nights.

Late Night Calendar

Five Late nights and a Junior Late Night are scheduled during the course of the summer. Each late night has it’s own theme.

- ***The Harold Parker late night:*** During this late night, one of the descendants of the late, great Harold Parker comes to camp and tells his "sad, but true" story.
- ***The “Wicked Scary” late night:*** Ghostly tales are told around a campfire to everyone’s frightful delight.
- ***The Barn Dance Late night:*** Dance the night away under the big top!
- ***The Junior CIT late night:*** This is the most special late night of them all, because it is run by the Jr. CIT's. This special late night is highlighted by a special Jr. CIT only event at the end.
- ***Buddy and Bella’s Birthday Mini late night:*** This late night gives the opportunity for the younger campers to partake in the late night tradition except it ends a little earlier.
- ***The Indian Village late night:*** This being the last late night of the summer is usually the most special one of all. The campers create their own structures to be tested at the final ceremonies.

Late night Staffing

Staff are asked to work late nights based on their job performance. The Unit Leaders will discuss who should be part of the late night staff with the late night director. How Jr. staff perform on the late night is one of the criterion used to evaluate their future job placement at Camp Evergreen. Often, late nights provide the only opportunity that the Director has to directly evaluate how valuable a junior staff is to camp. late nights provide junior staff with their chance to fly solo. Junior staff is expected to be leaders at the late nights (at games, the pool and especially the campfire.)

Scheduling

Each late night has its own identity and schedule. However, over the years, a consistent pattern of scheduling has been formed. This is a generic schedule:

4:00- Attendance is taken at thetrollies. Camp Evergreen is in a natural setting and activities held on late nights are conducted with the goal of keeping this natural setting as unfettered as possible. Groups and changing areas are announced at that time. Campers not on late night list should checked in with office for verification.

4:10- Campers and late night staff play a game on the softball field away from the extended day campers.

4:45- A free choice with activities related to the theme of the late night.

5:30- Free Swim. (With the same rules in effect as regular Free Swim.)

6:15- Dinner. (With their late night group.)

7:00- Clean-up.

7:15- All camp game. (Usually some form of Capture the Flag, or a Counselor Hunt or scavenger hunt of some kind.)

7:45- Snack, go to areas and change into long pants. verification and bug spray at campfire

8:00 - Campfire.

8:45- Campfire ends

9:30- Parent Pick-up

Other Special Events

- Weekly cRAZY dRESS-UP dAYS: Everyone gets a bit crazy! Wear something you'd never wear in public. If everyone joins, this can be a great activity with everyone having lots of fun. Remember, it's part of the job description to get a little bit crazy.
- Archery Tournament: During the course of the summer, the archery specialist will hold tournaments based on the theme for the week.
- Canoe Club Excursions: Interested deep end swimmers canoe and explore local waterways. Staff will be needed to help out, not only for the trip itself but to help the event organizers get the campers ready.
- Badminton, Basketball, and Tennis tourneys: Campers and counselors team up for various tournaments. It is hoped that all staff get involved in these kinds of activities and coax campers into being their partners.
- Fishing Derbies: Held across the street at Bass Rock, interested campers fish to get the big one. Staff is needed to help out because tangled lines and wet campers are the norm.
- Stuffed Animal Day: Everyone brings their favorite stuffed animal to camp and awards are given out.
- Circus Day: A theme is announced at the beginning of the week, and each tent presents a booth that provides entertainment for Circus Day. Prizes are given out. Each counselor presents the director with a list of items needed for their booth. Campers take turns manning the booth as the rest group checks out the other booths.
- Softball: Tryouts are held during week one. Teams are formed, and the league battles it out all summer long.

V. Pre Camp Meetings And Orientations:

Prior to the start of the Summer Camp season in June, Camp holds several events in order to better prepare new and returning staff for the 8 or 9 weeks that Camp will be held.

Unit Leaders Meeting

Pre-Summer:

This meeting is typically held on a weekday evening at a restaurant where administrative staff, i.e., Debby, Jim, the Director of Staff Development, Unit leaders, Pool Director, Lead Specialist, Nurse, and possibly the secretary attend to discuss organizational matters, Camp philosophy, any changes to the staff manual, people's particular concerns or questions, and what to specifically focus on at the staff orientations.

Post-Summer:

This is a debriefing where the leadership meet at camp and look back at the previous Summer. Discussion is what we can do better, what worked well, and there is a positive, proactive conversation regarding staffing and what changes need to be made.

Sample Unit Leaders meeting:

Unit Leader's Meeting 6/8/2017

- 1) Introductions
- 2) Make a list of topics to go over tonight
- 3) Go over staffing.
- 3) New Non swim activity procedure and how it affects the A/B Afternoon Schedule
For Free Swim in the afternoon: The Counselor will organize the campers AT THE CHANGING AREA. They will be organized into a non-swimming group and a swimming group. The senior counselor for each group will go with the larger group. The group heading to the pool will give the lifeguard a headcount of how many kids are going to the pool. Unit 1: The non swimmers will go to Sandbox and Swings. Unit 2 & 3: The Non Swimmers will meet at the nature stage and be split into two groups: one group will go to soccer field with Jason for the non-swim activity and the other choice will be Sandbox and Swings.
- 4) Expectations for Pool and counselors in pool area. How can we keep the pool safe and fun and the staff fully attentive in the pool area.
- 5) Continue with excellent job with Lunch boxes from last year. Very important especially with new Unit 1 Leader. Make sure everyone knows about Late Lunch crate.
- 6) Change at Pond
- 7) Support Specialists, emphasize for counselors
- 8) Gossiping, respecting materials and supplies around camp.
- 9) Stop changing clocks.
- 10) Late Night Staffing

Other points of emphasis:

- 1) Most importantly, COMMUNICATE. Let us know when something is wrong, broken, missing, or incorrect. We want to fix it, we want to make things perfect. However, to effectively communicate, please do more than just SAY it. Things need to get WRITTEN DOWN or it just doesn't count. We will have a "Do Better" notebook in the office to log issues. Please help us help you.

- 2) Discipline: It is not your job to raise/discipline the campers. It is their parents' job. Do not stress out. Communicate to the office if there are any problems, communicate RIGHT AWAY. Don't let things fester.
- 3) Dealing with problem staff. You are going to have communication problems with your staff. This will happen. Everyone is trying very hard but somehow miscommunications will always happen. You can't let it stress you out. Also, you need to FOLLOW UP and make sure everything is staffed appropriately. You may not always be running activities, but checking up on things.
- 4) From the nurse: Keep safety first at all times. Be aware of ticks. Be aware of sunscreen. Follow up on the training of Jr. Staff. Make sure they participate at specialist activities not just socialize.
- 5) Clean-up. Continue what we started last year:

What happens on Friday afternoon?

- Unit 1: "cabin clean-up"-usually one or two staff cleaning the cabin, the rest watching the campers in Sandbox and Swings. Go down to All Camp @12:45. Leave All-Camp at designated time coordinated with Drama specialist, pool staff and Mike. If Unit 1 wants to swim, they need to leave All-Camp early. Unit 1 leader needs to make the lag time between All-Camp and Specialist Awards fun, festive. After all awards are done, AND THE CABINS ARE EMPTIED of lost and found, miscellaneous stuff...Unit 1 may use SOCCER FIELD if there is time at end of day before Flagpole. Sandbox and swings is NOT available because this will be the non swim activity.
- Unit 2 will have cabin clean up, and then go down for the All-Camp @ 12:45. After the All-Camp, Unit 2 will have awards. THEN depending on the timing (Unit 2 leader goes over timing with Mike) Unit 2 will EITHER go directly to the pool OR play a game on the ball field and THEN go to the pool. This time must be productive fun and festive. Unit 2 will get out of pool early and EMPTY cabins prior to Flagpole.
- Unit 3 will have final cabin clean up and then go down to All-Camp at 12:45. After All-camp, Unit 3 has swim. After Swim, Unit 3 does awards. Then, Unit 3 will EMPTY cabins. If there is time before Flagpole, Unit 3 will do an activity on ball field. This time must be productive fun and festive.

First Orientation

This orientation is held at Camp on Saturday, 2 weeks before camp starts and runs from 9 am-4 pm for administrative staff, senior staff, and specialists and 12:30- 4 pm for jr. staff.

CPR Certification

For staff who received or already have CPR certification, a re-certification test will be given the week before camp starts on a weekday afternoon. For staff whose certification has lapsed for a year or more, the full certification course will be offered on a weekday evening. CPR certification is required for all senior staff, and a \$20 bonus will be issued upon completion.

Written Medical Policy approved by the board of health to be presented at Staff Orientation each year.

Second Orientation

This orientation is held at Camp for all staff from 9 am to 4 pm on the Saturday before Camp begins. In the beginning of the day information will be presented to staff, and staff shirts will be distributed. The Evergreen Family Picnic Begins at 1 pm. This is a "meet and greet" for staff, parents, and campers.

Staff must do their best to present themselves well and give parents and campers a great start to the upcoming Summer Camp Program!

Mandatory Staff Policies that will be gone over every year at orientation:

Sample Orientation

First Orientation 2019

Coffee and Donuts

9:30 Welcome! Overview of Summer/ Introductions to Administrative staff/ Define New Jobs/ Say hello to New staff

Little Jim, Maintenance Man and Debby Loscutoff

Allie, DiT Director in Training/Unit 1 Leader

Caesar and Mari Tarantino: the New CIT Training Team

Julia Austein, Lead Unit 1 Counselor

Keith, Trips and Specialist Coordinator

Pool Team: Rachel, Pool Director, Erin Coulter, MacKenzie Foley

Unit 2 Leader: Richie

Unit 3 Leader: Mike

Sports guy: Jason

New Specialists: Drama: David Breen, Tennis: Taylor Weeks, Campcraft: Danny Hornby

10:00 Ice breaker with Colleen

10:15 Senior Staff Discussion topics

- What do you think the camp mission is?
- Head's up concussion protocol. Must be done annually.
- Email sign-up: We need to do this better. Please legibly write down your email address and then send an email to office@campevergreen.com titled "staff database" in title and "email confirmation" with your name , your number and the address you want your paychecks snail mailed to in the body. Attach concussion protocol if you haven't already sent it.
- Attentiveness, Awareness, Getting to know your campers.
- Reporting and documentation of any incidents and/or Concerns. To help you out we are going to provide you with a documentation format.
First, we have the 5 W's of documentation:
 - **WHO** is reporting it and **WHO** is involved?
 - **WHEN** did it take place? Date and time.

- **WHERE** *did it take place?* Area at camp.
 - **WHAT** *happened?* Be specific to a particular incident.
 - **WHY?** What do you think led up to the incident?
 - **HOW** *did you resolve it?*
- You need to do a SAFETY CHECK at EVERY activity. Safety is our top priority. DOCUMENT all maintenance issues as well. If you haven't written it down, you haven't REALLY told any anyone.
 - Inservice, ongoing trainings for senior staff.
 - Role of a mentor to younger staff
 - Transition line of communication.

Communication definition: *1a : a process by which information is exchanged between individuals and groups through a common system of symbols, signs, or behavior also : exchange of information b : personal rapport 2a : information communicated : information transmitted or conveyed b : a verbal or written message*

Let your fellow know if you are leaving the area and for what reason, just utilize common courtesy. COMMUNICATE. ALSO, you don't have to just communicate concerns. We WELCOME programming ideas

- Bullying talk. Not only is bullying insidious, it has long last effects into the future.

11:00 Split off into Teams

Specialist meeting at Arts & Crafts, do an inservice training with Keith. Then meet and discuss what is needed for specialist areas. Clean and set up areas.

Counselors break off into units. Do an inservice training. How will the unit be run? Who's number 2 when unit leader is not available? Who are the softball coaches? The mini golf. Badminton, tennis and 3on3 basketball commissioners?

11:30 Team building Activity.

12:00 Lunch break

12:30 GREETINGS! Junior staff arrive. Icebreaker with Colleen

1:00 Policies and Procedures sign off **Health Care Policy, Christian's Law, Drug Marijuana and Alcohol, Suspected Abuse, Smoking, Discipline, Positive Role Model, Dress Code, Sexual Harassment, Cell Phone, Media, Intruder, Personal Sports Equipment, Animal and Pets, Personal Weapon and Sensitive Issue, Insect Repellent and Tick Check, Sunscreen, Head's Up Concussion Training, Camp Evergreen Emergency, Evacuation and fire drill policies.**

1:30 – 2:50 Station trainings.

Rotation:

#1 **Old barn** Pool Video w/Rachel: 1) 1:30 Unit 1; 2) 1:50 Unit 2; 3) 2:10 Unit 3; 4) 2:30 Specialists

#2 **New Barn** “Begin with the end in mind” w/Keith 1) 1:30 Specialists; 2) 1:50 Unit 1; 3) 2:10 Unit 2; 4) 2:30 Unit 3

#3 **Unit 1 bleachers** potential mental health issues w/Mari 1) 1:30 Unit 3; 2) 1:50 Specialists; 3) 2:10 Unit 1; 4) 2:30 Unit 2

#4 **Ballfield bleachers** Fun activities to fill time with Allie. 1) 1:30 Unit 2; 2) 1:50 Unit 3; 3) 2:10 Specialists; 4) 2:30 Unit 1

2:50 Counselors change for swim.

3:00-until finished Pool training

All Camp Get Together

Mandatory Staff Policies:

Signed Policy Statements

I, _____, have been informed of, trained on and fully understand the below
Camp Evergreen policies today _____ (today's date), and will conform to said policy.
(sign below)

Health Care Policy _____ **Christian's Law** _____

Drug Marijuana and Alcohol Policy _____

Suspected Abuse Policy _____ **Cigarette Policy** _____

Discipline Policy _____ **Positive Role Model Policy** _____

Dress Code Policy _____ **Sexual Harassment Policy** _____

Cell Phone Policy _____ **Media Policy** _____

Intruder Policy _____ **Personal Sports Equipment Policy** _____

Animal and Pets Policy _____ **Personal Weapon Policy** _____

Sensitive Issue Policy _____ **Sunscreen Policy** _____

Insect Repellent and Tick Check Policy _____

I have completed my Head's Up Concussion Training and submitted my certificate:-

I have received my training for the Camp Evergreen Emergency Policy, Evacuation Policy and fire drills.

Incident and/Maintenance Report (Remember the five W's of Documentation)

Who (your name) _____ Camper's name(s) _____

What _____

When _____ Where _____

Why (and How) _____

Use back of paper if additional space needed.

Incident and/Maintenance Report (Remember the five W's of Documentation)

Who (your name) _____ Camper's name(s) _____

What _____

When _____ Where _____

Why (and How) _____

Use back of paper if additional space needed.

First Orientation 2019

Coffee and Donuts

9:30 Welcome! Overview of Summer/ Introductions to Administrative staff/ Define New Jobs/ Say hello to New staff

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Unit 3 Leader: Mike

Sports guy: Jason

New Specialists: Drama: David Breen, Tennis: Taylor Weeks, Campcraft: Danny Hornby

10:00 Ice breaker with Colleen

10:15 Senior Staff Discussion topics

- What do you think the camp mission is? What do you think should be part of the camp mission statement? Discuss. Read current mission statement.
- Head's up concussion protocol. Must be done annually.
- Email sign-up: We need to do this better. Please legibly write down your email address and then send an email to office@campevergreen.com titled "staff database" in title and "email confirmation" with your name, your number and the address you want your paychecks snail mailed to in the body. Attach concussion protocol if you haven't already sent it.
- Attentiveness, Awareness, Getting to know your campers. Try to make sure everyone has a friend. Some campers latch onto their counselors instead of making friends. Encourage your campers to make at least one friend, one good friend to last the summer. What are some strategies we can use to make this happen? Discussion.

- Reporting and documentation of any incidents and/or Concerns. Please write down everything. If you don't write it down, it doesn't count. This is for your protection. Let's go over examples of what should be documented. (EVERYTHING. If you ASK THE QUESTION then the answer is definitely "YES".) What to document. How to document. To help you out we are going to provide you with a documentation format. First, we have the 5 W's of documentation:
 - **WHO** *is reporting the incident?* Your name first AND last.
 - Ex. Allie Loscutoff
 - **WHO** *does the incident involve?* The camper being reported first AND last name. And if that camper negatively impacted another camper: That camper's name. First AND last name.
- **WHEN** *did it take place?* Date and time.
- **WHERE** *did it take place?* Area at camp.
- **WHAT** *happened?* A brief description of what happened without embellishment or commentary. Each SPECIFIC entry needs an INDIVIDUAL entry,
 - UNACCEPTABLE: Mikey has been driving me crazy all summer he doesn't listen.
 - WHAT IS EXPECTED: A chronology of events why Mikey has been driving you crazy. SPECIFIC.
- **WHY?** What do you think led up to the incident?
- **HOW** *did you resolve it?* What steps did you take to resolve the incident? Did any campers see the nurse as a result of it?
- You need to do a SAFETY CHECK at EVERY activity. Safety is our top priority. Don't be afraid to prod us if something isn't addressed. Seeing something wrong, broken, needs attention. It's your responsibility to report it. Don't just ignore it. Don't JUST mention it to Mike, Jim, Caesar, Allie in passing. WE're human. We try to remember everything but we do have lapses and forget. DOCUMENT all maintenance issues as well. If you haven't written it down, you haven't REALLY told any anyone. FOLLOW UP so we can FOLLOW UP. Don't think you're being ignored.
- Inservice, ongoing trainings for senior staff. This is something we are going to implement this year. There will be times set aside for unit leaders to do exercises and thoughtful role play to continue your training and enrich the camping experience for your campers and yourself. The goal is maintain our energy and make the ENTIRE summer great. Our goal is to maintain and be consistent the

entire summer. The effort we demonstrate should be the same Week 1, 5, 8 ... ALL SUMMER. This is one way we can help you.

- Role of a mentor to younger staff. You are a role model for your junior staff. You are a mentor for your junior staff. You're not just forming a partnership, you're forming a mentorship. Your junior staff will do what you do and it's up to you to make that relationship a positive one. One of growth. Discussion points. What do you think your role is? Do you remember how your senior staff helped or hurt your development as a junior staff? What can we as a camp do to help junior staff further their training? Do you have any ideas? How could we have helped you?

- Transition line of communication.

Communication definition: *1a : a process by which information is exchanged between individuals and groups through a common system of symbols, signs, or behavior also : exchange of information*

b : personal rapport 2a : information communicated : information transmitted or conveyed b : a verbal or written message

It needs to be understood that the transmission line goes down the chain of command but it also goes back up the chain. YOU need to maintain the transition lines as well. Let us know when there is a problem. We have seen counselors uncomfortable telling the administrative staff that there is an issue with a camper, with their group. They think they are "telling on" their campers.

You need to adjust this line of thinking. We can only help you if we know what's going on. Please don't look at us at any but your support team. We can only help you if you let us help you.

Let your fellow know if you are leaving the area and for what reason. This includes junior staff and specialists at an activity. If you go to the bathroom, the nurse etc... just utilize common courtesy. COMMUNICATE.

ALSO, you don't have to just communicate concerns. We WELCOME programming ideas. If you have an activity you want to bring to camp, or perhaps an activity to bring back to camp, we STRONGLY ENCOURAGE you make suggestions about programming ideas. It's *occasionally* difficult to schedule on short notice so not waiting until the last second is helpful but we will always do our best to accommodate you. We want to help this be these best summer ever for both our campers and YOU. But that will always include you helping us help you.

- Bullying talk. Not only is bullying insidious, it has long last effects into the future. A camper's negative experience from 1 or 2 summers ago can fester so they're just feeling the effects now as their anxiety manifests itself later. The effects of something like the "brabra gang" from 2 summers are still felt even

now. We have to always be aware of our campers being bullied and act upon it. And EVEN IF you feel like “you’ve taken care of it”, please DOCUMENT, please COMMUNICATE the situation. Help us, help you.

11:00 Split off into Teams

Specialist meeting at Arts & Crafts, do an inservice training with Keith. Then meet and discuss what is needed for specialist areas. Clean and set up areas.

Counselors break off into units. Do an inservice training. How will the unit be run? Who’s number 2 when unit leader is not available? Who are the softball coaches? The mini golf. Badminton, tennis and 3on3 basketball commissioners?

11:30 Bring everyone back together. Do something fun and team building.

12:00 Lunch break

12:30 GREETINGS! Junior staff arrive. Icebreaker with Colleen

1:00 Policies and Procedures sign off **Health Care Policy, Christian’s Law, Drug Marijuana and Alcohol, Suspected Abuse, Smoking, Discipline, Positive Role Model, Dress Code, Sexual Harassment, Cell Phone, Media, Intruder, Personal Sports Equipment, Animal and Pets, Personal Weapon and Sensitive Issue, Insect Repellent and Tick Check, Sunscreen, Head’s Up Concussion Training, Camp Evergreen Emergency, Evacuation and fire drill policies.**

1:30 – 2:50 Station trainings.

Rotation:

#1 **Old barn** Pool Video w/Rachel: 1) 1:30 Unit 1; 2) 1:50 Unit 2; 3) 2:10 Unit 3; 4) 2:30 Specialists

#2 **New Barn** “Begin with the end in mind” w/Keith 1) 1:30 Specialists; 2) 1:50 Unit 1; 3) 2:10 Unit 2; 4) 2:30 Unit 3

#3 **Unit 1 bleachers** potential mental health issues w/Mari 1) 1:30 Unit 3; 2) 1:50 Specialists; 3) 2:10 Unit 1; 4) 2:30 Unit 2

#4 **Ballfield bleachers** Fun activities to fill time with Allie. 1) 1:30 Unit 2; 2) 1:50 Unit 3; 3) 2:10 Specialists; 4) 2:30 Unit 1

2:50 Counselors change for swim.

3:00-until finished Pool training

All Camp Get Together

Orientation 2

9:00 Hello again! Coffee and doughnuts.

9:15-9:30

Let's Talk about Week 1 & 2: These weeks are going to be AMAZING, FUN and some camper's ONLY experience at camp. MAKE THIS THE BEST WEEK EVER. Don't think about numbers...THINK AWESOME.

Let's talk about Indian Summer

Waiting for Concussion Head's up Training: please get those DONE.

Introductions:

Meet Lisa Office Goddess "Check if they're here, A if they're absent, LEAVE NO BLANKS", Debby payroll talk, "Neat and Clean, that's Evergreen!"

9:30-9:45 First day morning

What happens on first day and every Monday especially at the start of a SESSION:

AM Extended Day Stay hold down fort in assigned areas.

All specialists arrive at 8:30 (Sharp). Early is On-time, On-Time is Late and Late is unacceptable. Set up areas, Check in with Little Jim, report to Mike and receive first day list. Help campers find their tent #'s. When Flagpole is called, Specialists bring campers to Flagpole and help them find their groups and THEN RETURN TO TRAFFIC. Everyone helping out at traffic will be getting a list of campers alphabetical by first name.

All counselors and junior staff arrive at 9:00 (SHARP), meaning they are out of their cars and heading at Flagpole ready to go. Early is On-time, On-Time is Late and Late is unacceptable. You ARE NOT on-time if you are in the driveway waiting to get into the parking lot at 9:00. YOU ARE LATE. On-Time means you are at Flagpole at 9:00 READY TO MAKE THIS THE BEST FIRST DAY OF CAMP EVER. Organize your Tents at Flagpole as specialists bring campers down, so Specialists can return to traffic.

Crates will be at Flagpole-Counselors standing next to them. First day only! Make sure you explain to campers during mini orientation where they will be putting their lunches daily.

What happens at the end of the day:

Specialists go home at 3:30, unless they are extended day.

Extended Day staff take extended day to drama for attendance.

Traffic team do their thing.

Unit 1 staff assist Unit 1 getting into cars INCLUDING SECURING SEAT BELTS.

Make sure they have all their stuff.

NOTE: Every time a parent gets out their vehicle to secure a seat belt because we didn't do it, an angel loses its wings....and Mike loses a day of his life.

All remaining staff form "wall" with Caesar, and assist traffic team calling campers to be picked up.

What happens on Rainy Days: We follow the morning schedule as posted, and make adjustments as needed. If we adjust it, we just post the schedule with changes over it. Every specialist has a rainy day sheltered area. Specialists MUST keep an activity going for the period at their area.

Keep tricks up your sleeve for rainy day entertainment. Therefore, if the weather seems questionable, it's up to the staff person to check periodically to see if the board has changed. In the afternoon, the unit leaders and camp administration will work together to come up with a plan. Sometimes lunch will be in the cabins. Unless there is thunder and lightning, swim will continue as usual. Often times, it requires flexibility as we adjust to whatever Mother Nature throws at us! Our goal is maintain normalcy, keep the campers safe and still having fun. Things change quickly and we need to adjust on the fly. By necessity, it may be a last minute decision whether Flagpole is at the courts, under the big top or in the cabins during inclement weather.

What happens on Fridays, (the non-swim activity will be sandbox and swings.)

Unit 1: "cabin clean-up"-usually one or two staff cleaning the cabin, the rest watching the campers in Sandbox and Swings. Go down to All Camp @12:45. Leave All-Camp at designated time coordinated with Drama specialist, pool staff and Mike. If Unit 1 wants to swim, they need to leave All-Camp early. Unit 1 leader needs to make the lag time between All-Camp and Specialist Awards fun, festive. After all awards are done, AND THE CABINS ARE EMPTIED of lost and found, miscellaneous stuff...Unit 1 may use SOCCER FIELD if there is time at end of day before Flagpole. Sandbox and swings is NOT available because this will be the non swim activity.

Unit 2 will have cabin clean up, and then go down for the All-Camp @ 12:45. After the All-Camp, Unit 2 will have awards. THEN depending on the timing Unit 2 will EITHER go directly to the pool OR play a game on the ball field and THEN go to the pool. This time must be productive fun and festive. Unit 2 will get out of pool early and EMPTY cabins prior to Flagpole.

Unit 3 will have final cabin clean up and then go down to All-Camp at 12:45. After All-camp, Unit 3 has swim. After Swim, Unit 3 does awards. Then, Unit 3 will EMPTY cabins. If there is time before Flagpole, Unit 3 will do an activity on ball field. This time must be productive fun and festive.

All tents will pass through lost and found and make sure they find and take home their stuff. Counselors need to make sure campers bring home their Woodshop and Arts & Crafts projects: ALL PROJECTS GO HOME.

Specialists clean up their areas before they go home for the weekend.

Specialists should work as a team and make sure areas are done. Specialists without a lot to do on a particular Friday can help other specialists clean up.

Be Attentive. Be aware.

Allie talk about Late nights.

Caesar and Mari talk about Jr. CIT's.

Specialists be prepared to make an announcement every morning at Flagpole.

Huddling up after an activity. 1 Bell means clean up, 3 bells means go to next activity.

Awards: Use positive words, no inside jokes, no sarcasm. Friday Afternoon Awards, Specialists go to unit 2 first, then Unit 1 and then Unit 3 after the all camp get together.

How to take a tour at camp. Start at schedule, go by pool gate, go through drama, pine grove, campcraft, archery, nature, art & crafts.

10:15-10:45 Diane's talk

Overview then Specialists set up for picnic.

Specialists Activities: Facepainting at Arts & Crafts

Cooking Marshmallows at Campcraft

Archery with Elliott

Boating with Keith

After counselors ask Diane any specific questions, we will Break off into units, Parent questionnaire's, set up lunch areas

10:45-11:45 Pool Orientation for counselors

11:45 CPR Recerts

12:15 Lunch for staff.

Family Picnic

1:00-2:45 Facepainting at Arts, Tennis games at Tennis, shooting stuff at Archery, Boating at the pond

2:45 Pool Closes. All Camp Get-Together

3:00 We sing so long it's good to know ya to parents and campers until Monday

3:05 Get psyched for camp!!

3:30 Mike meet with Extended Day Staff

VI. Letters, Forms, And Other Official Camp Documents

How to find Department of Environmental Protection Certificate of Registration:

Go to Browser:

<http://www.mass.gov/eea/agencies/massdep/water/drinking/pws-documents-search-tool.html>

id=3009004

new website:

<https://eeaonline.eea.state.ma.us/EEA/PublicApp/>

Print Multiple copies

Camp Health Inspection Checklist

Initial meeting with Nurse- Minimum 2 weeks before camp opens.

- List of all campers and Staff -Flag allergies/problems/missing forms etc...
- Health Care Consultant forms, signed/dated.
- Competency Checklists on all HCS's or others trained in epi pens
- On site Medication List: include all HC supervisors***, any meds, indicate if self-administered meds, MD signed.

NEW Must be at least 21 years old. Must have a back up person listed

(Back-up must also have health records/certifications/Cori-Sori on file.

- Copies of current CPR & First Aid Cards for all HC Supervisors
- Hepatitis B immunization for all HC Supervisors
- Copies of current License and CPR for RN
- Health care manual/Policy book-Review update with HC Consultant every year.
- Parent Copy of policy for medication, emergencies, mild illness
- Medical Log book
- Camper Records---health history for each year, physical every 18 months, Immunization record & Authorization for treatment
- Staff records- health history-same info as above for campers, Immunization records, Staff under 18 follow camper guideline

Mandatory Staff Policies:

Signed Policy Statements

I, _____, have been informed of, trained on and fully understand the below
Camp Evergreen policies today _____ (today's date), and will conform to said policy.
(sign below)

Health Care Policy_____ **Christian's Law** _____

Drug Marijuana and Alcohol Policy_____

Suspected Abuse Policy_____ **Cigarette Policy** _____

Discipline Policy_____ **Positive Role Model Policy**_____

Dress Code Policy_____ **Sexual Harassment Policy**_____

Cell Phone Policy_____ **Media Policy**_____

Intruder Policy_____ **Personal Sports Equipment Policy**_____

Animal and Pets Policy_____ **Personal Weapon Policy**_____

Sensitive Issue Policy_____ **Sunscreen Policy**_____

Insect Repellent and Tick Check Policy_____

I have completed my Head's Up Concussion Training and submitted my certificate:-

I have received my training for the Camp Evergreen Emergency Policy, Evacuation Policy and fire drills.

Incident and/Maintenance Report (Remember the five W's of Documentation)

Who (your name) _____ Camper's name(s) _____

What _____

When _____ Where _____

Why (and How) _____

Use back of paper if additional space needed.

Incident and/Maintenance Report (Remember the five W's of Documentation)

Who (your name) _____ Camper's name(s) _____

What _____

When _____ Where _____

Why (and How) _____

Use Back Of Paper If Additional Space Needed.

Camp Evergreen Emergency Preparation Drill						
<i>(conducted within 24 hours of each camping session)</i>						
Date:	# of Unit 1 campers:		# of Unit 2 campers:		# of Unit 3 (
	confirmed by office:		confirmed by office?:		confirmed I	
Comments:						
Date:	# of Unit 1 campers:		# of Unit 2 campers:		# of Unit 3 (
	confirmed by office:		confirmed by office?:		confirmed I	
Comments:						
Date:	# of Unit 1 campers:		# of Unit 2 campers:		# of Unit 3 (
	confirmed by office:		confirmed by office?:		confirmed I	
Comments:						
Date:	# of Unit 1 campers:		# of Unit 2 campers:		# of Unit 3 (
	confirmed by office:		confirmed by office?:		confirmed I	

Letter to Contact Local Officials



Jim Loscutoff's
Camp Evergreen, Inc.

Year 'Round
166 Jenkins Road
Andover MA 01810
978-475-2502
fax 978-664-4663

www.campevergreen.com

To Whom It May Concern;

This letter is to inform you that Camp Evergreen , located at 166 Jenkins Road in Andover MA is in operation for the 2017 season from June 26th through August 25th, and may require Andover Police Department, EMS and Fire Department services. Thank you very much.

Sincerely,

Jim Loscutoff, Camp Evergreen

Representative from Police Department

Date

Representative from Fire Department

Date

Representative from Andover EMS

Date

Smoke Detector Status

<u>Location</u>		<u>Checked</u>		<u>Changed</u>	<u>Initials</u>
Camp Craft	1				
Oldest Girls	1				
Fish Shack	1				
Dog House	1				
Zeppelin	1				
Fawn Lodge	1				
Skunk Hollow	1				
Bath Houses	2				
Arts & Crafts	1				
Hen House	1				
Pro Shop	1				
Lodge	1				
Game Room	1				
Theater	1				
Arcade	1				
Canteen	1				
Rec Room	1				
Nurse Office	1				
Main Office	1				



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Dear Parents,

Summer is almost here! As you requested, here is a copy of our Car Pool list. We hope you all can find someone on this list to meet your transportation needs. Please note the weeks that people in your area will be attending.

Please be advised that Camp cannot be held responsible for incompatibilities in arranging your transportation needs.

Good luck and we look forward to seeing you soon!

Sincerely,

Jim Loscutoff,
Director

Staff Evaluation by Unit Leader

1. On the scale of 1-10, please rate your counselor as a role model. Please consider the Camp Evergreen positive role model police, including how the counselor talks to campers, how the counselor follows the rules of the camp, and how the counselor behaves and participates during all-camp get-togethers and flagpole. _____
 2. On a scale of 1-10, please rate the staff person's ability to track campers, taking a tendency correctly and keeping an eye on campers at activities. _____
 3. On a scale of 1-10, rate the counselor's willingness to help clean up, either after an activity or at lunch and Unit meetings. _____
 4. On a scale of 1-10, rate the counselor's tendency to consistently give out awards. _____
 5. On a scale of 1-10, rate the counselor's willingness to conform to the Camp Evergreen Discipline Policy, including NOT YELLING AT THE CAMPERS, reporting discipline problems to camp administrators and utilizing the discipline book. _____
 6. On a scale of 1-10, please rate the counselors willingness to stay with the group whether in the morning, at lunch or in the afternoon. _____
 7. On a scale of 1-10, please rate the counselors active participation in instructional swim. _____
 8. On a scale of 1-10, please rate the counselors willingness to act as "eyes on the pool" during free choice. _____
 9. On a scale of 1-10, please rate the counselors ability to keep the group's changing area clean. _____
 10. On a scale of 1-10, please rate the counselors willingness to show camp spirit and maintain a positive attitude for the whole summer. _____
 11. On a scale of 1-10, please rate the counselors tendency to put the camp first, as opposed to personal issues and socializing. _____
 12. On a scale of 1-10, please rate the counselors willingness and ability to offer new and different activities to Counselor Choice in the afternoon. _____
 13. On a scale of 1-10, please rate the counselors ability and tendency to offer choices in a fun and interesting fashion. _____
 14. On a scale of 1-10, how much fun did the counselors and campers have in your opinion. _____
 15. Should we ask the counselor back? Yes No (circle one)
-

Observation of Specialists

Name/Title of Staff Observed _____ Activity _____

Date _____ Time (From/To) _____ Name/Title of Supervisor _____

Rate the staff member according to the following criteria. Circle the "0" if the question addresses something that is not observed in the time of the observation or is not applicable to the specific activity/area observed. Circle "1" for a poor rating, "2" for an adequate performance, and "3" for excellent performance by the staff member. Make comments including encouragement, praise, suggestions for improvement, expectations, necessary corrections, etc.

1. Did the staff member orient the participants to the activity with clear instructions on procedures, equipment, safety, and behavioral expectations? 0 1 2 3

Comments:

2. Did the staff member enforce general camp safety regulations, as well as those of the specific activity/area? 0 1 2 3

Comments:

3. Were adequate instructions given in a clear and understandable manner--appropriate to the age and skill level of the participants? 0 1 2 3

Comments:

4. Did the staff member monitor participants closely as they developed competency? Did the staff member continue to provide adequate supervision as the participants progressed in the activity? 0 1 2 3

Comments:

5. Were any/all potential hazards identified and managed effectively by the staff member? 0 1 2 3

Comments:

6. Were emergency procedures applied appropriately? 0 1 2 3

Comments:

7. Does the staff member interact with the participants in an appropriate and respectful manner, focusing on the needs and interests of the participants? 0 1 2 3

Comments:

8. Does the staff member use positive behavior management techniques according to the camp's written procedures? 0 1 2 3

Comments:

9. Does the staff member's performance meet the expectations addressed in the job description and personnel policies? 0 1 2 3

Comments:

10. Rate: maturity	0	1	2	3
proficiency in activity	0	1	2	3
enthusiasm	0	1	2	3
cooperation with other staff	0	1	2	3
use/storage of equipment	0	1	2	3
assessing size/skill level of participants	0	1	2	3

Additional comments from the supervisor and comments from the staff member to be recorded on the back of this form or on an attached sheet of paper.

Signature of Supervisor/Date

Signature of Staff/Date

Aquatic Staff Skills Verification Worksheet (Pond)

- ___ Must also be verified for Pool Staff Skills Verification.
- ___ Know, understand, and be able to enforce Pond Rules.
- ___ Be able to orient all campers before they are allowed to use boats.
- ___ Understand and utilize whistle system.
- ___ Have proper uniform while on duty.
- ___ Be able to utilize staff as “eyes on the pond” or “lookouts”.
- ___ Know and implement the Camp Evergreen Lost Swimmer Plan.
- ___ Must be able to assist campers in proper utilization of PFDs.

The Pool Director is to lead the rest of the aquatics staff. The Pool Director administers the Lifeguard or Pool Competency Evaluation and is evaluated him/herself by the director.

Aquatic Staff Skills Verification Worksheet (Pool)

___ Able to maintain the pools according to the director's instruction, including vacuuming, skimming, keeping the deck free of pebbles and debris, adding chlorine as per specifications and testing the pH level and document.

___ Know, understand, and be able to enforce Pool Rules.

___ Understand the skills needed to be demonstrated in each swim level.

___ Be able to test all campers before they are allowed to use deep end.

___ Understand and utilize whistle system.

___ Have proper uniform while on duty.

___ Be able to utilize staff during Instructional Swim and as "eyes on the pool" or "lookouts" during Free Swim.

___ Know and implement the Camp Evergreen Lost Swimmer Plan.

___ Must know how to test pool chemicals, per BOH regulations four times each day and document in log book.

The Pool Director is to lead the rest of the aquatics staff. The Pool Director administers the Lifeguard or Pool Competency Evaluation and is evaluated him/herself by the director.

Camp Evergreen Parent Questionnaire

We at Camp Evergreen take pride in our programs, our great staff, and the satisfaction of each and every camper. Right now we are busy putting together the upcoming summers program and getting ready for another great season. We ask that you please take a moment to fill out this parent questioner. Your input is important to us, and helps us ensure your child has the best camp experience possible!! Questioners can be returned in the envelope provided.

In addition to filling out this questioner, we also encourage you to *write a testimonial* about Camp Evergreen that we can post on the web. Please email your testimonial to office@campevergreen.com. Thank you for your time!

Questionnaire

- 1) What was your child's favorite activity?
- 2) Least favorite?
- 3) Did you find the staff friendly?
- 4) Did your camper like their counselor?
- 5) Did you find the office staff helpful?
- 6) Did you notice an improvement in your child(s) swimming ability?
- 7) Have you used campevergreen.com? Was it helpful? Any thoughts or suggestions for things you would like to see on the website?
- 8) Has your child been to our school vacation camp? If so, how was it? If not, would you consider enrolling?
- 9) Do you have any recommendations/suggestions for Camp Evergreen?
- 10) Would you recommend Camp Evergreen to others? Why/why not?
- 11) How many years has your child attended Camp Evergreen?

Other comments:

Permission for camper to bring personal archery bow to camp

(This form must be completed by the legal guardian of the camper)

I _____ give my child _____
permission to bring his/her archery bow and/or arrows to camp.

I understand that the camp will take possession of the equipment until the camper's designated archery time. After use, the Archery Specialist will relinquish the bow to the Head of Transportation. The bow will be returned to the legal guardian at the time of pick-up by the Head of Transportation.

Signature _____ Date _____

Signature of Camp Director _____



Authorized Pick-up and Extended Day Form

CAMPER'S NAME: _____ Extended Day AM __ PM__ BOTH __ NOT__
 (Regular drop off is between 8:45 and 9:05, Regular Pick up is between 3:55 and 4:15. If your child is not picked up by 4:15, he or she will be placed with Extended Day and there will be a \$15 charge.)

PRIMARY PICK-UP PEOPLE: _____
 (with phone numbers and relationship to child)

AUTHORIZED PICK-UP PEOPLE: _____
 (with phone numbers and relationship to child):

Please indicate if your child will carpooling regularly with other campers:

CAMP EVERGREEN STAFF RESERVES THE RIGHT TO REQUEST PHOTO IDENTIFICATION. Thank you for your cooperation. The Primary Pick Up Person MUST notify the Camp Office if an alternate Pick Up Person will be arriving. Traffic Control Team will not release child(ren) to an alternate unless the Camp Office has been notified.

UNAUTHORIZED PICK-UP PEOPLE: _____
 (Traffic control need to be aware of those specifically not authorized to pick up a child, ie. Non-custodial parents. Please provide documentation for Director. This information will be treated sensitively.)

The Extended Day Morning program is from 8:00 AM to 9:00 AM. The Extended Day Afternoon program is from 4:00 PM to 5:45 PM. Late charges begin at 5:50 PM and are \$15.00 for the first 15 minutes and \$5.00 for each additional 10 minutes (Payable by check or cash when you arrive). Late fees go directly to the Extended Day staff.

Approximate time (s) you will be bringing your child(ren) to camp and when you will be picking up your child(ren): AM _____ PM _____

Please sign and date this form.
 Signature of Parent / Guardian & Date: _____

Swine Flu Policy

To the parents of campers attending Camp Evergreen this summer:

Because of the pandemic possibilities of swine flu, Camp Evergreen has created a policy stating the necessary precautions camp will take to protect campers and staff from the virus. The Commonwealth of Massachusetts has come up with recommendations for families, to help them stay healthy and avoid the swine flu. We want everyone at camp to enjoy their summer to the fullest. In order to ensure a safe and happy summer, Camp Evergreen has decided to adopt the recommendations given by the Commonwealth.

If your child comes to camp with a cough and/or sore throat as well as a temperature of 100 degrees or more, we will consider these to be symptoms of the swine flu. You will be contacted to come pick up your child immediately.

Your child will need to be out of camp for 7 days from the time they were sent home. They may not return until they have had 1 full day of no symptoms with a minimum of a 7 day absence. If your child does not have swine flu, please obtain a doctor's note stating that it is not the swine flu and your child is okay to return to camp.

We have adopted this policy to ensure our campers and staff have a safe summer. Although the swine flu is not as serious as once thought, it does spread rapidly. It is our goal to avoid any spread of the flu.

If your child does happen to catch the swine flu, our camp credit policy will apply to those days missed due to this illness.

Thank you,

Jim Loscutoff Director

BELL	SCHEDULE
9:55	ONE BELL
10:00	THREE BELLS
10:35	ONE BELL
10:40	THREE BELLS
11:15	ONE BELL
11:20	THREE BELLS
11:55	ONE BELL
12:00	THREE BELLS
12:20	ONE BELL
1:20	ONE BELL
1:25	THREE BELLS
2:15	ONE BELL
2:20	THREE BELLS
3:10	OUT OF POOL
3:15	ONE BELL
3:25	CLOSE CANTEEN
	UNTIL EXTENDED DAY

Afternoon Schedule

Soccer field: alternate swim activity run by Unit 2 & 3.

Jason will run his street hockey league first period.

A-		B-	
Archery	Courts	Arts & Crafts	Front Lawn
Boating	Mini Golf	Drama	Soft Ball
Camperaft	Wiffleball	Nature	Trolleys
Tennis	Jason	Woodshop	Volley Ball
Unit 1	Non Swim: Sandbox SWIM	A	B
Unit 2	A	B	Non Swim: Sandbox and Soccer Field SWIM
Unit 3	B	Non Swim: Soccer Field SWIM	A