

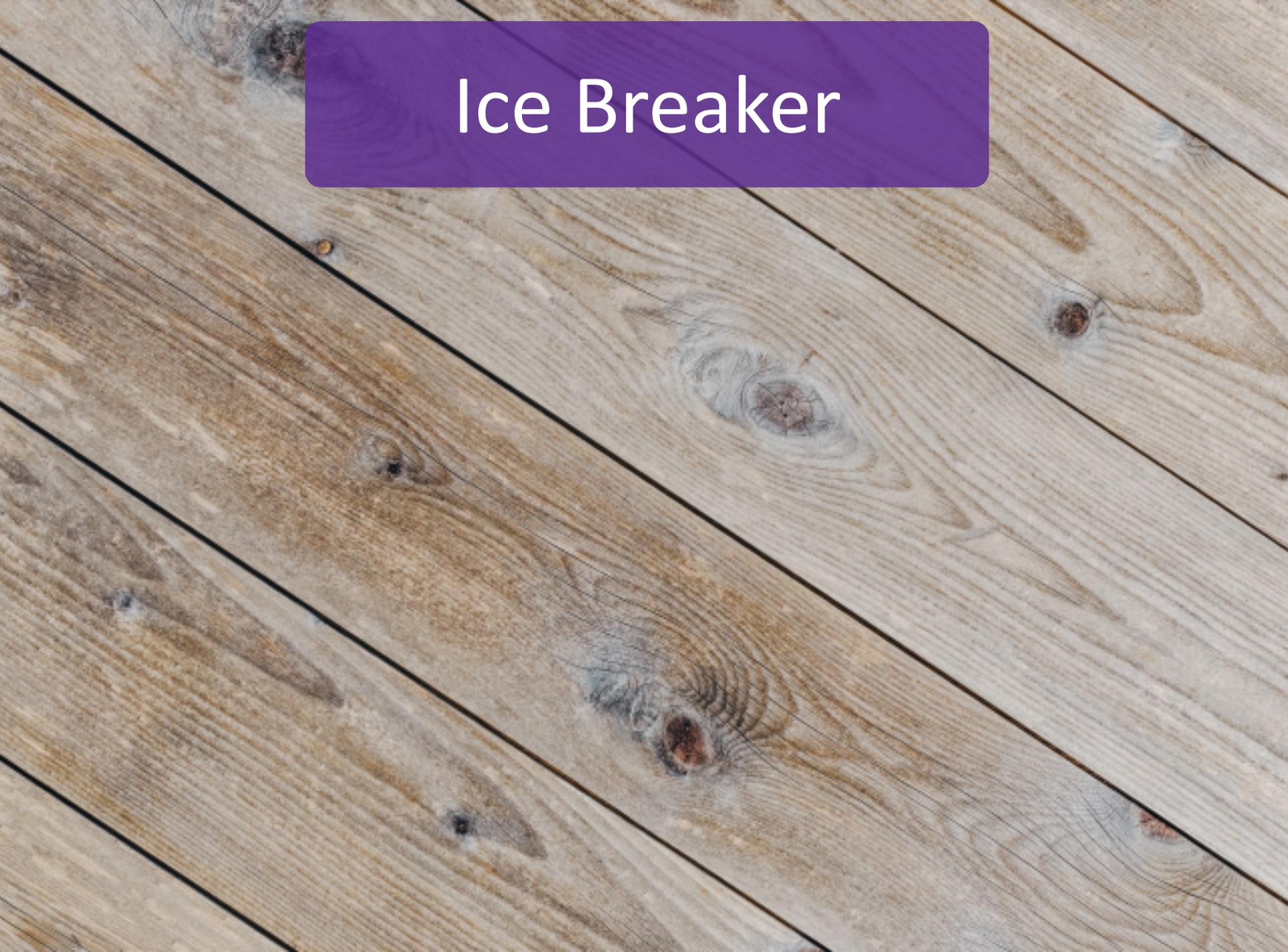


Keeping Kids Safe

DAY CAMP ACADEMY
YMCA of SAN DIEGO COUNTY



Ice Breaker





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Module 1: Cause & Culture



Our Mission

The YMCA of San Diego County is dedicated to improving the quality of human life and to helping all people realize their fullest potential as children of God through the development of the spirit, mind and body.



The Y's Cause, Values & Voice

The Y's Cause:

At the Y, strengthening the community is our cause. We believe that a positive, lasting personal and social change can only come about when we all work together to invest in our kids, health, and neighbors. That's why we focus our work in three (3) areas:

Youth Development:

Nurturing the potential of every child and teen.

Healthy Living:

Improving the nation's health and well-being.

Social Responsibility:

Giving back and providing support to our neighbors.

Core Values at the Y:

These are the values that unite us as a movement. They are the shared beliefs, and essential principals that guide our behavior, interactions with each other, and decision making.

The four values of the Y are:

Caring

Honesty

Respect

Responsibility

Our Voice at the Y

This is the way our brand should look, sound, and feel, and how our staff should communicate with each other, members, campers, and everyone we interact with.

The terms we use to describe our voice are:

Nurturing

Genuine

Hopeful

Determined

Welcoming

Diversity & Inclusion

Diversity

The presence of differences that make each person unique and that can be used to differentiate groups and people from one another.

Inclusion

The full engagement and development of all Y stakeholders (staff, participants, members, policy volunteers, program volunteers, partners, communities, vendors, etc.).

Equity

Equity is the guarantee of fair treatment, access, opportunity, and advancement for all, while striving to identify and eliminate barriers that have prevented full participation from some groups; it acknowledges the historically underserved and underrepresented populations, and that fairness regarding these unbalanced conditions, is needed to assist equality in the provision of effective opportunities for all groups.



YMCA of San Diego County: Locations

There are three areas for locations:

Area One (1):

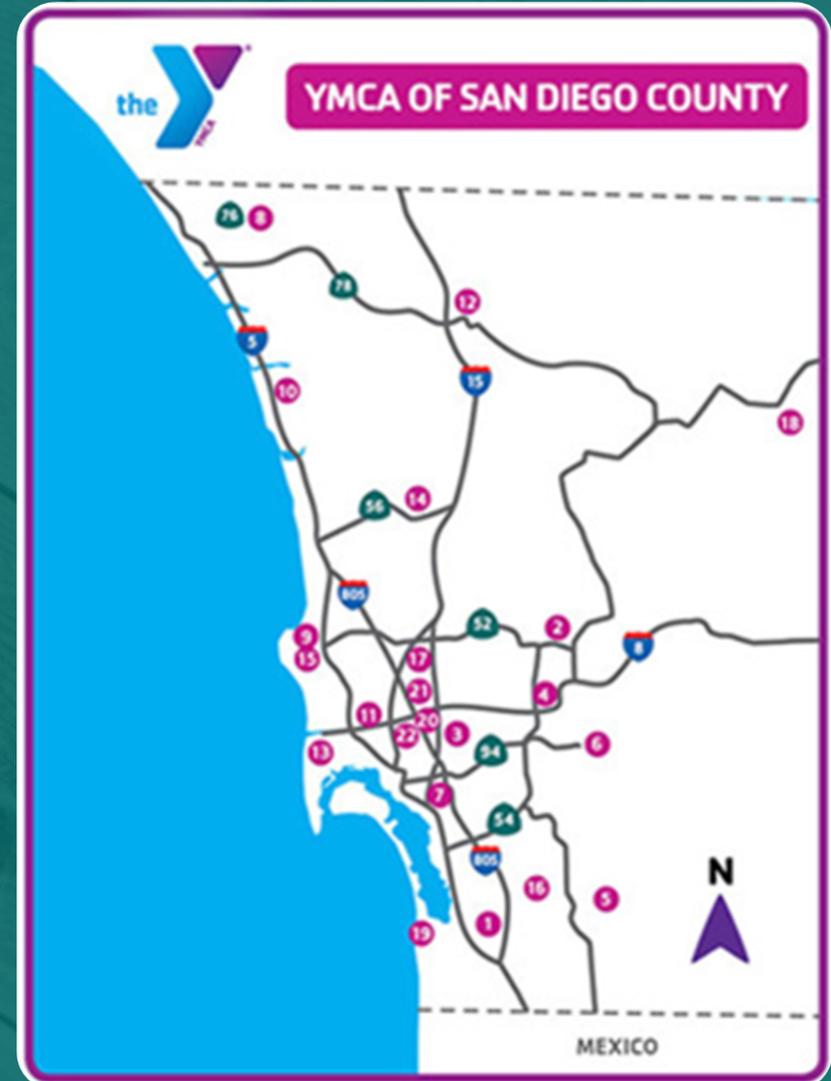
South Bay, Eastlake, Border View, Palomar, CSS

Area Two (2):

Beach & Bay, Mission Valley, Toby Wells, Copley Price, Rancho, Jackie Robinson, Peninsula, La Jolla, & Firehouse

Area Three (3):

Cameron, Davis, McGrath, Magdalena Ecke, Joe & Mary Mottino





Module 2: System Based Learning

Required Trainings

In order to make sure we are prepared to keep campers and ourselves safe, there are required trainings that will be assigned to you through Y University. You will use the Y email address you were assigned to access all these trainings. Please note that you are responsible for checking your Y email and using it to keep track of your trainings and any information sent from the Y.

Bloodborne Pathogens

Learn how to keep yourself & others safe when exposed and/or risk of exposure is present.

Workplace Harassment for Employees

Learn about the forms of harassment and how to effectively stop harassment if occurring.

Privacy & Information Security

Learn how to properly handle private information responsibly

Concussion Training

Learn how to identify and properly handle situations involving concussions and/or suspected concussions.

CPR/AED & First Aid Certification

Know how to provide proper first aid care in the event of an injury and/or emergency.

Required Trainings cont'd...

Active Shooter

Learn how to keep yourself & others safe in the event of an active shooter situation.

Employee Responsibility; Time Keeping & Scheduling

Learn your responsibilities in managing and tracking your time effectively.

HAZMAT

In the event of a chemical release, know how to keep yourself, campers, and staff safe at all times.

Please Note

Before this academy, you should have already taken the New Employee Onboarding Training as well as the Child Abuse Prevention Training to be in compliance with CA as a Mandated Reporter. There are a few more tasks you will be asked to do to complete your onboarding process such as:

Knowledge at your Fingertips

Set up your account using your Y email and learn how to navigate our informational systems effectively.

UltiPro

Log in to the system to set up your account and enter in your personal information to our systems.

Module 3: Camp Structure

Next we will learn some of the policies and practices you will utilize in our Day Camps!



Objectives

In this training you will learn about:

- Clock In/Clock Out (For Staff)
- The structure of the camp (procedures and guidelines to be a successful counselor)
- Sign In/Sign Out (For Campers)
- Importance of Proximity and Supervision (How can we keep Campers safe?)
- Child Abuse Prevention (What is your role?)
- Day In the Life (Walk through a day in the life of our three camps: Traditional, Vendor, and Traveling)

Clock In / Clock Out

Kronos is the system we use to track our hours worked. You will have an account and will be required to punch in/out for every shift to accurately catalog the time you work.

You are responsible for clocking in and out on time. You will use Kronos for the following:

- Punch in at the beginning of the shift
- Punch out at the end of the shift
- Punch in/out for meals during the shift



Staff Structure & Roles

There are different roles staff play in supporting and creating a wonderful atmosphere for our campers.

Unit Leader

Is responsible for all the staff and campers at the camp.

Camp Leader

Is responsible for the safety and supervision of their group of campers.

Inclusion Leader

Is responsible for the safety & supervision of a special needs camper & helps with their integration in to the general camp population.

LIT (Leaders in Training)

Campers who get to assist and learn leadership skills within the Day Camp Operations. They are NOT to be responsible for other campers.

Dress Code

YMCA employees are viewed as role models and must adhere to the following dress code guidelines:

- YMCA Staff shirt and Staff ID Badge (only while on duty)
- Hats or visors staff are wearing must have appropriate logos and worn in a natural position
 - Camp Staff Shorts are to be no shorter than mid-thigh/finger-tip length
- For safety purposes, only closed toed shoes (such as tennis shoes or hiking boots). On field trips to the beach, sandals or aqua socks are allowed while at the beach only.
- Camp Staff Pants must be worn at waist and underwear is to be concealed at all times.
 - Camp Staff may not wear any low cut, see-through or skin tight garments allowed
- Wear a watch to be able to check and monitor the time since you can't use your personal cell phone while clocked in (unless on break).
 - Tattoos must be covered (if inappropriate for campers)
 - Please adhere to branch specific dress code rules

Dress Code Example:

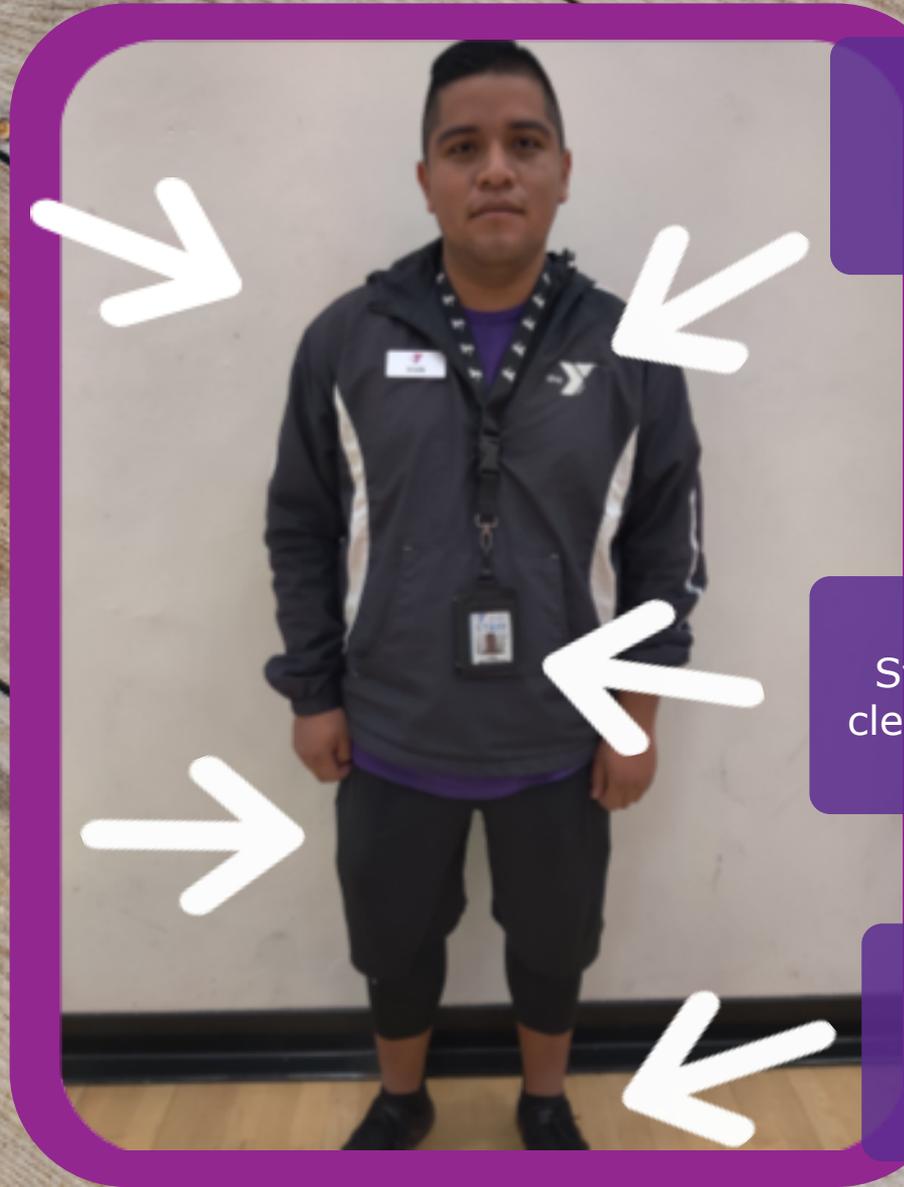
Name Badge is clearly displayed

Wearing a "Y logo" on shirt/jacket

Staff Badge is clearly displayed

Shorts are appropriate length (around the knee)

Wearing closed toed shoes



Dress Code: Swim

If you are with campers at a pool or beach:

- Female Staff must wear a one piece swim suit while working.
 - Male Staff must wear swim trunks or board shorts.
- Camp Staff's tattoos must be covered **IF** they are inappropriate for campers.
- Camp Staff may wear sandals and/or aqua socks while at the beach/pool.



Camper Sign In

While each site may be a little different, campers and their parents/authorized adult always need to be immediately greeted when dropping off the camper in to our care. While greeting and engaging with the parent/authorized adult, perform a **Health Check** and check they are prepared for the day (have their snack/lunch, water bottle, hat/visor, sunscreen, etc.) before allowing them to be signed in on the official roster.



Please Note: A parent/authorized adult needs to always drop the child off with Camp Staff in person. This means a counselor should never sign a camper in without speaking to the parent/authorized adult first.

Additionally, ask the parent/authorized adult about any allergies or important information you should know that will help their child have a successful day/week.

When the camper is signed in, immediately encourage them to start playing one of the activities laid out in your program area.

Health Check



When a camper is being signed in to a camp by a parent/authorized adult, you must immediately perform a health check before the authorized adult/guardian leaves.

- Check for any injuries such as: cut, bruises, scrapes, bandages. Ask the authorized adult/guardian about the injuries to see if there is anything you should know, and to also make sure the authorized adult/guardian is aware of the injury and will not think it occurred at camp.
- Check for any signs of illness such as:
 - High Temperature
 - Runny Nose
 - Coughing
 - Etc.

*Campers may not stay at camp if they are showing any signs of sickness because they could potentially infect staff and other campers.



Camper Sign Out

Campers may only be signed out to an Authorized Parent/Guardian that is listed on their designated “Emergency Contact Form”.

First, check their government issued picture ID against the child’s form. If the person is listed on the form, you may release the camper to their care after they sign the camper out using their full legal signature (not just initials). Inform the authorized parent/guardian of the camper’s day, any incidents/accidents that may have occurred, etc., as you sign the camper out in to their care.



As Camp Staff and representatives of the Y, always be prepared to answer any questions or provide the authorized parent/guardian with information about the camp’s specific programs/schedule/activities, etc.

*Find out about any specific Camper Sign Out procedures for your camp (especially Traveling Camps) from your Camp Director/Coordinator.

Unauthorized Pick Up

If a camper is trying to be picked up by an adult that is not listed on their Emergency Contact Form, or they do not have a proper form of ID (we may only accept a government issued ID) you **MAY NOT** release the camper to that individual. It is your responsibility to make sure campers leave the center only with authorized adults. Contact your supervisor for further assistance.



Ratios

The following ratios are in accordance with the American Camping Association Accreditation Standards:

Campers ages 4 – 5 (1 staff to every 6 campers)

Campers ages 6 – 8 (1 staff to every 8 campers)

Campers ages 9 – 14 (1 staff to every 10 campers)

Campers ages 15 – 18 (1 staff to every 12 campers)

*Be sure to check with your branch about how ratios are being met.

Proximity/Active Supervision

Campers must NEVER be left unsupervised (Vendors, parents, volunteers, LIT, are never allowed to supervise campers without Camp Staff present.

- Campers may NEVER be left unsupervised by Y staff at any time. Parents, Volunteers, Vendors, etc., are NEVER allowed to supervise campers alone without Y Staff present.
- Camp Staff are never to be alone with any one camper (always follow the Rule of Three!).
- **Rule of Three:** Camp Staff must be with at least two campers at any given time, and should never be alone with a camper. Also, "Rule of Three" must never be two staff members with one camper at any time.
- Campers must always remain within visual and hearing range at all times (during all activities).
- Staff will always accompany campers to the bathroom to inspect the facilities for safety before allowing campers to enter the facility to use on their own.
- Always remain aware and watch for strangers/intruders. Greet strangers to identify purpose at the camp if this happens.



Proximity/Active Supervision



The Staff member is actively supervising the campers during the game, but is not participating in the game.

The Staff member is walking around, engaging with campers. Staff is not sitting off to the side, on their phone, or disengaged.

The Staff Member is consistently making sure all campers are in visual and hearing range.

Proximity/Active Supervision

The Staff Member is helping facilitate while campers are playing

The Staff Member is not sitting down, but walking around and engaging/helping campers as they choose an activity to play.

Staff is spread out to make sure each camper is actively supervised at all times.



Head Counts

Head Counts are essential for camper safety and one of the top priorities for all staff members in charge of supervising campers. You need to be conducting Head Counts constantly to make sure all your campers are safe and accounted for, especially during transitions, traveling camps, and at least every 15 minutes (if not sooner). Conduct Face to Name head counts whenever possible, not just only counting the number of campers to ensure you always have all your campers with you. Face to Name Head Counts consist of visually seeing each camper and checking them off by name, not just counting the total number of campers you have.



It is **ESSENTIAL** that you perform continual head counts of your campers. This Staff Member is conducting a head count before releasing campers to play a game/participate in an activity.

The way the campers are lined up, it is a perfect opportunity to conduct a Face to Name Head Count!

The Staff Member should plan on conducting multiple head counts while campers are playing, and again when they are finished playing.

Video



Transitions



Transitions are very important times for you to be aware of where your campers are and that they are all transitioning safely with you at all times.

This means when you transition you need to:

- Maintain a visual of all your campers at all times
- Conduct continual headcounts (before, during, and after all transitions)
- Transition efficiently while engaging campers (through songs, counting off, etc.) if able to.

Child Abuse Prevention

Reporting:

As part of our job in keeping campers safe, we are legally responsible as Mandated Reporters to report any reasonable suspicion we have that abuse is occurring to the proper authorities.

Mandated Reporters:

The state of California and Child Protective Services (CPS) has outlined that any individuals working directly with youth are considered Mandated Reporters. This means we are legally required to report any suspicion of child abuse within 24 hours of our initial suspicion to the proper agencies.



Child Abuse Prevention: Day Camp Programs

Sunscreen:

You may not apply sunscreen to campers or rub sunscreen in. If a camper needs help, you may “dot” the sunscreen where it needs to go (arms, legs, face, stomach (only if swimming)) and the child will rub it in themselves. This helps them learn responsibility and self care.

Touching:

If a child initiates contact, you may give them a “side hug” or “high five”, but may not pick them up and they may never sit in your lap (at any time).

Social Media:

Never share your personal information or connect with campers through social media. This is for your privacy and safety as much as the campers.

Photography/Cell Phone Use

- Photography of campers by camp counselors is not allowed. Official photos may be taken, only by Camp Management and with prior parental consent.
- Campers may not take pictures of other campers at any time during Day Camps.
- Cell phones should not be used while supervising or working with campers, and the YMCA will never give out your private number. If you need to make a call, please use the Camp Phones provided.



Opening & Closing Procedures



Assembly

Assemblies are conducted every day in the mornings and afternoons of all three camp programs (Traditional, Vendor, and Traveling).

What do we do during Assemblies?

- During the assembly, we provide a breakdown of the daily and/or weekly schedule of the camp for campers and staff.
 - We set expectations of campers for the day (rules, guidelines, procedures).
- We get campers engaged and excited for the day! This is the perfect time to sing songs, practice attention getters, and help make sure campers are ready to have a great day.



Time for a
BREAK!



Day in the Life

of our Traditional, Vendor, and Traveling
Day Camps!



Morning Routine (for all Camps)

8:00am

- Clock in using Kronos and prepare for Campers to be dropped off.
- Campers who arrived before you may be at the Morning Extended Program and need to be picked up.
- Campers will be dropped off by an authorized adult/guardian in person. Remember, before signing the camper in, staff needs to:
 - Perform a **Health Check** on the camper
 - Checks that the camper has all their belongings for the day (lunch, hat, water, etc.)

When Campers are being signed in:

- Welcome Greeting! Encourage campers to find an activity to engage in while other campers arrive for the day.
- Perform continual Head Counts and make sure you are actively supervising campers at all times.

Please Note: If it is a Monday or beginning of a new week, provide the schedule breakdown for the week, and introduce the theme of the week to the campers!



Traditional/Vendor Camp

Let's take a look at the Day in the Life of a
Traditional/Vendor Camp!

Theme: Superheroes!



Traditional/Vendor Camp Guidelines:

Bathroom: Staff shall accompany campers to the bathroom to inspect the facilities and clear the bathrooms before allowing campers to enter the facility. Staff shall supervise campers from the doorway, ensuring the safety of campers at all times.

Head Count: Each counselor carries the complete and on-going responsibility for knowing where each and every one of his/her campers is at all times. Conduct head counts regularly throughout the course of the day.

Water Breaks: Consistently encourage campers throughout the day to drink water and stay hydrated. Provide multiple opportunities for campers to fill/refill water bottles throughout the day.

Sunscreen: Campers need to apply their own sunscreen throughout the day. Counselors may not rub in sunscreen for campers. At most, counselors may "dot" the sunscreen on the arms/legs/face and campers will rub it in themselves.

Traditional/Vendor Camp

HEAD
COUNT
CHECK!

9:00am - Morning Assembly

Campers and staff will participate in a daily rally, assembly, and spirit circle to start each morning with campers engaged and excited about the day!

- This usually involves campers and staff singing songs together
- Morning Assembly is a great time to share information with campers and staff.
- Take the time to practice Attention Getter throughout the assembly that you will have the campers using throughout the day.
- Review the rules and expectations of campers for the day. Consistently reviewing these expectations can help you hold camper accountable for their behaviors and choices.

Attention Getters

HEAD
COUNT
CHECK!

Let's take this opportunity to practice some Attention Getters we use throughout out Day Camps!

SpongeBob
Square Pants



 Popsicle


Three Little
Muffins

Eyes on Me



Traditional/Vendor Camp

9:30 – Morning Snacks

These snacks are provided by the parent. If a child is getting it out of their lunch, make sure they only eat ONE thing for snack! Also, please make sure NO CHILDREN SHARE FOOD! This is to make sure each child stays safe and healthy with regards to allergies and food safety.

Take this opportunity to review the Daily Expectations with campers:

- Who to reach out to if they need anything (i.e. Who their Camp Counselor is)
- The “Dos” and the “Don’ts”
- Expectations

HEAD
COUNT
CHECK!



Traditional/Vendor Camp

9:45am – Sunscreen/Bathroom

Time to apply that sunscreen and take a scheduled Bathroom Break!

REMEMBER: Sunscreen is provided by the parent of the camper or the program, and IS MANDATORY.

Check the Heat: Make sure to keep campers safe by regulating the outdoor activities based off the current temperatures and making sure they have their water bottle at all times

- If a camper brings a hat and/or sunglasses, they should be wearing them outdoors at all times.



**HEAD
COUNT
CHECK!**

Head Count Check

Remember:

Head counts are an **ESSENTIAL** part of your job that helps keep campers safe and makes sure you are aware of where your campers are at, **AT ALL TIMES**. You should be performing a head count every 15 minutes **AT LEAST**.



Traditional/Vendor Camp

10:00am – Activities or Vendor Time!

Traditional Camp:

During this time, campers will get to participate in a fun activity! For example, if this was ART time, they could make their own superhero mask, design and create their own superhero emblem, etc.

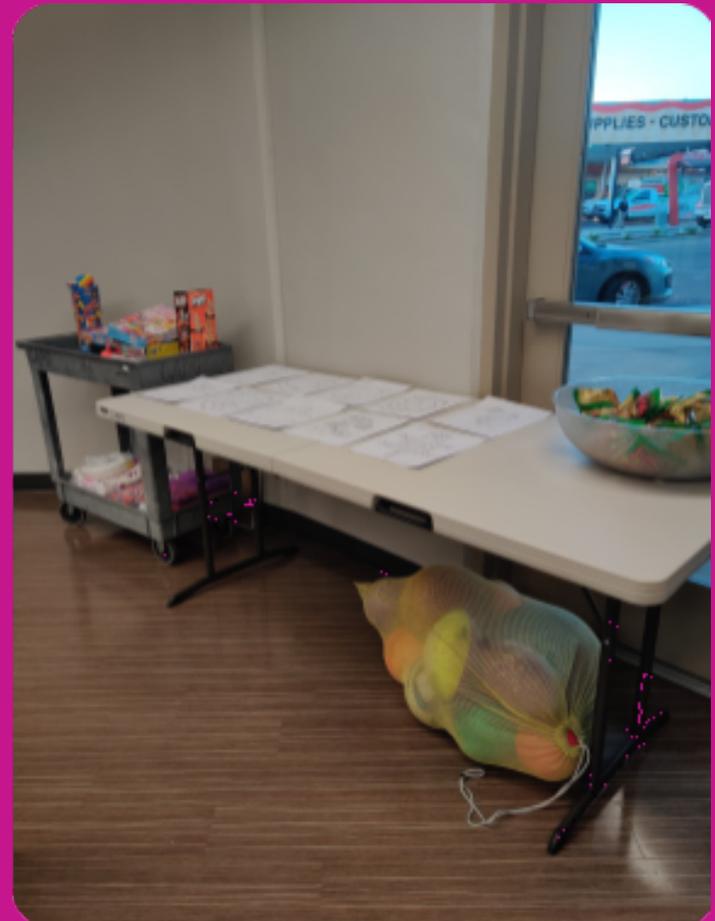
Vendor Camp:

If you are working in a Vendor Camp, prepare campers for expected behaviors. It is mandatory that you stay with campers during this time and maintain a safe proximity/supervision zone for all campers. The Vendor may NEVER be left alone with the campers/be allowed to supervise campers.

HEAD
COUNT
CHECK!

Activity Prep

Always try to prep your activities ahead of time. We never want campers to be waiting on us during transitions. Here are some examples:



Traditional/Vendor Camp

11:00am – Group Games/Team Building

Traditional Camp:

During this time, campers will get to participate in their second fun activity! For example, they could get the opportunity to play: Freeze Tag, Sharks n Minnows (or to be on the weekly theme, Superheroes n Villains), etc.

Vendor Camp:

Campers will still be getting the opportunity to interact and learn from the selected vendor during this time and will not be transitioning to a brand new activity (typically).

Traditional/Vendor Camp

12:00pm – Lunch/Sunscreen/Bathroom

Time for lunch! This is also the perfect time for another bathroom break and to reapply that sunscreen!



- During this time, have quiet activities for when campers finish (i.e. stories, lanyards, coloring pages, etc.)
- When campers are done, make sure they clean up after themselves to help them practice the Core Values of the Y
- Great time to check in with campers and see how their day is going

Reminder:

Campers are not allowed to sit on laps at all. This is for their safety as well as yours.

What is your proximity during a Bathroom Break?

Let's watch the video below to see where staff should stand when campers are going to the bathroom, and how staff should keep campers engaged if waiting:



Traditional/Vendor Camp

1:00pm – Another Activity/Pool Time!

Traditional:

This time is allocated for the third activity of the day. Depending on what branch you are at, this might be swimming in the pool. If at the pool, make sure the campers gather ALL their belongings before leaving! This is their responsibility but please help remind them. Remember to maintain proximity/supervision over all campers from outside the pool at all times.

Vendor:

If you are working in a Vendor Camp, your campers will get to return to working with the Vendor during this time. Please always remind campers of the expectations you have for them and to treat the Vendor with respect. Make sure you are always supervising children during Vendor times as well. You are always responsible for supervising your campers.

Traditional/Vendor Camp

2:00pm – Camper Choice/Playground/GaGa

- Both camps will now give the campers the opportunity to choose what they would like to do (from pre-determined options).
- Check in with your branch for specific activities available for campers during this time.



Traditional/Vendor Camp

3:00pm – Snack (may be provided by the Y based on branch)

During this snack time, take the opportunity to reflect with campers on their day. Some branches provide snack, some branches have campers bring their own snack. Remember to be aware of the allergies present amongst your campers. Staff may eat their own snack as well.

Engage them in a discussion with questions such as:

What was your favorite part of the day?

What are you excited about for tomorrow?

What changes would you make today?



Traditional/Vendor Camp

3:30pm – End of Day Assembly

Gather all campers together for:

- Spirit Competitions
- Songs
- Discussion/review of how the day went

*This assembly typically should mirror the morning assembly

Activity Time: Let's get up & moving!

Here is an example of an activity you can do with your campers if you are ever waiting in line, during a bathroom break, transitions, etc.



Traveling Camp Schedule!

Destination: SeaWorld



Traveling Camp Guidelines & Procedures

Bathroom: Always try to utilize a family style/gender neutral restroom when traveling. If you have to use a standard bathroom, you must go inside with the campers (unless not of the same gender) and allow them to use the bathroom while you wait to ensure they are safe at all times.

Stores/Gift Shops - Before allowing campers to go inside a store/gift shop, establish expectations of campers, a firm time line for campers to follow, and set ground rules for all campers to follow such as:

1. Be respectful and careful of all the items in the store.
2. Budgeting: Help campers be aware of what they have to spend and make good choices when spending.
3. Make sure campers are aware that they **MAY NOT SHARE MONEY!** This can become a big headache and may not be appreciated by parents.

HEAD COUNTS:

These are **VERY IMPORTANT** and need to be conducted **ALL THE TIME.**

Traveling Camp



9:00am – Pre Boarding

During this time it is important to make sure **CAMPERS** have the following:
Sunscreen, Hat, water bottle, Sunglasses, other belongings they are responsible for.

During this time it is important to make sure **STAFF** has the following:
Camp Phone, First Aid Kit, Medications for Campers, Medical Sheet, personal belongings (this also means your lunch!).

The Roster/Sign In & Out Sheets: These are essential and will help you keep track of all your campers as well as parent/authorized adult sign in/out. Make sure to have this with you at all times!

Traveling Camp

9:30am – Loading the Bus

When loading the bus, make sure to follow the procedures below:

- Perform a head count of all campers before any campers get on the bus.
- One staff (at least) needs to get on the bus FIRST, then the campers may begin getting on the bus. The staff on and off the bus should be conducting multiple head counts during the loading process.
- As campers are loading on to the bus, make sure they NEVER sit in the Emergency Seats and are only sitting with other campers (staff may not share a seat with a Camper at any time!).
- When all camper are loaded on the bus, conduct another head count (face to name) to ensure every camper is present and accounted for before the bus is even turned on/in motion.
- If sharing a bus with another camp: camps need to remain separated when seating.

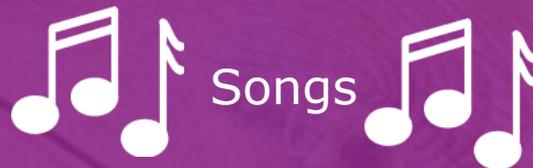
STAFF:

There is no sleeping, using your personal phone, or eating while on the bus

Traveling Camp

Bus Ride Interactions
(9:30am – 10:00am)

While on the bus with the campers, engage them in meaningful interactions during this time. Some ways you can do this are through:



Songs



Open-Ended Questions



Traveling Camp

10:00am – Unloading Procedures

- One staff (minimum) gets off the bus & positions themselves where the campers meet.
- Have campers exit row by row, including staff to maintain the correct ratio.
- Last off is always staff, who conducts a sweep of the bus for the campers, belongings, etc. before leaving the bus.
- Head Count once all the campers are off the bus.

Time for snack!



Head Count Check!

Remember:

Head Counts are an **ESSENTIAL** part of your job that helps to keep campers safe and make sure you are aware of where your campers are at, **AT ALL TIMES**. You should be performing a head count every 15 minutes **AT LEAST**.



Traveling Camp

10:15 am – Expectations/Rules

- Identify the “Designated Meeting Location” in case campers get separated from their group (pick a place where there is adult supervision until campers/counselors are able to reunite).
- Establish boundaries for campers/safe practices.
- Take the time to divide campers in to smaller groups (make sure to know any/all of the kids medical conditions to make sure you have the proper medications for your campers).
- Establish Mid-Day meeting time with other counselors for lunch with other groups.
- Make sure you know the camp’s phone number in case you need any assistance.
- Reapply Sunscreen!

Traveling Camp

11:00am – SeaWorld!



Follow the outlined schedule to start your SeaWorld adventure! Make sure you are doing continual head counts as you transition throughout the park, and are aware of where every camper is **AT ALL TIMES!**



Traveling Camp



12:00pm - Lunch

- Conduct a head count of the whole group
- Make sure to pick a spot in a shaded area
- Make sure the spot is not blocking any walking space/area
- Rest Time
- Reapply sunscreen/bathroom break for campers
- Staff lunch break/bathroom break
- Connect with your group for a check in: "How's it going?", "What else do you want to see?" to create an afternoon plan!

Traveling Camp

1:00pm – SeaWorld Again!!

A great time for reminders of behavior and expectations to be set before venturing out again.

This is a great opportunity to discuss new knowledge with children and engage them in the material around them.



Traveling Camp

2:00pm – Exiting SeaWorld & Preparing to Load the Bus

At this time, please make sure all campers have all their belongings (water bottle, lunch box, hat, sunscreen, backpack, etc.)

When loading the bus, make sure to follow the procedures below:

- Perform a head count of all campers before any campers get on the bus.
- One staff (at least) needs to get on the bus FIRST, then the campers may begin getting on the bus. The staff on and off the bus should be conducting multiple head counts during the loading process.
- As campers are loading on to the bus, make sure they NEVER sit in the Emergency Seats and are only sitting with other campers (staff may not share a seat with a Camper at any time!).
- When all camper are loaded on the bus, conduct another head count (face to name) to ensure every camper is present and accounted for BEFORE the bus is even turned on/in motion.
- If sharing a bus with another camp: camps need to remain separated when seating.

Traveling Camp

3:00pm – Arrive back at the Branch

Staff and Campers will arrive
back at the branch

- Follow all unloading procedures (a staff member is first off the bus before campers and last off the bus after campers to ensure no campers/personal items are left on the bus).
- This is where you will meet up with the traditional camp schedule and continue the day.
- Prioritize getting all children unloaded safely and perform a final headcount before beginning to release children to waiting authorized parents/guardians.



Traveling Camp

3:30pm – End of Day Assembly

Gather all campers together for:

- Spirit Competitions
- Songs
- Discussion/review of how the day went

This assembly will typically mirror the morning assembly

Afternoon Routine

4:00pm – Parent Pick Up

Only adults that are listed on the camper's "Authorized Pick Up List" may pick up the camper. Take a few moments at this time to let the parent/guardian know how the camper's day was and build a connection to the family. You are responsible for their child, let them know what you did with that time.



Each adult needs to provide a government issued ID to pick up a child from camp. The name on the ID needs to match the name on the child's "Authorized Pick Up List". If the name does not match, or the adult is not on the Authorized Pick Up List, notify your supervisor immediately so they can help navigate the situation.

Time for a BREAK!



Module 4: Emergency Procedures



Objectives

- Review the general emergency situations that may occur during Day Camps (Traditional, Traveling, and/or Vendor).
- Understand how to implement the proper procedures during the event of a real emergency.
- Understand your role during an emergency (who to notify, how to respond, and how to ensure the safety of campers and fellow staff at your Day Camp site).



Emergency

General Safety Information



To ensure the safety of everyone, it is important to be prepared prior to an emergency occurring:

- 1 Ensure an emergency drill is practiced at your site at least once per month (site/branch specific). The type of drills that are practiced should vary.
- 2 Know where the emergency equipment is located (i.e. Fire Extinguisher, Fire Alarm, First Aid Kit).
- 3 Know where emergency supplies are located for your site and how to gain access to them.
- 4 Be aware of the evacuations route from the different locations your program uses. Know where you would evacuate to and what you would need to bring with you (i.e. medications for campers).

Evacuations



If the emergency requires an evacuation, and it is safe to do so, ensure you take the following items with you:

1. All Campers and All Staff

2. Sign In Sheet & Live Rosters

3. Camper's Medical Information Sheet

4. First Aid Kit & Medications (i.e. inhaler)

5. Camp Phone and/or Cell Phone

Missing Camper Procedures

We have reviewed the importance of head counts continuously throughout this training. If you complete a head count and are missing a camper, the following steps should be taken:

- 1 Recount the campers to ensure you didn't make a mistake. Double check your location/where you are to make sure they are not there. If a camper is missing, conduct a Face to Name Head Count to identify which camper is missing.
- 2 If still missing a camper, notify the Coordinator/Director immediately.
- 3 Ensure your group is supervised and retrace your steps to check your last locations for the missing camper.
- 4 If you still haven't found the camper, enlist the help of other staff.
- 5 Share as much detail regarding the description of the camper with others as much as possible. Height, Age, Hair Color, Clothing, etc.



Lock-Down Procedures



Though lock downs are infrequent, they are the most common emergency that we experience at our Day Camp Programs. In most cases, there is a situation in the surrounding area and police ask us to lock down as a precaution.

If at a school site:

Defer to the school's lock down procedures for when a lock down occurs.

If outdoors:

Go to nearest building and follow the indoor lock down procedures

If indoors:

Lock down the building including the windows and doors.

Lock Down Procedures cont'd...

While securing the building:

Move campers to a secure area and follow the directions given through the emergency communication system. At this time make sure all campers are hidden from view and protected.

Conduct your head counts:

Prior to transitioning to a designated lock down location, ensure you have everyone. Once safe and secure, confirm your current live roster with a face/name head count. Communicate status with your Coordinator/Director.



Fire Procedures

If a fire occurs or the fire alarm is engaged, follow the steps below:

1

Notify Emergency Personnel: Call 911 to report the fire and if the fire alarm is not already engaged, pull the nearest fire alarm.

2

Evacuate Facility Immediately: Evacuate the facility immediately according to the evacuation plan. Proceed to the predetermined destination and, if safe, remember to take the evacuation items with you.

3

Conduct your Head Counts: Before and after transitioning locations, conduct a face/name head count. Do not go back in to the building until cleared by the Fire Department/Emergency Personnel.

Earthquake Procedures



Let's review the procedures in the event that an earthquake happens while you are working at your site. Remember to always check with your branch for specific procedures/evacuation locations.

1 Stay calm and do not panic: Stay where you are. If you are outdoors with campers, stay outdoors with campers. If indoors with campers, stay indoors with the campers.

2 Based on Location: If outdoors, move away from buildings and utility wires. If indoors, take cover under a desk, table, or against the inside walls.

3 Wait Until the Earthquake is over: Once the shaking stops, do not move the campers until all hazards and dangers are surveyed and deemed safe. Do a face to name head count to ensure all campers are safe and present.

Chemical/Hazardous Waste Spill

This topic is specific to a major chemical/hazardous waste spill either on site or in the surrounding area; for example, a toxic cloud or leak.

If this occurs:

- Call your Supervisor
- Call 911
- If safe, evacuate the immediate area. Do not return to the area until it is deemed safe to do so.



If it is not safe to evacuate:

- Close windows & doors
- Turn off all heating, ventilation, & air conditioning
- Wait for emergency professionals to give you the "all clear" to reenter the facility after evacuating.

Active Shooter Procedures

Unless you have a clear and safe exit route where you can move the camper(s) away from the danger, the recommended strategy is to hide.

Call 911: Keep the line open and stay silent.

Know the notification system: Each location and school has their own notification system when an active shooter is present. Ensure you know what that system is in case of an emergency.

If inside: Unless unsafe to do so, the recommendation is to hide campers and lock all doors and windows. Ensure you are conducting head counts as needed and all cell phones and walkie-talkies are on silent.

If outside: Immediately direct campers to a secure, safe enclosure. It is important to check with your site for specific procedures for an Active Shooter Emergency as well.

Bomb Threat Procedures

Bomb threats should always be taken seriously. Review the procedures below regarding how to respond if you receive a bomb threat at your branch.

If you receive a bomb threat over the phone:

- Be calm and courteous
- Gather as much information as you can, including the location of the bomb.
- Do not interrupt the caller.
- Listen closely to the voice, background noise, etc.
- Call 911 immediately and prepare to evacuate the site.

After extracting information:

- Notify the most senior employee immediately.
- Evacuate the site.
- Note any new, unfamiliar, or suspicious items as you evacuate.
- Do not investigate the items or re-enter the building.



Other Incidents that may Occur...





Water Outage Procedures

A water outage, while not necessarily an emergency, may require a change in operations depending on the length of the outage.

1

Notifications: Notify the faculty and your Program Director/Supervisor.

2

Coordinator/Program Director Determines the Next Step: If the water outage is for a long enough period of time, it may require the parents to pick up the campers early.

3

Notify Parents: Contact the parent/guardian to pick up campers early if no accessibility to working restrooms or no available drinking water.

Heat Wave Procedures

If the weather is unusually hot, ensure that you are following the procedures below to ensure the campers are staying safe.

1

Ensure that you and the campers are drinking plenty of water and staying hydrated. Observe for signs of heat exhaustion and heat stroke.

2

Reduce or eliminate outdoor play from the lesson plan and use shaded areas.

3

If indoor does not have air conditioning, keep indoor play to a low level of activity.



Power Outage Procedures



A power outage, while not necessarily an emergency, may cause you to change your plans while ensuring the campers are safe during the outage.

1

Notifications: Notify the site/school and your Day Camp Coordinator and Program Director.

2

Coordinator/Program Director Determines Next Step: If the power outage is for a long enough time, it may require the parents to pick the campers up early.

3

Notify Parents: Contact the parents to pick up the campers earlier if there is insufficient light available to operate safely.

Media Coverage Procedures



Whether there is an emergency or not, if the media unexpectedly shows up at your site, take the following steps:

1

Immediately contact your Coordinator/Program Director as this information needs to be shared with your Branch Executive Team.

2

Employees and campers area not to make any statements or interview with any representatives of the media without prior media approval.

3

If approached by members of the media for comment, please say:

"I'm sorry, my focus is on our campers, please contact the main office of the YMCA of San Diego County for an official statement."

BREAK



Module 5: Reporting Procedures



Objectives



1. Understand each report and when it should be used.
2. Understand how the report is routed through the Y organization.
3. Understand which reports are shared with parents/authorized adults and which reports are not shared with parents/authorized adults.



Types of Reports

1

Ouch Report

2

Behavior Report /
Character Card

3

Suspected Child Abuse

4

Suspected Concussion
Notification

5

YMCA Accident /
Incident



Accident vs. Incident

An Accident is:

Any injury to a camper, participant or employee that occurs during Day Camp hours.

Example:

A camper falls while playing and sustains an injury.

An Incident is:

Anything that occurs that needs to be documented (that is NOT an injury).

Example:

A camper steals money from another camper.

When is something an Accident AND Incident?

Example of an Accident AND an Incident:

A camper is walking past another camper, trips on a backpack and accidentally bumps in to another camper, causing them to fall, scraping their knee.



Explanation:

This would be an accident because there was an injury and an incident because a camper injured another camper, even if it was on accident.

Most Common Reports

In this section, you will be reviewing the most common reports that you will be using at your Day Camp program.



Ouch Report

Purpose of this Report:

Ensure that the parent and/or guardian of the camper is informed about any injury that occurred during camp and the care we provided.

How to Use this Report:

- A camper has an injury that was treated
- It is used for any injury, regardless of severity.

Who Completes the Report:

It is filled out by the employee who directly supervised the accident/incident.

Who Receives/is Notified:

Ensure that the parent and/or guardian of the camper is informed about any injury that occurred during camp and the care we provided.



FOR YOUTH DEVELOPMENT*
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OUCH REPORT

Date: _____

Child's Name: _____

Incident Description: _____

Care Given: _____

Contacted: _____ at _____ a.m. / p.m.

Parent Signature

Staff or Teacher Signature

YMCA Accident/Incident Report

YMCA OF SAN DIEGO COUNTY
Accident / Incident Report Form

Report Type: Accident Incident Aquatic Rescue- attach Rescue Report

Branch/Department _____ Off-site Facility _____

Routing	Initial	Date
Admin	_____	_____
Prog Dir	_____	_____
Dept Head	_____	_____
Manit Dir	_____	_____
Exec Dir	_____	_____

GENERAL INFORMATION To be completed for all reports.

Name of Person Involved _____ Date of Occurrence _____ Time _____ am _____ pm

Gender Female Male Date of Birth _____ Age _____ Check One: Participant Member Other

Address _____ Phone _____

Parent/Guardian (if a minor) _____ Phone _____

Address (if different) _____

Describe the incident (where and what happened) _____

Anyone else injured? Yes No If yes, who? _____

Staff person in charge of Program/Activity _____

Report written by (Name and position) _____ Date Report Written _____

MEDICAL INFORMATION For Accident Report only. Fully describe the injured party's condition and any first aid given.

First aid administered? Yes No
 by whom: _____

Blood borne exposures? Yes No
 to whom: _____

Further medical attention? Yes No Declined If so, where? _____
 by whom: _____

Was parent / guardian / emergency contact notified? Yes No If so, when? _____
 If not, why? _____

Who was called and what was the outcome? _____

With whom did the injured party leave the facility? _____

WITNESSES Check box to indicate staff [S], participant [P], or volunteer [V]. Indicate age of youth witnesses.

S	P	V	Name	Age	Phone	Address	City	State	Zip
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____

FOLLOW-UP To be done within three days of the accident.

Date _____ Time _____ am _____ pm By _____

Details on follow-up: _____

Has the injured returned back to the Program? Yes No

Purpose of this Report:

- Allow the YMCA to document, record, and track major risks within our programs.
- Both accidents and incidents utilize the same form, but you may complete different sections of the form based on what occurred.

How to Use this Report:

Use the appropriate sections of the form based on whether the situation is an Accident or an Incident. Remember that sometimes situations can be both.

Who Completes this Report:

Staff and/or the Coordinator/Program Director (with staff assisting with information). It is important to always be objective when filling out reports!

Who Receives/Is Notified:

- These reports are internal and for the YMCA use only! That means they are NOT given to parents.

Behavior Report/ Character Card

Behavior Report



the **Y** FOR YOUTH DEVELOPMENT™ FOR HEALTHY LIVING FOR SOCIAL RESPONSIBILITY

YMCA OF SAN DIEGO COUNTY
Behavior Report

Child's Name: _____ Date: _____
Parent's Name: _____ Phone: _____
Supervising Staff: _____ Program Supervisor: _____
Branch: _____ Location/Site: _____

Type of incident that occurred:

- Leaving YMCA boundaries
- Violence toward people or objects (kicking, scratching, punching, biting, spitting, or behavior requiring physical restraint from hurting self/staff/ or other children)
- Verbal threats to harm self/staff/children or property
- Purposely damaging or taking YMCA or another child's property
- Refusal to comply with staff and parental requests
- Extreme and unpredictable temper outbursts
- Use of foul language, threats, profanity, or insults

Description: _____

Action taken/staff involvement prior to behavior report: _____

Next steps: _____

Parent/Guardian Signature: _____ Child Signature: _____

Result(s) of Behavior Report:

- Parent/Guardian Notification
- Parent/Guardian Conference Needed
- Behavior Support Agreement Needed
- Parent/Guardian Conference Needed Prior to Return to Program
- Immediate Pick-up from Program
- Suspension for _____ Days, Return Date: _____
- Separation from Program

Program Supervisor Signature: _____ Date: _____

Revised 5.0.10

Purpose of this Report:

Facilitate conversations with the parents/guardian in a manner that creates a team approach (of YMCA staff and the parents/guardians) to support the inclusion and the success of all campers.

Character Card



the **Y** FOR YOUTH DEVELOPMENT™ FOR HEALTHY LIVING FOR SOCIAL RESPONSIBILITY

JUST TO LET YOU KNOW:

To the parents of: _____

Staff Signature: _____

Date: _____

How to Use this Report:

Document any serious and/or chronic behaviors that either compromise the safety of the program or significantly infringe on the personal rights of others.

Who Completes this Report:

This report is filled out by the Coordinator/Program Director, with staff assisting with the information.

Who Receives/Is Notified:

After the report is completed, a copy is made to give to the Parent/Guardian and the original report is given to the Coordinator/Program Director to keep on file.



Other Important Reports

In this next section, you will be reviewing reports that are important for Day Camps, but may not be used as often (depending on the situation).

Suspected Concussion Notification

Purpose of this Report:

Ensure a parent/guardian is promptly informed of a potentially serious head injury that could lead to a concussion.

Who Completes this Report:

This form is to be filled out/completed by the employee who was present and supervising when the incident/accident occurred, and who is the most aware of the situation.

How to Use this Report:

When a camper sustains an injury to the head is showing any signs/symptoms of a concussion, remove the camper from any activity, call your Camp Director/Coordinator and complete the report.

Who Receives/Is Notified:

Make a copy to give to the parent/guardian and keep the original form to include internally with other reports that will be filled out.

YMCA Concussion Notification Form for Parents/Guardians

PARENT'S NAME: _____ ATHLETE'S NAME: _____

FACILITY: _____ DATE: _____

Time of incident: _____ Time of pickup: _____

Signs and symptoms exhibited include (check all that apply):

<input type="checkbox"/> Headache	<input type="checkbox"/> Can't recognize people or places
<input type="checkbox"/> Seizure (uncontrolled jerking of arms/legs)	<input type="checkbox"/> Looks very drowsy/Can't be awakened
<input type="checkbox"/> Weakness or numbness of arms/legs	<input type="checkbox"/> Increased confusion and/or irritability
<input type="checkbox"/> Repeated vomiting	<input type="checkbox"/> Unusual behavior
<input type="checkbox"/> Loss of consciousness	<input type="checkbox"/> Slurred speech
<input type="checkbox"/> Lack of balance/unsteadiness on feet	<input type="checkbox"/> Drainage of blood/fluid from ears or nose
<input type="checkbox"/> Changes in vision (double, blurry vision)	<input type="checkbox"/> Loss of bowel and/or bladder control
Other signs and symptoms:	

TREATMENT PROVIDED:

I have read and reviewed the information provided by the YMCA. I understand that my child will need a doctor's note authorizing medical clearance prior to returning to the YMCA.

Date: _____ Athlete's name: _____

Parent's name: _____ Parent's signature: _____

Once reviewed and signed by the parents, cut the top portion and give this information to the parent. The signed section remains with the YMCA. Attach the signed section to a completed incident report.

Suspected Child Abuse Report

Purpose of this Report:

Ensure the state of California Child Protective Services Agency is aware of the suspected child abuse.

How to Use this Report:

Anytime an employee has a reasonable suspicion that a child is/has been abused.

Who Completes this Report:

- Always filled out by the employee who has the suspicion of child abuse (within 24 hours of the employee suspecting the abuse is occurring.
- Call CPS/CWS (Child Protection Services/Child Watch Services) within 24 hours of suspecting abuse.

Who Receives/Is Notified:

- This report is faxed directly to CPS/CWS. This report DOES NOT go to the parent/guardian.
- It is highly recommended to let your supervisor know that the report is being made.

Print **SUSPECTED CHILD ABUSE REPORT** Reset Form

To Be Completed by Mandated Child Abuse Reporters Pursuant to Penal Code Section 11166 PLEASE PRINT OR TYPE

CASE NAME: _____
CASE NUMBER: _____

A. REPORTING PARTY	NAME OF REPORTER (PRINT)	AGE	DATE OF BIRTH (MM/DD/YYYY)		
	REPORTER'S BUSINESS (PRINT NAME AND ADDRESS)	STATE	CITY	ZIP	
	REPORTER'S TELEPHONE (OFFICE)	HOME	TELEPHONE ()	TELETYPE	
B. REPORT NOTIFICATION	DATE OF REPORT (MM/DD/YYYY)	TIME	DATE OF BIRTH (MM/DD/YYYY)	AGE	
	CITY	STATE	CITY	ZIP	
C. VICTIM (Do not report per article 18627.5)	NAME (LAST FIRST MIDDLE)	AGE	DATE OF BIRTH (MM/DD/YYYY)	SEX	RACE
	ADDRESS	STATE	CITY	ZIP	TELEPHONE ()
	THE REPORTING PARTY'S RELATIONSHIP TO VICTIM	CHILD	ADULT	OTHER	OTHER
	PHYSICALLY ABUSED	SEXUALLY ABUSED	PHYSICALLY ABUSED	SEXUALLY ABUSED	OTHER
	TYPE OF ABUSE (CHECK ALL THAT APPLY)	PHYSICAL	SEXUAL	EMOTIONAL	NEGLECT
	RELATIONSHIP TO ABUSER	NEAR RELATIVE	STRANGER	OTHER	OTHER
D. INVOLVED PARTIES (Do not report per article 18627.5)	NAME (LAST FIRST MIDDLE)	AGE	DATE OF BIRTH (MM/DD/YYYY)	SEX	RACE
	ADDRESS	STATE	CITY	ZIP	TELEPHONE ()
	NAME (LAST FIRST MIDDLE)	AGE	DATE OF BIRTH (MM/DD/YYYY)	SEX	RACE
	ADDRESS	STATE	CITY	ZIP	TELEPHONE ()
E. INCIDENT INFORMATION	IF NECESSARY, A SHORT DESCRIPTION OF THE INCIDENT (OTHER THAN THE ABOVE) AND OTHER INFORMATION	IF THIS TYPE OF ABUSE REQUIRES A SEARCH			
	DATE/TIME OF INCIDENT	DATE/TIME OF INCIDENT			

55 8772 Rev. 5/05

DEFINITIONS AND INSTRUCTIONS ON REVERSE

REGULATORY: A copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11166 to submit this form to the State Abuse Investigator, Report Form 55 8772 (1) or other investigation web equivalent and (2) the nearest law enforcement authority of jurisdiction.

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Reports Associated with Accidents

Reports Associated with Accidents

Ouch Report

Any injury incurred by campers including minor scrapes and bruises.

YMCA Accident/Incident

Injury requiring medical attention, ice, or is a head injury.

Suspected Concussion Notification Report

Only required for head injuries with signs/symptoms.

Reports Associated with Incidents

Reports Associated with Incidents

Behavior Report/Character Card :
Required for any serious or chronic behavioral issues.

Suspected Child Abuse Report:
Submission required within 24 hours of suspicion of child abuse.

YMCA Accident/Incident Report:
Incident requiring medical attention, ice, or is a head injury.

Scenario One (1):

While playing Sharks n' Minnows, one of your campers is not paying attention and runs in to a tree. There is no bleeding, but there is a bump on their head and they say they are feeling nauseous. Thankfully, their parent arrives just minutes later. You let the parent know about the injury that just occurred as they get ready to go home. You find out the next day that they stopped by the emergency room on the way home where they conclude that the camper just has a bump and bruise, but no other injury. What form(s) should you use?



Scenario One (1) Explanation:

- The reports include the **OUCH Report, YMCA Accident/Incident Report, and the Suspected Concussion Notification.**
 - Ouch Report would be used for any injury.
 - Suspected Concussion Notification is required because of the head injury and signs/symptoms of a head injury.
 - Accident/Incident Report is required because it was serious enough to potentially result in a Concussion.



Scenario Two (2):

A parent is upset because their camper reported they are not having fun at camp. As you are discussing this with them, they begin to present a threatening posture and start using profanity. With the assistance of the Coordinator/Program Supervisor, you are able to calm them down. Which form(s) should you use?



Scenario Two (2)

Explanation:

- The report required for this situation would only be the YMCA Accident/Incident Report as it was an incident with a parent and not a participant. There was not an injury involved so there are not accident type reports utilized for this scenario. It is important to document this with an internal report.
- If it happens again or escalates, there is a documentation of the incident with the parent because you completed the report for this incident and are keeping records in the case further action needs to be taken.



Scenario Three (3):

A camper is upset because another camper is choosing not to play with them during an outdoor activity time. The camper then picks up the ball and throws it at the other camper. It hits the camper in the face, causing a minor red mark/bruise on their cheek. What form(s) should you use?



Scenario Three (3)

Explanation:

This incident has multiple parties who would need to be informed. The parents of the camper who was injured should be informed with an **Ouch Report**. This does not mean you tell the parent which camper threw the ball, but just report that their child was injured as a result of an incident.

Because intentionally throwing the ball at another camper to harm them could have caused a serious injury, the incident should be discussed with that camper's parent(s) and be documented with a **Behavior Report**. And, to ensure that the incident and how it was handled is properly documented, we need to fill out an **YMCA Accident/Incident Report**.



Congratulations!

You have just completed the Day Camp Academy Training and are ready to start working as soon as you:

- Are CPR Certified
- Complete your Compliance Trainings.

