



## SUMMER CAMP REGULATIONS AND SAFETY RULES

### My Rights Policy

Every child in the summer program is here to have a fun and exciting experience. However, it is very difficult for a child to enjoy him or herself when they are ridiculed because they are different. A **child's right** will be observed by staff and other children.

- Every child has the right to be treated with respect.
- Every child has the right to play in a friendly environment.
- Every child has the right to be safe from bullies.
- Every child has the right to be him and/or her self without being ridiculed.
- Every child has the right not to be threatened.
- Every child has the right to have fun.

### Discipline Policy

For the safety and enjoyment of every child, the **My Rights Policy** will be strictly adhered to. Any child found violating the My Rights Policy will be disciplined. The scope of disciplinary action will range from time outs to suspension. Children are to follow the **My Rights Policy** and these simple rules:

- Use kind words (no name calling –not even jokingly, no foul language).
- Use walking feet indoors.
- Follow teacher directions.
- Use kind hands (no hitting, pushing or play fighting).

### Field Trip Policy

Some children may not be socially ready for outings. If a child exhibits an inability to follow the field trip policy, he or she will have to have an escort or must remain at the Center if space is available.

For the safety of every child, it is extremely important that children follow these simple rules:

- No standing up on the bus.
- No shouting or loud talking on the bus.

- No eating on the bus.
- No drinking on the bus (except water).
- Do not leave trash on the bus.
- Do not leave group.
- Stay with your assigned partner.
- Do not stick arm or any body part out of bus window.
- Do not throw any objects out of bus window.
- Do not block aisle with your body.
- Listen to your teacher at all times.
- Wear proper attire for field trips

All Camp Counselors are equipped with a cell phone and \$3.00 in change for making emergency calls. Remember to always leave your phone on and on vibrate. Because noise levels you may not be able to hear the phone ring put will feel it vibrate.

### **In Case of Severe Weather**

Field Trip Actions (keep radio tuned to 1500 AM or other local radio news station)

Tornado, High Winds, Lighting, Thunderstorm camp counselors will follow these steps:

#### **NEVER ATTEMPT TO OUTFRAN A TORNADO!!!!**

1. Stay calm and get children to a well constructed building if you have time. Before going on field a safety destination will be given and sure to follow the bus count rule. Move children to the basement or interior of the building and away from windows and doors. Use your cell phone and call the Center after you have gotten to a safe destination and finished your head count. Call the Center's Director once the severe weather has passed and provide an update. Should you need emergency assistance call 911 first and follow there procedures, then call the Center's Director and be ready to give an update.

or

2. If no well constructed building is available (due to storm approaching fast), look for a ditch or low lying area (something without water). Stay calm, stop the bus downwind from the location selected. You don't want the wind to roll the bus towards where the children will be. Unload the students (use the bus count) and move them to the ditch or low lying area and have them get in the protective position with their hand over their head. Once the severe weather has pass check all campers, do a head count and then contact the Center Director. Should emergency assistance be needed contact 911 first and follow there procedures. **DO NOT HANG UP UNTIL HELP ARRIVES!!** Once help arrives, contact the Center Director and give update.

3. Should the bus be inoperable (missing, under power lines etc.) or damaged contact 911 and describe the situation and give location so that they provide traffic assistance for the protection of the children. After contacting 911 contact the Center Director and an alternate bus will be sent.

### Lightning/Thunderstorm

When thunder is heard and lightning is seen all activities are to be suspended. Children are to be put on the bus and should remain calm and quiet. Activity may resume once thunder and lightning haven't been heard or seen for 15 minutes. Should the bus not be available, counselors are to get children inside a shelter and have children stay away from windows, doors, sinks, water fountains, and faucets. (DO NOT USE CELL PHONES).

### No Shelter

If shelter isn't available find a clump of short trees (NOT TALL TREES). Do not go to hilltops, hide under anything metal or open fields. Remember to check your surroundings for potential hazards, check children for injuries, do your head count and contact the Center Director once the storm has passed. Always contact 911 first, in case of an emergency. **STAY CALM AND REMEMBER TO STAY AWAY FROM WMTT (water, metal, and tall trees).**

### Emergency Evacuation Procedure

Camp Counselors are reminded to go the emergency evacuation procedures twice a month. Fire drills will be conducted once a month and counselors are to always know the number of children in their care. Emergency lists and/or books are to be carried at all times. Emergency evacuation procedures and telephone numbers are posted by every telephone in the building.

### First Aid/CPR

First Aid and emergency kits is located on the bus. All counselors are required to designate one person to be in charge of emergency cases when on field trips. This person is responsible for contacting 911 and performing CPR and first aid when needed. The person designated for this duty must be first aid and CPR certified. The person chosen must identify themselves to the Center Director or designated person prior to leaving on field trips. The Center Director or designated person will write this persons name on the field trip sheet and will speak directly to this person in cases of emergency.