

Summer Camp Staff Handbook

Mulberry Summer Camp!!



MULBERRY
the creative school of silicon valley

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Mulberry Summer Camp Objectives

The objectives of Mulberry Summer Camp are:

- To offer creative, dynamic, and fun-filled days building strong connections and friendships.
- To ensure the complete safety of the children at all times.
- To help children grow in interest areas that are defined within the context of the particular camp or activity in which they participate.
- For staff to help create a supportive community that helps campers develop a positive sense of self.
- To make sure every camper is having fun!

Positive discipline is the discipline model used at Mulberry School and Mulberry Summer Camp. The model focuses on the positive points of behavior, based on the idea that there are no bad children, just behavior that needs adjusting or re-directing. Positive discipline does not ignore problems. Rather, it involves actively helping the child to learn how to handle situations more appropriately while remaining calm, friendly and respectful towards the child. One effective way to do this is by giving the child choices as opposed to commands.

Positive Discipline:

- Helps children feel a sense of connection (belonging and significance).
- Is mutually respectful and encouraging (kind and firm at the same time).
- Is effective long term (considers what the child is thinking, feeling, learning, and deciding about themselves and their world – and what to do in the future to survive and thrive).
- Teaches important social and life skills (respect, concern for others, problem solving, and cooperation as well as the skills to contribute to the home, school, or larger community).
- Invites children to discover how capable they are (encourages the constructive use of personal power and autonomy).

Summer Camp Staff (with Job Descriptions):

Head of School – Mulberry School and Mulberry Summer Camp

Mulberry's Head of School is responsible for all program development and implementation during the school year and for Mulberry Summer Camp.

Chief Financial Operating Officer (CFOO) – Mulberry School and Mulberry Summer Camp

Along with the Head of School, the CFOO is responsible for program development and implementation. This includes the hiring of staff, training and supervision, scheduling, setting the calendar, ordering supplies, and opening and closing preparations. Marketing, budgeting, insurance, board of health regulations, and contract negotiations in relation to camp operation are also the CFOO's responsibility. The Head of School, CFOO, and Director are also responsible for safety, public relations, day-to-day operational management, camper recruitment, discipline, and addressing staff and camper concerns.

They are also responsible for notifying the Facilities Manager of any maintenance and/or safety issues throughout the day. They will meet regularly with the Facilities Manager prior to the start of camp as well as during the running of the operation.

Mulberry Summer Camp Director (Director)

Along with the Head of School and Chief Financial Operating Officer, the Director is responsible for program development and implementation. This includes the hiring of staff, training, supervision, scheduling, setting the calendar, special events, ordering supplies, and opening and closing preparations. The Director and CFOO are also responsible for safety, public relations, day-to-day operational management, camper recruitment, discipline, and addressing staff and camper concerns. They are also responsible for notifying the Facilities Manager of any maintenance and/or safety issues throughout the day. They will meet regularly with the Facilities Manager prior to the start of camp as well as during the running of the operation.

Mulberry Summer Camp Assistant

The Summer Camp Assistant provides administrative support to the Mulberry Summer Camp Director from February through August.

Mulberry Summer Camp Lead Counselors or Teachers (Leads)

A Lead is at least twenty years old and is responsible for running their camp, with the assistance of the counselors. Leads will oversee all camper/counselor relationships and ensure ratios are kept at 1:6. The Lead maintains the positive atmosphere that makes Mulberry Summer Camp special. Lead Counselors are in the trenches, helping each camper achieve success in accordance with the theme of the camp. Besides supporting campers, this position also assumes the responsibility for developing our younger counselor staff in a supervisory role, creating lesson plans and special events, and communicating with parents when appropriate.

Mulberry Summer Camp Counselors

The counselors' primary responsibility is to aid the Lead Counselors in their care of the campers. They help supervise the campers throughout the day, and assist in preparations necessary for all camp activities. They are expected to foster solid relationships with their campers and demonstrate a positive attitude.

Staff Selection, Reference Verification, and Screening Procedures:

- All new staff candidates are expected to fill out an application form, which requires at least one personal reference with contact information. It is in the discretion of the Director to contact the applicants' references.
- All employees are required to attend pre-camp staff training sessions in accordance with their positions.
- All employees over eighteen are fingerprinted to check for previous records as required by the State of California.
- All staff over eighteen are required to complete standard criminal background checks.
- All staff are required to turn their timesheets in each week to the CFOO to be used for preparing payroll. Paydays are biweekly. Please report any questions or concerns to the CFOO.

Facility Operation / Maintenance:

Emergency Procedures – Fire Safety/Weather Risk/Intruder on Campus

- Camp will follow guidelines set forth by Mulberry School. (Refer to attached Procedures page.)

A fire drill will be completed with counselors during training, and there will be two drills scheduled over the summer.

- The CFOO and Mulberry's Facilities Manager are responsible for overseeing fire drills.
- Fire drill records will be kept in a file in the Mulberry School office.

Safety and Supervision

Daily attendance records are recorded and maintained in Mulberry School's office.

A staff/camper ratio is maintained at:

- 1:3 for ages 3-4
- 1:5 for ages 5-6
- 1:6 for ages 7-16

At least one counselor will always be present to assist a Lead Counselor regardless of camper enrollment number.

Lead Counselors and counselors should always know the total number of campers in their group and should regularly take a head count, particularly when moving from place to place.

Communication is established throughout the camp by use of 2-way radios managed by Leads and administrators.

Off-Campus – Belgatos Park:

Families sign a waiver during registration that gives their child permission to walk to Belgatos Park. The Lead Counselor will post a sign the day before notifying the parents that the trip will occur. When walking to Belgatos Park with campers, there is to be a Lead Counselor or Teacher in front of a group of campers, as well as a counselor or teacher in the back of a group of campers. If the group is crossing a street, a designated crosswalk must be used if available, and one counselor must also stand in the road, facing the oncoming traffic pattern while the campers pass behind. The Administration is notified each time a group of campers walk to Belgatos Park, and communication is established by use of 2-way radios between the Leads and Administrators. The Lead Counselor takes along the 2-way radios, a cell phone, and all required medical and emergency supplies and medications.

Lost Camper Procedure:

A. On Site

If a camper cannot be accounted for, the Lead Counselor is to report to the Director and CFOO immediately. An “all-call” via 2-way radio will alert all Summer Camp personnel, Mulberry School staff, and administrators of other camps that are on campus. The all-call will include camper description and last-known location. All areas of campus will be thoroughly combed by the aforementioned staff. If the camper has not been located, the Director will determine the next course of action based on information provided.

B. Off Site

When a counselor discovers a camper is missing, the Lead Counselor is to call the rest of the group together and they are placed under the supervision of the counselor, confined to a limited area determined by the Lead Counselor.

A search of the immediate area where the camper was last seen is conducted by the Lead Counselor along with extra counselors, if available. If the camper is not found within 10 minutes, the Lead Counselor is to notify the Director and CFOO, who will, in conjunction with the Head of School, determine the next course of action. If there is a need to call the police or any other emergency rescue team, the Lead Counselor will follow their procedures as support personnel. The CFOO or Head of School is responsible for the notification of parents.

Child Abuse Prevention and Reporting Program:

Under this policy, the abuse and neglect of a child (i.e., any individual under the age of eighteen (18) years) is defined as follows:

- Physical injury not necessarily visible of a child under circumstances that indicate that a child's health or welfare is harmed or at substantial risk of being harmed;
- The observable, identifiable, and substantial impairment of a child's mental or psychological ability to function;
- The failure to provide proper care and attention to a child, including leaving a child unattended, under circumstances that indicate that the child's health or welfare is harmed or placed at substantial risk of harm; or
- Any act that involves sexual molestation or exploitation of a child (i.e., any sexual contact or conduct with a child) regardless of whether the child has physical injuries.

To aid in the prevention and reporting of child abuse, the following methods, procedures, and policies are enforced:

Supervision of Campers:

- All camps are required to have a minimum of 1 adult lead teacher or counselor and 1 counselor.
- All campers are checked in in the morning, head counts are conducted throughout the day, and all campers are checked out at the conclusion of the day.

Camper/Employee Interactions:

- In order to prevent the isolation of one adult and one youth, Mulberry Summer Camp limits one-on-one interactions whenever possible. If necessary, an additional adult will be requested to act as an observer.

Monitoring Inappropriate Behavior:

- If it is deemed that official reporting is not necessary, the "offender" will report to the CFOO and Camp Director who will provide guidance, redirection, and instruction and may inform the parent/caregiver. An incident report will be written and filed in the employee's records.
- If it is deemed that official reporting is necessary, the CFOO will make an oral report, as cited in the below section. The employee will be put on suspension while the investigation is ongoing. If child or sexual abuse is determined, the employee will be terminated.

To inform all employees of Mulberry Summer Camp of the requirement to report suspected child abuse (including sexual abuse) or neglect:

- Any employee of the camp who has reason to believe that a child has been subjected to abuse (including sexual abuse) or neglect by any parent, guardian, adoptive parent, or other person who has permanent or temporary care or custody or responsibility for the supervision of such child (including, without limitation, school employees), or any household or family member of such child, shall make a report as directed below. Under Maryland law, an employee must act on the basis of any information and belief.

If child abuse is suspected, the camp employee is to immediately report to the CFOO, who will proceed as follows:

- The CFOO must make an oral report (by telephone or direct communication) as soon as possible, within a time not to exceed 48 hours, to the local Department of Social Services or the local law enforcement agency.
- The CFOO must also immediately notify and give all information required below to Mulberry's Head of School and will proceed under their directives and school policy.
- The oral and written report, as far as is reasonably possible, shall include the following information:
 - The name, age, and home address of the child;
 - The name and home address of the child's parent or other person responsible for the child's care;
 - The whereabouts of the child;
 - The nature and extent of the abuse or neglect of the child, including any evidence of information available concerning possible previous instances of abuse or neglect;
 - Any other information that would help to determine the cause of the suspected abuse or neglect and the identity of any individual responsible for the abuse or neglect.

Medical:

- Medical supplies are kept in red backpacks in each classroom and are kept in close vicinity to campers throughout the day. Lead Counselors are required to take the backpacks out with the campers any time they venture outside the classrooms.
- Emergency supplies are also kept in Mulberry's office.

Storage and Administration of Medication:

- All medications are to be labeled and dated
- Medications and prescription drugs are kept in clear zipped pouches in Mulberry's office and are dispensed only with orders from a physician and when parents have given notice in writing. For anaphylactic situations, medicines are also kept with the students, in red backpacks. Lead Counselors are in charge of the backpacks, and they are kept in close proximity to the child at all times.
- All self-administered prescription drugs are taken under the direct supervision of Mulberry office personnel following written instructions by a physician and parent.

Universal Precautions and Safety Measures

All human blood and bodily fluids should be treated as if infected with blood-borne pathogens like infectious hepatitis or the HIV virus. Protective gloves must be worn before any possible contact with blood or other bodily fluids. Gloves are available in each classroom and Mulberry's office. If direct exposure to blood or other bodily fluids should occur, the contaminated area should be washed immediately with soap and water and appropriate antiseptic should be applied to open wounds.

Procedures for Health Care – Routine/Commonplace Illness, Minor injuries

If a child reports that they are not feeling well or it is observed that they may be suffering from an illness or minor injury, they are escorted promptly to the office by a staff member. The Receptionist, CFOO, or other administrative staff will decide on the course of treatment and determine what steps should be taken.

Serious Injury

If there is a question as to whether a child is suffering from a serious injury, the Camp Director, CFOO, and Head of School must be called. If the CFOO or HOS deems emergency services or 911 is necessary, the CFOO will escort the camper to the hospital and will notify the appropriate contact on the camper's health form. The state-required form will be completed and submitted by the CFOO. In the case of a dire emergency, counselors should dial 911 first, then notify the administration.

Communicable Diseases

Any staff member contracting a communicable disease must notify the Camp Director. Any staff member that is aware, or has reason to believe, that a camper has a communicable disease is to notify the Director and CFOO immediately. An email will be sent to the parents of any child who may have come in contact with a child carrying a communicable disease, and a notice will be posted, as required by California state law.

Orientation and Training of Staff

Staff Training

- There is a ½-day training session where the staff manuals are discussed.
- In the training the staff receives a review of the camp safety, fire, emergency, and medical plans. They also receive EpiPen training.
- Daily morning meetings are run by the Director and Lead Counselors during the camp operation to further inform or remind staff of, or emphasize, policies and procedures.
- These meetings are also used to discuss any questions or concerns the staff may have.
- The camp staff members are trained to maintain confidentiality regarding all health information of both campers and other staff members.

- The camp staff members are trained in proper handwashing techniques and the use of personal hygiene to prevent the spread of infectious disease.
- An exposure control plan is in place to prevent the spread of infectious diseases, and camp staff members are trained on the procedures of this plan.

Camper Orientation

- Each family is emailed information that explains the policies and procedures before the camper's first day of camp.
- On the first day of each session, Lead Counselors and counselors devote special time to familiarizing their groups with the safety and medical policies and procedures of the camp as well as providing a camp tour so they are aware of the location of restrooms, the administration building, and other important places on our campus.