Summer Day Camp

Policies & Procedures Manual

TABLE OF CONTENTS

Introduction	1
Program Mission and Goals	1
Personnel Structure and Responsibilities	1
Camp Director	1
Assistant Director	1
Camp Leader	2
Junior Counselors	2
Camp Overview	2
Daily Standards	2
Weekly Standards	3
Things to GO OVER each Monday of Camp	3
Program Planning	3
A good activity lesson plan includes	3
Field Trips	4
Parent/Staff Roles	4
Role of the Parent in Recreation Programs	4
Parent/Staff Communication	4
Staff/Staff Communication	5
Parents Complaints	5
Security Safety Standards	5
Daily Attendance	6
Late Pick-Ups	6
Parental Responsibility	6
Displaced Camper	6
Camp Security	7
Behavior Management	7
Terms	7
Behavior Guidelines	8
Camper Rules of Conduct	8
Recognizing potential problems before they get out of hand	8
Managing Behavior	9
Inappropriate Behavior Procedures	9
Always Remember	10
Documentation	10
Documentation Forms	11
General Staff Expectations and Site Standards	11
Dress and Appearance	12
Attendance and Payroll	12
Absentee Responsibility	12
Timesheets	12
General Policies	13

Policies with regard to camper-counselor contact 13
Guidelines for Camper-Counselor Contact 13
Bathroom Protocols 14
Camp Clean up 14
Cell Phones 15
Vehicle Operation 15
Child Abuse Guidelines 15
North Carolina State Law § 7B-301 15
Level 1 Abuse 16
Level II Abuse 17
Level III Abuse 18
Level IV Suicide 19
Medication 19
Staff Medication Dispensing Procedures 21
Administration of Medication in an Emergency Situation 21
Emergencies 21
Personal Injury 22
Property Damage 22
Camp Director Responsibility for Reporting Employee Injuries 23
First Aid Kits 23
Weather Emergencies 23
Tornadoes 23
Lightning Safety 24
Fire Emergencies 24
Appendix 25
Behavioral Incident Reporting Plan 26
Parent Letter 27
Injury Report 28
Parent Complaint Form 29
Pick up Authorization 30
Permission to Dispense Medication 31
Medication Dispensing Information 32
Medication Log 33

Introduction

This manual has been prepared to give you the knowledge necessary to become an effective and responsible staff person. ***We expect you to read it thoroughly before the first day of camp so that you know the standards and practices of Ayden Arts and Recreation.*** It will also help you understand the goals and philosophy behind the summer day camp program, your role, and the conditions for your employment.

Program Mission and Goals

The mission of Ayden Arts and Recreation Department
is to provide high quality, diverse and accessible programs, services and facilities that enhance the quality of life for all ages, cultures, and abilities.

Goals

- Safety first, last and always.
- To provide children with organized and structured recreation activities which contribute to intellectual, social, emotional, and physical growth.
- To provide a variety of activities (games, sports, arts/crafts, field trips) which entertain, educate, and motivate campers.
- Promote each camper's appreciation of fair play, sportsmanship, and consideration of others.
- Provide experience which will allow each camper to increase one's self-esteem and self-confidence.
- Encourage campers to develop new friendships.
- Introduce campers to new activities and ideas.
- Have fun!

Personnel Structure and Responsibilities

The following information gives the chain of command for the summer program, as well as a general description of the responsibilities of each position.

Camp Director

This is a management position that requires extensive planning, organization, and decision-making. They will supervise, monitor and participate in all activities including but not limited to arts& crafts, sports, and games. While doing so, the Director is expected to serve as an appropriate role model for the children in his/her care.

Assistant Director

Under moderate supervision, assists the Summer Day Camp Director in providing safe summer day camp experiences by giving direction and guidance to summer day camp staff and volunteers. Assists in implementing and directing all activities including but not limited to arts& crafts, sports, and games. While doing so, the Assistant Director is expected to serve as an appropriate role model for the children in his/her care.

Camp Leader
Under the supervision of the Camp Director and Assistant Director assists in directing in all activities including but not limited to arts& crafts, sports, and games. While doing so, the Camp Leader is expected to serve as an appropriate role model for the children in his/her care.

Junior Counselors
Under the supervision of the Camp Director, Assistant Director and Camp Leader assists in directing in all activities including but not limited to arts& crafts, sports, and games. While doing so, the Camp Leader is expected to serve as an appropriate role model for the children in his/her care.

Camp Overview

Ayden Arts and Recreation Summer Day Camp governed by this manual and operate for 8 weeks during the summer. Summer Day Camp operates from 7:30am to 5:30pm, Monday through Friday and includes two trips per week to nearby sites (Movies, Skating, Bowling, etc.). One of the two field trips is a planned trip to a local swimming pool. Summer Day Camp participates in the Pitt County School summer lunch program. The campers are transport to Ayden Elementary School every day between the hours of 11:30am to 12:30pm.

Operating a summer day camp is a team effort. Directors, Assistant Directors and Camp Leaders with assistance from Junior Counselors are expected to work together to produce a safe and fun experience where campers can feel accepted, successful and energized. This team effort is strongly supported by the coordinating efforts of administrative staff to produce outstanding summer camp

Daily Standards

- **Routine** - A consistent routine in activities that occur daily (such as arrival, departure, attendance, announcements, bathroom break, lunch snack, hand washing, and storage of personal items) shall exist.
- **Active Play** (2-4 times daily) - Opportunities for organized "active play" shall exist. This could include, however not be limited to, sports, organized games, playground activity, relays, etc. Based on the nature of activity, children could be divided by age groups.
- **Quiet Play** (1-3 times daily) - Opportunities for quiet play shall exist. Puzzles, individual games, board games, reading, etc. would be appropriate.
- **Free Play** (1-2 times daily) - Opportunities for a 30 minute to 1 hour period of free play shall exist each day. During free play, staff facilitates the flow of activities, initiates games, helps to solve conflicts, takes time to talk with children, is accessible to the children, and provides constant overall supervision. Boundaries are well established.

Weekly Standards

- **Creative Expression** (3-5 times weekly) - Opportunities for creative expression shall exist through arts, crafts, drama, music, etc. There shall be at least one opportunity for each participant to take a "project" home each week.
- **Leisure Activities** (4-7 times weekly) - Participants shall be given opportunities each week to learn the rules and basic skills of sports and leisure activities. Lead-up games are appropriate. Tennis, soccer, shuffleboard, horseshoes, badminton, card games, etc., fit into this category.
- **Movies** (1-3 times weekly) - An option to show or attend a G-rated movie shall exist.
- **Field Trips** – Two Field trips are planned per week to nearby sites (Movies, Skating, Bowling, etc.). One of the two field trips is a planned trip to local swimming pool.

Things to Staff should GO OVER each Monday of Camp

- Counselors Names
- Overview of the camp (Snack Break, Lunch, Field Trips Etc.)
- Where to put things and personal stuff. What is off limits!!!
- Office Area – no campers
- Gym – no markers, paint allowed in gym. Keep all arts and crafts in art room.
- Rules of camp - **Be Safe Be Neat Be Kind**
- Equipment and Property– respect it…treat it like you would treat your own things
- Personal Space- no play fighting, no piggy back riding – do not STEAL items from others
- Keep Camp CLEAN
- Walkie Talkies – NOT FOR CAMPERS at all!

Program Planning

Camp Director and Assistant Director are responsible for planning and delivering age appropriate creative recreation program activities following the camp goals and objectives. A weekly activity plan, which becomes the basis for each weekly newsletter, should be used to plan activities. It must then be used when implementing activities so that the camp activities actually are what the newsletter states. Written activities plan (News Letter) also provide information to parents, thus increasing our credibility.

A good activity lesson plan includes:

- Name of activities.
- Time and place of implementation.
- Materials required.
- Any special instructions.
- Who will be doing what.
- Plan a system for smooth transition between activities. Remember to allow time for cleanup.
- Having plenty of "rainy day" plans makes weather-induced changes flow more smoothly.

Field Trips

- Confirm field trip (with destination) in advance.
- Be prepared to give directions to the driver, if applicable.
- Review reminders and expectations with children before you arrive.
- Count all participants once they have been seated in the bus/van, and do not depart site until roll call has been taken and every participant is accounted for.
- Upon arrival, establish clear boundaries with the participants.
- Point out restrooms to participants and inform them to let a staff member know when they need to use one.
- Staff should accompany children to the restrooms, regardless of area or surroundings on the field trip.
- If bringing any personal items, pick a specific spot for children to place their belongings (many pairs of shoes have walked away at the bowling alley, generally due to lack of organization
- Health & Information forms for all campers must be taken on the field trip.
- Promote good public relations. However, staff and participants should avoid being "too friendly" with people they do not know.
- A first-aid kit must be taken on all field trips.
- A cellular phone should be taken to sites without phones.

Parent/Staff Roles

Role of the Parent in Recreation Programs

A close working relationship between staff and parents provides the basis for an effective summer camp.

The parent's responsibility in establishing this relationship includes:

- Thorough completion of registration and supplemental information forms. Informing staff of any special needs the child may have, i.e., allergies
- Understanding transportation policies.
- Parent/guardian signing in and signing out their child every day of a registered program.
- Picking up child on time. Making arrangements for a sick child to be picked up.
- Notifying staff if child is sick or if child will not be attending.
- Making sure child is dressed weather appropriate.
- Talking with staff regarding concerns.
- Encouraging child to talk about experiences in the program

Parent/Staff Communication

- Communication between parents and the staff is essential to serve the best interests of families and children.
- A newsletter will be distributed to parents each week during drop off on Monday
- Plan for parent involvement — that means having parents take an active interest in special events, a field trip volunteer, donation of needed items for crafts, etc.

- Parents who are involved in a program are more likely to support it.
- Parents should not be viewed as "outsiders" or "threatening."
- Inform parents of any unusual incidents (misbehavior, "I don't feel good," lost personal items) as they occur.
- Staff should attempt to introduce themselves to each parent/guardian during the first few days of summer camp.
- Say THANK YOU often!

Staff/Staff Communication

- Communication between staff and other staff is essential.
- Daily Journal will be kept.

Parents Complaints

Complaints must be taken seriously. They act as warning signals that something is wrong or missing. If complaints are given prompt and careful attention, the department can often improve its services as well as its customer relations. If a parent complains about the summer camp, follow these guidelines:

- Always handle complaints out of earshot from the campers.
- Remain calm and courteous, regardless of the customer's demeanor.
- Good "customer relation" techniques are:
    - Actively listen.
    - Address the person by name
    - Acknowledge that you hear what the person is saying by paraphrasing or taking notes.
    - Ask questions to demonstrate a sincere desire to better understand the issue.
    - Apologize for the inconvenience.
    - Thank the person for bringing the problem to your attention.
- Allow an angry person to explain his/her anger and calm down before you respond to the complaint. Avoid becoming defensive.
- If insulting language is used, or if the situation becomes a personal confrontation, simply walk away from the person. To trade insults will only make a bad situation worse. If the complaint concerns something within your control, take action immediately. If not, refer the person to your supervisor. Do not make promises you cannot keep, and inform your supervisor of the situation as soon as possible.
- Complete Parent complaint form after the encounter. This form should be given to Recreation Director

Security Safety Standards

The most important responsibility of all recreation staff is the *safety* of campers. The following safety standards and practices are important in maintaining a safe environment and camp.

Daily Attendance
For summer day camp, parent/guardian must sign-in and sign-out the child. The only exception is written permission from parent for campers who walks/rides bike to/from camp. This child would sign himself/herself in and out.

Late Pick-Ups
Parents are expected to pick up their children on time, and this expectation is clearly stated in the parent letter. When a parent is late, one staff person must stay with the camper (i.e., generally the Camp Director or Assistant Director), and follow the procedures below:

- **After 15 Minutes**
  Call the parent or guardian and/or the emergency contact number to request an immediate pick-up. Continue to call every 5 minutes if necessary.
- **After 30 Minutes**
  Call the Recreation Director Office for instructions

Parental Responsibility
Parents will be charged a late fee of $10 for each 15 minutes (or portion of 15 minutes) that they are late per child regardless of the reason for being late. Payment is due at the time of pick-up, and the camper may not return to camp until the charge is paid. A late fee form must be completed, and a copy given to the parent as his/her receipt for payment.

Displaced Camper

Staff are responsible to know the whereabouts of campers at all times, both onsite and when on a swimming or field trip away from the camp site. Failure to do so could result in a camper wandering away, which is an extremely dangerous situation. If you are not able to account for a child for any reason, immediately implement the following procedures:

- **Missing for 0 to 5 Minutes**
  - Alert the Camp Director immediately.
  - Check the area where the camper was last seen.
  - Conduct a thorough roll call and head count to ensure accurate accountability.
- **Missing for 5 to 10 Minutes**
  - Expand the search area.
  - Assign some staff to conduct the search
  - Assign other staff to continue supervising the rest of the campers and to continue conducting activities with minimal disruption.
  - Simultaneously, conduct a "paper search" by checking attendance records, bus records or any other daily record that might shed light on the situation.
- **Missing for 10 to 15 Minutes**
  - At 10 minutes, call the Recreation Director, and give a detailed description of the missing camper (i.e., physical appearance, clothing, etc.) and the time he/she was last seen.
  - Follow their instructions.

    - Conduct another roll call and head count.
    - Continue to expand the search area.
- **Missing Beyond 15 Minutes**
    - At 15 minutes, the Recreation Director will call 911 to alert the police.
    - Recreation Director will call the parents to alert them to the situation.
    - Follow instructions from the Recreation Director and the police.
    - Continue supervision of the other campers and continue activities.
    - Complete an incident report when the camper has been found.

Camp Security

Unauthorized Person(s)
Unauthorized person(s) are not permitted to visit the camp site during camp hours and will be asked to leave. Any visitor who refuses to follow these policies or who generally seems inappropriate for any reason must be reported to the Recreation Director Office.

Visitors at Camp
Visitors are not encouraged as they can become a distraction, and camp staff is not permitted to bring guests. When parents/guardians wish to visit, they must first check in with the Camp Director, unless the activity has been advertised as a time for visitation by parents/guardians

Behavior Management

Good discipline is usually positive rather than negative in nature. Keeping children actively involved in meaningful, fun activities generally creates an environment in which problems are few and minor. Campers and/or parents/guardians will be provided with information regarding expectations at the beginning summer day camp. Camp staff will work cooperatively to create a positive climate which minimizes the potential for inappropriate behavior. When inappropriate behaviors occur, based on the circumstance, appropriate action will be taken.

Terms

- **CORRECTION -** Campers is reminded of the rules and is asked once again to follow them.
- **SAFE PLACE -** Campers is asked to "sit out" (no longer than 15 minutes) in order to cool-off and calm down.
- **COMMUNICATION WITH PARENTS -** Serious problems will be conveyed to the parent immediately by phone. Small problems will be communicated at the end of the camp day. Parents will also be informed of any "safe place" period administered.
- **SUSPENSION/WITHDRAWAL -** Serious or continuing problems may result in suspension and/or immediate withdrawal.
- **Note: No refund will be issued for suspension or withdrawal**

Behavior Guidelines
The following behavior guidelines have been established to ensure successful camper:

- Campers and parents/guardians will be provided with information regarding expectations at the beginning of Summer Day Camp.

- Staff will work cooperatively to create a positive climate which minimizes the potential for inappropriate behavior.

- Parents/guardians will be contacted in person, by letter, or telephone regarding inappropriate behavior.

- If the inappropriate behavior persists, Ayden Arts and Recreation reserves the right to limit, deny, or suspend a camper from the camp when the health and/or safety of the individual, other campers, or staff.
  Decisions of this nature will be based on the following behavioral criteria:
  - Repeated and unresolved behavioral situations that require staff to intervene and take time away from the rest of the campers
  - Use of inappropriate language, bullying of another campers, fighting, or use of any object with intent to cause physical harm.
  - Behavior that prevents the safe operation of a vehicle, e.g., inappropriate use of a seat belt, moving around while the vehicle is in motion, throwing of any objects.
  - Physical harm or contact to others.

Camper Rules of Conduct
The following will not be tolerated in any Ayden Arts and Recreation Camps:
- Bullying.
- Interference with Staff duties.
- Harassment and/or inappropriate or indecent conduct or language.
- Use of illegal drugs, intoxicants, or weapons (anything that can be used to cause bodily harm).
- Altering or defacing Town or personal property (indoors or outdoors).
- Any other conduct that may jeopardize the safety and well-being of others.

Recognizing potential problems before they get out of hand
- Time restraints to hurry up and get something done can cause frustration. Always allow for transition time from one activity to another.
- Bullying, taunting, or teasing by other campers, name calling, makes references to a disability.
- Boredom, sitting and doing nothing will cause campers to engage in activities that are inappropriate.
- Not having the opportunity to express themselves/not being heard. If there is a problem, listen to the campers separately, do not interrupt. Remember there are always two sides.

- Being lied to, misinformed, or threatened. Always tell the truth, do not threaten if you do not plan on following through.
- The need for attention. Some campers will engage in negative behaviors in order to get attention.
- Hunger, thirst, fatigue, illness, medication. Maintain a routine, deviating from that routine may cause behavioral situations. Difficulties in the home may affect the camper and influence his or her behavior; new medications may have side effects. Observe and relate any concerns to Recreation Director and parents.

Managing Behavior

- Praise is the best reward. Acknowledge good behavior.
- Communicate clearly and concisely expectations and rules of the program.
- Be consistent.
- Never leave a camper thinking he/she can't do anything right.
- Redirect/remove camper from the source of negative behavior. Explain why it is dangerous to climb on bleachers, use a safe and quiet place for time out to give an over stimulated camper time to calm down.
- Do not yell at the camper; use a firm authoritative voice to ask the camper to stop the behavior. Often yelling is positive reinforcement to a negative situation.
- Some problem behaviors need to be ignored. Many times camper are just acting silly or are seeking your attention. Observation, patience, and sensitivity will help determine whether it is a situation that needs to be dealt with or ignored.
- Take part in activities with campers, get to know them, give them your full attention when they are speaking to you. Remember respect goes both ways

Inappropriate Behavior Procedures

Follow the procedure below should inappropriate behavior be observed or reported
All behaviors should be documented and communicated to parents as well as the Camp Director. Campers must adhere to Summer Day Camp rules.

- Minor offenses should be discussed with the camper/campers involved and try to come to an understanding as to the reason why the behavior is inappropriate.
- Behavior which is disruptive and causes staff to take time away from their duties will be documented on the appropriate behavior form. The parent letter describing the behavior will be given to the parent picking up the child at the end of the day. If another designated person picks up the child and receives the parent letter, a phone call should be made by the staff person who documented the incident to ensure the information was received. e.g., leaving the group without permission, bullying and/or inappropriate language or gestures.
- If inappropriate behavior continues a parent conference may be necessary. Parent conference to include the parent, camper, Camp Director, and Recreation Director. Discussion will include possible outcomes should the behavior continue, e.g., initiating an in-house behavior plan, short term suspension.
- On occasion a camper may need to be withdrawn from a camp because of continual behavioral problems. Work closely with the Recreation Director to make sure all avenues for resolution have been explored.

- For severe offenses, such as but not limited to: fighting/hitting, theft, vandalism, bullying, possession of weapons or drugs, severe verbal threats, sexual misconduct, or any other safety related behavior, the camper may be suspended or dismissed from the program immediately. Any of the above mentioned behaviors may result in immediate suspension or expulsion from camp.

Always Remember

- Clearly define rules and standards of conduct with campers
- Review rules at appropriate times, e.g., before swimming, field trips.
- Establish and communicate to campers the consequence if they break the rules, then be consistent when enforcing them.
- Try to understand the reasons behind the camper's behavior before drawing conclusions.
- Try to determine what triggered the behavior. Was it a sudden change in routine? Did you explain what would be taking place or where you would be going? These things are very important when working with camper. Giving them a 5 minute, 3 minute, 1 minute warning before moving on to the next activity is the key to a smooth transition.
- Remember to talk to campers on their level and listen to what they have to say. They have a lot on their minds that has nothing to do with the camp. Always give them a fair chance. Don't assume they should know better, because they may not. Be willing to give them a second chance.
- Recognize and reward good behavior. "Good job," "high five", or new privileges leaves the camper feeling good about him or her.
- Staff should always be in agreement so campers cannot go from staff to staff trying to get their way. Stick to the rules, and review them often.
- Sometimes rules are not enough and time out is necessary. Time out is a process not a place and should be clearly linked to a behavior and not confused with time given to calm down or as part of a behavior plan. State the behavior and the consequence, "No hitting, time out." Time out should be imposed at the time of the behavior. Address the specific behavior only; do not include behaviors from the past. Adjust the time out based on the child's age, one minute for every year of life.

Documentation

DOCUMENT EVERYTHING! Remember, if it isn't written down it didn't happen. Basic rules for documentation are: who, what, where, and when.

- Who was involved? If more than one camper is involved interview each camper separately.
- What was happening prior to the incident? What were the circumstances that led up to the incident?
- Where did the incident take place, e.g., inside, outside, play room, van.
- When did the incident happen?
- Always include as many facts as possible.

Documentation Forms

Behavioral Incident Reporting Plan:

- Documentation of any minor offenses such as but not limited to, wandering away from the group, being disruptive, and not following directions.

Parent Letter

- This letter is to advise parents/guardians of negative behaviors, or incidents which occurred during camp. Be specific; describe the incident, consequences of the camper's actions.

Injury Report

- This form needs to be filled out whenever there is an injury e.g., scraped, cuts, bug bites, or suspected allergic reactions.

Parent Complaint Form

- This form needs to be filled out whenever parent makes a complaint about the summer day camp program.

Pick up Authorization

- This form ensures the safety of campers. Require parents/guardians to be signed their child in/out each day.

Medication Dispensing Information

This is a medical/liability release waiver form that no claims will be file against camp staff and/or Ayden Arts and Recreation Department. This must be fill out be any medication is dispensing

Permission to Dispense Medication

This form authorized camp staff to dispense medication.

Medication Log

This form is used to keep track of medication.

General Staff Expectations and Site Standards

Following are the standards set forth by the Town of Ayden Arts and Recreation Department of governing the qualities and work ethics essential for all staff persons charged with the care and safety of any campers using Ayden Arts and Recreation facilities. All staff persons:

- Shall be of good moral character based upon screening and background checks.
- Shall meet minimum staff training/age requirements for identification.
- Shall meet minimum levels of training in first-aid and CPR.
- Shall be friendly and eager to care for campers.

- Shall feel good about his/her work.
- Shall be warm and understanding and give individual attention to each camper's needs.
- Shall understand and accept that all campers have different developmental stages, moods, and abilities.
- Shall provide campers with stimulating, interesting, and educational activities.
- Shall treat campers with respect and help build self-respect.
- Shall manage camper's behavior in a positive, constructive, and non-threatening manner.
- Shall understand that he/she is required by North Carolina Law to report suspected child abuse and/or neglect.
- Shall provide campers with the program's rules, guidelines, and policies.
- Shall accept family's cultural values.
- Shall take time to discuss camper's progress or problems with the parents.
- Shall never leave camper unsupervised.
- Shall notify parent immediately of any illness, accident, or other serious incident.
- Shall release camper only to persons identified and approved by parents.
- Shall never wear tongue jewelry or other body-pierced rings worn in places that may be observed by children while staff is on duty or working on behalf of or representing the Ayden Arts and Recreation.

Dress and Appearance

Presenting a professional image is important for any organization, but it is more so for the service-oriented nature of the Parks and Recreation field. Ayden Arts and Recreation strives to present high standards in all aspects of the services and facilities we provide. The first impression we make on our customers will be a big first step in the positive experience we strive to provide. It is critical that everyone do their part to ensure that the first impression is a good one. No clothing that is tattered, stained or faded is to be worn.

Attendance and Payroll

Absentee Responsibility

- It is the employee's duty to contact the immediate Camp Director if unable to report to work.
- If the employee is unable to make the call, someone else must make the call for him/her.
- If no contact with the Department is made within two (2) hours of reporting time, the employee will be considered absent without permission.

Timesheets

- All Town of Ayden employees are paid based on a two-week pay period that begins on Tuesday.
- On the timesheet, record the exact number of hours worked.
- Hours worked, that are not reported, may result in no pay.

General Policies

Policies with regard to camper-counselor contact
Any type of abuse will not be tolerated and may be cause for immediate dismissal.
Child abuse is a serious criminal offense. The Ayden Arts and Recreation Department feel it is critical to help sensitize you as camp-staff to our concerns surrounding this issue. We consider you to be adult members of our society, and as such, you are expected to know right from wrong and good from bad. You are subject to the laws regarding child abuse, and therefore must be very aware of your interactions with the campers and how they are interpreted, not just by the campers themselves, but also by others. The Town of Ayden will not tolerate child abuse, including the following: sexual, physical, verbal, mental, sexual molestation or neglect of an individual.

Guidelines for Camper-Counselor Contact
If and when touching campers, the following guidelines should be followed:

- On the hand, shoulder, or upper back
- Only in the company of other adults
- Never against a child's will (unless in the case of clear and present danger of the child)
- Never against a child's discomfort, whether expressed verbally or non-verbally.
- Never when it would have the effect of over-stimulating the child.
- Never in a place on a child's body that is normally covered by a bathing suit, unless for a clear medical necessity, and then only with supervision from another adult

Following the rules below will go a long way in protecting everyone, in a caring and respectful manner.
Appropriate Displays of Affection include:

- Side hugs
- Shoulder to shoulder or "temple" hugs
- Pats on the shoulder or back
- Handshakes
- High-fives" and hand slapping
- Verbal praise
- Pats on the head when culturally appropriate
- Touching hands, faces, shoulders, and arms
- Arms around shoulders
- Holding hands (with younger campers in escorting situations)

Inappropriate Displays of Affection:

- Full frontal hugs
- Kisses on the mouth
- Touching bottoms, chests, or genital areas
- Showing affection in isolated areas of the building, such as closets, staff only areas, or other private rooms

- Touching knees or legs
- Wrestling with campers
- Piggyback rides
- Tickling
- Allowing a camper to cling to a counselor.
- Any type of massage given by a camper to a staff member
- Any type of massage given by a staff member to a camper
- Any form of affection that is unwanted by the camper or the counselor
- Compliments that relate to physique or body development
- Campers sitting on counselors laps
- Staff writing romantic or provocative letters to campers

Other Instructions to prevent stress, accusations or uncomfortable situations

- Watch for signs of stress in yourself and others as a way of maintaining a safe environment.
- Help for other staff who seem at risk for hurting campers or abusing campers.
- alert the Director for more careful supervision, intervention or support or to report risky behavior
- Seek help if you feel at risk for hurting, over stimulating or abusing a camper.

Bathroom Protocols:

The following protocols for managing bathroom activities are important policies to protect both our campers and our staff.

- Male staff may not assist female campers with bathroom activities.
- Staff may not change or otherwise be unclothed in front of campers.
- Staff may not shower with campers.
- No child, regardless of age, should ever enter a bathroom alone on a field trip.
- Always send children in pairs, and when possible, with staff.
- Staff should conduct or supervise private activities in pairs – putting on bathing suits, taking showers, etc… When this is not feasible, staff should be positioned so they are visible to others.
- Staff must monitor bathrooms to prevent campers from being in the bathroom alone for extended periods of time, particularly during activity periods between activities when campers are changing, etc.

Camp Clean up

Since we don't have an additional cleaning staff, we have to rely on everyone already staff to pitch in with keeping our camp clean! Camp staff will be held accountable for campers cleaning up after themselves. The cleaning jobs will be distributed between ALL CAMP STAFF EQUALLY. There will be no favoritism in the delegation of duties. Each staff member must be sure that the areas are clean before they leave camp each day.

- **Throughout the day**….have your campers pick up trash they see (spirit point possibilities), this keeps our grounds looking good.
- **Rec Room**: Wipe down tables, sweep/mop, take-out trash
- **Bathrooms:** Replace toilet paper, sweep, take-out trash and just wipe down surfaces.
- **Art Room:** Wipe down tables, sweep/mop, take-out trash (weekly)
- **Gym:** Sweep, pick up trash

Cell Phones
Except for emergencies, your cell phones should not be used while you are on duty. Keep them stowed away. If you are talking or texting, you are not watching the children.

Vehicle Operation

- The use of a Town of Ayden vehicle is provided as a tool for many Arts and Recreation employees in order for them to get their day-to-day jobs done.
- No one other than an employee is authorized to operate a Town-owned vehicle
- This tool comes with restrictions and responsibilities.
- Town vehicles are not to be used for personal business.
- Professional conduct is required by all such employees in order to present a good image to the taxpayers of Ayden.
- Any employee charged with the operation of such a vehicle is responsible for the safe and appropriate manner in which it is used.
- Whenever the operator of a vehicle leaves the operator's seat, the engine must be turned off and key removed if left unattended.
- Only authorized employees or campers are allowed in Town vehicles.
- Private Citizens are not to be given rides
- Cell phone use is prohibited by the driver while the vehicle is in motion. Driver should pull over to a safe location before using a phone
- Seat belts must be worn by anyone riding in a Town vehicle. Only one passenger per seatbelt will be allowed.
- The vehicle should be kept as clean as possible at all times.
- It is the employee's responsibility to inform the immediate supervisor if his/her license has been revoked.
- Anyone driving a Town vehicle must maintain a valid North Carolina driver's license

The following items are necessary in every Town vehicle:

- Annually serviced fire extinguisher
- Complete and operable spare tire and jack
- First-aid kit

Child Abuse Guidelines

Those individuals assigned to work in children's programs within Ayden's Arts and Recreation Department are mandated by law to report suspicions of child abuse, neglect, or abandonment to the Pitt County Department of Social Services in accordance with North Carolina State Law N.C.G.S. § 7B-301.

North Carolina State Law § 7B-301
Duty to report abuse, neglect, dependency, or death due to maltreatment
Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by G.S. 7B-101, or has died as the result of maltreatment, shall report the case of that juvenile to the director of the department of social services in the county where the juvenile resides or is found. The report may be made orally, by telephone, or in

writing. The report shall include information as is known to the person making it including the name and address of the juvenile; the name and address of the juvenile's parent, guardian, or caretaker; the age of the juvenile; the names and ages of other juveniles in the home; the present whereabouts of the juvenile if not at the home address; the nature and extent of any injury or condition resulting from abuse, neglect, or dependency; and any other information which the person making the report believes might be helpful in establishing the need for protective services or court intervention. If the report is made orally or by telephone, the person making the report shall give the person's name, address, and telephone number. Refusal of the person making the report to give a name shall not preclude the department's assessment of the alleged abuse, neglect, dependency, or death as a result of maltreatment.
Upon receipt of any report of sexual abuse of the juvenile in a child care facility, the director shall notify the State Bureau of Investigation within 24 hours or on the next workday. If sexual abuse in a child care facility is not alleged in the initial report, but during the course of the assessment there is reason to suspect that sexual abuse has occurred, the director shall immediately notify the State Bureau of Investigation. Upon notification that sexual abuse may have occurred in a child care facility, the State Bureau of Investigation may form a task force to investigate the report. (979, c. 815, s. 1; 1991 (Reg. Sess., 1992), c. 923, s. 2; 1993, c. 516, s. 4; 1997-506, s. 32; 1998-202, s. 6; 1999-456, s. 60; 2005-55, s. 3.)

The following step-by-step guide covers four (4) possible levels of incidents. These guidelines must be adhered to:

Level 1
Abuse (emotional, physical or neglect) that may occur outside of our program by a parent, another adult household member, adult friend of the child or parent or any other person.

- An employee who has reason to suspect abuse shall bring the child to a private place such as the office. The Recreation Director and Camp Director shall talk with the child to determine if the suspected abuse falls within the State guidelines. Remember, one does not need to have proof, but only suspicion or reasonable cause, to make a referral to be investigated.

- After examining the facts, if there is any suspicion that the child has been abused, the Recreation Director will record enough information to support the suspicions, and complete an incident report. Recreation Director will make the first phone call to the Ayden Police Department. All information must be kept and marked confidential. An incident report form must be completed (write word "confidential" across top of form with red marker.) All phone calls must be made behind closed doors with only those employees who are involved in reporting the incident present. All notes and other printed items are to be treated in the same confidential manner.

- If it is decided that authorities are to be called, each employee involved must put in writing what he/she knows about the suspected abuse. This cannot be done as a

group. Make sure each employee signs and dates the report. All notes are confidential and must be kept with the incident form. Notes and reports are to be given to the investigator assigned to the case and will become part of the investigation.

- No one with knowledge of the suspected abuse is permitted to talk to a parent, co-worker, reporter, etc. It is very important to keep all information confidential. The Arts and Recreation Department will cooperate on all levels with the official investigation.

- If the Recreation Director determines there is no reasonable cause to report the incident to Ayden Police Department. Incident report form must still be completed and marked "confidential." Whenever the Recreation Director and Camp Director talk with a child about possible abuse, and no report is made to the authorities, the Recreation Director must talk with the parent about the child's well-being.

Level II
Abuse that may occur within our program areas that involves an employee.

- Each parent and employee should be made to feel comfortable in reporting their concerns, and that these concerns are not discounted due to friendship or allegiances with the involved employee. This should be done in conjunction with Ayden Police Department investigations.

- Once abuse is suspected, discovered or reported, the Camp Director calls the Recreation Director and together they gather the necessary information to determine if the incident falls within the guidelines. Remember, one does not need to have proof, but only suspicion or reasonable cause to make a referral to be investigated. The Camp Director should have the employee reporting the suspected abuse make a written and signed documentation of his or her suspicions and/or observations. The Recreation Director will make the first phone call to the Ayden Police Department.

- The Recreation Director and Camp Director should obtain a list (the name, telephone number, address and age, if a minor, of all possible witnesses.) This list will be given to Ayden Police Department for its investigation.

- If a parent or employee, who is reporting his concern, does not want to talk to the Camp Director on site, he/she should be directed to call the Recreation Director If the Recreation Director is not available; the parent should be put in contact with Town Manger's office.

- Once the incident is called into the Ayden Police Department, the involved employee will be placed on administrative leave by the Town Manger and/or Recreation Director, depending on the circumstances. The involved employee's point of contact at this time is with the Town Manger and/or Recreation Director. The employee

cannot enter or visit the facility/camp until the investigative team completes its work and the issue is resolved. The Town Manger is the final authority on whether the employee will be placed on leave.

- The Ayden and Recreation Department will cooperate on all levels with the investigation.

- Remind all staff that this is a confidential matter that must not be discussed among co-workers, parents, children or others, with the exception of the investigative team.

- The Recreation Director and Camp Director completes an incident report form, under the same guidelines as Level I.

- If the employee must be terminated or disciplined due to the results of the investigation, the Town Manager will proceed in accordance with Town policy.

Level III
Child on Child Sexual Abuse: These incidents do not violate the State Child Abuse statutes, but are still unlawful and must be investigated by the Ayden Police Department.

- When an employee, parent or child reports a child-on-child sexual abuse incident, the Camp Director will immediately call calls the Recreation Director. Recreation Director will call the Ayden Police Department. If an adult is reporting the situation, request his/her name, address and telephone number of any necessary information to be obtained by the Ayden Police office. Recreation Director and/or Camp Director should also request that he or she write and sign a statement. If the adult refuses, then the Recreation Director and/or Camp Director needs to write the statements as the adult reported the situation. Make sure that the child/children involved are physically and emotionally safe until the police arrive. The parents will be called at this time by the Recreation Director letting them know that the Ayden Police Department has been notified.

- If a child is physically harmed, call the parent, and seek immediate medical attention.

- Complete an incident form, mark it confidential, and follow the same guidelines as Level I.

- If a child is in potential serious danger, or to prevent other children from being hurt by this child, your first responsibility is always to move the child to a safe and secure location. It is understood that in doing this, the employee may have to break the above guidelines. If this occurs, after the incident is completely over, report this to Recreation Director immediately. The employee will be asked to demonstrate exactly how the child was touched.

Level IV
Suicide: The following guidelines should be adhered to in the event of the following: Suicide statement or ideation made by a Camper in Ayden Arts and Recreation program.

- If a camper makes a statement about suicide, document the statement. Take it seriously.

- Immediately contact Recreation Director. DO NOT leave messages.

- The Recreation Director will contact his/her parent/guardian.

- If abuse or neglect is suspected, follow Level I procedures.

If an active attempt is made:

- Call 911 immediately and administer first aid.
- Do NOT leave the participant alone.
- Isolate area and get other campers out of the area as discreetly as possible. > Contact Recreation Director to come directly to the area for an emergency that cannot be discussed over the phone.
- If camper is being sent to a medical facility, Recreation Director will contact the parent/guardian make them aware of the situation and facility the camper is being transferred to as per law enforcement/EMS staff.
- The law enforcement agency personnel dispatched by 911 is the only official who
- can determine the camper's next step. As soon as the authorities arrive, provide them with your report and they will take over the situation.

- Only Recreation Director and/or Camp Director will be communicating with parent/guardian and/or authorities.

- The Recreation Director and/or Camp Director will review all documentation and complete an incident report under the same guidelines as Level I.

- If abuse is suspected, follow Level I procedure.

Medication

The Ayden Arts and Recreation Department recognizes that some campers attending registered programs may require. Ayden Arts and Recreation employee may dispense medication by using the following procedures: (dispensing medication reefers to giving out the medication, but not actually administering it).

- Under no circumstance will an Ayden Arts and Recreation employee dispensing medication to a camper Aspirin, Tylenol, cough syrup or any other over-the-counter, non-prescription drugs unless the Medication form has been completed and is on file

- If a camper requires medication to be administered during a camp, an Administration of Medication Form must be completed by the child's parent/guardian and be on file in the location the child is attending.

- As Ayden Arts and Recreation Department does not administer medication, the participant must be old enough to administer their own medication. This includes all forms of medication administration. Example: oral, injection, external, etc.

- All medication(s) must be taken from a camper as soon as they arrive on site. A staff person will place the medication in a locked cabinet located in a safe place. Prior to putting the medication in the cabinet, the medication will be clearly labeled with the camper's name, address, telephone number and emergency contact name and telephone number.

- Note: if medication must remain with a camper at all times (ie: epipen) the camper will give the medication to their assigned staff. The staff will carry the medication in a fanny pack. (the participants must also wear a medic-alert bracelet at all times).

- When dispensing the medication, as per the Medication, Dispensing form, the staff must record when, what, and how much medication was dispensed. The medication "dispensing Log form" must be completed and be returned to the Camp Director at the end of each day. A copy of the “medication dispensing log form" must be sent home to the parent/guardian after the end of each day to verify what, when and how much medication was dispensed.

- There must be two staff present when dispensing medication to a camper. (if either staff is unclear as to the directions of dispensing the medication, a phone call home or to the emergency contact must be made before the medication is dispensed).

The parent/guardian must:

- Complete the *Permission to Dispense Medication/Waiver and Release of All Claims* form; complete and sign the *Medication Dispensing Information* form.

- Deliver all medication to the camp office in the original prescription bottle or in clearly marked containers which include the person's name, medication, dosage, and time of day medication is to be given.

- Verbally communicate with camp staff regarding specific instructions for medication.

Staff Medication Dispensing Procedures:

- Ensure that the Permission and Waiver to Dispense Medication Form and Medication and Dispensing Information Form are fully completed and signed by the parent/ guardian prior to the dispensing of any medication.
- Ensure that only authorized staff accepts medication which may include the Recreation Director, Camp Director, and Assist Director.
- Verbally communicate with the parent/guardian regarding any specific instructions regarding the dispensing or storage of the medication. It is also the responsibility of the authorized staff who receives medication to properly store medication in a locking cabinet or in a refrigerator as needed. **It is extremely important that stored medication is out of the reach of other campers.**
- Camp staff responsible for dispensing medication will fully complete the medication information contained on the medication log form. Medication dispensing logs should be completed until medication dispensing has ceased and completed medication logs should be turned into the Camp Director.

Administration of Medication in an Emergency Situation (i.e., Allergic Reaction)
The procedures in this part relate specifically to an emergency situation of a server allergic reaction requiring medical treatment.

- ANAKIT means a non-prescription injectable anti-spasmodic drug used as an antidote for severe allergic reaction (anaphylaxis); and
- EPIPEN (Epipen Jr.) means a non-prescription automatic injectable antispasmodic drug used as an antidote for severe allergic reaction (anaphylaxis)

In response to a parent / guardian identifying a camper who may require emergency attention because of severe allergic reaction, the Camp Director shall:

- Prepare, in consultation with the parent/guardian, a written action plan;

- Make staff aware of the identity of the camper;

- Information session with staff about the camper regarding the written action plan and the administration of the ANAKIT or EPIPEN.

Emergencies

All accidents causing bodily injury, property damage or loss must be reported
Ayden Arts and Recreation Accident/Incident Form must be filled out completely and submitted to Recreation Director. Use the back of the form or additional paper, if necessary. Be detailed in your report and write down all the facts you are able to recall. Reports should be completed as soon as possible.

Personal Injury

Serious Injury/Life Threatening

These situations call for immediate positive action to prevent the loss of human life or some level of permanent damage to the victim. Examples are:

- Severe bleeding
- Head wound
- Suspected spinal injury
- Heart attack
- Exposure to toxic chemicals
- Poisoning
- Drowning

Serious Injury/Life Threatening Procedures

Assess the situation.
Call 911 (caution-some phones may require dialing a prefix number.)
Contact the Recreation Director, he/she will contact parent
Continue first aid.
As soon as the situation is under control, complete and submit Ayden Arts and Recreation Accident/Incident Form Be sure to get the name of the victim and any witnesses.

Minor Injury/Non-Threatening

These situations may require advanced medical treatment or on-site first aid. Examples are:

- Cuts
- Bruises
- Muscle strains
- Epileptic seizure
- Tired swimmer

Minor Injury/Non-Threatening Procedures

A non-life threatening injury may become life threatening if not handled properly.
Administer first aid if necessary.
Depending on severity of injury, call 911 or the Recreation Director, he/she will contact parent and advise parent to seek further medical attention for their child.
Fill out and submit Ayden Arts and Recreation Be sure to get the name of the victim and any witnesses.

Property Damage

Town Vehicle

Call 911 if necessary.
Administer first aid if necessary.
All accidents must have police report no matter how large or small.

Notify Recreation Director.

Town Property
Secure the area so there are no safety hazards.
If damage is the result of vandalism or theft, contact the police to make a report.
Notify Recreation Director

Personal Property of Staff or Public
If damage is the result of vandalism or theft, contact the police to make a report.
Notify Recreation Director

Camp Director Responsibility for Reporting Employee Injuries
Unfortunately, despite our best efforts, there will be times employees are injured at work. The first and primary concern of the Camp Director is always for the welfare of the injured party. The seriousness of the injury will dictate the immediate actions that should be taken obviously, in the case of a life threatening injury, 9-1-1 should be called immediately. In the case of less severe injuries, contact the Recreation Director
Do not allow any injured employee to drive himself/herself to receive medical care. He/She may have unnoticed injuries that may render him/her unconscious or may go into shock.

In all cases when an employee reports an injury, the Camp Director, not the employee is responsible for recording the information concerning the incident. If the injured employee is available and able to assist in filling the form out, he/she should remain with the Camp Director to ensure that the accident is properly recorded. The employee's own wording should be used in describing what actually happened and the extents of the injuries are perceived to be. It is important that all sections of the form are completely filled in.

Camp Director should exercise sound judgment in assessing the severity of an employee's injury. Obviously, if the injury can be treated with first aid on site, the incident should be recorded and the employee allowed continue to work. However, if there is any concern about the injury, the employee should be transported to the emergency room in order to be assessed by the emergency room doctors.

First Aid Kits
Ayden Arts and Recreation will purchase first aid kits to be placed in all vehicles, and recreational centers. It is the Camp Director r's responsibility to periodically check the first aid supplies contained in the kits to ensure that they are well supplied.

Weather Emergencies

Tornadoes

It is the policy of Ayden Arts and Recreation that when a tornado watch is issued all recreational staff involved with out-of-doors activities will monitor conditions that may affect them. When a tornado warning is issued all out-of-doors recreational activities will cease and all activities will be moved indoors. The safety of our staff and campers is

foremost. All persons are to stay away from windows, doors, and outside walls. Always go to the most interior section of a building at its lowest level. If caught outdoors, with no shelter available, lie flat in a nearby ditch, and shield your head with your arms.

Lightning Safety

We all need to realize that during an approaching thunder/lightning storm is an extremely dangerous situation. The outside facility must be cleared prior to the storm's arrival so the campers can get to safe facility. This is going to take a great deal of judgment from the Camp Director. Storms in Eastern North Carolina can be extremely fickle, so we require that you use the following guidelines of the 30/30 Rule:

- Lightening is seen.
- Begin counting until you hear thunder.
- If you hear thunder within the count of 30 seconds, then seek safe shelter quickly.

The outside facilities may be opened thirty (30) minutes after the last flash of lightning is seen, as long as no further thunderstorms are evident.
Recreational staff must place the safety of the campers they are overseeing first and foremost, especially in an outdoor setting. The safety of campers is paramount. Do not take chances by remaining outdoors when the weather is threatening.

Fire Emergencies

The telephone number of the local fire department is required to be conspicuously posted in the Rec Building. Camp Director shall plan for emergency procedures to be used in case of fire including the sounding of the fire alarm, notifying the fire department, provisions for access for firefighting, evacuating, and instructing campers on procedures to be followed when the fire alarm sounds. **Report all smoke or fumes of undetermined origin to the Fire Department**

In case of fire:
- Assess the situation.
- Use one fire extinguisher.
- Report the emergency and activate the nearest wall mounted fire alarm.

In case of a fire alarm:
- Evacuate the building (even if you suspect it is false) to the predetermined area.
- Do not re-enter the building until told it is safe by a Fire Officer.

Appendix

Ayden Arts and Recreation
Behavioral Incident Reporting Form

Camper Name _____ Date _____
Staff Name_____ Time _____

Behavior of Participant:

- ☐ Repeatedly not following instructions
- ☐ Mistreatment of facility and/or equipment
- ☐ Inappropriate language
- ☐ Inappropriate contact with other campers
- ☐ Disrespectful
- ☐ Other:

Details (Be Specific):

_____
_____
_____

Action Taken:

- ☐ Discussed behavior with camper
- ☐ Time Out from activities
- ☐ Verbal Redirection
- ☐ Non-verbal/verbal warning
- ☐ Other

Details (Be Specific):

_____
_____
_____

Please answer the following questions thoroughly.

What activity was occurring when to the behavioral incident happen?

_____
_____

What happen?

_____
_____

Staff Signature _____ Date _____
Camp Signature _____ Date _____

Dear Parent,

We strive to provide an atmosphere that is conducive to safety and appropriate behavior while attending Summer Day Camp. Maintaining proper conduct while in the Summer Day Camp program is the joint responsibility of the campers, parents and staff. Because of your child's recent behavior, it is my responsibility to report the following violations to you.

Infraction:

_____Refusing to obey Counselor
_____Fighting
_____Profanity
_____Failure to follow camp rules
_____Cause of injury to fellow camper
_____Bullying and/or harassing fellow camper
_____Physical aggression toward Counselor/Staff

Disciplinary action taken by Camp Director/Site Coordinator

_____Warning
_____Consequences
_____Conference and Time Out
_____Call to Parent/Guardian
_____Letter to Parent/Guardian

_____
_____
_____
_____

Comments: (Be Specific)

1St Offense_____2nd Offense_____3rd Offense_____

Note: On 3rd offense, child will be dismissed for the remainder of Summer Camp.

_____

Camper's Name Counselor's Name Date

_____

Director's Name Parent/Guardian Signature Date

Town of Ayden Arts &Recreation Department
Injury Report/Recreation Participant

Name of injured person: _____ Age: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ Cell Phone Number:_____

Exact location of incident: _____

Complete details of the accident and extent of injury (if known):

_____

_____

_____

Date of incident: _____ Time: _____ p.m. or a.m.

Was first aid given? ___ Yes___ No

If given, by who? _____

Was the injured taken to the hospital? ___ Yes___ No — How? _____

Recreation employees on duty at time of accident:

Name:_____Title:_____

Name: _____Title:_____

Name: _____Title:_____

Witness to accident:

Name: _____ Age: _____

Address: _____

Person making report (signature) _____Date:_____

Facility Supervisor (signature)_____Date:_____

SUBMIT REPORT IMMEDIATELY TO DIRECTOR OF RECREATION.

Ayden Arts and Recreation
Parent Complaint Form

This form must be filled out completely by a Camp Staff giving to Recreation Director

Camper Name _____ Age _____

Parent/ Guardian Name _____

Daytime Phone_____

Please write a brief description of the Complaint:

_____
_____
_____
_____
_____
_____
_____
_____

How do you answer this complaint?

_____
_____
_____
_____
_____
_____
_____

_____ _____

Camp Staff Signature Date

Pick Up Authorization

The following people are authorized to pick up my child from the Ayden Arts and Recreation Summer Day Camp program. I understand my child will be allowed to leave with these individuals only. Identification will be required.

Child's Name: _____

(Parents/Guardians, please include yourselves)

Authorized Person #1:_____

Address: _____

Phone: _____ Relationship: _____

Authorized Person #1:_____

Address: _____

Phone: _____ Relationship: _____

Authorized Person #1:_____

Address: _____

Phone: _____ Relationship: _____

Authorized Person #1:_____

Address: _____

Phone: _____ Relationship: _____

Authorized Person #1:_____

Address: _____

Phone: _____ Relationship: _____

***Name of persons NOT allowed to pick up my child:**

_____

Parent/Guardian Signature: _____Date:_____

Ayden Arts and Recreation
Permission to Dispense Medication
Waiver and Release of All Claims

The Ayden Arts and Recreation will not dispense medication to a camper until the Permission and Waiver to Dispense Medication and Medication Information Form have been fully completed by a parent/ guardian. The agency's internal procedures on dispensing medication are available for review.

I_____ the parent/guardian of_____
(Print Name) (Print Name)
give permission to the staff of the Ayden Arts and Recreation to administer to my child
_____
(Name of Medication)

I understand it is my responsibility to give the medication directly to the camp staff in individual dosage containers, original prescription containers, or envelopes clearly labeled with the following information:

Participant's Name_____

Name of Medicine and Complete Dosage Instructions _____

In all cases the recommended dosage of any medication will not be exceeded. If after administering medication there is an adverse reaction, I give my permission to the Ayden Arts and Recreation to secure from any licensed hospital physician and/or medical personnel any treatment deemed necessary for immediate care. I agree to be responsible for payment of any and all medical services rendered.

WAIVER & RELEASE OF ALL CLIAMS

I recognize and acknowledge that there are certain risks of physical injury in connection with the administering of medication to my minor child. Such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

In consideration of the Ayden Arts and Recreation administering medication to my minor child, I do hereby fully release or discharge the Ayden Arts and Recreation, and its Staff , from any and all claims from injuries, damages and losses I or my minor child may have (or accrue to me or my minor child), and arising out of, connected with, incidental to, or in any way associated with the administering of medication.

_____ _____
Signature of Parent or Guardian Date

Ayden Arts and Recreation
Medication Dispensing Information

Camper: _____Birth date: _____

Parent(s) / Guardian(s): Name: _____

Home Phone: _____ Business Phone: _____

Cell Phone: _____

In Case of an Emergency Contact: Name: _____

Home Phone: _____Business Phone: _____

Doctor's Name:_____

Address: _____Phone: _____

Pharmacy: _____Phone:_____

Medication Prescribed	Dosage	Time to be Given	Side Effects
1.			
2.			
3.			

REQUEST FOR AUTHORIZATION

I hereby request and authorize the administration of the following prescribed medication for my child. By non-medically trained staff at Ayden Arts and Recreation Department

_____ _____

Signature of Parent or Guardian Date

Ayden Arts and Recreation
Medication Log

Camper Name _____ Medication _____

Dosage_____

_____

Date									
Time									
Initials									

Adopted this____ day of _____, 20_____.

_____
Chairperson of Arts and Recreation Commission

_____
Arts and Recreation Director