PRINCETON CLUB "we're committed to you"

Kid's Summer Day Camp

Policies and Procedures

Revised 5/1/2016

IMPORTANT PHONE NUMBERS

Princeton Club – New Berlin
14999 W. Beloit Rd.
New Berlin, WI 53151

414-427-1100 - Front Desk
414-427-1101 - Fax
414-525-2361 – Renee Warzon, Summer Camp Director

General Information

The Princeton Club Summer Camp is licensed for a maximum of 75 children. The age range that the camp is licensed to serve is 5 years of age through 12 years of age. The camp runs June through August, with dates dependent on local school yearly schedules. The camp runs 8:00 am – 5:00 pm, Monday through Friday, with gap time available (gap time policies listed below).

The Day Camp has a "base" location in the tent located on the premises. The objective of our camp is to provide daily and weekly activities with a large focus on keeping active through a variety games, sports, fitness and art. Rest periods are given throughout the day at appropriate times. Activities are done on premises both outdoor and indoor. Activity schedules are emailed to parents and available for parents at www.princetonclubsummercamp.com.

The Day Camp does not discriminate on the basis of age, race, color, sex, sexual orientation, creed, handicap, national origin or ancestry.

The Camp Staff consists of a Program Director, Camp Directors, and additional counselors as needed for staffing. At least one of the Camp Directors is present during normal camp hours and is responsible for all decisions and organization of the camp. A copy of the day camp license and all recent inspections is available to the parents in the base tent. As well, a copy of DCF 252 and our policy book is available upon request.

Locations of Summer Camp

The camp will be utilizing the indoor and outdoor facilities of the Princeton Club. On good weather days we may be walking to Valley View Park on Small Road. There will be signs posted in the tent and at the Front Desk as to where the camp has gone and when the group will return.

Communication with Parents

Parents may call the Camp Phone during normal camp hours if in need of contacting the child for emergency reasons. The camp phone number will be distributed upon summer camp start.

For general questions or concerns on the summer camp, contact Program Director Renee Warzon at 414-525-2361or rwarzon@princetonclub.net.

Parents are encouraged to have at least one email address on file for the camp for communication purposes with weekly schedules, field trips and other communication. All communication and forms on the summer camp can be found on www.princetonclubsummercamp.com.

Attendance

Camp starts at 8:00 am every morning, Monday through Friday. Children must arrive no later than 9:00 am each day of attendance, unless there is a pre-authorization from a Camp Director. Camp runs through 5:00 pm. Pick up cannot be before 4:00 pm without a pre-authorization from a Camp Director. See below for early drop off and late pick up times.

Arrival and Departure/ Sign-In and Sign-Out

Upon arrival children will meet in Camp Princeton's Tent where the parent/guardian on record will sign the child in and notate the time of arrival. No children may arrive by walking or biking.
At time of departure the parent/guardian will pick their child up at Camp Princeton's tent where they must sign them out and notate the time of departure. The child will only be released to the parent/guardian listed on our records. Any and all parent/guardians that will be picking up children must be in our records and the proper forms must be filled out and signed. If the parent wishes to have another adult pick up their child, even a sibling, the proper information on the registration form must be filled out.

If the child is registered for attendance on any day and is absent by 9:00 am without prior notice from the parent, the Program Director or Camp Director will attempt to contact both parents with the contact number provided by the parents.

Early Drop-off/ Late Pickup

Gap time (early drop-off or late pick-up) is in the morning (7:15 am – 8:00 am) and in the afternoon (5:00 pm – 6:00 pm) for a small additional fee. Gap time is purchased in advance at the Front Desk. Fees include AM and PM and are paid per family (not per child). If gap time is used and not purchased in advance, it will be automatically billed to the parent's account.

Field Trips

There will be one large field trip per week on Thursdays. All of the Thursday large field trips will be predetermined and parents will have advance notice. There is an additional fee for these field trips and a separate fee deadline. The field trip schedule is subject to change for inclement weather or if there aren't enough kids to sustain the cost of the trip. In this event, parents will be notified in advance through email and website communication and an alternate field trip will be taken. There is no camp at Princeton for children not attending field trips and all field trips are non-refundable.

At all times, parents are able to contact the Staff and children in case of emergency. On rainy days, children may be taken on a smaller impromptu trip (via bus) off premises at no additional charge. Upon the first day of camp, parents will receive the camp number to call in case of emergency.

Transportation Policy

Transportation for field trips is provided through a chartered bus service. Field trip info and locations are designated on the registration form and confirmed in the weekly communication to the parent. Children will be checked and counted against registration as they get on and off the bus to make sure that every group is present and accounted for before departure. Safety precautions will be planned for and adhered to if a child with disabilities attends field trips. Counselors will sit with the child to assist with any additional help they may need.

Fee Policy

Registration fees are due in full by the deadline set for the week, day or field trip. Fees are payable at the Princeton Club Front Desk. Daily and weekly rates for summer camp are located on the Registration Form. Monthly auto-billing is an option. The first week of registered camp plus all field trips are paid up front. Payment for the remaining can be set up as automatic withdrawal from a credit card or checking account. Payment is collected on the 1st of the month for the registration in the current month (i.e. July 1st would auto-bill for all registered days in the month of July). Contact Renee Warzon at 414-525-2361 for more information on this convenient option. Third party payments also may be accepted. Contact Renee Warzon at 414-525-2361 for information on third party payments.

Gap time (early drop-off or late pick-up) is in the morning (7:15 am – 8:00 am) and in the afternoon (5:00 pm – 6:00 pm) for a small additional fee. Gap time is purchased in advance at the Front Desk. Fees include AM and PM and are paid per family (not per child). If gap time is used and not purchased in advance, it will be automatically billed to the parent's account.

There is a late pick-up fee (charged after 6:00 pm) of $5.00 per every five (5) minutes the parent/guardian is late picking up their child(ren). This fee must be paid at the time of pick up.

All written cancellations must be received two weeks prior to date of scheduled camp. A 50% pro-rated refund will be issued for any cancellations received after June 1, 2016. There will be **NO Refunds** after the two week deadline or for days missed, including illness and field trips.

There is a $25.00 service fee charge for any schedule changes after June 1, 2016, any NSF checks, or declined credit card payment.

Confidentiality and Child Welfare

Persons having access to children's records will not discuss or disclose personal information regarding the children or facts learned about children and their relatives except to the parent or other person authorized by the parent or as authorized by state law. If a child has special health needs, proper information will be discussed with all staff that will be working with the child.

If an employee knows or has reasonable cause to suspect that a child has been abused or neglected shall immediately contact the county welfare agency or local law enforcement agency.

Health and Safety/Forms

Enrollment, Health History, and Immunization Records

Parent shall complete a registration form, which includes parents contact numbers and an emergency contact number.

Parents shall complete a Health History Form, which will be kept on file by the Summer Camp. This will insure that all precautions and care are given to all children accordingly.

Proof of all immunizations required by the state must be on file. All forms should be received by **prior to the child's first day of camp**.

Illness/Lice

If your child becomes ill at camp, a staff member will contact his/her parent for further instructions. An ill child is defined as a child who has any signs of illness such as but not limited to severe headaches, fatigue, fever, vomiting, severe cough, sore throat, or any other signs or symptoms of illness. Until the time when a

parent/guardian arrives at the club to pick up the sick child they will remain in a quiet area. If the parent cannot be reached the emergency contact will be called to pick up the child.

If your child has a communicable sickness or disease before the start of a camp day/week, please keep him/her at home to insure their health and safety and that of the other children at the camp.

If your child has lice, the child will not be allowed to attend summer camp until their hair is completely free of lice or nits and a signed form is submitted by either the health department or the child's physician indicating the child no longer has lice/nits. If we detect your child may have lice, a counselor will inspect the child. If lice are detected, a parent will be notified and instructed to come and pick up the child and keep them home until the lice/nits have been cleared and a signed form has been issued by either the health department or the child's physician.

Accident/Injury Response
Each Princeton summer camp staff member is trained in First Aid, CPR, PDT and AED. The following steps will be taken when an accident/injury occurs both onsite and offsite.

1. Administration of first aid and comfort to the child.
2. Attempt to contact the child's parent(s) and follow their instructions.
3. If the parents cannot be reached and immediate treatment is needed, the EMS will be contacted.
4. The "emergency contact" person that is specified by the parents is notified.
5. The Camp Director (s) and the Programming Director are notified as soon as practical when a child is injured, regardless of what measures are taken.

Superficial wounds shall be cleansed with soap and water and protected with a bandage or adhesive type strip. All camp counselors shall have a supply of bandages, tape, adhesive strips, etc., as well as hand soap, on hand at all times.

Gloves will be used by counselors when treating any injuries that involve fluids and the gloves will be disposed of in the hazard waste bin located in the laundry room.

Accident/Incident Reporting
There will be accident/incident report forms filled out (medical log), and parents will be further informed of all injuries by receiving a copy of the accident/incident form. The medical log is reviewed by the Health Supervisor.

Parents are to read and sign the accident/incident form, and will then be given a copy.

Medication
Over- the-counter medication may be administered to any child while in the program only if:

- The parent completes, signs and dates a Princeton Medication Authorization form.
- The medicine is labeled with the child's name including the dosage and directions for administering.

Prescription medication may be administered only if:

- The parent completes, signs and dates a Princeton Medication Authorization form.
- The medication is in the original container and labeled with the child's name, name of drug, dosage, directions for administering, date, and physician's name.

Medication Storage
All medication will be kept in an inaccessible place to the children. All medication administered will be recorded in the medication log and signed by the staff person administering it.

Contact with Animals
If the child comes into contact with animals during summer camp hours (no animals are at the Princeton Club, however, there are animals at some field trips), children will be directed to wash their hands with soap and water immediately after contact.

Tracking of Children in the Program
Camp staff will know the whereabouts of the children at all times, and the information of their whereabouts will be posted at the Front Desk and in the Base Tent when the camp is away from the Base Tent.

Nutrition
Kids are scheduled each day with a lunch, and one snack. The parent should send a non-refrigerated lunch and a labeled water bottle (that we fill throughout the day). Parent-sent lunches are stored in the Base Tent without refrigeration. Lunch is also available from Subway given the parent provides a Subway gift card (we will no longer handle cash) and fill out an order form (available on the website or in the base tent). Afternoon snacks will be provided by the camp. A snack schedule will be posted in the base tent. If there are any food allergies or food concerns you have, make sure it is clearly indicated on the Health History Form.

Water is provided throughout the day through the club facility or through a water cooler that is refreshed each day.

Shared Spaces
Where there are shared spaces (such as locker rooms, bathrooms) where other members and other non-camp persons are present, a camp counselor shall remain in direct supervision. A child may not enter a bathroom or locker room alone unless the space is not occupied by any other non-camp person and the counselor will check first to see if the space has non-camp occupants first.

Toileting and Handwashing Procedures
Regular bathroom breaks and handwashing breaks will be given throughout the day using the facilities inside of the club. Hand sanitizer will also be available in the summer camp tent.

Swimming Policy
All Princeton Aquatic Center policies and procedures will be followed by summer camp attendees. All pool rules will be enforced by the certified lifeguard on duty and by all Camp staff. Campers will be assigned “buddies” and buddy checks will be called regularly.

All water activities will be at a licensed pool or beach. All of the required rescue equipment will be provided by the licensed facility.

Pools and Beaches

1. One waterfront supervisor with the following requirements will be on site while the campers are in or near the water.
    a. 18 years of age
    b. Lifeguard
    c. Attend all water related field trips

2. Access to the water will be controlled through group assignments
    a. A buddy system utilizing bracelets and assigned groups
    b. On field trips campers will be assigned groups with counselors based on their swimming abilities using bracelets.
    c. Buddy checks will be performed upon arrival and completion of the activity.
3. Testing of the campers to determine swimming ability will be given by a Lifeguard and or the waterfront supervisor.
4. A required child to staff ratio will be maintained by the camp with all water staff having the ability to swim.

Checking in and out of the water:

1. Each counselor will line their group up and count them before entry to pool and/or assigned area of the pool. This will be done in the locker room at the club and in pre-determined areas by Camp Directors on field trips.
2. Entry will be done group by group after count is complete.

Checking out of the water:

1. Each counselor will gather their individual group on the deck of the assigned pool/pool area and do a count.
2. Each counselor will lead their group out of the area after a complete count has been established.

There will be no access to the holding pond at the rear of the Princeton Club.

<u>Emergency Procedures in Pool</u>

Emergency Procedures when child in water activities cannot be found (at club):

1. Primary Lifeguard
    a. Blow whistle while clearing all pools
    b. All participants must sit on deck
2. Secondary Lifeguard
    a. Alerts front desk
    b. Assists primary guard with crowd control
3. Other staff
    a. Summer camp counselors keep other children secured
    b. Management Staff assists in searching locker room areas
    c. Management Staff assists in searching club
    d. Manager on Duty contacts emergency contact
    e. Manager on Duty contacts police if necessary

Swim Ability

All day campers will be allowed to participate in water activities based on their swimming ability, and the rules and regulations for the facility we are attending. Swim levels will be determined by Aquatic staff based on an established swim test and will determine usage of the lap pool. This test only needs to be done once and will be kept on file.

Swimming Pool Use

All Princeton Aquatic Center policies and procedures will be followed by summer camp attendees. All pool rules will be enforced by the certified lifeguard on duty and by all Camp staff. Campers will be assigned “buddies” and buddy checks will be called regularly. Counselors will count their assigned group of children before they enter the pool and after they exit the pool.

Beach Swimming Procedures
Children will only swim in those areas designated as safe by the municipality and county Health Departments. Children will use beaches where lifeguards are present. All children shall stay within the roped areas of the swimming area. Non-swimmers shall stay in water no deeper than their chests. Those having demonstrated swimming skills and passing the swim test shall be permitted to swim anywhere within the roped off beach area.

Children will enter the water with a "buddy" and under the supervision of a Camp counselor or adult chaperone. Camp staff and adults may supervise from the shore or in the water.
Children shall remain within 20 feet of their "buddy" while in the water, pairs shall inform their supervising adult when they enter or leave the water. "Buddy checks" shall be called periodically. Pairs of children must be together at the shoreline within the count of 10, or they will lose swimming time.

Children not swimming shall remain within the beach area in sight of their counselor or supervising adult. Camp staff will escort children when using the changing room or bathroom facilities.

Children and staff shall follow all "beach rules."

Emergency Procedures when child in water activities cannot be found (other water activities):

1. Director will contact beach/water activity area and ask for their procedure
2. Counselors will gather all other children and secure them in an area out of water
3. Director/supervisor will go to area, contact emergency contacts, and contact police if necessary.

Child Guidance

The objective of the Summer Camp is to provide your child with fun and social activities that keep children engaged and promote a good self esteem and an active lifestyle. If a child becomes fussy or cries, a camp counselor will take the child aside to assess the situation and speak with the child separately to calm the child and reintegrate the child back into the activity at the appropriate time. All activities are designed and explained to the children so that the children understand team playing and respect for others.

Discipline and Behavior Policy/Discharge Policy

If parents wish to cancel registration of their child, all written cancellations must be received two weeks prior to date of scheduled camp. Verbal cancellations are not accepted. A 50% pro-rated refund will be issued for any cancellations received after June 1, 2016. There will be **NO Refunds** after the two week deadline or for days missed, including illness and field trips.

There is a $25.00 service fee charge for any schedule changes after June 1, 2016.

A behavior and discipline policy will be given at the first day of the child's attendance to reinforce to both child and parent the expected behaviors and consequences of offenses. Any action of a child which interferes with the operation of the program or is listed below as serious and/or illegal, either non-life threatening or life threatening is subject to immediate termination of the child with no refund at the discretion of the Program Manager. Physical punishment or any kind of verbal abuse is strictly prohibited.

Discipline Policy

Behavior which interferes with the operation of the program.
Camp staff has established rules and procedures for behaviors that interfere with the operation of the program. Behaviors which can be addressed by camp rules and procedures include, but are not limited to, the following:

1. Littering – Throwing of paper, trash, or other materials on the floors inside the building, or outside the building. And also no littering while on field trips.
2. Disrespect of counselors, staff, or participants.
3. Inappropriate behavior on field trips.
4. Disruption – Acting in a disorderly manner that disrupts the camp program.
5. Throwing hard objects or missiles.
6. Breaking general camp rules.

1st offense:

- Child and Counselor will sit down and discuss the infraction. Verbal warning followed by note in file. Short time out if deemed necessary.

2nd offense:

- Child and Camp Director will sit down and discuss the infraction.
- Child and Camp Director will sit down and come to a reasonable conclusion (i.e. time spent with Program Director in the office, etc.), loss of morning or afternoon activity and notification to the parents

3rd offense:

- Child is brought to Program Director/General Manager office. Written notice to the parent/guardian.

4th offense:

- Parent is called to pick up the child immediately.
- Child may be suspended or terminated upon the Program Director's discretion.

Serious and/or illegal conduct that is not life or health-threatening.

<u>Behaviors listed below may be subject to suspension from the program for a designated period at any time. There is a zero tolerance policy in regards to Physical Aggression. Any camper who commits an act of physical aggression against another camper, staff member or anyone else will be removed from camp. As a parent, you will be responsible for picking up your camper within one hour of the decision to dismiss your child for the remainder of the camp program. Depending on the act of aggression, your child may not be able to return to camp for the remainder of the camp program.</u>

1. Repeated Verbal Abuse- Profane or obscene language, written or verbal, that continues to be repeated after corrective strategies have failed.
2. Profanity – Swearing, cursing, or making obscene gestures.
3. Verbal Abuse – Willfully intimidating, insulting, or in any other manner verbally abusing other children or staff.
4. Extortion/Coercion- Obtaining or attempting to obtain money or property from an unwilling person or forcing an individual to act by either physical force or intimidation (threat).
5. Hitting another camper.
6. Threats to camp staff.
7. Harassment- Sexual, physical, racial, or verbal.

8. Vandalism- Destruction or defacing of Princeton Club property, staff property, or equipment. The parents of children willfully destroying property belonging to other children, Princeton Club, or any community site that Princeton Club summer camp will be visiting will be required to pay replacement costs for the item(s) damaged.
9. Alcohol and Other Drugs- Possession of or being under the influence of any alcoholic beverage, narcotic, drug, or other controlled substance.
10. Gang Activity.
11. Theft- Stealing the money or property of another.
12. Use of tobacco or possessing any tobacco product on Princeton property.

1st offense:

- Written notice to the parents which may include removal from the site.

2nd offense:

- Removal from site, Camper will be with Director, and parent/guardian will be notified to pick up child

3rd offense:

- Termination from program or session. This will be up to the Program Director's discretion. No refunds are given.

Serious and/or illegal misconduct that is health and life-threatening.
Behaviors listed below will be subject to immediate termination.

1. Volatile Acts- Disruption of the camp program by the use of violence, force, coercion, threat, or disorderly conduct.
2. Illegal or inappropriate conduct- Offenses which constitute criminal conduct under federal, state, or city laws and which are life or health threatening.
3. Sexual assault.
4. Arson and false alarms- Setting fire, or attempting to set fire, or activating the Princeton fire alarm system, or calling 911.
5. Bringing a weapon to the program or threatening to use a weapon (e.g., pocketknives are classified as a weapon).
6. Selling, delivering, or possessing controlled substances with the intent to deliver.
7. Intentional use of force that is unprovoked against a staff member.
8. Fighting or other acts of violence.

*Parents: Please refer all questions or concerns to Renee Warzon, Programming Director, at 414-525-2361.

Emergency Plans

The Camp Directors will bring children into the club under inclement weather deemed not safe to be outside. All camp counselors will be trained in Emergency procedures and practice procedures with and without children on a regular basis throughout the camp season.

Fire – In the event of a fire alarm, each counselor will gather the group of children under their direct supervision and immediately do a head count. Once the number has been secured, the counselor will safely lead the children out of the nearest safe exit. Fire alarm practices will periodically take place and be recorded.

Inclement Weather Policy

Severe Thunderstorms: In the event of severe thunderstorms PRINCETON CLUB will remain open, this includes the Aquatic Center. The club is grounded, this means at the time of construction precautions were made to secure the entire building from a lightning strike.

- A watch means conditions are possible for a severe thunderstorm or tornado.
- A warning means that a thunderstorm is imminent and/or a tornado has been spotted in the area.

Tornadoes:
In the event of a tornado warning, an announcement will be given directly to the camp by a Director of the facility. All aquatic members and staff will be cleared from the Aquatic Center. Members and staff are required to take cover in the locker rooms.
All members and staff in the gym area or the fitness area will take cover in the tennis area. Minors, those under 18 years of age, must remain in the building unless accompanied by a parent or guardian. All campers will be gathered together by counselor groups, counted, then led directly to the required shelter.

Snow Storms:
PRINCETON CLUB will remain open unless a directive is received from Andy Haugen or in his absence the manager on duty.

Lost Camper

In the event that a child becomes lost or is unaccounted for, the staff will,

1. Immediately call the "777" code, notifying all other adults, describe child and his/her whereabouts to all.
2. Call a general "buddy check" among campers,
3. Available staff members will check bathrooms, and any nearby areas.
4. All children will remain together with a staff member until missing child is found.
5. Parent/Guardian will be notified of lost child by Program Director or Manger on Duty.
6. Programming Director will be notified and report will be written up on incident to be kept on file.

Staff Job Descriptions and Expectations

Program Director

Responsibilities Include:

1. Hiring (and termination if needed) of any and all summer camp staff. Scheduling and staffing of the camp.
2. Training summer camp staff on their roles and expectations. Reviewing the staff throughout the camp on all aspects of their role.
3. Ensuring all state regulations are met, paperwork completed
4. Ensuring all set up of the summer camp (marketing, tent set up, all paperwork in place)
5. Organizing and managing the registrations, checking daily attendance, managing revenue and expenses.
6. Overseeing and advising daily plans. Organizing and planning field trips including transportation.
7. All responsibilities and expectations as required for Summer Camp Supervisor as needed.

Summer Camp Director (s)

Responsibilities Include:

1. Planning daily and weekly activities with the summer camp children
2. Caring for the children and ensuring at all times their safety and well-being
3. Organizing and leading the children daily, and creating a fun and entertaining environment for the children
4. Supervising, leading, and scheduling the counselors. You are the direct report for them. Organize their role each day.
5. Discipline for the children as needed.
6. Direct all parent concerns to Program Director (on anything major).
7. Reporting to Program Director lesson plans, discipline, and other reports daily and weekly.
8. Administrative authority and decision making rights in the event the Program Director is not present.

Expectations:

1. Good role model for the children and for summer camp staff. Caring to children and always putting their safety first.
2. Well organized and creative with developing daily and weekly activities for kids.
3. Well organized and timely with reporting to Program Director
4. Communicate to counselors daily on expectations
5. On time each day for reported shifts

Summer Camp Counselor

Responsibilities:

1. Care for children. At all times, your focus is to provide a safe and entertaining environment for the children. This is a HUGE responsibility so do not take it lightly!
2. Carry out tasks assigned by the Leads.
3. Help organize activities and set up, participate and lead activities as assigned.

Expectations:

1. Good role model for the children. They will look up to you so your behavior will be very important. Be friendly, get to know the children, ensure they feel comfortable with you.
2. Your job is your priority when you are here. No outside social calls, visits, etc. during your working hours (except on break). We want you to have fun too, but with the children!
3. Be on time for all shifts. Any changes should be reported and approved to the Leads.

Waterfront Supervisor
Responsibilities:

1. Shall be responsible for the direction of the summer camp during swimming hours, both at the club and off site in relation to all rules and policies of the Aquatic Center.
2. Shall enforce method for supervising children, checking in and checking out procedures.
3. Shall assess the children's ability to swim and determine appropriate pools they can swim in.

Schedules

Hours will vary for counselors depending on number of children, and ages of children. Employees working a minimum of 4 hours will be provided the following breaks absent conflicting operational needs:

If you are working a minimum of between 4 and 6 hours, one ten minute paid break is allotted.
If you are working between 6 and 8 hours, one twenty minute break is allotted.

If you are working 8 or more hours, one 30-minute unpaid meal break and two ten minute paid breaks are allotted.
All breaks are to be taken during approved time by Summer Camp Directors.

Because this is a seasonal and temporary position, no paid vacation hours or paid sick hours are allotted. Off time is given based on discretion of Director with a 2 week notice.

Probationary periods are 30 days from the start of the camp with review. Further reviews are at the discretion of the Director. Performance evaluations are given at the discretion of the Directors.

Standards of Conduct

Each employee has an obligation to observe and follow the company's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension and/or discharge. The appropriate disciplinary action imposed will be determined by the company. The company does not guarantee that one form of action will necessarily precede another or be used at all.

If the employee has been convicted of a crime, has been or is being investigated by any governmental agency; has a substantiated governmental finding, or when a professional license has been denied, revoked, restricted or otherwise limited, the employee shall notify the Director by the next working day.

**See the Summer Camp New Staff Orientation Check List for Pre-Camp Training Outline

Summer Camp New Staff Orientation Check List

PRINCETON – GENERAL INFORMATION
New Hire Packet
Membership Application
Discuss Job Description & Compensation
Discuss Club Policy Handbook
Review of DCF 252
Check Certifications *(make copies)*: ▪ CPR, Expiation Date: _____ ▪ AED, Expiration Date: _____ ▪ First Aid, Expiration Date: _____ ▪ PDT, Expiration Date: _____
Explain Schedule –Shift Limits
Explain Time Off Policy
Uniform ▪ Camp T-Shirt
Payroll ▪ Show How To Punch In/Out in Computer ▪ How To Fill Out Bi-Weekly Payroll Form
Emergency Procedure *(Give Flowchart Packet):* ▪ "777" Code – How to call and Responsibility ▪ Fire Extinguishers & Alarms ▪ Emergency Plans – Inclement Weather ▪ Incident Report ▪ Exposure Report ▪ Witness Report ▪ Lost Child
Misc. Items ▪ Personal Mailbox and Phone List ▪ Club Tour and Meet Staff – Department Heads & MOD Shift
Summer Camp
Camp Policies & Procedures Manual
Summer Campers Daily Attendance ▪ Sign In & Out Sheets ▪ Gap Time
Medical Emergency/Prescription Form ▪ Completed at Start of Camp ▪ Keep Forms With You At All Times ▪ Carry Fanny Pack and Medications As Directed ▪ Recognition of Illness of Children ▪ Medical Log – Keep Records and Inform Camp Director
Immunization Records ▪ Completed at Start of Camp
Daily Snack ▪ Provide either an A.M. or P.M. snack ▪ Keep Record of Type & Quantity Given
Weekly Lesson Plans ▪ Outline Form ▪ Provide Copy For Camp Director To Review
Discipline Log ▪ Daily Notes ▪ Alert Camp Director Of Any Issues
Field Trips ▪ Procedures ▪ Campers T-Shirt
Misc ▪ Staff Training on Child Abuse & Neglect laws ▪ Poisonous Plants & Snakes ▪ CPR, First Aid, AED, PDT Training
Caregiver Background Check

Attention Employee: Employment may not begin until all of the above has been completed, initialed, signed, and handed into the Programming Director.

New Staff
Signature:_____Date:_____

Camp Director
Signature:_____Date:_____

Checklist of Forms to Submit Before Summer Camp Start

- Healthy History
- Immunization Record
- Registration Forms including email addresses

Checklist of Items That Should Be Sent Daily

Having a labeled backpack sent with your child daily will help us make sure you child is fully equipped and safe to participate in daily activities. The backpack should include:

- ✓ Water Bottle filled with water in the morning (we refill throughout the day)
- ✓ Bag lunch that does not require refrigeration or an envelope containing an order from Subway with Subway card (the exact order must be written on the envelope as we order prior to lunch time)
- ✓ Sunscreen of SPF 15 or higher. Children should arrive already covered, but we will reapply as needed.
- ✓ Smocks or Old T-shirt to protect clothes during craft activities
- ✓ Swimsuits as we swim in the pool daily
- ✓ Hats or sunglasses (optional – we are outside quite a bit)

Please label each item with your child's name.

Thank you for your cooperation in making your child's experience the best it can be at the Princeton Summer Camp.