

# Procedure for Background Checks of Staff and Volunteers

- The following background check (parts A - E) will be conducted for any potential staff member of Camp Kaleidoscope. Hiring is contingent on the background check being conducted successfully.
- A: Prior work history must be submitted for the past five years. The work history must include name, address, and phone number of a contact person at each place of employment.
- B: Three positive reference checks from individuals not related to the staff person.
- C: Self-reporting of any felony conviction.
- D: Obtain criminal offender record information (CORI) and juvenile report from the Massachusetts Criminal History Systems Board.
- E: Sex offender registry information (SORI) check from the Massachusetts Sex Offender Registry Board.
- For volunteers, the background check necessary consists of parts A, D, and E of the staff background check.
- The camp director will conduct all background checks and will keep all SORI/CORI reports separate from general paperwork. Only the director will have access to these reports and other sensitive information.

## Camp Orientation Plan

- There will be two days for staff orientation before the camp starts. The first will involve CPR training and informal activity planning, and the second will be on-site and go over formal policies (discipline plans, evacuation plans, etc.)
- The first camp staff orientation meeting will take place in the last week of May. We will meet for a day to undergo first aid and CPR training (through a private class being provided by MIT's Red Cross student group, ARCTAN). This day will serve as a way for the staff to meet each other, get trained in CPR, and also brainstorm about ideas for activities for kids. As our application contains a page for students to express their own individual interests, we will review these parts of the application and develop activities to match the students' interests.
- The second staff orientation meeting will be on-site at the Harvard Epworth Methodist Church. We will take a tour of the site, as well as the Cambridge Commons – a park across the street from our site.
- At the tour, we will identify all four exits and go over evacuation plans on site. We will assign counselors to areas of the site to be responsible for in case of emergency.
- We will also review discipline plans, as outlined in this application. As students will be encouraged to resolve their own conflicts, counselors will first act as mediators to student conflicts before acting as judges, provided that the students are handling their conflict safely. We will review these methods somewhat as a group, role-play through some possible scenarios and come with a few possible solutions to them.
- Finally, all plans in this packet will be reviewed and discussed with the counselors. Since we will be a group of no more than six staff members, it will be possible to review the remaining plans in a small group together. In particular, we will look at what needs to be set-up for the first day of camp: traffic signs, role call, collecting any additional forms, and so forth. We will also work through the evacuation plans step-by-step in order to make sure that each counselor is very familiar with them, and also to review, evaluate, and improve on the plans.

## Child Abuse and Neglect Reporting Policy

- Under the Massachusetts mandatory reporting law, M.G.L. c. 1999, section 51A, any staff member who has reasonable cause to believe that a child is suffering from physical or emotional injury resulting from abuse must report it to the Camp Director. This includes sexual abuse and cases of neglect.
- The Camp Director will immediately report any suspected child abuse or neglect to the Massachusetts Department of Social Services ("DSS".) Furthermore, the Camp Director will also notify the Cambridge Inspectional Services Department if a report is filed with the DSS alleging child abuse or neglect while a child is in the care of the Camp.
- If a staff member is accused of abuse or neglect and is a subject of an oral or written report to DSS, that staff member will not be permitted to work with any campers until DSS has completed its investigation.
- Any oral or written report to DSS, and any information related to the report, must be kept confidential except to those individuals on a strict need-to-know basis and to the extent required to comply with the Camp's legal obligations. The Camp Director alone will be in charge of handling any such sensitive information.
- All staff members must cooperate fully with any DSS investigations.

# Discipline Policy

## General Plan

- Disruptive behavior will be first met with verbal requests to stop from the counselors and time-outs from activities. If the disruptive behavior continues, the child will be removed from the activity he was participating in, and may be removed from activities from the rest of the day.
- If a camper's behavior continues to be disruptive after the first day that disruptive behavior is noted, the child's parents will be notified. In extreme cases, a child will be asked to leave the camp.
- If any serious behavior problems take place, record of the time, date, and situation will be kept.
- Discipline problems will be discussed by counselors at the weekly staff meeting, in order to both be aware of campers' behavior and to collaborate on solutions to discipline problems.
- We will encourage campers to resolve conflicts between themselves by themselves, and will strive in these cases to help mediate conflict, but still let campers come to a solution themselves that they feel is fair. If it becomes the case that the campers can not resolve a conflict on their own (due to frustration or unsafe behavior,) a counselor will actively intervene.
- At the orientation meeting of the camp staff, discipline policies will be reviewed with all counselors. Counselors will also practice helping students resolve conflicts in the above manner at the orientation meeting.

## Inappropriate Discipline

- No corporal punishment, including spanking, will be permitted.
- No cruel punishment, such as denial of food or shelter, will be permitted,
- No crude or severe punishment, verbal abuse, or humiliation will be permitted.
- No child shall be punished for either soiling or wetting him/herself or not using the toilet.
- All forms of inappropriate punishment will also be discussed with camp counselors during their orientation.

# Fire Evacuation Plan

## Camp Information

- Camp Name: Camp Kaleidoscope
- Camp Address: Harvard-Epworth United Methodist Church. 1555 Massachusetts Ave., Cambridge, MA 02138.
- Camp Director: Michael Nagle
- Director Contact Information: Phone – (617) 571 1369. Email: nagle@mit.edu. Address: 11 Dunster Rd., #2, Jamaica Plain, MA 02130.
- Kids at camp: 25
- Counselors at camp: 5
- Please note that 25 campers is our target number: the actual number may be differ by a few. Regardless, we will make sure to hire enough counselors so that we have a 1:5 counselor:student ratio or better.

## Evacuation Plan

- In the event of a fire, all people in the area will be notified of danger.
- First, doors will be closed to confine fire/smoke (but not locked) and the fire alarm will be activated.
- From here, evacuation procedures will begin. The camp director will determine which exit is appropriate to leave out of, and have campers in the main room (the parish hall) line up and exit. By default appropriate exit to leave out of will be the exit on the right side of the ground floor parish hall. If the camp director is unavailable, the assistant director or another counselor will lead the evacuation. ’
- If kids are in other groups (either in rooms specially reserved elsewhere in the church or outside), a counselor with the campers will have the kids line up. They will then follow the evacuation procedures below. In the case that the group is already outside, they will go directly to the Cambridge Common.
- One counselor will be at the head of the line, one at the back, and one will make sure that no other campers are being left behind. From here they will exit through the exit deemed appropriate.
- Campers will be taken to the park across the street, the Cambridge Common.
- Once outside, two counselors will be responsible for making sure that all campers and staff are accounted for.

- Another counselor will call 911 and notify them of the location of the building, the location of the fire, any known information about the fire, and the number of the cell phone being used to make the call.
- Fire drills simulating this procedure will be conducted once every two weeks, on the first day of each new camp session.
- On staff orientation, all staff will be made aware of the building's four exits (ground floor: front, left, right sides, and basement exit) and will also be assigned areas of the church to sweep in case all campers need to be found in order to have them evacuate quickly.
- The staff will also run through evacuation procedures once and make any appropriate modifications.
- We will keep at least a 1:5 counselor:camper ratio and roughly 25 kids at camp. Counselors will thus be directly responsible for their own group of four-five kids. The small ratio will help the evacuation process run smoothly.

# Disaster Plan

## General Information.

- For communications purposes in case of an emergency, a minimum of half of all counselors will have cell phones on them at all times. A list of these numbers will be circulated among the staff during orientation.
- All counselors will be made aware of the four exits from the site: three on the ground floor (front, left side, right side of the building) and one in the basement. This will happen during the on-site staff orientation.
- The default emergency meeting point, provided that it is usable, will be the main room on the ground floor of the church. If the ground floor is unusable, the basement space will be used as a meeting point.
- For emergencies that do not require high ground, the basement of the church will serve as the default emergency shelter.

## Evacuation

- If authorities advise us to evacuate the campsite, the staff will do so immediately.
- In this case, the staff will call all campers to the default emergency point and have a roll call to make sure everyone is present.
- If seeking shelter is appropriate, we will use the basement of church.
- Otherwise, we will follow directions provided by authorities as to where to evacuate to.
- In all cases of an emergency, the staff will use all means available to reach campers' parents and guardians and coordinate with them to get their child home safely.

## Tornado/High Winds

- Counselors will take all campers to the basement of the church, into the interior rooms on the ground floor where there are only one to two windows.
- Counselors will instruct campers to crouch down on the floor and cover their head and neck with hands, and then do so themselves.

## Flash Flood

- All low-level areas will be evacuated and higher ground will be sought.
- Small rivers, streams, canyons, riverbeds, and so forth will be avoided.

- Counselors will instruct campers not to walk through water which is more than ankle deep, and will do so themselves.
- If a vehicle was used in transport to the current location, there will be no attempts to drive through flooded areas.
- Outdoor activities near large sources of water will be cancelled in the event of flash flood advisories.

### **Lightning**

- No land-line telephones or other electrical appliances will be used.
- No showers or baths will be taken.
- If outside, shelter will be sought immediately.
- If campers are boating or swimming, we will get out of the water immediately and seek the closest shelter away from the water.
- In a wooded area, we will seek shelter under a thick growth of small trees.
- If one feels his hair standing on end, then he should squat down with his head between his knees. Do not lie flat.
- Avoid isolated trees or other tall objects, bodies of water, sheds, or fences.

### **Wildfire – General Advice**

- We will listen to local radio or television stations for updated emergency info.
- We will follow the instructions of local officials. Local officials will advise us of the safest emergency route, which may change due to rapid changes in the speed and direction of wildfire.
- If trapped, crouch in a pond or river. You can't outrun a fire.
- Lie flat and cover your body with wet clothing or soil.
- If water is not around, look for shelter in a cleared area or among a bed of rocks.
- Breathe the air close to the ground through a wet cloth to avoid scorching lungs or inhaling smoke.



## Lost Camper Plan

- If a camper is found to be missing, it will be reported to the camp director immediately. The report must include the camper's name, age, clothing, last known whereabouts, and any other useful information.
- The director will be in charge of the search, and if he is off-site, the assistant director will be in charge.
- All counselors will be alerted that a camper is missing and will be asked to determine the camper's last known whereabouts.
- The place where the camper was last seen will be searched, as well as bathrooms, locker rooms, showers, and other spaces in the area.
- While the camper is being searched for, all other campers will be moved indoors to the main room on the ground floor of the church. There a roll call/attendance check will be taken.
- The director will check to see if any notice was given of the camper being picked up early, and will contact the camper's parents to find out if they had picked up the child without notifying the camp.
- If the first search of where the camper was last known to be turns up nothing, a comprehensive search of the site will be conducted. Two counselors will be asked to stay with the campers grouped in the main room, and the rest will divide up the campsite (loosely into ground floor, basement, rest of church, and outdoors if applicable.)
- Lifeguards will clear any swimming areas if necessary, and if the camper was last seen near the waterfront then lifeguards must search the entire waterfront.
- If the camper is not found immediately, 911 will be contacted.
- The search will continue until all campers are found and accounted for.

## Missing Swimmer Procedure

- Once a swimmer is known to be missing, all staff will be notified. Lifeguards will be asked to clear the swimming area.
- The camp director or assistant director will be in charge of the search. The staff member who reports the missing swimmer will give the name, age, visual description, and last known whereabouts of the camper to the director in order to focus the search.
- 911 will be called immediately.
- Adult counselors will help search shallow areas if available. First, two counselors will be assigned to bring all kids out of the water and group them in one place (at a predetermined location on the beach or at the swimming pool), and another two will search bathrooms/locker rooms.
- Lifeguards will continue to search the waterfront, and the search will continue until all campers are found.
- Staff members will use the buddy system when searching. The acting director will assign locations to search, in order to conduct the search as efficiently as possible.
- Lifeguards will start searching where the camper was last seen and will give special attention to potentially dangerous locations like docks, piers, rafts, etc.
- At waterfront facilities, staff may have to check other playgrounds, campsites, and wooded areas.

### Searching Shallow-Water Areas

- To search shallow-water areas with pool water-clarity, non-lifeguard staff members should link arms/hold hands and form a line in the water.
- One lifeguard should serve as a lookout above the water level with rescue equipment ready in case the missing swimmer is found or a searcher needs help.
- Staff members should be aware of their height: no staff member should be in water that is beyond chest deep for their body. Thus, the shortest member of the team should be at the shallow end and the tallest at the deepest end.
- The whole line will slowly move across the entire area, starting where the lost camper was seen.
- As the line progresses, the searchers will gently sweep their feet across the bottom with each step.
- Again, staff members must not go beyond chest-deep water. Only lifeguards can search water this deep.

## Searching Deep Water Areas

- The American Red Cross "deep water line search" method will be used to search for swimmers lost in water deeper than chest-level. It is outlined below.
- Several lifeguards, wearing masks and fins, form a straight line. Each lifeguard can be no more than an arm's length away from one another. Again, one lifeguard serves as lookout from above water level and will be ready with rescue equipment in case a search needs help or the missing swimmer is found.
- If the water is murky, the searchers search the bottom by sweeping their hands back and forth in front of them, making sure to cover the entire area.
- Otherwise, on command from the lead lifeguard, all searchers will do the same dive (either feet first or head first) to the bottom and swim forward a set number of strokes (usually three.)
- Divers should return to the surface as straight up as possible. At the surface, the line backs up, the lead lifeguard checks to make sure all searchers are accounted for, the line forms again, and on command from the lead lifeguard, dives again.
- Repeat this procedure until the entire swimming and diving area has been searched in one direction. Make sure not to miss any areas on the bottom when you dive and resurface.
- The searchers then repeat the pattern at a 90-degree angle to the first search pattern.
- If the missing swimmer is not found in the swimming and diving areas, expand the search to nearby areas. Consider the effects of any currents.
- Continue to search until the missing person is found or emergency personnel arrive.

# Traffic Control Plan

- Two plans are included here: one for the first day of a new session, and one for general usage. Since the first day plan will go beyond the general plan, we will list the general plan first.

## General Plan

- Parents will be asked to drop off kids off at the parking lot next to the church and escort their kids into the church before the camp begins at 9 a.m. They will also be asked to park there and come inside to meet their child when picking him or her up once they day has ended, after 3:30 p.m.
- A map will be provided to our parents on our website and in an information packet after their child has applied and been admitted to the camp. Directions will be included coming from the north, the south, and on the MBTA (from the Harvard Square T Stop Red Line.)
- If parents are going to pick up their children early for any reason, they will be asked to come in and leave notice with the director.

## First Day plan

- On the first day of any new session, signs will be posted north and south of Massachusetts ave. indicating the direction they should go to get to Camp Kaleidoscope.
- All staff will be present an hour before the camp day is to begin in order to direct and welcome new parents. Staff will all be wearing camp t-shirts in order to be recognized easily by parents and campers.
- Families will be invited in to the camp to see what the camp is like, and will be shown around by counselors.
- If there is sufficient demand, a counselor will be at the Harvard Square T stop to meet parents coming in.

# Day Camp Contingency Plan

## Children who don't arrive in the morning

- First, the attendance sheet will be double-checked, and we will also make sure that we don't have prior notification from the child's parents that the child will be absent that day.
- Then a camp counselor will again verify that the child is not somewhere on the campgrounds, and from there contact parents/guardians of the child (or other contact provided.)

## Children missing from pick-up at the end of the day

- Attendance will be double-checked to make sure that the child is both absent from pick-up and was present at the beginning of the day.
- From there, the counselor will check-in with the camp director to see if the child had been picked up early by his parents.
- A first check of the campgrounds will then be conducted. In particular, the counselor will attempt to find out what activities the child participated in that day and see if he is still at one of those locations. From here, counselors will follow the lost camper plan.

## Unregistered child arriving at camp

- If the child's parents are still on campsite, a counselor will check in with them.
- We will find out who the child arrived with and obtain contact information for the child's parents/guardians.
- If the parents are unavailable at the site and contact information is available, a counselor will call the child's parents.

# Itinerary

- 8:00am - free supervised activity for before-camp care.
- 9:00am - camp day begins and as campers arrive, they find their group counselors
- 9:10am - small group meeting/activity discussion, attendance taking
- 9:20am - all camp meeting/activity announcements, counselors/campers split for morning activities
- 9:30am - morning activities
- 12:00pm - lunch with groups
- 12:40pm - small group meeting/activity discussion, attendance taking
- 1:00pm - all camp meeting/activity announcements, counselors/campers split for morning activities
- 2:45pm - cleanup time
- 3:00pm - camp day ends, campers picked up, counselors available for talking with parents, afternoon extended care begins
- 5:30pm - afternoon extended day care ends