

## STAFF PROCEDURES

### ARRIVAL/DEPARTURE:

All staff will arrive in their designated rooms no later than 8:00 am every morning. On designated trip days, staff may be required to arrive by 7:45am. All counselors need to be in their rooms by 8:00am so they have time for a preliminary meeting about the upcoming schedule for the day, any program ideas they might have and the progress of individual campers.

Lower Camp staff should be prepared to stay in their designated rooms till 3:30 pm every day, to help with dismissal and clean up. Upper Camp staff will dismiss from their rooms except for Sports and Travel. Please have a sign out sheet for each day.

### ABSENCES:

All absences must be emailed directly to [bankstreetsummercamp@bankstreet.edu](mailto:bankstreetsummercamp@bankstreet.edu) and call or text your Unit Head/Aquatics Director. For any reason you are unable to go into the pool, you must tell the appropriate Unit Head no later than 8:00am that morning. Please keep in mind a minor runny nose or sore throat is not an acceptable reason for not swimming. Remember that your attendance at camp, on trips and at the pool ensures the safety of our campers.

### FOOD/KITCHEN:

Make sure you are aware of allergies in your group and that you abide by their restrictions all summer long. The Bank Street Summer Camp is a **NUT FREE** camp. This includes all spaces at camp and any trip destinations that groups go on so do not bring butts of any kind, ever!

Lunch will be provided for all campers and staff. If you opt to get your own lunch, please bring lunches that do NOT need to be kept cold. There is a microwave and toaster oven in the 2<sup>nd</sup> floor kitchen, but they cannot be used at the same time or you will blow a fuse!

For snack, you should take 2 food options (for example pretzels and graham crackers), plus water. For extreme hot weather, you should also add a bottle of juice. If you have questions about how much you should be taking, ask another counselor or your unit head. Remember this is a small morning snack. If you have campers who are still very hungry, talk to your head counselor, who can suggest to the parents/caregivers that perhaps they provide an additional snack for their child. Please remember that snack is for campers and counselors to eat together. Do not take the snack during the day.

When using the kitchen for a cooking activity, please remember that it is a communal kitchen. Make sure to wash the dishes, pots, pans and utensils that your group used. You must also dry and put away any items you have used.

### MEETINGS:

Lower/Upper Camp:

Individual meetings will be conducted by the Head Counselors once a week. Additionally in the Lower Camp, Head Counselors will meet Mondays at 3:20. Assistant, Junior and Acting Junior counselors will meet on Tuesdays at 3:20. Upper Camp Staff meetings are on Mondays at 3:15. The meetings should be scheduled to run until 4:30, provided they begin on time. Meetings will include staff development and, of course, snack. All aquatics staff will meet on Tuesdays at 1:15. All staff is required to attend their meetings.

### BREAKS:

Except for the weekly trip to Lake Welch and general field trips, everyone should get at least a 30-45 minute break for lunch. In the Lower camp, we will provide coverage for the groups in the building during lunch time. The Upper Camp staff will rotate between lunch and recess. Aquatics staff will be available for coverage during lunch:

**Riverdale swim staff is available on Tues/Thurs from 11:30-12:30 and 1:30-3:00**

**Barnard swim staff is available on Mon from 12-1 and 2-3.**

### **SWIMMING:**

All staff should be prepared to go in the pool on days their group has swim. That means you should have your bathing suit on before you get to the lake or pool. Please be advised that you will be working, hands-on, with kids in the water, therefore, you should wear appropriate bathing suits. This means one-piece suits for female counselors and trunks for male counselors. If you do not have proper attire, we will provide you with kid friendly bathing suits. Kids, especially new swimmers, will hold on tightly, which can result in your swimsuit straps being pulled down. At the Barnard Pool, you must wear a swim cap, (yes, even if you have short hair). For those with contact lenses, you may opt to wear goggles since you may be splashed.

**Important note:** Lower Camp staff may **NEVER** have your head under water while with the campers in the water. Both the Lower and Upper Camp staff's job in the water is to assist the swim instructors and help facilitate the learning. **You should ALWAYS have your eyes on the campers.** Please be sure to follow the pool rules and set a good example, i.e. walking in the designated areas.

### **FIELDTRIPS:**

When going on field trips, including Lake Welch, all staff must wear a Bank Street Summer Camp Staff shirt, which the camp will provide you with. During every field trip there will be a designated person in each group required to have his/her cell phone turned on. The phone is to be used for contact with the camp only. You may not answer or make calls from/to anyone else. You may not, at any time, use your personal cell phone to make personal calls during camp, as your entire focus should be your campers. At no time may you take photographs with your cell phone. Use of personal cameras must be approved by the Unit Head. But we do encourage you to take tons of photographs with the cameras that we will provide you group with.

### **HELPING ENFORCE CAMP RULES:**

While you may only know the kids in your camp group and a handful of others, you are part of the Summer Camp Staff. It is your responsibility to help enforce the rules, whether or not you know the camper. This includes on elevators, in the lobby, on trips, and anywhere else in the building.

### **PROFESSIONAL EXPECTATIONS**

Please remember, you represent not only the camp but also the Bank Street community. Campers will try to emulate what you say, do and wear.

1. Clothing should be conducive to sitting on the floor, getting a little dirty and moving quickly. No undergarments should be showing including bras, bra straps, underwear or boxer shorts. Any items that need constant attention such as very low rise pants, shirts, "short shorts" or bathing suits that are precarious should be left at home. Tight or revealing clothing is not appropriate to the professional environment.
2. Shoes must be safe and mobile. Flip-flops are only appropriate at the pool or lake. Platform shoes are not a good idea when you need to move quickly to help a child. When using the gym, you must wear sneakers.
3. No use of alcohol during camp time, including overnights.
4. No cigarette smoking on school premises or while in charge of campers. If you must smoke, you must do so out of sight of the school and make sure that you do not smell of smoke when returning to camp.
5. Language must be respectful at all times. Profanity, distasteful language, disrespectful comments and bias is not acceptable behavior for staff or campers. Humor must be respectful to the community and not offend campers, staff or families.
6. Sexual Harassment must be reported to the Unit Head **and** to the Director in writing.
7. The same rules apply for staff as for campers.
  - a. Cell phones stay off during camp except for emergencies and staff breaks.
  - b. Personal cameras should be cleared by the Unit Head.
  - c. No rough housing in camp.
  - d. Each person's hands must be kept to themselves.
  - e. No skateboards or scooters can be displayed or used at camp.
  - f. No headphones during camp hours. Please remove them when entering the building in the morning.

- g. No water guns.
- h. No whistles (except in the gym, roof or soccer fields)
- i. When crossing the street, the focus should be on safety not conversation.

The only one that should have any contact with the media is the Director or persons acting under the direction of the Camp Director.

### **TECHNOLOGY POLICY**

Camp is about developing interdependence, social skills, and gaining self-confidence. Electronics interfere. While this has been, and will continue to be, an ongoing discussion, Bank Street Summer Camp does not permit staff to use Cell phones, blackberries, laptops, computers, GPS devices or any device that takes photos, shows videos or accesses the internet for any purpose that does not pertain to camp business. Staff will be dismissed if they are found using any of these devices during camp hours, or in an inappropriate manor.

### **SOCIAL MEDIA POLICY**

The Bank Street Summer Camp recognizes the importance of identity in today's world, especially online identities on social media sites such as Facebook, Twitter, MySpace, LinkedIn, Ning, Google+, to name a few. Your experiences and beliefs are what define you as an individual and make up the kinds of people that we want to guide the campers at Bank Street.

However, social networking is still a relatively new medium for self-expression and they often expose aspects of a person's personal life which might not otherwise be exposed to the public, peers, families and campers. As an employee at Bank Street you must be able to identify what is appropriate information to share.

No matter what your personal belief on this subject is, the camp has a very clear position: The Camp's sole purpose is to create an emotionally and physically safe environment for children. If the Camp finds any information, picture, quote, post or anything that would lead someone to believe that you might not be able to create or foster an emotionally and/or physically safe environment for campers, families or other staff members, then the camp has the right to dismiss you from our staff. No counselor may be the friend of staff or campers under the age of eighteen on any social media sites. Privacy settings on all social media sites must restrict campers and staff under the age of eighteen from seeing all pictures and any inappropriate language.

Like you, the Camp must define itself online. Please do not post pictures of yourself wearing anything with the camp logo or name on it. The logo is the camp's identity and it represents a safe place for children. You may also not post any pictures of the Camp online. This is a privacy issue.

### **BULLYING POLICY**

The Bank Street Summer Camp staff strives to create and maintain an emotionally and physically safe environment for campers. Bullying is inexcusable at the Bank Street Summer Camp whether it is physical, verbal, emotional or occurring via cyberspace.

The Camp's sole purpose is to create an emotionally and physically safe environment for children. If the Camp Supervisory staff hears, sees or learns of any bullying occurring physically, verbally, emotionally or via cyberspace that would lead to someone else not feeling emotionally and/or physically safe then the offending party will be subject to dismissal.

**BANK STREET SUMMER CAMP RESERVES THE RIGHT TO DISMISS ANY COUNSELOR WHO ENGAGES IN BEHAVIOR THAT IS ILLEGAL, INAPPROPRIATE OR CAN BE A DANGER TO THEMSELVES OR OTHER PEOPLE IN CAMP. CONTRACTS WILL BE VOIDED IN SUCH AN EVENT.**

### WHEN TO STAY HOME FROM CAMP

Sometimes it is hard to tell if you need to go to camp or stay home. Here are some reasons it would be a good idea to stay home from camp. If you do choose to stay home, you will not be paid for that day.

1. A temperature that is over 100 degrees. You should be fever free for at least 24 hours before returning to camp. (without anti-fever medication)
2. Vomiting and diarrhea within the past 24 hours.
3. A positive throat culture for strep: you should be on an antibiotic therapy for 24 hours before returning to camp.
4. A red eye with white or yellow eye drainage with matted or crusted eyelids after sleep.
5. If the runny nose is accompanied by a headache or nausea and you are too tired to concentrate, then you are too ill to come to camp. A runny nose by itself is not necessarily cause to stay home.
6. Any rash (unless determined to be non-communicable by physician)
7. Head Lice, until after the first treatment and checked by nurse to be without nits.
8. Chickenpox, (Varicella) until all lesions have dried and crusted; usually 6 days after the onset of the rash.
9. Pertussis until 5 days of antibiotic therapy (which is to be given for a total of 14 days).  
Impetigo (bacterial skin infection) until 24 hrs after treatment has been initiated.

### SAFETY AND SECURITY:

Staff must use ID cards whenever entering the building. Each staff member will be given one security pass. Please notify camp immediately if card is lost, as we need to deactivate the card. **Cards need to be returned at the end of camp.** The lost and non-returned card fee is \$15 per card. No one will be allowed in without using the card or signing in at the guard's desk. Using your ID helps the school keep tighter control on security, and thus protects all of us. As this is a camp where children will be moving about the building, going swimming and on trips, it is best to keep valuables at home. Lock up all wallets and purses when not on your person.

All people entering the building are required to have ID's with them. If there is a child or adult that you cannot identify, on any floor, please ask them their name and which program they attend in the building. Even if they are not with the camp, they must also abide by the building rules. If someone threatens you or your campers at camp, call the security guard at the front desk at 4411.

### STATEMENT OF PRACTICE REGARDING PHYSICALLY RESTRAINING OR MOVING CHILDREN AT SUMMER CAMP

*This Statement of Practice was formulated in Diagnostic in October, 2004, in order to support and direct our staff in their work with children who may present disruptive or acting-out behavior. We share this information with you so that you will understand the steps that we take to ensure a safe community.*

1. Safety trumps everything. If a child will endanger him/her self or others unless restrained, OR if a child bolts from a supervising staff member in a way that is potentially dangerous (i.e. in the street, at the pool, etc.) a camp staff member will restrain the child.
2. If a child has to be moved away from or out of an area because unsafe or seriously disruptive behavior, and if that child is not responding to verbal instructions to cease, a staff member will elicit the help of at least one other staff member, preferably a head counselor or unit head, and together the adults will move the child to a safe place.

3. If a camp staff member has had occasion to physically restrain or move a child that faculty member will inform their Unit Head as soon as possible, and either that staff member or the Unit Head will inform the child's family.

**IMPORTANT: Safety trumps everything! Bank Street Summer Camp reserves the right to remove – without offering a refund – any child whom the Camp deems unsafe.**

### **EMERGENCY PROCEDURES:**

In the event of a major disaster where the campers cannot get back to school, we have designated sites that will become meeting grounds based on location around and outside of the city.

If the groups are anywhere on the Upper Westside of Manhattan, they will proceed to:

Riverside Park and the 108<sup>th</sup> Street Lower Level field.

If they are on the East Side of Manhattan or in Central Park, they will proceed to:

The North West corner of Central Park's Great Lawn, near 86<sup>th</sup> Street.

If groups are out of the city on the Westside of the Hudson, the busses will take them to:

Vince Lombardi Service Area located just North of exit 18 on the New Jersey Turnpike.

Groups on the Eastside of the Hudson will proceed to:

Wave Hill in Riverdale, which is 250<sup>th</sup> Street near Riverdale Ave.

**\*\*\*\*PLEASE REMEMBER, THIS IS ONLY IN THE EVENT OF A MAJOR EMERGENCY.\*\*\*\***

### **CAMP HEALTH: REPORTING ILLNESSES & INCIDENTS**

When camp counselors identify a camper who is not feeling well, they will be sent to our on-site nurses, either Robin Taylor or Kim Angos, depending upon the session. The nurse will evaluate and care for all sick campers, and contact the head counselor, Camp Director, and Parents/Guardians if it is deemed important or serious. If necessary, parents/guardians will also be asked to pick up their children. The same criteria will apply to accidents (slips, falls, etc.), should any occur.

We take the safety of our campers very seriously. In the event of suspected child abuse, all Head Staff are trained in proper identification and response. Campers who report alleged abuse will be treated with respect, privacy and compassion. Information gathered during such discussions will be kept strictly confidential, and reported to the Camp Director and the proper authorities immediately.

In an effort to keep all children healthy, campers will wash hands often with soap (not antibacterial) and water. Campers are not permitted to share food or drinks. Children will be checked regularly by the nurse.

### **LOST CAMPER PLAN**

It is important to review with children what to do if they are separated from the group on a fieldtrip. On the subway or city bus, if a child has not gotten off with his/her group, he/she should **get off at the next stop and wait**. If a child accidentally gets off at the wrong stop, he/she should stay put. If the child is on the subway, he/she should go to the token booth and let the attendant know he/she is waiting for an adult to come and get him/her. In both cases, the child should stay at the next stop waiting for an adult from camp to get him/her.

With children over 8 years old, it is often necessary to emphasize that although they travel independently daily, when they are traveling with groups, **camp rules prevail**. On trips, as in other situations, all children are expected to conduct themselves in a way that is courteous and respectful of the other people with whom they are sharing public spaces.

When in a Museum, Zoo or other heavily populated places, please determine, upon arrival, a meeting site for staff or campers that become separated from the group. For example, at the Museums of Natural History, a good meeting place would be the diorama room with the African elephants.

### **EMERGENCY PROCEDURE FOR THUNDERSTORMS**

In the event of thunder or lightning all groups must seek shelter immediately. Upon arriving at any facility, Head Counselors should identify safe shelter. Groups will stay in shelter until 15 minutes after hearing last Thunder.