

VETERAN'S PARK DAY CAMP

CAMPER ORIENTATION MANUAL 2018

Town Board Approved 4/9/2018

CAMPER ORIENTATION

- Tour Camp Property
- Hazardous Areas
- Injuries / Illness
 - Rabies/Animal Bites
 - Child Abuse
- Supervision of Campers
 - Arrival/Departure
 - Buddy System
 - Lost Camper plan
 - Fire Safety
 - Evacuation / Drills
 - Lightning Safety
 - Transportation on field trips
 - Camp Discipline
 - Rules for camper behavior
 - Activities
 - Overview of Schedule
 - Swimming
- Complete Orientation Attendance Documentation

1. **TOUR CAMP PROPERTY:** The Ice Rink will be used daily for arts and crafts, games, keep personal belongings, store our lunch and snack, and emergency shelter. We will also be using the park picnic shelter for our lunch and snack. Restrooms are situated in several locations in the park. At the pool, Ice Rink and Library when attending there.
2. **HAZARDOUS AREAS / POTENTIAL HAZARDOUS AREAS OF CAMP:** Stay out of the roads surrounding the park and the driveway and parking area. Campers are prohibited from those areas at all times. Garbage is to be disposed of in the cans provided in the lunch areas and throughout the park.
3. **INJURIES / ILLNESS:** In the event of an injury or illness, please inform your counselor your not feeling well. They will take you to the infirmary to take care of your injury. If you are unable to, ask your buddy to get help.

RABIES/ANIMAL BITES: To eliminate any animal bites and potential rabies exposure, follow these rules: Stay away from all wild animals - leave the chipmunks and squirrels alone. Do not attempt to capture, feed, chase, harm or pet wild animals. Leave all food, snacks, etc. in refrigerator in main building.

Medical Actions/Procedures to follow if you are bitten at camp:

Stay Calm

Inform your counselor, you have been bitten

Tell your buddy to get your counselor if he/she is not aware

Your counselor is trained and will take appropriate steps

CHILD ABUSE - NEGLECT AT CAMP

Campers, if you feel uncomfortable at any time, please let your counselor know and they can take care of your concerns. If another camper is bothering you, please let your counselor know.

You can talk directly to your counselor, or to our program director.

4. **BUDDY SYSTEM:** We will use the buddy system all week at camp, whether you're on a field trip, going to the pool or playing with your individual groups. A camper must choose a buddy for the week, it may be more than one person. You could possibly have two buddies. If you can't find one, your counselor will appoint you one. Your counselor will check and make sure you are staying with your buddy. **No camper is ever to be by himself in any area of camp.** Instructional Periods: The activity schedule will begin at 9:00am until 4:00pm according to the daily schedule, which will be posted in the Ice Rink. Your counselor will escort you to each of your assigned activities and lead the activity. You must stay with your group at all times.

ON-SITE SWIMMING:

Two days per week the campers will walk to the Bi-Centennial Pool for free swim. They will be tested on the first day by a Water Safety Instructor (Town of West Seneca Lifeguard Staff) on duty to determine if the camper is a non-swimmer or a swimmer, and will be marked as such with colored wrist band. Green – Pool + Diving, Yellow All Pool Areas, Red ONLY waist deep water

5. **LOST CAMPER PLAN:** In the event you should become separated from your group, go to first counselor you see, if you do not see any counselor go directly to the Ice Rink. They will reunite you with your group. If you are on a field trip, go to the area you were told to go and wait for your counselor. (when you got off the bus).

6. **FIRE DRILLS / EVACUATION:** In the event of a fire, the fire alarm will be sounded. Upon hearing the camp siren all campers/staff/counselors are to report to the 90 foot diamond near the Ice Rink. You will have a fire drill to practice this procedure. If it is necessary to evacuate the camp, the Camp Program Director will guide the campers/counselors and staff on foot to Town Hall.
7. **LIGHTNING SAFETY:** In the event of lightning, all camp programs will be immediately stopped. The camp siren will sound and all campers, counselors and staff will report to the ice rink for camp head count. When campers are away from the main building during an electrical storm counselors are to immediately stop their activity; seek shelter inside the largest building nearby; stay away from telephone, power lines and tall trees; avoid wire fences, pipes, metal poles and other good conductors; stay away from vehicles with metal parts and stay several yards apart. Outside activities may begin again after the lightening has stopped for 15- 20 minutes.
8. **CAMP RULES/ DISCIPLINE:** The counselors will use a three strike rule when the need for disciplining arises for breaking the camp rules. The three-strike rule consists of:
 1. **Warning of violation.**
 2. **Time-out and a discussion of difficulty with his/her counselor.**
 3. **Camper is brought to the main building for discussion and disciplinary action from camp Asst Program Director.**If a camper receives three strikes, Camp Program Director and parents are notified. If problem continues the potential dismissal from camp or mediation exists.

Camp Rules for camper behavior include:

- Buddy System at all times
- Respect for other campers, counselors, personal property and the park
- No foul language
- Bullying will not be tolerated
- Manners are expected
- Must follow directions from counselors and volunteers
- Do not bring valuables to the park: NO cell phones, iPods, game boys, etc.,
- We are **NOT** responsible for lost items
- Camp shirt must be worn daily - mandatory for field trips
- Do not alter camp shirt, do not cut sleeves, neckline or tie in front
- Sneakers or comfortable sandals should be worn at all times
- Fair play is expected at all times

9. **ACTIVITIES:** The camp provides general activities in the areas of Arts and Crafts, Sports, Organized Games, Passive Activities, Swimming and Field Trips
 1. Your counselor will lead you to each activity - you are to stay with your group the entire day. Campers must participate in all activities with their group.
 2. **Swimming:**
Campers will walk to the Town of West Seneca Pool for free swim. You will be tested on the first day by the Head Guard on duty to determine if you are a non-swimmer or

a swimmer, and will be marked as such with colored armband.

Buddy System: The buddy system will be used to check all bathers at the pool. Counselors will check all bathers to make sure they enter the water with a buddy, or trio if necessary, and you must stay within 5 ft of your buddy. On a buddy check, the buddies are to hold hands over their heads.

Rules and Safety: All camp rules apply.

10. **OUT OF CAMP TRIPS:** Counselors will be supervising the campers while on the bus.
Field Trips:

All campers will be required to wear your camp shirt.

The buddy system will always be used.

Campers must stay with their assigned counselor and/or volunteer

Lost Camper Plan - prior to leaving the bus, campers and counselors will be instructed on where to meet the Trip Leader in the event of an emergency. In the event that a camper gets lost, the camper is to go to the designated area and wait

Assistant Program Director:

At the conclusion of this orientation, the program director will complete an Orientation Attendance Document.

**see attached page*

CAMPER ORIENTATION ATTENDANCE SHEET

Week #: _____

Date: _____

Group #: _____

Staff Names

Camper Names

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Absent Camper Names

1. _____
2. _____
3. _____