



CA Summer Programs General Operations Guidelines for Specialty Camp Teachers

General Supervisory Responsibilities:

You are responsible for the behavior, safety and well being of the children in your programs during the times that it occurs. The Academy intends that its summer programs represent a significant opportunity for students to grow in skills and competencies within the context of an enjoyable recreational program. Program Directors and Assistants are expected to assist their students to achieve these goals through instructional and other activities, all conducted within a friendly, caring and supportive environment. Please refer to the supervision guidelines for specific information and guidelines.

Children are not to be left unsupervised at any time.

If you are conducting an outdoor program please ensure your participants make liberal use of sunscreen and drink water regularly.

Program Content and Development:

You are responsible for developing the content of your program as well as making any needed arrangements with outside services and/or vendors. Expenses will be reimbursed up to \$20. All expenses must be approved in advance if the amount exceeds \$20 per camper.

Disciplinary Matters:

Most disciplinary matters should be taken care of by program directors. Alerting parents to disciplinary breaches and enlisting parent support should be done promptly. Also keep the Summer Programs Director informed of disciplinary and objectionable behavior issues.

Do not suspend or dismiss a child from your program without the approval of the Summer Programs Director.

Treating Children's Illnesses, Accidents, and Injuries, Including Notification of Parents and Guardians

- Campers suffering minor injuries and illnesses are to be brought to the camp office where the following procedures will be observed.
- Treatment, not to include medication, will be given.

- Counselors treating wounds involving blood must wear rubber gloves.
- The child will be encouraged to lie on a cot if the situation warrants it.
- An entry will be made in the camp medical log.
- If the situation calls for it, or the child requests, parents will be notified by the camp office staff.

In the case of a severe injury the following procedures are to be followed.

- The child is not to be moved unless a greater danger is present.
- The camp office and the camp director are to be notified immediately.
- Any counselor at the scene is to render immediate assistance.
- A staff member qualified in CPR/first aid is to be notified immediately and to report to the scene and render aid.
- The camp office staff will dial 911 and seek immediate outside assistance.
- The camp office staff will notify the parents involved and keep them up to date as information is gathered.
- Should a trip to an emergency room be required, a staff member will ride in the emergency vehicle and a member of the camp office staff will follow in a car. Parents will be asked by the camp office staff their preference of hospital and will be asked to meet the emergency vehicle at the hospital.
- The staff member going to the hospital will pick up the medical release form (on the camper's application form) from the camp office before leaving.
- As soon as possible the camp office staff will complete an accident report form with the help of all witnesses to the injury.

Security Identification

All Summer Programs employees must wear a name tag when on campus. Name tags, in use during the school year are acceptable. For others the Day Camp office will provide a camp specific name tag to be used during the week.

Visitors

- Every adult on the Colorado Academy campus during summer must be wearing some sort of identification badge. If you see an adult without a badge please ask if you can assist them so that they may obtain a badge, as follows
- Send visitors to CA to the Smith Center reception office
- Send visitors to Horizons to the Lower School Horizons office
- Send visitors to Summer Programs to the Summer Programs office
- Visitors to the Summer Day Camp (not visitors to Colorado Academy), must sign in at the camp office and pick up a temporary visitors badge.
- If the visitors are strangers to camp office personnel, they must provide at least one piece of identification.
- The sign-in must include name, address, and purpose of visit.
- The camp office will maintain a record of all visitors to the camp.

Rainy Day Schedule/Emergency procedures

-In the event of an emergency or inclement weather, please consult the information that will be given to you when you check in. We will notify you of any changes via cell phone. Please ensure that the camp office has your cell phone number. If you do not have a cell phone, your cell phone does not have reception on campus, or you prefer not to use your personal cell phone, please let us know and we will find a phone for you to use during your camp week. Please ensure that your phone is on and working.

Please contact the camp office if you have any questions regarding these procedures. I look forward to working with you this summer!

Sincerely,

Kim Setnor
Jenny Wilczewski
Camp Office: 303-914-2531
Cell phone: 303-914-2533