

Staff and Volunteer Handbook



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Mission Statement

Camp Discovery provides a safe and enriching experience that helps campers with epilepsy to gain the skills and confidence to successfully manage their conditions, their health, and their lives.

Goals

1. To increase self-esteem.
2. To increase social skills.
3. To increase knowledge of seizure control methods.

Objectives

- To provide a unique, exciting, and fun-filled growth experience to every camper who attends Camp Discovery.
- To convey to each camper the feeling that he or she is a unique and worthwhile human being.
- To emphasize the fact that everyone has something positive to offer. Each camper is a winner if he or she does the best they can with the abilities they have.
- To provide a camping experience which provides for individual reflection, cooperation with others and a close relationship with a counselor.
- To provide a caring community of people (staff and campers) working together and enjoying each new day and experience.
- To teach campers the skills associated with a wide range of activities that may not be practiced in their normal living situation (nature study, arts and crafts, sports, swimming, high adventure activities, etc.).
- To offer a wide range of quality activities, at an individual, small group, and large group level, which are skillfully taught and thoroughly organized.

Volunteer Staff and Staff Job Descriptions

Expectations of All Staff

The efforts and talents of all staff are appreciated as we work toward offering children with epilepsy a safe and satisfying camping experience. Each person works with the total camp team of staff and volunteers to carry out his/her responsibilities in accordance with established policies and procedures. Each staff member is expected to function in a professional manner at all times.

All volunteer and staff positions require that each person be a positive role model and will:

1. Set a good leadership example and act as a positive role model for co-workers and campers.
2. Be friendly to all. Treat everyone as a valued individual. Treat others as you wish to be treated.

3. Maintain good interpersonal skills. Maintain healthy relationships with staff and all campers.
4. Demonstrate willingness to be a team player. Eagerly work with ALL people.
5. Do not gossip.
6. Be flexible. Keep an open mind and maintain an optimistic attitude.
7. Maintain good health, maturity, moral character, and vitality.

Care for others and will:

1. Maintain the health and safety of campers as the #1 priority at all times. Immediately report all safety incidents and health concerns to immediate supervisor.
2. Assist and guide campers toward a satisfying camp experience.
3. Use positive behavioral support to encourage campers and fellow staff by acknowledging effort and contribution.
4. Assist campers in increasing their understanding of their natural and social environment.
5. Understand that each person has a significant impact on the success of camp regardless of position or title.
6. Advocate on behalf of campers by treating them respectfully and actively pursuing the elimination of harmful behavior such as harassment and bullying.
7. As a general member of the camp staff, act with authority in managing inappropriate behavior and/or counsel campers toward a satisfying camp experience.

Do your best at your job and will:

1. Take pride in your work.
2. Be prepared physically to keep up with and manage leadership of campers including walking long distances, running at times, assisting with personal hygiene needs, and participating in activities.
3. Manage multiple tasks.
4. Read the Volunteer and Staff Handbook and follow Camp Discovery Policies and procedures.
5. Keep the campground and personal space clean and looking nice at all times.
6. Camp is unpredictable. There will be times when you may be requested to help in addition to your primary responsibilities.

All volunteers must be 18 years or older.

***ABOVE AND BEYOND ALL ELSE, STAFF SHOULD BE GUIDED BY
CONCERN FOR THE HEALTH AND SAFETY OF CAMPERS***

Camp Director

- Recruit campers, staff, volunteers and contractors.
- Supervise all pre-camp preparations, trainings and communications with all stakeholders, including parents, staff and Medical Staff.
- Prepare camp itinerary, menu, policies and procedures, and other documents and update as needed.
- Serve as immediate supervisor of Camp Coordinator and Medical Staff Coordinator.

- Oversee general operations to make sure all camp participants are safe and enjoying themselves.
- Provide leadership role in conflict resolution (including any dismissals of campers/ staff).
- Coordinate all activities of contracted activity leaders.
- Assign duties to support staff as needed.
- Work with Medical Staff Coordinator, Pediatric Neurologists, and parents to make decisions regarding the need for further medical care for a camper (outside of Camp Discovery) and changes in a camper's activities or seizure management.

Camp Coordinator

- Provide supervision over all camp staff.
- Provide guidance and support to camp staff.
- Contact campers' parents when necessary regarding behavior issues.
- Respond promptly to all emergencies.
- Assign duties to support staff as needed.
- Assist with pre-camp preparations.
- Assist Camp Director in all duties.

Medical Staff Coordinator

- Provide supervision over all medical staff.
- Contact campers' parents when appropriate concerning medical issues.
- Respond promptly to all emergencies.
- Perform minor medical procedures/treatments.
- Supervise and arrange for the housing of all medications.
- Supervise and arrange for the housing of all medical records for campers and staff.
- Supervise the dispensing and documentation of all camper and staff medications.
- Monitor campers' seizure activity and, if necessary, consult with Pediatric Neurologist and parents regarding possible changes in activities, supervision, seizure management, or medical care.

Pediatric Neurologist

- Provide medical consultation to Medical Staff Coordinator as needed.
- Perform minor medical procedures, diagnostic procedures, and neurological exams as needed and as allowed by camp facilities and resources.
- Work with Medical Staff Coordinator, Camp Director and parents to make decisions regarding the need for further medical care for a camper (outside of Camp Discovery) and changes in a camper's activities or seizure management.
- If requested to do so by Camp Director, facilitate one or more hour-long discussions with campers (in groups of five to eighteen) on epilepsy self-management, and answer campers' questions.
- If necessary, provide one-on-one counseling to campers about epilepsy-related concerns.

Medical Staff (Registered Nurse, Resident Physician, Certified Med. Tech.)

- Dispense and document camper medications as directed by Medical Team Coordinator.
- Read camper information and become familiar with campers prior to attending camp.

- Implement and practice of the YMCA's Code of Conduct Values: Honesty, Respect, Responsibility, and Caring, and the Three Strike Policy.
- Accompany assigned campers to scheduled activities.
- Participate in camp activities when possible, and, when doing so, monitor campers for potential seizure activity and health problems; report such problems to Medical Team Coordinator.
- If necessary, help staff members who witness a seizure to complete the Seizure Record form.
- Provide first aid in an emergency if the Medical Team Coordinator is temporarily unavailable.
- Be flexible and assist in any and all areas of Camp as needed and directed.

Dietary Specialist

- Work cooperatively with Sherman Lake Kitchen Director, Medical Coordinator.
- Implement special diets and monitor allergies as directed by camper parent/Doctor.
- Prepare/cook meals and snacks for campers on special diets (ketogenic, modified Atkins, etc.).
- Perform additional duties as requested by the Camp Director or Camp Coordinator.
- Be flexible and assist in any and all areas of Camp as needed and directed.

Behavior Specialist

- Read camper information and become familiar with campers prior to attending camp.
- Implement and practice of the YMCA's Code of Conduct Values: Honesty, Respect, Responsibility, and Caring, and the Three Strike Policy.
- Be knowledgeable of specific campers' IEPs, 504, and Behavior Plans.
- Provide guidance and assistance to Camp Counselors regarding behavior issues.
- Work directly with campers experiencing behavior issues to correct behavior.
- Communicate with Camp Coordinator and/or Camp Director regarding severe behavior issues.
- Be flexible and assist in any and all areas of Camp as needed and directed.

Camp Counselor

- Read camper information and become familiar with campers prior to attending camp.
- Establish a "Cabin Agreement" among campers for respectful behavior and mutual support.
- Implement practice of the YMCA's Code of Conduct Values: Honesty, Respect, Responsibility, and Caring, and the Three Strike Policy.
- Facilitate a fun, educational and safe summer camp experience for campers.
- Live in and help maintain a clean, safe and organized cabin area.
- Be responsible for the campers they are assigned to 24 hours a day throughout the week of camp.
- Accompany campers to scheduled activities, and participate with them.
- Ensure campers have what they need for each activity and are dressed appropriately.
- Continuously monitor to see to the care and needs of assigned campers.
- Facilitate activities during free time.
- Bring health related issues immediately to Medical Staff.

- Bring behavior related issues immediately to Behavioral Specialist, Coordinators and Director.
- Promote safety by anticipating each activity and planning with campers for safe participation.
- Complete evaluations at the end of camp and turn them in.

Recreation Specialist

- Read camper information and become familiar with campers prior to attending camp.
- Implement and practice of the YMCA's Code of Conduct Values: Honesty, Respect, Responsibility, and Caring, and the Three Strike Policy.
- Assist cabin staff as needed by request of Camp Coordinator.
- Cover posted counselor breaks as assigned by Camp Coordinator.
- Provide guidance and assistance to campers as directed by Camp Counselor.
- Accompany campers of your assigned activity group to scheduled activities.
- Promote safety by anticipating each activity and planning with campers for safe participation.
- Participate with campers in all activities, including, but not limited to, canoeing, kayaking and swimming.
- Continuously monitor campers to ensure that their needs are met.
- Be constantly vigilant for potential physical or mental health problems among campers, particularly seizures, anxiety, depression, transient cognitive difficulties, fatigue, and medication side effects.
- Be flexible and assist in any and all areas of Camp as needed and directed.

Support Staff

- Monitor and care for campers in the infirmary and communicate with Med Coordinator.
- Wash t-shirts daily, and linens and clothing as needed.
- Shop for supplies.
- May be asked to perform any number of additional duties as requested by the Director, Medical Team, or Camp Coordinator.
- Be flexible and assist in any and all areas of Camp as needed and directed.

Counselor in Training (CIT)

The position of a CIT is that of an over 18 former camper who is interested in gaining leadership experience and sharing his/her enjoyment of camp with younger campers. A CIT is a paying camper. Applicants may apply to be a CIT for up to two years. CITs will receive guidance and assistance in learning this new role from an assigned CIT counselor. CITs will attend Staff training, and are expected to meet all Staff and Volunteer expectations. Assignments may include:

- May be assigned to a specific cabin or activity group
- Will assist campers under the direction of the CIT Counselor or other appropriate staff
- Will be a role model and share in the social life of campers, maintaining supportive and harmonizing role.
- May be called upon to help organize or instruct specific activities per personal skill level.
- Will NOT order, direct or otherwise exercise power or discipline over campers.

Extra Efforts of Staff

We lead through our actions. Touch, smiles, and other non-verbal actions speak as profoundly as words. Care, love, concern, and forgiveness are the keys to fulfilling the camp goals.

Perhaps the most memorable experience a camper may have involves those special moments of extra effort on the part of counselors, program and support staff. Most of these items are a routine and daily part of camp but can easily be overlooked for the great importance they play.

Quiet times are extremely valuable moments. The evening bedtime is excellent for stories, sharing experiences, exploring basic values, talks and more. These moments offer counselors a great opportunity to build and nurture positive feelings, values, and character. It may sometimes take a little preparation or thought, but it is well worth the extra effort.

No staff person is of greater importance than another. Each person's job is to help give the camper an effective and enjoyable experience. No staff person shall expect special considerations based on position.

All jobs are interchangeable. At times, counselors may help out with support staff functions, or medical and support staff may perform counseling functions. Any staff member may be assigned to work any task where they meet Camp Discovery standards. This transfer is made after conversation between the Camp Director, Camp Coordinator and/or staff involved.

The Epilepsy Foundation of Michigan and the staff of Camp Discovery know and appreciate the generosity of camp volunteers. Each person's talent, time, effort and best intention are the primary ingredients in making this camping experience unique and significant for the boys and girls who are entrusted to us. Thank you! Thank you!

Non-Discrimination Policy

Camp Discovery shall comply with all federal and state laws and regulations prohibiting discrimination. In accordance with these laws and regulations, Camp Discovery shall not discriminate in employment or any of its programs or services on the basis of religion, race, color, national origin, age, sex, sexual orientation, height, weight, familial status, marital status, or disability.

Pre-Camp Considerations

Background Check Authorization

In accordance with state law and Camp Discovery policy, each volunteer and employee is required to complete an authorization form that allows Camp Discovery to request a criminal background check on each employee for non-misdemeanor criminal records. This check will be completed for each staff member. The Camp Director will hold findings confidential.

Dress Code

Personal appearance and clothing should be in good taste and appropriate for the various activities. Please use the following as a guideline:

Appropriate for camp

Shorts
Sweatshirts
Modest one-piece swimwear
Modest tankini that covers midriff
Closed -toe shoes when not in cabins

Inappropriate for camp

Very short shorts or skirts
Sweatshirts depicting adult subject matter, profanity or alcohol
Transparent clothing
Bikinis or Thong swimwear

Camper Information

Prior to camp, the Medical Staff Coordinator will review each camper's application and call the parents for further detail and clarification regarding seizure management and other health concerns. Once all of these calls are complete, camper information will be distributed to camp staff. Camp Counselors, Behavior Specialists, Recreation Specialist and Medical Staff will receive this information for the cabins to which they are assigned.

Staffing Ratio

At Camp Discovery, we strive to have an overall ratio of 1 adult staff member for every 3 campers as often as possible. This is expected to fluctuate, however, at different times during the day (7am to 10pm) and as part-time staff leave and arrive. During sleeping hours (10pm to 7am), the minimum ratio will be 1 adult staff member to every 4 campers.

For campers with disabilities that require assistance that is considered more extensive than the assistance a camper of that chronological age would need, the minimum ratio is 1 adult staff member to every 2 campers during the waking hours and 1 adult staff member to every 4 campers during sleeping hours.

During Your Week at Camp

Schedule

Breaks and Time Off

Staff breaks will be pre-scheduled by the Camp Coordinator to ensure maximum camper benefit and safety. Support Staff and/or Recreation Staff will be scheduled to cover Camp Counselor/Counselor in Training breaks. Each staff member will have at least 1 hour of mandatory scheduled time off per day. The Camp Coordinator will inform you which areas have been made available for staff breaks at the mandatory staff training sessions. If a Counselor feels a break is needed at a time when one is not scheduled, that Counselor should approach the Camp Coordinator. The Camp Coordinator will then arrange a break if it is deemed both feasible and necessary.

Attendance at the staff training sessions is mandatory for all staff and volunteers, except those who will not be volunteering for the entire week of camp. If a volunteer is unable to attend the staff training session, he or she needs to arrange for alternative training with the Camp Director.

Camp Curfew

Staff members are subject to a 10:00 p.m. curfew and earlier if imposed by the Camp Director.

Meals

Staff and campers will receive three full meals per day. Meal times are as follows:

Breakfast	8:00 – 9:00 a.m.
Lunch	12:00 – 1:00 p.m.
Dinner	5:30 - 6:30 p.m.

Camp Counselors will sit with the campers from their assigned cabin for all meals, and will be responsible for monitoring campers while they eat. Counselors are required to make sure that each camper is offered his/her share of the available food at the table. Furthermore, Counselors should make a concerted effort to ensure that campers eat a well-balanced meal.

General Menu Components Needed for USDA Regulation

Breakfast

Milk, fluid	1 cup (1/2 pint)
Juice or fruits or vegetables	1/2 cup total
Bread or bread alternates including cold, dry cereal or hot, cooked cereal	1 slice or serving

Lunch or Supper

Milk, fluid	1 cup (1/2 pint)
Meat or poultry or fish	2 ounces
Vegetables and/or fruits (2 or more)	3/4 cup
Bread or bread alternates or cooked pasta, noodles or rice	1 slice or serving 1/2 cup

For vegetarians, 2 ounces of beans, soy products, milk products, nuts or nut butters, or eggs may be substituted for meat/poultry/fish.

Special diets and dietary restrictions will be handled by Dietary Aides. The Dietary Aides will be responsible to insure that provisions are being made for individuals with special diets and if possible, that substitutions are acceptable with the USDA-SFSP guidelines.

Camp Discovery is operated in accordance with USDA policy that does not permit discrimination because of race, color, age, sex, handicap or national origin. Any person who

believes that he or she has been discriminated against in any USDA related activity should write immediately to the Secretary of Agriculture, Washington, D.C., 20250.

Toileting and Showering

Toileting

If a camper has to use the toilet at any point during the day or night, s/he will be accompanied by two people (one **MUST** be a staff member). The default procedure will be that the two people will wait outside the bathroom until the camper is done and then escort the camper back to his or her activity group. If the camper requires assistance, the staff member will assist accordingly while the other person stands within hearing distance.

Showering

During showering times, there will be three people (one **MUST** be a staff member) in the bathhouse at all times. If a camper requires assistance with showering, the staff member will assist accordingly while the other person stands within hearing distance. For campers that require assistance, showers may be taken in the cabin.

Telephones

Personal cell phones among campers are prohibited. Camp staff may bring personal cell phones, but they may only be used during scheduled break times. In the case of a family emergency, family and friends should be directed to contact Sherman Lake YMCA Outdoor Center at (269) 731-3030. Callers may have to leave a message on voice mail, but messages are checked several times during the business hours of 8:30 a.m.-5:00 p.m.

Visitors

Staff Visitors

No visitors are allowed at any time as they have not been pre-screened using the Epilepsy Foundation of Michigan's screening procedures. These are required to ensure our campers safety.

Parents of Campers

Visiting and phone calls are discouraged, but per camper's need, may be arranged through the Camp Director.

In the event that a camper needs to leave camp early, his/her parents will be contacted by a member of the camp administration and asked to pick their camper up at camp. As soon as needed paperwork is completed, the parent(s) and camper will be asked to leave.

Under no circumstances is a camper to be released from the Camp Discovery program until the Camp Director gives full authorization for his/her release.

Outside Contracted Labor or Deliveries

Any person who is contracted by Camp Discovery to work for Camp Discovery may be on camp property to complete the job that he/she was contracted to do. After the work is completed, he/she will be asked to leave the property.

General Public

If any other individual would like to visit the camp property or observe the camp program, he/she must contact and receive clearance from the Camp Director prior to the planned visit.

As a staff member, if you see a visitor on camp property, you need to greet them and escort them to Kellogg Hall. Then, contact the Camp Director via the camp communication system.

Termination of Service

Employees/Volunteers may be discharged at any time, without notice, and without cause. The following list is not inclusive, but gives examples of reasons for immediate dismissal:

1. Unauthorized or excessive absences or tardiness
2. Unauthorized time away from work area
3. Unsatisfactory work performance
4. Failure to follow supervisor's instructions
5. Insubordination
6. Failure to comply with Camp Discovery policies and procedures
7. Obscene, abusive, or disruptive language or behavior
8. Reporting to work under the influence of drugs or alcohol
9. Using or possessing alcohol, tobacco or illegal drugs on camp property
10. Unauthorized use or destruction of camp property
11. Falsification of camp records
12. Theft
13. Violation of any government rules applicable to Camp Discovery
14. Bullying harassment

Camper Release

If a camper is released **during session**, the following procedure will be used:

1. When the camper's parent or guardian arrives on camp property, he / she will be escorted to the Kellogg Hall. The Camp Director will be notified via the camp communication system.
2. The parent or guardian must present formal identification that will be checked against the camper's registration card and release forms.
 - a. The camper will be released to the person only if information matches forms submitted prior to the camper's arrival. The person must then sign the camper "out" (using the camper release form) and leave property as soon as the needed paperwork is completed.
 - b. Any future contact made by the camper's parent or legal guardian with the camp will be referred to the Camp Director.

Camp Communication System

Due to the nature of the facilities and the medical conditions of our campers, Camp Discovery provides two way radios to staff to be used to communicate the need for assistance in medical, behavior and seizure emergencies. *Radios are **NOT** to be used for any other purpose.* In the instance that you have an emergency that requires assistance, the codes listed below should be used in the following manner.

For example, if a camper is having a tonic-clonic seizure, call a Seizure Code 1 to your location with the cabin number of the camper –

“Seizure Code 1 to North Village Bathhouse for cabin 14.”

The medical staff will immediately proceed to your location, and will respond that they are on their way.

Radio Codes

Code Purple: Missing Camper. (See Emergency Guidelines)

Seizure Code 1: Seizure activity needs immediate attention

Seizure Code 2: Seizure activity that should be evaluated

Seizure Code 3: Seizure over – please check in

Medical Code 1: Major accident – needs immediate attention

Medical Code 2: Minor accident – please check in

Medical Code 3: Minor complaints (headache, over-heated, ect.)

Code Black 1 (Behavior): Requires immediate attention

Code Black 2 (Behavior): Please check in – need advice

Emergency Guidelines

Missing Camper

In the event a camper becomes missing, call a Code Purple with the name of the camper, a brief description and last known location.

“Code Purple, Sam Jones, light green shirt, 14 years old with brown curly hair, last seen at amphitheatre.” REPEAT TWO (2) TIMES

All staff stops what they are doing, gathers their campers and does a head count. One staff member (preferably a nurse if available) should stay with their campers. All other staff is to report as quickly and as safely as possible to the last known location of missing camper. The camp director or camp coordinator will be at the last known location directing staff of the next steps.

While the search is taking place for the missing camper all campers will remain in the same location with the above designated staff. This staff should lead the group in a calm activity until support staff returns.

Once the camper is found and confirmed an all clear will be announced on the radio by either the camp director or camp coordinator. At this point all staff will return to their groups and continue their normally scheduled activities.

Camp Safety Procedures

Fire

1. Immediately report any fire to the Retreat Services Director or host on duty for Sherman Lake YMCA Outdoor Center via the camp communication system. "Fire emergency, (announce the location)." If a staff person is not immediately available, please call 9-911 from the nearest telephone.
2. The Retreat Services Director or assigned staff member will assign a person to meet the fire department at the main entrance. This person will give directional instructions to the arriving public safety officials.
3. All retreat center guests shall gather at Kellogg Hall. In the event the fire is in Kellogg Hall, all guests will report to the gym in the Recreation Building.
4. Guests will remain seated until further instructions are given for possible evacuation.
5. The Retreat Services Director will announce an all clear when appropriate.

Severe Weather and/or Tornado Warning

1. In the event of any predicted change in weather, Sherman Lake staff will continuously monitor the camp weather radio. Staff and guests will be continuously updated on the weather and make appropriate decisions regarding guests safety.
2. If, during an outdoor program, thunder is heard or lightning is seen, the participants are removed from the activity and taken to shelter for 20 minutes of no thunder or lightning. If a 20-minute period passes with no thunder or lightning, the participants will be allowed to return to the outdoor activity.
3. In the event of severe weather, verbal directions will be given by Sherman Lake staff to guests. If the severity of the weather calls for people to seek shelter, then all staff and guests will proceed to the lower level of Kellogg Hall by stairs.
4. If guests are in the Recreation Building and the severity of the weather calls for immediate shelter, Sherman Lake staff will direct guests to the Northeast corner of the gym.
5. Guests are to remain seated in the shelter areas until further instructions are given.
6. Guests staying on the property in cabins will be notified and asked to immediately seek shelter in Kellogg Hall building in the event of severe weather at night.

Total Site Evacuation

1. In the event of an emergency that requires a total site evacuation, all guests will gather in Kellogg Hall. Once there Sherman Lake staff will follow the site evacuation plans as stated and inform guests of necessary procedures.

Emergency Transportation

If a camper or campers need to be transported off of campgrounds, at least two adult staff members must accompany the camper in a vehicle approved by the Camp Director. The driver must possess a valid driver's license. This will be done only in the case of transportation to a medical center or hospital. All vehicle occupants will wear seat belts.

If it is determined by the Camp Director and Medical Staff Coordinator that it would be inappropriate for a camper to be transported in a car, emergency medical services will be contacted for transportation of the camper.

Health Care

Health Services

Each camper will be screened for lice upon arrival at camp. If head lice or nits are found the camper will be excluded for 24 hours and must complete topical treatment. The camper may be readmitted upon a clean inspection.

Per Sherman Lake YMCA and American Camping Association policy, campers having active vomiting upon arrival must be excluded from camp for 24 hours.

Each camper's prescription and non-prescription medications will be checked in with the Camp Discovery Medical Staff upon arrival at camp.

A 9-1-1 call is how Camp Discovery administrators and the Medical Staff Coordinator request emergency health care services and emergency transportation. The 9-1-1 call goes to a central dispatch center. Campers and staff will generally be transported to the emergency center at Bronson Methodist Hospital, the closest facility. Bronson Methodist Hospital is a Level One Trauma Center as well as being recognized as a leading children's hospital. When possible, the Medical Staff Coordinator will read the injured person's medical treatment consent form and health history form for documented preferences on treatment centers, hospitals, or doctors the injured person has requested we contact or seek out for treatment.

All prescription and non-prescription drugs and medications will be kept in locked cabinets. Refrigerated medications will be kept in a locked refrigerator or a locked box in the refrigerator. Medications will be given at breakfast, lunch, and shower/cleanup period before bedtime. If necessary, medications will be given at other designated times as determined by the camper's family and physician. Medications that are needed for possible life-threatening emergencies will

be kept by the counselor or other adult in charge of the camper (such as asthma medication, epipens, or bee sting kits).

Campers' physical and emotional states will be observed daily. All Camp Discovery staff including the Director, coordinators, Medical Staff, counselors, and support staff have a responsibility to make sure the camper is okay and, if anything is questioned, the camper will be brought to the infirmary to be checked out by the Medical Staff Coordinator and, if necessary, the Pediatric Neurologist. If serious health or wellness issues are observed, the Medical Staff Coordinator is contacted and the situation will be dealt with in the proper manner.

When campers need to go to the doctor or emergency room, the camper's parents or legal guardian will be contacted by the Camp Director or the Medical Staff Coordinator as soon as the situation allows. If the parent cannot be contacted, the emergency contact will be notified. If s/he cannot be contacted, we will keep trying to contact the parent/legal guardian and/or the emergency notification number until someone is reached and notified of the situation.

Health Facilities

There is an infirmary located in each village. This is where both campers and staff will be treated for minor injuries, etc. The majority of first aid and health care supplies are stored in the infirmaries. Each cabin will also have a first aid kit, which they may carry with them to all activities.

The camp shall provide temporary isolation of any camper, staff member or other person in camp who comes in contact with campers and who is suspected of having a contagious disease. The place of isolation shall ensure privacy and quiet and will not be located in or directly adjacent to the food storage, preparation or serving areas.

There are a variety of good health habits that can help us maintain good health throughout our camp community. The Medical Staff Coordinator recommends the following prevention methods to help prevent the spread of germs from one individual to another:

1. Wash your hands frequently during the day and always following use of the bathroom.
2. Remind campers to wash hands frequently and always following bathroom use.
3. Cover your mouth and nose with your arm when you cough or sneeze.
4. Eat foods from the 4 food groups on a daily basis with an emphasis on fruits and vegetables.
5. Obtain an adequate amount of sleep. For the majority of people this means an average of at least 8 hours a night.
6. Develop positive ways of coping with stressful situations.
7. Don't share eating utensils, water bottles, cups, towels, toothbrushes, or other personal hygiene products with anyone else.
8. Develop and maintain healthful personal hygiene habits. By preventing the spread of germs we improve our overall wellness and that in turn lowers the risk of contracting communicable disease of any type.
9. Make sure your campers go to the bathroom regularly, this usually is a reason for a camper not feeling well or having a stomachache.

10. Make sure everyone wears shoes at all times.
11. Make sure your campers don't eat strange berries, mushrooms, or bugs. If this does occur, bring a sample and the camper to the infirmary immediately.

General Procedures

1. Wear disposable gloves before making contact with body fluids during care, treatment and all clean-up procedures (i.e., vomit, urine, feces, blood, saliva).
2. Wash hands after handling fluids and contaminated articles, whether or not gloves are worn.
3. **Do Not** re-use plastic bags or gloves.
4. Use paper towels to pick up and discard any solid waste materials such as vomit or feces.

Hand Washing

1. Use soap and warm running water. Soap suspends easily removable, soil and micro-organisms allowing them to be washed off.
2. Rub hands together for at least 15 seconds to work up a lather.
3. Scrub between fingers, knuckles, back of hands, and nails.
4. Rinse hands under warm running water. Running water is necessary to carry away debris and dirt.
5. Use paper towels to thoroughly dry hands.
6. Discard paper towels.

Behavior Management

In addition to obtaining extensive medical, psychological and behavioral histories on our campers, we also obtain copies of campers' IEP, 504 and/or Positive Behavior Support Plans. All of this information, along with the following behavior management policies, is utilized to provide a positive and safe environment for all campers.

Respectful Treatment and Disrespectful or Harmful Treatment Policy

It is the policy and practice of Camp Discovery to welcome all children with epilepsy as campers, and to select skilled and compassionate volunteer staff to help make every camper's experience a joyful one. Furthermore, Camp Discovery makes every effort to provide for children's very individualized needs, whether they are health related, social or behavioral.

Specialized Behavioral Needs

Parents of children who experience difficulty cooperating with a group, following directions, sustaining a high activity level, taking medication, being truthful or being away from home are invited to speak directly to the Camp Director before camp. We will work with you to reduce stress, adapt the program or interactions, and understand how the camper can best be helped to enjoy camp.

We welcome 1:1 support for our campers, varied daily schedules, and re-grouping for friendship and familiarity. It is our wish that all campers get the most fun out of their stay at Camp Discovery, and to that end, staff have been willing, creative, and resourceful to help make this happen.

Sometimes the pace, intensity and closeness of the camp program is just too much for a child, and the camper may “just have had it!” by the second day. Regardless of our staff’s most creative and focused efforts, the camper is unhappy and unable to participate in the camping program. At these times, a short stay may help turn misery into a happier memory.

Behavior that is deemed the result of a child’s seizures or other disability will be accommodated with the utmost attention and creativity toward helping that child have a good camping experience that does not seriously affect other campers. History of such behavior should be found in the child’s medical plan, IEP 504, or behavior plan.

Occasionally, a youngster requires an extraordinary amount of staff time to meet their needs, or a camper’s difficulty affects other campers adversely. **Behavior that undermines the camper’s own safety, or the safety of other campers or staff, may make it necessary to ask for the child to be picked up by parents before the session ends.** This judgment will always be made by the Director in consultation with parents, our medical staff, the counselors and program staff.

The philosophy of Camp Discovery is toward inclusion, and we are deliberate in making this philosophy a practice. Sometimes overcoming homesickness or doing something new is the major accomplishment of camp. We never know just how important these first experiences away from home can be, and it makes us all happy when our campers have a great time.

Willful Disrespect, Aggression, Bullying and Harassment

Unfortunately, Camp Discovery has had to develop a policy that addresses deliberate harmful and defiant behavior. Camp Discovery does not and will not tolerate camper or staff behavior that creates a toxic social environment, belittles others, is aggressive or injurious, or seeks to influence others toward these ends. Immediate action following the Three Strike Policy will be taken upon learning of such behavior.

All campers should be reassured that all staff, counselors, nurses, doctors, specialists, coordinators and the director will respond immediately when informed of a complaint. It is an all-staff expectation that staff will-

1. Advocate on behalf of campers by treating them respectfully and actively pursuing the elimination of harmful behavior such as harassment and bullying.
2. As a general member of the camp staff, act with authority in managing inappropriate behavior and/or counsel campers toward a satisfying camp experience.

Because much bullying and harassment is secret and hidden from adult view, it is equally important for each camper to speak up to a staff member. If the issue appears to be unresolved, the camper should be encouraged to go to a different staff person, preferably a coordinator or director.

It is the job of the behavior specialist who is experienced in helping young people address these issues, both the victims and the offenders, to work toward resolution of the problem. Other staff may be involved, up to and including the director.

The first objective would be to restore harmony and good will among campers. However, it may be necessary to utilize other means, such as changing the placement of a camper, having him/her reside with support staff rather than fellow campers, conflict resolution protocols, counseling for insight and reflection. As a final solution, a recalcitrant camper may be excluded from camp and his/her parents asked to provide transportation home immediately.

On the first day of camp, all campers will be fully informed of Camp Discovery's policy and expectations regarding respectful behavior. This includes the importance of reporting any harmful behaviors, such as harassment and bullying, to camp staff. In addition camp staff will check in periodically with each camper to make sure they are having a positive camp experience. Camp staff will also meet with each other periodically to discuss any problematic behaviors or situations that may be occurring and develop plans to promptly resolve them.

Camp Discovery has every confidence that its campers are eager to have a great time at camp, and want to enjoy the friendship and fun of their friends. In most past cases, behavioral infractions have been quickly cleared up with the effort, cooperation, and good will of the offending camper. That being said, for safety and camp harmony, open defiance of direction by camp staff may be cause for exclusion.

Harassment, Intimidation, Coercion and Bullying Policy

It is illegal and against Camp Discovery policy for any employee, guest, camper, or anyone else, male or female, to sexually harass another person.

For definition purposes, sexual harassment would include the following:

1. Making unwelcome sexual advances or requests for sexual favors.
2. Verbal or physical conduct of a sexual nature used as a basis for continued employment or promotion.
3. Creating a hostile, intimidating, or offensive work environment due to such conduct.
4. Discussion or exposing one's own sexual preferences and activities.

Anyone who feels that they have been sexually harassed should report the incident to the Camp Director immediately. If the complaint is against the Camp Director, the incident should be reported to a member of Epilepsy Foundation of Michigan's Board of Directors.

Any employee who has been found to have sexually harassed another employee (after an appropriate investigation) will be subject to employee discipline. Discipline could range from a warning to termination of employment, depending on the circumstance.

Values Based Code of Conduct

Camp Discovery has chosen to implement the YMCA's Code of Values: Honesty, Respect, Responsibility and Caring, which are reinforced throughout Sherman Lake's programs and facilities. The Code of Conduct based on these values sets the campers and staff up for a successful week at camp by clearly communicating expected behaviors.

To help manage behavior the Three Strike Policy should be implemented.

Three Strike Policy

This policy is for campers who have exhibited a negative behavior that affects the contentment of themselves and/or others.

In the event that a camper exhibits voluntary behavior that is disruptive, disrespectful or harmful to others or spoils the camping experience for others will be addressed in a three-step procedure.

1. The Counselor and/or other appropriate camp staff will speak privately with the camper to remind him / her of the Conduct Agreement for participation at camp. The staff member will pursue the truth, provide information, attempt to settle disputes, encourage introspection and sensitivity to the needs of others. The staff person will work toward the camper's acknowledgement and acceptance of responsibility and a commitment to change the behavior.
2. If the behavior continues, the Camp Director, Camp or Medical Coordinator and Behavior Specialist will be involved in exploration of the problem and work toward solutions that realistically can be implemented in the short period of camp. These could be new social agreements, reassigning cabin or camp groupings, counseling staff as necessary, etc. The camper will be a part of developing the solution. Cooperation and compliance by the camper is expected. Willful disregard for the agreed upon solutions could lead to step 3.
3. For a third offense, the Camp Director, with the counsel of Coordinators and or medical staff may decide that a camper is not able to conform sufficiently to preserve the wellbeing and happiness of other campers. In this instance, the Camp Director may decide to exclude the child from camp.

Camp Discovery **DOES NOT** use or approve of corporal punishment as a means of discipline.

If the camper is completely unresponsive, the staff member must consider the possibility that the behavior is seizure-related. In this instance, a Seizure Code 1 should be called (see Seizure Management section). If the behavior is thought to be seizure-related, the appropriate first aid procedure will be followed. If the behavior is not determined to be seizure related and verbal commands are ineffective, a Behavior Code 1 should be called.

One staff member should take all other campers to another area. Two staff members should stay with the camper until administration arrives. If the staff member's safety is in question, the staff person will leave the immediate area and go to the closest possible safe area where he/she is able to visually observe the camper.

Camp Discovery ***DOES NOT*** subscribe to corporal punishment as a means to discipline campers. At no time will camper discipline include depriving a camper of food or sleep; placing a camper alone without supervision; or subjecting a camper to ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraint.

Whenever possible, staff members will recognize, support and encourage positive camper behavior.

Periodic evaluation of programming, staff, and camper groups will take place by camp administrators to ensure that the camp environment is not contributing to negative behaviors.

Emergency Behavioral Management

This policy is for campers who have exhibited a behavior that poses an imminent risk to the safety of themselves or others. In this case, a Behavior Code 1 should be called. The Camp Director and/or the Camp Coordinator will respond immediately to assess the situation and the needs of the camper.

In the case of combative or resistant behavior, Camp Discovery will follow a process in which the camper will:

- not have hands-on intervention except to separate combatants or prevent injury
- as possible, be protected from self-injury by repositioning or use of soft objects
- be provided a safety zone perimeter
- be allowed time to regain control and reduced agitation
- be offered the opportunity to select and use self-calming practices
- be observed closely and followed if necessary **as long as safe**
- be supported and offered de-briefing by an experienced staff
- be offered the opportunity to return to activities when fully calm and willing
- be offered the opportunity to make and receive apology if appropriate, and restore good relations

Emergency management will NOT, at any time, include:

- **prone restraint;**

- **prolonged physical restraint (i.e. anything beyond a few seconds to protect the camper or others from injury);**
- **mechanical restraint;;**
- **chemical restraint;;**
- **forced seclusion;**
- **corporal punishment;**
- **the deprivation of basic needs;**
- **anything constituting child abuse;**
- **anything used for staff convenience or as punishment.**

It is essential to this policy that physical restraint be used only in case of imminent danger to the camper or others. In such cases, restraint will not be used any longer than is necessary to prevent immediate harm.

In the event that emergency restraint is necessary, the camper's parents or legal guardian will be contacted by the Camp Director as soon as the situation allows. If the parent cannot be contacted, the emergency contact will be notified. If s/he cannot be contacted, we will keep trying to contact the parent/legal guardian and/or the emergency notification number until someone is reached and notified of the situation.

If at any time during emergency behavior management it becomes apparent that the camper is not or will not be able to regain self-control, 911 will be called at the discretion of the Camp Director.

Exclusion from Camp

If deemed necessary by the Camp Director (in consult with Coordinators), a camper may be excluded from camp for dangerous or intractable behavior that affects the well-being of other campers or him/herself. Parents will be called to pick up the child as soon as possible. It will be the parent's responsibility to arrange transportation for the camper if he/she is sent home, and a refund will not be given. The child will be given the opportunity to say good-bye to cabin mates.

Child Protection Laws and Child Abuse Notification

Act number 238, Public acts of 1975 as amended, is known as the Child Protection Law. This act requires that certain individuals and organizations report all suspected cases of child abuse to the Michigan Department of Social Services. Camp Discovery and all employees are expected to comply fully with this law in the reporting of suspected child abuse and/or child neglect.

Definitions

Child abuse means harm or threatened harm to a child's health or welfare, which occurs through non-accidental physical or mental injury, sexual abuse or maltreatment.

Child neglect means to harm a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including failure to provide adequate food, clothing, shelter, emotional or medical care.

Staff procedures

During the first 24 hours, the Medical Staff Coordinator and other camp staff will document any bruises or cuts noted on campers. All staff members shall watch for signs of camper abuse/neglect as trained during staff training.

Any staff member who suspects that a camper has been abused or neglected will report the suspected case to the Camp Coordinator, who will involve the Camp Director and Medical Staff Coordinator. The suspected case will then be reported to Children's Protective Services, MFIA, within 24 hours of first being informed by the Camp Coordinator.

Information concerning any camper is confidential and is not to be discussed with anyone other than the administration of the camp and Child Protective Services.

If the abuse or neglect is alleged to have been caused by a current staff member, the staff member will be isolated and **may not** have contact with campers until the matter is fully investigated.

The camper must never be informed of this notification process. Their knowledge of this report could endanger them when they return home. Only the Camp Director will make exceptions to this after consulting with the Camp Coordinator.

Reporting Procedures

Within 72 hours, a written report shall be made to the Department. The written report shall contain the name of the camper and the description of the abuse or neglect. If possible, the report shall contain the names and addresses of the camper's authorized person and other information which might be used to establish the cause of abuse or neglect and the manner it occurred.

If the camper is injured, medical treatment will be provided by the nearest hospital or clinic.

Reporting is handled as follows: contact the local county Protective Service Unit for a situation which did not occur at camp.

Destruction of Camp Property

Any visitor, volunteer, or employee of Camp Discovery who accidentally or purposely destroys camp property is responsible for the replacement cost of the property. The employee will be required to sign a "contract of owing" to the camp.