



2023
Staff Manual & Safety Plan

FORWARD

The City and Town of Canandaigua are proud to have you as an employee. This manual has been written to aid you in the execution of your duties and to keep you informed of the New York State Department of Health policies regarding our day camp. Your job, and the contributions that you make, are reflected in the quality of service that the city and town provide. Your prime responsibility, as an employee of the summer day camp program, is to the children, parents and guardians, and public.

The people of Canandaigua will look upon you as a representative of the government. They will make judgments about our city and town based upon how you perform your duties and their impression of you will be their impression of the city and town governments. It is important, therefore, that you be courteous and helpful in all your dealings with your fellow citizens.

Every city employee is essentially involved in public relations; a member of a large and efficient team that is helping our community move energetically forward. We hope that your attitude of public awareness will aid you in efficiently fulfilling the recreational program needs of our community. We are depending on you to maintain our high standards of service.


Thank you for being part of our team!

Table of Contents

Page


Department Mission Statement	3
Department Organization & Job Descriptions	3-7
Chain of Command	7
Hiring Process	7
General Operations & Work Rules	8-10
Forms/Descriptions	11-13
Activities	13-14
Supervision	14
Lost Child	15-16
Discipline	16
Medical Plan	17-18
Reportable Illness or Injury	18
First Aid & Emergency Procedures	19
Aquatic Emergency Procedures	19-20
Missing Swimmers	20-21
Shallow Water Search	20
Deep Water Search	20-21
Adverse Weather & Environmental Conditions	21
Epileptic Seizure	21
Fire Safety	22
Electrical Safety	22
Storm Procedures	22
Evacuation Plan	23
Child Abuse	24
Camp Hazards	24
Publicity	24
Staff Training/Orientation	25
Camper Orientation	26
Day Camp Program	26
Lightening Risk Assessment	26

Department Mission Statement



The City of Canandaigua Parks and Recreation Department strives to provide accessible green space and enjoyable programs in all seasons for the community.

Our goals are to:

- Create a positive relationship between staff and the public through mutual respect and cooperation,
 - Provide opportunities for relaxation, experiential learning and socialization to enhance personal growth and well-being,
 - Continuously improve the quality and safety of our facilities and services.
- 

Department Organization & Job Descriptions

The following shows the organization of the department as it applies to the Summer Recreation Day Camp program, along with job duties based on the approved job titles on file at the Ontario County Human Resources Department:

-Recreation Director (1): Responsible for interviewing, hiring, and overseeing all personnel for the Day Camp program. Gives general guidance to Site Leaders and manages major complaints and concerns regarding the Day Camp program.

-Senior Recreation Leader (1):

General Statement of Duties

Under general supervision - responsible and in charge of a specific segment of the recreation program for the community; does related work as required.

Distinguishing Features of the Class

This is responsible and professional work involving the organization and conduct of one or more parts of the community recreation program. This position is generally associated with the direction of a specific program area. This position involves supervision and coordination of all recreation leaders, assistants, and specialists.

Examples of Work (Illustrative only)

- Implements the program which has been planned and approved; teaches classes in arts and crafts, athletics; team, group, and individual games, fundamentals of play, camping, etc.;
- Organizes and supervises the gym program, game room, progress and conducts tournaments;
- Organizes and supervises playground program;
- Organizes and conducts plays, parent day festivals, groups for social recreation, and other

- special events;
- Gives instructions to subordinate recreation personnel;
- Handles publicity for a particular activity;
- Meets with and talks to guardian groups;
- Keeps records of activities supervised and makes periodic reports;
- Attends staff meetings to discuss special problems;
- Assigns officials;
- Acts as an official in athletic contests when needed.

Minimum Qualifications

Required Knowledge, Skills, and Abilities

A thorough knowledge of the purpose, organization, and conduct of several types of recreation activities; ability to direct recreation leaders; ability to stimulate and hold the interest of participants in both individual and group activities; ability to secure cooperation.

Acceptable Experience and Training

- (a) Completion of three (3) years of study at a college or university of recognized standing; or
- (b) Completion of high school and two (2) seasons of experience in the conduct of recreation activities; or an equivalent combination of the training and experience.

-Recreation Leaders (5):

General Statement of Duties

Under supervision is responsible for the conduct of a particular phase of the recreation program as assigned; does related work as required.

Distinguishing Features of the Class

This position involves the conduct of a particular program under specific policies, the responsibility for a single playground under general supervision, or assisting with the conduct of various minor periodic activities. This position is generally associated with the leadership of a particular facility or the conduct of a single playground. Supervision may be exercised over subordinate-level personnel. This position acts as the on-site health director in the absence of the Camp's health director and takes the lead in emergency situations.

Examples of Work (Illustrative only)

- Carries out the program planned for a recreation facility;
- Organizes groups according to age, interest, and ability;
- Organizes and promotes and directs activities such as softball, badminton, paddle tennis, nature studies, hikes, camping, arts and crafts, storytelling, dancing, singing, dramatics, quiet games, etc.;
- Supervises play activity;
- Assists with the organization and supervision of a gymnasium program;
- Assists with the organization of and conducts tournaments, basketball, bowling, badminton, volleyball, and table game leagues;
- Assists in the organization and conduct of socials, dances, and other special events.
- Plans daily schedule of playground activities;

- Acts as an official and maintains order at games and contests;
- Collects entries and makes drawings;
- Keeps records and makes periodic reports;
- Inspects equipment for safety;
- Operates a public address system and movie projector;
- Attends staff meetings to discuss special problems, the inter-playground program, and the community recreation program;
- Distributes, keeps records of, and maintains equipment;
- Gives first aid.

Minimum Qualifications

Required Knowledge, Skills, and Abilities

Good knowledge of the organization and conduct of one or more types of recreational activities with an emphasis on the organization and conduct of games or athletic events; ability to stimulate and hold the interest of the participants; thorough knowledge of first aid.

Acceptable Training and Experience

- (a) Completion of high school and one year of experience in the conduct of recreational activities; or
- (b) An equivalent combination of training and experience.

-Recreation Assistant (16):

General Statement of Duties

Under direct supervision assists a Recreation Leader in the conduct of recreation activities; does related work as required.

Distinguishing Features of the Class

This is the beginning level for work in the field of recreation and involves the performance of routine tasks under direct supervision.

Examples of Work (Illustrative only)

- Assists in the conduct of basketball, bowling, badminton, volleyball, table games, leagues, a program of a recreation center or other physical facility;
- Assists in the conduct of socials, dances, tournaments, special events, storytelling sessions, dramatics, parties, etc.;
- Assists with the chaperoning of trips and other group activities;
- Assists in the instruction of children in games, sports, arts and crafts, dancing, singing, dramatics, etc.;
- Supervises the conduct of children's games and maintains order;
- Keeps records of attendance activities, equipment, etc.;
- Makes up a schedule for sports and special events;
- Administers first aid;
- Operates a movie projector;
- Distributes and collects equipment.

Minimum Qualifications

Required Knowledge, Skills, and Abilities

Participant's knowledge and familiarity with several types of sports, games and first aid; the ability to comprehend, remember and follow detailed instructions.

Acceptable Experience and Training

(a) Completion of two years of a four-year high school course; or (b) any equivalent combination of training and experience.

-CIT (Counselor in Training) (2):

General Statement of Duties

Under direct supervision assists a Recreation Leader in the conduct of recreation activities; does related work as required.

Distinguishing Features of the Class

CIT's are NOT able to supervise children independently and must be supervised as a camper. This is the beginning level for work in the field of recreation and involves the performance of routine tasks under direct supervision.

Examples of Work (Illustrative only)

- Assists in the conduct of basketball, bowling, badminton, volleyball, table games, leagues, a program of a recreation center or other physical facility;
- Assists in the conduct of socials, dances, tournaments, special events, storytelling sessions, dramatics, parties, etc.;
- Assists with the chaperoning of trips and other group activities;
- Assists in the instruction of children in games, sports, arts and crafts, dancing, singing, dramatics, etc.;
- Supervises the conduct of children's games and maintains order;
- Keeps records of attendance activities, equipment, etc.;
- Makes up schedule for sports and special events;
- Administers first aid;
- Operates a movie projector;
- Distributes and collects equipment.

Minimum Qualifications

Required Knowledge, Skills and Abilities

Participant's knowledge and familiarity with several types of sports, games, and first aid; the ability to comprehend, remember and follow detailed instructions.

Acceptable Experience and Training

(a) 15 years of age; and (b) two seasons prior years as a camper; and (c) complete training program

-Day Camp Health Director*

General Statement of Duties

The Day Camp Health Director shall be the acting City of Canandaigua Fire Chief and must have a valid EMT license. The Parks and Recreation Department's Senior Recreation Leader (summer/seasonal) will be the designated on-site assistant and must have current certification in American Red Cross Basic Life

Support and Responding To Emergencies (BLS/RTE) for the duration of the Day Camp Program. Members of the Day Camp Staff who have current certification in American Red Cross Basic Life Support and Responding to Emergencies (BLS/RTE) shall act as the primary caregivers at their respective park sites. All registration and medical records will be reviewed by each site leader who will collaborate with the Health Director for any special needs, if necessary.

Examples of Work

The Health Director shall designate a leader to review all camp medical applications for the following:

- Immunization History
- Preexisting conditions
- Health needs/restrictions
- Prescribed medications and their administration

Required Knowledge, Skills, and Abilities

Knowledge and practice of Advanced First Aid techniques, including Cardiopulmonary Resuscitation. Ability to direct staff in the assessment of the camper's health status.

Acceptable Experience and Training

Current certification in American Red Cross Responding To Emergencies and Cardiopulmonary Resuscitation for the Professional Rescuer/Basic Life Support (RTE/CPR), upon approval of the New York State Department of Health.

Chain of Command

Each staff member is responsible to his or her immediate supervisor (CIT's, Volunteers, & Recreation Assistants to Recreation Leader; Recreation Leader to Senior Recreation Leader, Senior Recreation Leader to Recreation Supervisor). When an appeal to a higher authority is necessary, the line of authority must be followed in the proper order.

Hiring Process

All day camp staff are hired by standard application through the City of Canandaigua Parks and Recreation Department and Ontario County Human Resources Department. Each agency reviews the applications for minimum qualifications. Applicant information is reviewed by the Camp Director and face-to-face interviews are established. In the event that such interviews are impractical, telephone interviews are conducted. Following the interview, reference checks are made from names and telephone numbers provided by the applicant.

After the appropriate reference contacts have been made and the applicant is hired, they are required to complete a waiver to conduct a criminal background check through the City of Canandaigua Police Department, the Ontario County Sheriff's Department, and per the Child Safety Act, the State of New York. A pre-employment drug screening will also be required, with negative results for illicit drugs.

General Operations & Work Rules

1. Hours of work for the Day Camp staff will be 8:30AM-3:30PM and staff meetings as they are scheduled. Children will attend from 9:00AM-3:00PM, unless a particular activity precludes this schedule. Hours of work for the Kiddie Kamp staff will be 8:30AM-12:30PM and staff meetings as they are scheduled. Children will attend from 9AM-12PM, unless a particular activity precludes this schedule.
2. Staff will clock in and out on the tablet provided by the Director and in possession of the Camp Leader.
3. The Elementary School Camp location will host children after Day Camp from 3:00PM-5:30PM for The After Camp Club (TACC). Staff who are working with the TACC group may be given a 30-minute break during the lunch period. They must clock out and back in, remove themselves from the group and be unavailable to help children or other staff during that time.
4. During the half-hour before the camp program begins, staff members are responsible for facility and playground inspection, cleaning of facilities, and organization of equipment and supplies to be used that day. During the half-hour after the program, staff members are responsible for cleanup, securing supplies and equipment, and securing the building. If entire staff members must leave the park at any time, supplies and materials must be secured and the building locked.
5. The Recreation Leader at each facility is responsible for ensuring that there is adequate supervision of the program participants at all times. No staff may leave the day camp facility without authorization from the Senior Recreation Leader.
6. If an employee must be absent from work, he or she *must* call the Senior Recreation Leader at least one hour before the program begins.
7. All employees must attend scheduled staff meetings unless otherwise excused. A schedule will be available at the beginning of the season but may be subject to change.
8. Employees must be dressed neatly, in shorts or pants and a staff t-shirt, tank top, or sweatshirt. Staff shirts are not to be cut or tied up at the midriff, or display inappropriate logos or sayings. Swimsuits must provide appropriate coverage. Shorts must be long enough to cover the glutes, even when bending over. Employees shall not wear any footwear or jewelry that would impair the execution of duties or responsibilities. All clothing that is not deemed "adventure-ready" may be asked to be changed/edit.
9. Camp is for the participants. Friends of staff members are not to visit any of the day camps or events/field trips. If you see someone you know in public, it is NOT ok to leave the group to say "hi", or to invite them over to "hang out" with you or campers during working hours.

10. Employees are hired to interact with campers, this should be the focus of their time and attention. Staff should never be playing cards among themselves, listening to music, reading, or sleeping. Staff will rotate being in the water when swimming, all staff are expected to swim/be ready to get wet every day.
11. Employees must maintain an even temper and helpful attitude at all times. In dealing with youth, try to handle problems on an individual basis. Never strike a child (even in fun) or use bodily force. Only as a last resort should the child be restricted from the day camp program. In dealing with guardians, be courteous and helpful. If a problem cannot be resolved, involve the Senior Recreation Leader (refer to the section on discipline). If you are unsure of a situation, ask before acting.
12. If an employee has a grievance, it should be presented to his or her immediate supervisor. If the problem is not resolved, the line of authority established under "departmental organization" should be followed.
13. Employees may not consume alcoholic beverages, smoke cigars or cigarettes/vapes, or indulge in any other mood-altering substances during working hours. If suspicion of abuse is reported or duly noted, staff members may be subject to drug and alcohol screening at any time during camp hours.
14. Telephones/cell phones are to be used for business purposes only and for emergencies. With the exception of Leaders, cell phones must not be used during camp hours except for communication on off-site trips and emergencies. If cell phones are used to surf the internet, play games, or become a distraction to employees, the leader may reserve the right to ask all staff to keep their phones in a basket in the office at the start of each shift.
15. Employees may not receive remuneration from anyone other than the City of Canandaigua during working hours.
16. Employees shall give their name, in a respectful manner, to any camper's guardian asking for this information.
17. All contact with news media should be referred to the Senior Recreation Leader or Camp Director.
18. Employees are not permitted to post photos of campers on the internet/social media. If an employee takes a picture, they can submit it to the Recreation Office for official use. Posting photos or updates to social media during work hours are not permitted, as they are a distraction from work responsibilities.

19. Employees who break the rules will be talked to by the Senior Recreation Leader and/or Recreation Supervisor. Remediation actions may include a memo explaining the rules that were broken and the expectations of the staff depending on the severity of the rules broken. Following actions may include termination.
20. Lost and found articles should be kept at the Park throughout the season. All items should be spread out and displayed at drop-off/pick-up at least once a week. If unclaimed at the end of the season, turn the item(s) into the Recreation Department.
21. Any transportation to all off-site day camp trips will be provided by the Canandaigua City School District Transportation Department.
22. The camp program at each camp facility will only utilize water from the City of Canandaigua municipal water system.
23. Day camp participants are to bring a non-perishable lunch each day that they are attending the program for more than four hours. The lunch must be given to a staff member who will make sure that the lunch is marked with the child's name and placed into a container under staff supervision for storage until lunchtime. No food will be shared between participants. Kiddie Kamp and The After Camp Club snacks will be provided by the Recreation Department and will be distributed following all food and safety guidelines.
24. The City of Canandaigua Parks & Recreation Department shall be in charge of park sanitation at City parks, and the Town of Canandaigua Parks & Recreation Department shall be in charge of park sanitation at the Town parks.
25. The beachfronts will be maintained by the City and Town of Canandaigua.

Camp Quotable:

"What you do for yourself dies with you when you leave this world, what you do for others' lives on forever."

-Ken Robinson

Forms

Various forms are included at the end of the manual for your reference.

1. Day Camp Brochure - Day Camp Brochures are generated each year and displayed at various locations, included in the summer brochure and on the City website.
2. Registration Form - Each youth must register on the paper or online registration form. All forms must be turned in to the Recreation Supervisor who will make sure they are entered properly for the child's attendance in the program. Paper copies of any completed forms and immunization records are to be kept on file by the Recreation Director. Electronic access to documentation through City issued tablets must be available to the Recreation Leader at each site.
3. Medical Information Form - Each youth registering for camp *must* have a completed Medical Information Form and updated immunizations on file with the RecDesk Recreation Software, and will be checked in by a leader at the start of the week for verification. If these forms are not received, the child may NOT stay on site. If a child is left at camp without the proper paperwork on file, the Leader must have the child sit with them until a guardian is able to pick them up. The Recreation Leader will immediately call the guardian if they are able, and then call the Senior Recreation Leader.
4. Dispensation of Prescription and Non-Prescription Medications - Children bringing prescription medication, including epi-pens, to Day Camp must have signed permission (form available from day camp staff and online) from parents/guardians for the Recreation Leader to store their child's medication in its original container. Aside from the emergency use of epi-pens, the child must be able to self-medicate, and will also require a Self-Medication Release Form. The original container is required to have patient's name, proper dosage, date prescription filled, expiration date, direction for use, precautions (if any), storage requirements (if any), dispensing pharmacy (name & address), and name of physician prescribing medication. The Recreation Leader will collect and initial the form, and return any unused medication at the end of the child's enrollment.
5. Self-Medication Release Form - Children, with physician and guardian permission, may self-medicate as requested and approved. Any child with medication needs at camp **MUST** keep their medication in their lunch box and/or give it to the Recreation Leader daily. The Recreation Leader may only help open the container. Lunches are kept in the program room, where no child is allowed without the supervision of an adult. If on a field trip, staff must keep the child's medication (or lunch box) in their possession. This form is not needed for epi-pens unless the guardian/child **WANT** the child to be able to administer their own epi-pen.
6. Sunscreen Application Form - Parents/Guardians who wish to have their child protected with sunscreen must supply sunscreen, bottle must be labeled with child's name, no sharing between campers. Parents/Guardians give or deny permission on the registration form to apply sunscreen to their child(ren) during camp hours.

7. Pick-up Authorization - Guardians will check a box to approve their understanding of the pick-up procedures, including the "name pass" method. Guardians will be given two "passes" from the leader before/on the first day of camp. They will have the child's name on the pass and the City Logo. In order to pick up a child from camp, they MUST present the pass with that child's name. Extra passes may be obtained from leaders by presenting their photo identification. No child may leave with anyone who has not presented a pick-up name tag.
8. First Aid Checklist - Turned in weekly to the Senior Recreation Leader on Fridays, starting with training week, except in the instance of being completely out of supplies, then it should be reported immediately. Staff will fill out the checklist the week before camp begins, and then check weekly to stock supplies that were used.
9. Vandalism Report - Turned in as soon as possible upon discovering vandalism at the park facility to the Senior Recreation Leader, then reported to proper authorities.
10. Park Inspection/Cleaning Checklist - Checked daily and turned in to the Senior Recreation Leader by 9:00am so that the Recreation Director can be notified of any park maintenance needs or repairs. Staff must walk the playground and check inside equipment for any unsafe materials or garbage. On days that all camps are together, 1 staff from each park will coordinate a check together. At off-site locations, 1 staff from each site will coordinate a check together.
11. Day Camp Staff Training and Orientation - A checklist for staff training and CIT's.
12. Day Camp Camper Orientation - A checklist for new campers.
13. Timesheet - If staff are unable to clock in on the provided tablets at the beginning of their shifts, or they need to make a change to their timesheet, they may use a paper timesheet to correct the information and submit it to the Recreation Director no later than the Tuesday after the shift.
14. Background check waiver - All staff must consent to a background check prior to the start of camp.
15. Volunteer Information Form - Volunteers agreeing to supervise off-site day camp trips must agree to a background check. These forms should be turned in to the Recreation Supervisor no later than 1 week before the field trip. They can be found with Recreation Leaders or on the City website.
16. Parent/Guardian Evaluation Form - Parents/Guardians are asked to complete an evaluation form of the day camp program and are encouraged to offer comments and/or suggestions to improve the program.

17. Day Camp Participant Questionnaire - Campers are asked for their input to improve the day camp program.
18. Day Camp Staff Questionnaire - Staff are asked at the end of the season to share their assessment of the summer.
19. Staff Evaluation Report - Recreation Assistants will be evaluated by Recreation Leaders and Recreation Leaders will be evaluated by the Senior Recreation Leader.

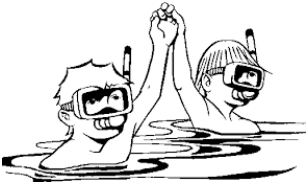
Camp Quotable

"I have learned that you shouldn't go through life with a catchers mitt on both hands. You need to be able to throw something back."

- Maya Angelou

Activities

Swimming



All beach visits are pre-planned, with lifeguards assigned to the day camps' roped-off area. The guard-to-camper ratio shall be 1:25. The aquatics supervisor or other Water Safety Instructor oversees swim tests for the day camp children and colored wristbands will be assigned to swimmers for quick identification. Trips to approved swimming sites will include a ratio of 1:8 staff-to-camper for children over 6, the ratio shall be 1:6 for campers under 6 years old. A buddy check system will be in place that consists of a staff member with a Swim Ability Test Form, listing the participating children and indicating whether each child is a swimmer or non-swimmer. Each child shall be assigned their own tag and tags will be posted on the Buddy Board. Swimmers will be paired with others of the same swimming ability. Non-swimmers will be required to stay in shallow water with their non-swimmer buddy (no more than chest deep of the shortest partner). Non-swimmers paired with swimmers will be required to stay in shallow water areas.

Buddy checks will be conducted by the staff in charge of the Swimming Buddy List every 15 minutes that children from camp are in the water. To conduct a Buddy Check, staff will blow a whistle three consecutive times to notify everyone of the buddy checks. All campers are to then find their buddy and hold their partner's hand up visibly during the check. If needed, swimmers may go to shallow water (or the nearest dock or deck) during the buddy check. The staff in charge of the Swimming Buddy List will count the number of Buddies and match the number counted with the List and Buddy Board. When visiting Seabreeze and Roseland Waterpark, a City of Canandaigua certified lifeguard employee will accompany the group and be stationed at the wave pool. Staff is to check in with the lifeguard with the children before entering and exiting the wave pool.

If staff cannot account for a child or pair of children, the staff must implement the "Aquatic Emergency Procedure" outlined in this manual. *Offsite swimming appendix attached.

Arts & Crafts

Arts and crafts activities will be conducted by the staff at each campsite. Use of potentially toxic or hazardous materials will be controlled by staff in all cases to avoid injury to day camp children. The Senior Recreation Leader is responsible for identifying the toxicity and hazard potential of any given substance or material prior to its use in camp arts and crafts activities.



Sports and Field Games

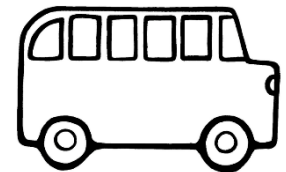


interest.

Staff at each campsite may plan and conduct any variety of sports and field games including, but not limited to group games, cooperative games, softball, kickball, dodgeball, parachute games, etc. All staff are required to exercise caution and maintain a constant vigil regarding the participant's physical abilities, overall activity level, and level of

Transportation & Out-of-Camp Trips

All out-of-camp trips are to be approved by the Senior Recreation Leader and must include approved transportation. Staff are required to follow the method of supervision outlined in "Supervision" of this manual. The camper-to-staff ratio will be 10 to 1 for children over 8 years of age and 8 to 1 for children 8 years and younger.



Camp Quotable

"There are three ways to ultimate success: The first way is to be kind. The second way is to be kind. The third way is to be kind."

-Fred Rogers



Supervision

1. The Recreation Leader will review the list of children registered for Day Camp in the next week and assign children to "teams or groups" with a specific staff member in charge of that group. Staff to camper ratio will not exceed 1 to 12 at Day Camp and 1 to 8 at Kiddie Kamp and will be less as noted in "The Safety Plan" for certain activities.
2. Staff will then be given a list of children assigned to them and supervise these children at "common" times such as roll call, on trips away from the park, lunches, etc. The daily list may vary according to the actual number of children who attend on any given day and the scheduled activities of the day.

3. During "program" times children will be supervised by staff in the various program areas, such as field games, crafts, indoor games, etc. Volunteers and CIT's are not to be in charge of the supervision of children. In the event of all-camp group days, staff will be designated to program areas and campers will be able to enact the "buddy system" between all visible camp spaces.
4. No staff is to be alone with a camper unless they are observable and interruptible.
5. Children are able to enact a "buddy system" for using the bathroom or traveling between designated groups. No child is allowed to enter a building or shelter without the supervision of staff. This includes using the indoor restrooms at Onanda Park, Kershaw Park, or Elementary School building.
6. This system of supervision will be used at all times at Day Camp & Kiddie Kamp.
7. In the event a camper cannot be accounted for, see the "Lost Child" section in this manual past the Evacuation Procedures.

Lost Child

In the event that a child is not immediately accounted for at a camp facility, staff are to:

1. Quietly (without alarming the children) gather the children under their supervision and locate another staff member to assist in their supervision.
2. The staff member who is unable to account for the child is to then notify his/her Recreation Leader and provide a complete description of the child.
3. The Recreation Leader is to then check with each of his/her park staff to be sure that the child has not joined in another activity. If the child is still not accounted for, the Recreation Leader will implement a facility-wide search and assign whatever staff is necessary, (without leaving the other children unsupervised) to assist in locating the missing child.
4. The Senior Recreation Leader and/or the Parks and Recreation Office must be notified immediately whenever the Recreation Leader implements a search for a lost child.
5. If the child is still not accounted for, either the Senior Recreation Leader or the Parks and Recreation Office must notify the Police Department and the NYSDOH.

If a child is not immediately accounted for and is considered missing during an off-site trip:

1. The staff is to quietly (without alarming the children) gather the children under their supervision and locate another staff member to assist in their supervision.
2. The staff member who is unable to account for the child is to then notify his/her Recreation Leader and provide a complete description of the child. The Recreation Leader is to then check with each of his/her park staff to be sure that the child has not joined another camp group.
3. If the child is still not accounted for, the Recreation Leader must contact the appropriate staff/authorities at their trip location to implement a facility-wide search. The Recreation Leader will assign whatever camp staff is necessary, (without leaving the other children unsupervised) to assist in locating the missing child.
4. The Senior Recreation Leader and/or the Parks and Recreation Office must be notified immediately whenever the Recreation Leader implements a search for a lost child.

5. If the child is still not accounted for, either the Senior Recreation Leader or the Parks and Recreation Office must notify the Police Department.
6. The Senior Recreation Leader and/or the Parks and Recreation Department must, upon notification, determine the agency and/or parent/guardian to be contacted based on the following:
 - Camper and/or staff injuries or illnesses that result in death or require resuscitation or admission to a hospital.
 - Camper injuries that involve bone fractures or dislocations.
 - Lacerations sustained by a camper that require sutures.
 - Camper physical or sexual abuse allegations.
 - Camper and staff illnesses suspected of being water, food, or airborne or spread by contact.
 - Camper or staff exposure to an animal potentially infested with Rabies.

Discipline

1. Clearly explain the rules and/or objectives of the activity or game to the children. This will hopefully prevent confusion and provide a basis for their behavior.
2. When a child misbehaves, attempt to discuss the inappropriate behavior in a non-threatening way and explain why the behavior was inappropriate (i.e. safety, destructive to morale, etc.). Ask them to not repeat the infraction.
3. If the child or children continue to misbehave, the staff member may choose to warn the child or children that continuing in this line of behavior is not acceptable and some disciplinary action may be taken if the behavior continues (i.e. temporary removal of the child or children from the activity or a discontinuation of the activity).
4. If the inappropriate behavior persists (at the discretion of the staff), remove the child or children from the activity for an appropriate time. The child or children are not to be allowed to leave the activity until the staff can resolve the situation or refer the child to the Recreation Leader for additional disciplinary action.
5. The Recreation Leader who is referred to a child's discipline problem may attempt to resolve the problem through discussion and/or excluding the child from a scheduled activity. If the problem is severe and continues, the Recreation Leader may refer the child to the Senior Recreation Leader.
6. The Senior Recreation Leader will then attempt to resolve the problem and at his/her discretion, exclude the child from an appropriate number of days from the camp session without refund or credit to the parent or guardian.

Camp Quotable

"How wonderful it is that nobody need wait a single moment before starting to improve the world."

-Anne Frank

Medical Plan

1. The Camp Health Director (City of Canandaigua Fire Chief) shall review all the information on the camper's medical information form and advise appropriate staff of individual camper's existing health conditions, medications, illnesses, and/or restrictions prior to the start of each camper session.
2. The Recreation Leader at each park site shall be certified in American Red Cross CPR/ RTE training. This is in addition to the Senior Recreation Leader and one rover as determined by the Senior Recreation Leader.
3. The Camp Health Director shall be available off-site and another qualified individual (acceptable to the NYS Health Department regulations) shall be available at each camp facility and review all medical needs for each camper. In the event that a child or adult is seriously injured, has stopped breathing, or is experiencing a cardiac emergency, staff qualified to administer first aid, rescue breathing, or Cardiopulmonary Resuscitation for the Professional Rescuer (CPR/RTE) may do so and have someone else call 911 and/or the Canandaigua Ambulance Corps immediately. If the injured child or adult requires advanced life support or emergency care, the Recreation Leader will accompany the injured individual to the emergency care facility.
4. For medical emergencies at off-camp sites, the Camp Health Director or another qualified individual (according to the NYS Health Department) shall provide first aid and/or CPR/RTE as needed. As stated above, if the injured child or adult requires advanced life support or emergency care, the Recreation Leader will accompany the injured individual to the emergency care facility.
5. For daily health screenings, camp staff will determine the condition of each child through direct observation and interaction. Staff should note in the Medical Log any unusual or abnormal injuries and/or conditions that are observed for each camper in their care. If a staff member believes that a child has a communicable condition, the Recreation Leader must be notified immediately, and then proceed with necessary precautions.
6. Should it become necessary for the child or children to be segregated to avoid infection, the Recreation Leader shall determine the best means possible to avoid continued spread of the contagion.
7. All incidents and injuries must be noted in the Medical Log and reported on a First Aid Report (or Injury Report) form. In the event of serious injury, staff must contact the Camp Health Director immediately, note the injury in the Medical Log, and complete an 'Injury Report' form for the NYSDOH and the Parks and Recreation Office as soon as possible. Also, the Senior Recreation Leader and the Parks and Recreation Office should be contacted immediately, after first aid has been given and the ambulance corps called and notified about the injury.
8. The camp office at each park site shall be designated as the Camp Infirmary.
9. Campers must turn in all prescription medications to the Recreation Leader or designated staff at each camp facility in its original container and must be clearly marked with the name and address of the child, the name of the issuing physician, the pharmacy the medication was dispensed from and directions for its use. The campers' parent/guardian must also sign and return a "Dispensation of Prescription Medications" form and said child must be able to self-medicate.

10. The Recreation Leader or designated staff shall secure the medication in the facility office in a locked container. The Recreation Leader or designated staff is also responsible for dispensing a child's medication to the child---child must be able to self-medicate---listed on the container/package at the appropriate time(s) and to no one else. Self-administered prescription medication must also be supervised by the Recreation Leader or designated staff by reminding them of the time to take the medication, reading the medication requirements as indicated on the label, and checking the dosage the camper self-administers. Should any changes in medication be necessary, new paperwork must be submitted by a guardian.
11. Any child required to carry medication on his/her person must forward a "Self-Medication Release Form" to the Recreation Leader.
12. Injuries resulting in blood loss or bodily fluids by the victim are to be contained by using the Infection Control Kits supplied at each camp facility. First Aid trained staff should follow the procedures regarding blood-borne pathogens and universal precautions as outlined at staff training, including proper use and disposal of gloves.
13. Each camp facility staff should bring their first aid and Infection Control Kit along on off-site trips.
14. In all emergency situations, the person(s) with CPR/RTE training will respond while the remaining Leaders/Assistants engage the children in planned group activities at a safe location.
15. In the event of an emergency outbreak, campers will be observed and put into small groups with 1 staff and spread out until guardians can arrive. If just 1 camper needs to quarantine, they can do so with 1 staff in the camp office or under a tree near the pick-up location.



Reportable Illness or Injury

1. Any of the following are considered reportable illnesses or injuries and must be directed immediately to the Senior Recreation Leader and the Parks and Recreation Department and reported to the New York State Department of Health:
 - a. Camper and staff injuries or illnesses that result in death.
 - b. Camper and staff injuries that require resuscitation or admission to a hospital.
 - c. Camper injuries to the eye, head, neck, or spine that require referral to a hospital or other facility for medical treatment.
 - d. Injuries where the camper sustains second-or-third-degree burns to 5% or more of the body.
 - e. Camper injuries that involve bone fractures or dislocations.
 - f. Lacerations sustained by a camper that require stitches.
 - g. Camper physical or sexual abuse allegations.
 - h. Camper and staff illnesses suspected of being water, food, or airborne, or spread by contact.
 - i. Staff and camper who administer epinephrine pen or are exposed to potentially rabid animals.

Camp Quotable:

"What you do makes a difference, and you have to decide what kind of difference you want to make"

-Jane Goodall

First Aid & Emergency Procedures

In case of emergency, call 911

An emergency is any situation that jeopardizes the health and safety of a camper and requires immediate action. It is of utmost importance in conducting emergency procedures that staff maintain a calm, but efficient attitude. Generally, the public will follow the example of those in authority, following directions in an orderly manner when they are given calmly, but with authority.

1. Provide first aid for any injury, but do not attempt to diagnose or treat an injury.
2. Follow procedures as described in the American Red Cross "Community First Aid and Safety" or Responding to Emergencies book. All staff are responsible for being sure they are up to date on first aid procedures.
3. In the event of a serious injury, administer first aid if you are certified and have someone call 911 immediately.
4. If the victim has stopped breathing, apply artificial respiration as per RTE training.
5. In the event of a cardiac emergency, apply *Cardiopulmonary Resuscitation (CPR)* only if you are certified to do so.
6. If the injured child or adult requires advanced life support or emergency care, the Recreation Leader will accompany the injured individual to the emergency care facility.
7. Notify the Senior Recreation Leader, the Parks and Recreation Office, and the Camp Health Director immediately after first aid has been given and emergency medical services have been called.
8. Following the incident, use the Accident Report form to record pertinent information about the injury. In the event of serious injury, the report should be filed with the Parks and Recreation Office immediately.
9. In all emergency situations, the person(s) with CPR/RTE training will respond while the remaining Leaders/Assistants engage the children in planned group activities at a safe location.

Aquatic Emergency Procedures

In any emergency, where help is summoned, the following actions should be taken:

1. Summon an Ambulance, Police Department, or Fire Department if needed.
2. If a child is hurt or injured, attend to the injury if certified in First Aid.
3. In the event of illness of a lifeguard, immediately replace him or her or, if that is not possible, restrict the use of the swimming area to that area that can be safely patrolled with remaining staff.
4. Notify the Recreation Leader of the emergency.

5. Notify the Parks and Recreation Office and Camp Health Director.
6. Notify the parent or guardian of the injured child.
7. If an incident involves any of the following, the NYS Department of Health must be notified within 24 hours and the incident must be recorded in the log book: incident results in death, requires resuscitation, requires referral to a hospital or other facility for medical attention or is a bather illness associated with bathing water quality.
8. In all emergency situations, the person(s) with CPR/RTE training will respond while the remaining Leaders/Assistants engage the children in planned group activities at a safe location.

Missing Swimmers

The following procedures will be followed in waterfront emergencies:

Shallow Water Search

- a. Immediately upon report of a missing person, a description of the individual and last location should be determined. The staff in charge will immediately summon for help, clear the water of all bathers and organize a search of the water. As soon as help arrives, a simultaneous search of the park area and buildings should be conducted by non-aquatic staff.
- b. A designated person should be assigned to stay with the individual reporting the missing person as additional information may be needed.
- c. The lifeguard or staff in charge will stand where he/she can be seen and heard by day camp staff. If required, the lifeguard will organize a search line of staff and patrons. Participants of the line will be instructed to: face the area to be searched, form a straight line, hold hands, spread out evenly, keep the line straight at all times, move slowly, look for bubbles rising to the surface, feel along the bottom with their feet, listen for further instructions.
- d. Upon signal from the lifeguard or staff in charge, the line will start walking into the water and will continue until, upon reaching chest-depth water on the shortest searcher, they are signaled to halt.
- e. When the line halts, have all participants: drop hands, turn around, rejoin hands, and proceed toward shore in formation.
- f. The search will continue until the person is located or until the waterfront director is satisfied that the victim is not in that direction.
- g. If search efforts are prolonged, alternate lengthwise and widthwise patterns.

Deep Water Search

- a. This search will be conducted by waterfront personnel, or other qualified rescue personnel summoned to the scene in the case where a missing person has not been located by the shallow water search or in the case where a report is received of a person submerging in deep water.
- b. The lifeguard or staff in charge will direct this search from shore and appoint one lifeguard to be in charge in the water.
- c. If one or two lifeguards are assigned to the search, they shall determine the area to be covered, dive in one end, and by using a systematic series of surface dives and swimming side by side, they will

cover the bottom in overlapping lanes until the Supervisor is satisfied that the victim is not in that section.

- d. Under conditions in which it is impossible to locate the victim by sight, swim in a side-by-side straight-line formation six inches above the bottom sweeping your hands ahead of you and to your sides in a breaststroke fashion.
- e. Only the supervisor will end the search. Rescuers will rest if necessary, resuming search efforts as soon as possible.

Adverse Weather and Environmental Conditions (Aquatic Areas)

At the first sign of thunder or lightning, or in the event of heavy rain, thunderstorm, hailstorm, fog, heavy wave action or unsanitary water conditions, the following procedures should be followed:

- a. Clear the water immediately and restrict swimmers from the pool or beach area.
- b. In the event of thunder or lightning, instruct the public to get under cover inside a building or vehicle, to stay away from trees, metal pipes or railings, wire fences, and any other metal objects, to stay away from open areas and beaches and not to use telephones. Lifeguards should get down from lifeguard chairs. Do not allow swimmers back in the swimming area until one-half hour after storm has stopped.

Epileptic Seizure (Aquatic Areas)

- a. Any person suffering a seizure in the water and submerges should be transported to a medical facility regardless of apparent recovery, b. A person suffering a seizure should not be allowed in the water again for the remainder of the day.

In all emergency situations, the person(s) with CPR/RTE training will respond while the remaining Leaders/Assistants engage the children in planned group activities at a safe location.

Camp Quotable:

"One person can make a difference, and everyone should try."

-John F. Kennedy



Fire Safety

1. The City of Canandaigua Fire Department will inspect each extinguisher at each camp facility prior to the start of camp and notify the Parks and Recreation Office of the need to recharge any extinguishers, alarm systems, and smoke detectors at each camp.
2. In the event of a fire at a park building, staff are to notify all other staff, children, and park patrons to evacuate the facility immediately through the nearest and safest exit and to contact the City Fire Department immediately by calling 911.
3. Staff will conduct a head count of all campers and staff once collected in a designated safe space.
4. Guardians will be notified of a fire or evacuation via phone calls from the Recreation Office.
5. Staff at each camp facility will review the fire drill procedures with the children on the first day of each new camp session. The staff will conduct an unannounced fire drill within the first 24 hours of each camp session.
6. Fire drills will consist of the following:
 - a. One staff member will sound the alarm for the drill,
 - b. At the sound of the alarm, staff are to immediately discontinue the activity and gather the children under their supervision and go to a predetermined assembly area (Baker - soccer field, Sonnenberg - softball field, Elementary School - bus loop),
 - c. At the assembly area the staff will then check to make sure that all the children attending that day are accounted for. If any children are unaccounted for the Recreation Leader may implement a facility-wide search and assign whatever staff is necessary, (without leaving the other children unsupervised) to assist in locating the missing child or children,
 - d. Once all the children have been accounted for staff and children may return to the activity area prior to the drill,
 - e. The Recreation Leader is to note the date and time of each drill in the Camp Log Book.
7. All Fire Exits are kept clear and marked with proper fire exit signs.
8. Smoking by staff is prohibited during work hours.
9. Fire pits are not used during camp hours. Grills are monitored by staff and children are 30 feet removed from any cooking area while the grill is on.

Electrical Safety

1. The City of Canandaigua Fire Department will inspect each campsite for any electrical hazards including overhead electrical lines, conditions of lines entering the buildings, breaker boxes, and electrical switches.
2. The Senior Recreation Leader will monitor the sites to see that no extension cords are used at the day camp sites.



Storm Procedures

******In the event of a thunder and lightning storm at a camp facility:***

1. Staff will move the children away from open areas, water, trees, and metal structures as soon as possible.
2. Assemble all the children inside the pavilion. Keep the children inside and away from doors and/or windows until the storm passes.
3. If the storm persists, the staff are to begin a "rainy day" indoor activity to occupy the children until the storm passes. When the storm passes, the staff may (depending upon the weather conditions) resume the activity prior to the storm or change to another activity.

******In a situation where an impending storm occurs during an off-site trip:***

1. Staff will move the children away from open areas, water, trees, and metal structures as soon as possible.
2. Assemble all the children onto the bus (if available) or inside a shelter that will provide adequate cover from the storm. Be sure to keep children away from doors and/or windows until the storm passes.
3. When the storm passes, the staff may (depending upon the weather conditions) resume the activity prior to the storm or change to another activity. If the storm persists, the Recreation Leader(s) may decide to end the trip at that point and return to their respective camp facility.

Evacuation Plan

In the event that a park must be evacuated:

1. Staff are to immediately discontinue the activity and gather the children under their supervision and go to the designated meeting area. (Baker - soccer field/walking path, Sonnenberg - softball field, Elementary School - grass in front of N. Pearl St. softball field)
2. The staff will then check to make sure that all the children attending that day are accounted for. Once they are accounted for, the Recreation Leader will wait for bus transportation as prearranged with the Canandaigua City School District Transportation Department to assist in the evacuation of the children, staff, and volunteers from the park site. The children will be taken to the Canandaigua Elementary School. In case of a school evacuation, the children will be bused to Baker Park.
3. If any children are unaccounted for, the Recreation Leader will implement a facility-wide search and assign whatever staff is necessary, (without leaving the other children unsupervised) to assist in locating the missing child or children.
4. The Recreation Leader must immediately notify the Senior Recreation Leader and/or the Parks and Recreation Office at the nearest telephone about any evacuation situation.
5. If an evacuation is needed, the NYSDOH will be contacted within 24 hours.

Child Abuse

1. Children who disclose incidents of child abuse must be referred to the Senior Recreation Leader and the Parks and Recreation Office Staff. It is the responsibility of the Senior Recreation Leader and the Parks and Recreation Office Staff to interview the child and determine what occurred for the child to allege child abuse.
2. Staff who witness an incident of child abuse or suspect a child has been abused must contact their Recreation Leader. The Recreation Leader is to then report the incident to the Senior Recreation Leader and/or the Parks and Recreation Office. The situation must be documented as to the name, address and telephone number of the child abused, the nature of the abuse, when the abuse occurred, and what injuries were sustained resulting from the abuse.
3. The Senior Recreation Leader and/or the Department of Parks and Recreation will then contact the NYS Health Department to report the incident.



Description of Camp Hazards

The City of Canandaigua Day Camp Program operates at three different sites; Baker Park, Sonnenberg Park, and the Canandaigua Primary School. Kiddie Kamp will also operate at the Canandaigua Primary School. Potential hazards at each site include;

- *Baker Park: parking lot, wooded area, and bees in building overhang
- *Sonnenberg Park: road nearby, old ice rink behind building (stagnant water when wet)
- *Canandaigua Primary School: parking lot, creek running through property



Publicity

The Senior Recreation Leader or the Parks and Recreation Department will be responsible for citywide publicity including news releases and public service announcements. If a particular playground has an upcoming event to publicize or the results of an event, this information should be given to the Senior Recreation Leader. In addition to citywide publicity, playground staff will be responsible for promoting activities on the playground site and for ensuring that neighborhood youth are aware of the playground schedule. Upcoming events and weekly schedules should be posted every day and updated on a continued basis. If day camp staff wish to distribute flyers about an activity, they need to provide the necessary information to the Senior Recreation Leader. Please do not distribute any false information.

Camp Quotable:

"Unless someone like you cares a whole awful lot, nothing is going to get better. It's not."

-Dr. Seuss

Staff Training & Orientation

1. Staff training and orientation will occur prior to the first day of camp. Information pertaining to staff training and orientation is included in the forms at the end of the manual.
2. Staff will each sign and date a sign-in sheet at the end of orientation that will be kept on file at each park.

Staff Training

Staff training and orientation are as important as the selection of good staff. Training programs should occur prior to the arrival of the first campers. Provide an estimated time spent during staff training for each of the following subject areas:

Subject	Estimated time (hours/minutes)
An outline of the training curriculum	10 minutes
Tour of camp property	1 hour
Description of camp hazards and policies for eliminating or minimizing them	10 minutes
Chain of command	5 minutes
Procedures for camper supervision and discipline	20 minutes
Child abuse recognition and reporting	5 minutes
Provisions for first aid and emergency medical assistance	4 hours
Reporting of camper injury and illness	5 minutes
Identification and reporting of crimes against campers with disabilities (Required for Camps for Children with Developmental Disabilities only)	5 minutes
Buddy system and lost swimmer plan (if camp has an aquatics program)	20 minutes
Lost camper plan	5 minutes
Lightning plan	5 minutes
Fire safety and fire drills	10 minutes
Camp evacuation procedures	10 minutes
Activity-specific training for assigned activities	2 hours
Camp trips (if provided)	30 minutes

Prior to any counselor starting work at the camp, they will attend staff training minimally consisting of the topic listed above and based on the contents of this safety plan. A "sign-in sheet" will be provided at all staff training to document the attending staff members, date of training, and content of what was covered during the training. Sign-in sheets will be maintained at the camp for inspection by the local health department.

Camper Orientation

1. The campers will receive orientation on arrival at camp. Our plan outlining camper orientation is included in the forms at the end of this manual.
2. Recreation Leaders will document children included in each orientation.

Camper Orientation

Every camper must receive, on arrival at the camp, an orientation to the camp and the camp's policies and procedures. Provide an estimated time spent during camper orientation for each of the following subject areas:

Subject	Estimated time (hours/minutes)
Orientation curriculum outline	5 minutes
Tour of camp property	2 minutes
Description of camp hazards	2 minutes
Chain of Command	1 minutes
Reporting illness, injury, abuse and other incidents	2 minutes
Buddy system	5 minutes
Lost camper plan	3 minutes
Lightning plan	1 minute
Fire drills and evacuation	10 minutes
Camp trips	10 minutes

Camper orientation will be documented by Camp Director of participating campers and date of orientation.

Day Camp Program

Attached you will find a copy of the Parks and Recreation Departments' Summer Day Camp Program brochure and other various recreation forms.

Lightning Risk Assessment

Baker Park:

$$R = (9 + 3 + 1 + 1 + 6) / 5 = 4 \text{ (Moderate)}$$

Sonnenberg Park:

$$R = (9 + 3 + 1 + 1 + 6) / 5 = 4 \text{ (Moderate)}$$

Canandaigua Primary School:

$$R = (9 + 3 + 1 + 1 + 6) / 5 = 4 \text{ (Moderate)}$$