

**MANALAPAN TOWNSHIP PARKS AND  
RECREATION**

**SUMMER CAMP 2019**



**EMPLOYEE POLICY  
AND  
PROCEDURE  
MANUAL**

# Welcome to summer camp!

Welcome to Manalapan Township Parks and Recreation Summer Camp. This Employee Handbook contains a general statement of personnel policies and procedures in effect at Manalapan Township Summer Camp. This Handbook does not create any contractual rights between you and Manalapan Recreation and may be changed at any time. The policies stated in this Handbook are now in effect and supersede all policies that have been articulated in the past. Questions may be directed to the Summer Program Coordinator.

## **EMPLOYEE POLICIES**

### **Hours of Operation**

- o The standard camp day will run from **8:00am to 3:00pm Monday – Friday**. All employees are to arrive no later than **8:00am**. **Late arrivals will be documented** and noted on evaluations.
- o All camp staff must report to their Group Supervisor who will record the time of employee arrival and the time of employee departure. Sign-in and sign-out times will be rounded to the nearest quarter hour.
- o Unless otherwise approved by the Program Coordinator, staff members will only be eligible for compensation between 8:00am and 3:15pm.
- o Exceptions (the below are compensated):
  - Staff meetings, trips arriving late, working After Care
  - If the entire camp day is cancelled due to inclement weather, employees will be compensated for two hours of work.
  - If half of the camp day is cancelled due to inclement weather, employees will be compensated for the time that they work that day.

### **Uniform & Jewelry**

- o All employees **must wear** the 2019 camp issued staff shirt.
- o **Employees may not rip, cut, or write on their staff shirts.**
- o Employees must wear **sneakers** with the laces tied. Sandals or flip flops are not appropriate attire.
- o Employees must wear shorts of an appropriate length (at or below fingertip length).
- o For safety reasons it is recommended that employees do not wear jewelry. Jewelry is worn at your own risk and will not be replaced if damaged, lost, or stolen.
- o It is strongly recommended that employees wear a backpack to carry their belongings.
- o **All Group Supervisors must have their group binders and their radios with them at all times.**

### **Staff Parking**

- o Employees are required to **park in the following lots only:**
  - **Dreyer Lot (center only), Lot 4, Lot 5, or the Lot outside of Field 1's third base line**
- o We suggest that you lock your car while it is parked in the lot. We do not assume responsibility for damage to your vehicle or loss of contents.

### **Bus Counselors**

- o If you are a bus counselor, you must work together with the bus driver to ensure a safe environment for the campers. The bus is an extension of the camp day, so you must supervise the campers on your bus at all times, making sure everyone is seated and behaving appropriately with the campers around them. You and the bus driver will decide whether assigned seats are necessary for the campers. If so, it is your job to assign the seats and enforce them. You must record and report any incidences that occur to the appropriate Cluster Director. You must be the first on the bus every morning and the last off the bus every afternoon. You are responsible for the campers on your bus.

## Staff Meetings

- o All **Head Staff** (includes Group Supervisors and Lead Counselors) meetings will be held on Wednesdays at the Cluster 3 big top tent.
- o All **Full Staff** meetings will be held on Thursdays at the Cluster 3 big top tent.
- o Meetings will begin promptly at 3:15pm and run no later than 4:15pm. **All staff, except bus counselors, are expected to attend these meetings, even counselors that use the bus for transportation (different than bus counselor).**

## Time Off

- o Our camp requires staff attendance to meet ratios for camper safety. Any time off is extremely frowned upon. In most cases it will not be approved.
- o Requests for time off must be made in **writing**. Personal Day Forms must be filled out and given to the Cluster Director. The Cluster Director will give any requests to the Program Coordinator as soon as they receive them. The Program Coordinator has the right to approve or disapprove an absence.
- o **Employees may not take any days off without penalty of forfeiting their position.**
- o Employees jeopardize their employment status and likelihood of future employment when taking multiple days off. Not adhering to the policy will also be reflected on an **employee's evaluations**.

## Training

- o Summer Camp Employees are required to participate in staff training programs, which take place at the full staff meetings on Thursdays.
- o This training provides a solid foundation in effective counseling and leadership. Staff members receive on-going instruction in policies and procedures, child development techniques, communication strategies, and recreational game training.
- o Staff training is mandatory and will be scheduled for **Thursdays, during Full Staff Meetings**. After a brief Full Staff meeting, clusters will move to various locations for training.
- o **Counselors In Training**: will have daily sessions with the CIT Director throughout camp season.
- o Certain Staff will be required to watch the Golf Cart Safety video. Only those who have watched the video are approved to drive a golf cart during camp hours.

## Harassment Policy

- o It is our policy to maintain a working environment free of any form of harassment, intimidation, or exploitation. We will not tolerate any verbal or physical conduct by an employee which harasses, disrupts, or interferes with any employee's job performance, or which creates a hostile, offensive, or intimidating work environment. Prohibited forms of harassment include, but are not limited to:
  - o Degrading or demeaning conduct or comments of a sexual nature or relating to a person's race, religion, ethnic origin, height, weight, handicap, etc.
  - o Conduct of a sexual nature such as sexual advances, touching, requests for sexual favors, etc.
- o Any violation of this policy should be reported immediately to the Program Coordinator or the Superintendent of Parks and Recreation. Any employee found in violation of this policy will be subject to disciplinary action, up to and including discharge.

## Evaluations

- o All counselors will be evaluated **twice** during the summer. The first evaluation will occur during the **3<sup>rd</sup> week** of the program and the second (final) evaluation will occur during **the last week** of the program.
- o All **Group Supervisors** will complete the evaluations for both the Lead Counselor, and the Regular Counselors.
- o Evaluations will serve as the basis for recommendations for the following year. **Counselors with poor first evaluations who do not show improvement should not expect to be rehired.**
  - o **Evaluations will be based on a numerical rating system. Only those counselors whose ratings are above average on the final evaluation will be recommended for hire for the following season.**

## **Disciplinary Procedures**

o The Parks and Recreation Department reserves the right to impose discipline, up to and including discharge, in the event of any inappropriate conduct or performance. The following are examples of misconduct that will lead to reprimand, suspension, and/or termination. Group Supervisors are to document all incidences on a Counselor Incident Report and give the report to the Cluster Director. A mentoring program is available to counselors who have incidences.

### **Grounds for Reprimand**

1. Failure to be at your work station ready to work at the assigned time, or leaving the work station prior to the assigned time
2. Carelessness or inattention to duties
3. Unauthorized or unexcused absences; reporting to work late; leaving work during work hours without authorization; reporting late for staff training, not attending staff training
4. Engaging in any unsafe or dangerous conduct
5. Violation or disregard of safety rules
6. Smoking at the Recreation Center or on school property
7. Use of cell phone/electronic devices

### **Grounds for Suspension or Termination**

1. Falsification of records, including the weekly record of employee hours
2. Theft or taking property/equipment without authorization
3. Intentional abuse or destruction of property
4. Bringing weapons of any kind on the premises
5. Reporting for work or performing work while impaired by alcohol or drugs
6. Possession of illegal drugs or alcohol on premises
7. Insubordination
8. The use of profane or threatening language
9. Repeated lateness to work
10. Failure to attend assigned staff training sessions or staff meetings
11. Excessive use of cell phone/electronic devices

### **Immediate Termination**

1. Endangering the welfare/safety of a child
2. Lying to the Superintendent or the Program Coordinator
3. Taking more than one day off unless otherwise approved by the Program Coordinator

## **Drop-Off, Pick-Up, & Parking**

o All camp groups are assigned a place to have campers dropped off in the morning and picked up in the afternoon.

- o **Group Supervisors** are responsible for assigning counselors to either parent drop-off/ pick-up or bus duty in both the morning and afternoon.
- o Assigned counselors are responsible for getting the campers to and from their assigned meeting areas.
- o Because all camp groups are permanently located at the Manalapan Recreation Center it is necessary that we follow a set of procedures for parents to drop-off their children in the morning and the pick-up their children in the afternoon.
- o **Parents will need to drop-off and pick-up their children at different parking lots depending on their children's camp group.**
- o Campers in either a **Kindergarten or First grade group** will be dropped of between **8:15am and 8:30am** in **Parking Lot 1** only.
- o Campers in a **Second or Third grade group** will be dropped off between **8:15am and 8:30am** in **Parking Lot 3** only.
- o Campers in either a **Fourth or Fifth grade group** will be dropped off between **8:15am and 8:30am** in the **Dreyer Parking Lot** only.
- o Campers in either a **Sixth or Seventh grade group** will be dropped off between **8:15am and 8:30am** in the **Expansion Parking Lot** only.
- o **Afternoon pick up** will occur at the **same lots** as for drop-off between **2:45pm and 3:00pm**.
- o To ensure the safety of children **we are requiring that parents park their cars and show their driver's licenses** (or an alternative ID) to a counselor so that we are certain the children are going home with a parent. If **persons other than a parent** will be picking up the campers, **parents should either complete the Pick Up Authorization Form in the main office or write and sign a letter indicating exactly what individuals are allowed to pick-up their children from the recreation site. Those individuals will also be required to identify themselves.**

## **Attendance**

- o Each day Group Supervisors will be responsible for maintaining both the staff and camper attendance.
- o By **9:00 a.m.** Group Supervisors must report their attendance number to their Cluster Director.
- o Group Supervisors are also responsible for maintaining their daily attendance sheet that includes absent campers, late arrivals, and early dismissals.

## **Late Arrivals/Early Dismissals**

- o **Late arrivals:** Parents must bring their children to the Kuschick Pavilion for Clusters 1 and 2, and to the Expansion Pavilion for Clusters 3 and 4..
- o The EMT will radio the Group Supervisor who will send a counselor to the Kuschick Pavilion to receive the camper and bring the camper to the group.
- o **Early Dismissals:** Parents must go to the Kuschick Pavilion and request their child before 2:00 p.m..
- o The EMT will radio the Group Supervisor who will send a counselor to the Kuschick Pavilion with the camper for dismissal.

## **Lunch**

- o Campers must bring their own lunch. There is no concession stand this year selling snacks. However, the ice cream truck will still come each afternoon.

- o Each morning, please check with *all* of your campers to make sure that they have a lunch. If a camper does not have lunch, please call their parents first thing in the morning, so they can bring in lunch. If no one is available and as a last resort, bring the camper to the Kuschick Pavilion for a peanut butter and jelly sandwich and a juice box. If you have a camper that forgets his/her lunch on a regular basis, notify your Cluster Director.
- o If a parent is bringing in lunch for their camper, only allow it if the lunch is dropped off during the scheduled lunch time. For example, parents should not be dropping off pizzas an hour after the scheduled lunch time. Also, be aware of campers leaving others out of their “lunch parties.”
- o All groups should begin lunch at their allotted time. Lunches should be eaten in the group’s designated area.
- o Counselors must provide their own lunch or purchase a lunch from our lunch program. **Counselors may not order lunch to be delivered from an outside vendor.**
- o During lunch, Group Supervisors must make sure that the counselors are seated one per table so that campers are supervised at all times. Staff should make sure that all campers are eating and drinking fluids during lunch time.
- o Groups may not proceed to the next activity until their areas are **CLEAN**. IT IS THE RESPONSIBILITY OF GROUP SUPERVISORS, LEAD COUNSELORS, AND COUNSELORS TO MAKE SURE THE CAMPERS CLEAN THEIR AREA IMMEDIATELY AFTER LUNCH AND THROUGHOUT THE DAY AS NECESSARY.

### **Rain Days**

- o In the event of inclement weather, camp will be cancelled. If camp is cancelled for the entire day, the decision will be made by 7:00am and all parents/guardians will be notified by email; Facebook and phone shortly thereafter. If a trip is scheduled on a camp day that is cancelled, the trip will possibly be rescheduled or the parents/guardians will receive a credit to use towards another scheduled trip that still has available space.
- o If the campers have arrived to camp and the weather becomes inclement, the camp day will be cancelled for the 2<sup>nd</sup> half of the day. This decision will be made by 11:00am and parents/guardians will be notified by email, Facebook and phone shortly thereafter. **All campers must be picked up no later than 12:30pm.** There will be no after-care on these days. **The pick-up procedures will always be the same.** If the campers are on a trip and the 2<sup>nd</sup> half of the camp day is cancelled, the campers will most likely stay on the trip and a different pick-up time will be designated only for the campers on the trip. If this occurs, the pick-up will be at the Kuschick Pavilion.
- o If it starts to rain and we are already at camp, Group Supervisors are to ensure that their groups get somewhere where the campers will be protected from the rain immediately, such as under a pavilion or under a tent.

### **Scheduling**

- o Each Wednesday at the Head Staff meeting, the Group Supervisors and Lead Counselors will be responsible for creating the schedules for the following week.
- o **Schedules must reflect the idea that campers always have a choice between an “active” activity and a “passive” activity.**

o On Thursdays, the Head Staff will communicate to their counselors the schedule for the following week and go over counselor assignments for each activity, trip, duty, etc.

Sample Schedule: WEEK OF \_\_\_\_\_ GROUP 3<sup>RD</sup> ORANGE

TIME FRAME	ACTIVITY – ACTIVITY	ACTIVITY - PASSIVE
8:15-8:30	Drop off	
8:45-9:30	Basketball	Arts & Crafts
9:45-10:30	Soccer	Lyric Game
10:45-11:35	Home Run Derby	Messenger
11:40-12:25	Lunch	
12:30-1:15	Capture the Flag	Drip Drip Drop
1:30-2:30	Volleyball	Nature Walk
2:45-3:00	Pick Up/ Bus Departure	

**PLEASE NOTE: Group Supervisors/Lead Counselors must fill out an Equipment Request form if sport equipment is required for an activity. These forms must be handed in to the Equipment Manager at least one day prior to the activity. Equipment will be brought to your group, or a counselor may be asked to pick up the equipment. Should your group have additional needs you may radio the Equipment Manager.**

### Arts & Crafts

- o Group Supervisors may request art supplies in advance for a planned activity. Group Supervisors should request the supplies at least 24 hours prior to when they will need them.
- o The **Arts & Crafts supervisors will await your group’s arrival at the Arts & Crafts tent at your scheduled time** for Arts & Crafts.
- o To prevent unnecessary preparation on the part of the Arts and Crafts Supervisors, Group Supervisors must **notify Arts and Crafts ASAP** if your group will not be participating.

## SPLASH PAD RULES AND REGULATIONS

- O The campers will be able to refresh themselves during the camp day
  - The Splash Pad is open to all ages; Splash pad open to public during camp hours
  - The facility will open at 10 a.m. for camp use to 2:30 p.m.
  - Splash Pad area may close for inclement weather
  - Splash Pad area will close immediately upon Lightning Detection notification and will not reopen until all-clear has sounded
  - Open wounds must be covered appropriately
  - Appropriate water attire is required to use the facility
  - Bare feet, smooth bottomed or rubber soled water shoes are required

The following are not permitted within the Splash Pad area:

- No food, beverages\*, gum, glass containers or tobacco products
- No lawn or beach chairs
- No climbing or hanging on fence and/or water features
- No skateboards, rollerblades/skates or bicycles
- No unsafe play, inappropriate language or disruptive behavior
- No radios or amplified devices

- No pets

\* Plastic water bottles and baby bottle/sippy cups are permitted.

Violators of the above regulations may be removed from the Splash Pad facility.

## Dismissal Procedures

- o Dismissal procedures will begin at **2:30pm**.
- o Please be loud and clear when making dismissal announcements to ensure that all campers get where they need to be going.
- o **Group Supervisors** assign the staff coverage for parent pick-up, bus dismissal, and aftercare.
- o Any person picking up a child **MUST SHOW IDENTIFICATION** to a counselor.
- o Group Supervisors also assign staff coverage for area and equipment clean-up.

## After Care

- o Campers in After Care must be escorted to the Kuschick Pavilion promptly at 2:45pm.
- o Counselors who are working After Care must also be at the Kuschick Pavilion no later than 2:45pm.
- o If campers are brought to the Kuschick Pavilion by counselors who are not working After Care that day, **those counselors may not leave until the After Care counselors in charge of their particular grades are present, or with permission from the After Care Administrator.**
- o At 3:00pm, any campers who are not normally After Care campers, but have not been picked up, are to be brought to the Kuschick Pavilion and to be signed in with the After Care Administrator.

## Trips

### Regular Trips:

- o Grades have been divided into four different Clusters.
- o Counselors must wear camp staff shirts on all trips. No counselors may remove their shirts on any trip including Hurricane Harbor and other water parks.
- o Campers will be divided into groups of 5-10 (depending on the trip) and one counselor will be assigned to each group.
- o Counselors must stay with their group **throughout the entire trip**. Failure to remain with your assigned campers **will result in disciplinary action**.
- o Either a Group Supervisor or a Lead Counselor must be on each trip from each group (the other Head Staff member must stay back with the remainder of the group at the Recreation Center). Wherever the largest number of children is going, the Group Supervisor will follow. This person is accountable for the safety of all staff and campers, and will also keep an open line of communication with the bus driver(s), facility employees, and will report directly to the Trip Coordinator.
- o Campers who do not wish to go on a trip for which they are registered must present a note to the Group Supervisor on or before that day.
- o Group Supervisors are required to inform the Cluster Directors regarding exactly which counselors are working the trips.
- o Staff members are obligated to work trips if they are assigned by their superiors.

## Swim Trips

- o Groups will be scheduled to go on swim trips approximately twice per week.
- o Schedules will be distributed to Group Supervisors.
- o Not all campers have to go on the trips, however all campers who have returned a signed Swim Trip Permission Slip will be eligible to go.
- o Campers with Permission Slips may choose to go on the trip, or choose to stay at the Recreation Center.

## Radio Communication

- o **Channel 1**                      **K-1 Groups, EMTs**



- o Channel 2                   2<sup>nd</sup>-3<sup>rd</sup> grade Groups, Arts and Crafts
- o Channel 3                   4<sup>th</sup> – 5<sup>th</sup> grade Groups
- o Channel 4                   6<sup>th</sup>-7<sup>th</sup> grade Groups
- o Channel 5                   **Camp Administration: Program Coordinator, Cluster Directors, CIT Director, Equipment Manager**

o Radios are stored in the camp office, next to the mailboxes in the Kuschick Pavilion (Clusters 1 & 2) or Expansion Building (Clusters 3 & 4).

o Only the Group Supervisors or Lead Counselors may use the radios.

**o The Group Supervisor (or Lead Counselor) must have the radios on them at all times and must be able to respond immediately to calls.**

o Radio usage should be kept to a minimum and conversations must be strictly camp-related.

### **Kuschick Pavilion and Expansion Buildings**

o Inside the Pavilion is strictly for the use of the EMTs and the Camp Administration. Group Supervisors will be able to be in the pavilion to pick up their mail and radios. **No other summer employees should be inside the Kuschick Pavilion building at any time unless you have escorted a camper to the EMTs.**

### **Missing Camper Procedures**

o Counselors are responsible for the campers assigned to their group at all times. Head counts must be taken prior to, and after all activities. Counselors must not assume all campers are with them. The count must take place.

o If a counselor determines that a camper is missing the following steps must be followed:

- o **Group with the Missing Camper** - Inform the Group Supervisor.

- o The Group Supervisor must confirm that there is in fact a camper missing.

o Notify your Cluster Director immediately.

o If the camper is officially lost a search must begin immediately. The search begins when the Group Supervisor announces the code over the radio. **Program Coordinator** is informed immediately.

- o **The code is:** "Attention all staff, code (grade – color – child's name – description)."

- o Repeat the code at least three times on your assigned radio channel.

- o Go to the remaining channels and repeat the code.

#### In Addition:

o Group Supervisors must direct a counselor at each activity and the CIT(s) to remain with the campers.

o All other counselors must participate in the search including the Group Supervisor with the radio.

o Missing Camper Search Assignments

- o After the code is delivered the staff will have five minutes to locate the missing camper in the recreation center.

#### **Search Assignments**

##### **Staff Member's Areas to Search (include all surrounding areas)**

Kindergarten	Shelter Building & Area
1 <sup>st</sup> Grade	Fields C & D
2 <sup>nd</sup> Grade	Fields 1, 2 & 3
3 <sup>rd</sup> Grade	Fields A & B, Kuschick Building & Area
4 <sup>th</sup> Grade	Fields E & F, Back Parking Lot & Maintenance area
5 <sup>th</sup> Grade	Dreyer Parking Lot and Fields 4, 5 & 6
6 <sup>th</sup> Grade	Fields G, H & J and Dreyer Snack Bar Area
7 <sup>th</sup> Grade	Fields K & L, Field 7, 8 & 9

- o When the camper is found a radio announcement must be made immediately on the Administrative Channel (5) and the Cluster Directors will then repeat the announcement on channels 1, 2, 3, & 4.
- o If after five minutes the camper remains missing, the Program Coordinator will contact the police. The search will continue with the police.

## **Camper Discipline Policies and Procedures**

**(As they appear in the Parent Manual)**

Head staff are to complete an incident report and inform an administrator whenever a camper has violated the discipline policy.

### **Anti-Bullying Policy**

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during the camp season and can be especially hurtful when persons are targeted with meanness and exclusion.

**At Manalapan Recreation Summer Camp bullying is inexcusable, and we have a firm policy against all types of bullying (see Camper Behavior Agreement- #7).** We are committed to a safe and enjoyable camp environment for all of our campers and staff, free from harassment, intimidation, or bullying. We work together as a team to ensure that campers have a safe and fun summer that results in a lifetime of great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at Manalapan Recreation Summer Camp.

### **Camper Behavior Agreement**

**\*The following information will be distributed on the first day of camp and must be signed and returned the following day. It is important that both the parents and campers understand and abide by the following agreement:**

- Arrive and remain at camp with a positive attitude, open to meeting new people, and trying new activities.
- Work with counselors and fellow campers towards creating an environment that is safe and welcoming for everyone
- Understand that doing intentional harm or bullying another camper, either physically or emotionally, is grounds for dismissal from camp.
- Understand that doing intentional harm, like vandalizing, to the camp site is grounds for dismissal from camp.

- Understand that although you may be able to solve some conflicts on your own, the counselors are always ready to listen and assist if there is a problem. Understand that your counselors and all of the camp staff need and want to help, but can only do so if you are willing to share any concerns that you have with them.
- Remain with counselors and partake in the activities that are planned.
- Use appropriate language and understand that the use of excessive, deliberate, profane language will not be accepted.
- Do not use your cell phone during the camp day, unless given permission by your Group Supervisor/Lead Counselor and leave all other electronic devices at home.
- Be respectful of the property and personal space of other campers and camp staff.
- Do not possess smoking materials, lighters, matches, illegal drugs, alcohol or weapons of any kind.

The Manalapan Parks and Recreation Summer Camp operates on a three-strike policy. The first infraction will result in a verbal warning between staff and camper(s) and documentation of the incident. The second infraction will result in suspension from the camp program. A third infraction will result in a conference between the camper(s), parent(s), Camp Director, and the Director of Parks (if needed). This third infraction can result in suspension or the removal from the camp program.

Refunds are not given for any camper who is sent home/removed from the program for disciplinary reasons.

A **zero tolerance policy** is enforced in regards to physical aggression. Any camper who commits an act of physical aggression against another camper, staff member, or anyone else will be automatically suspended from the program. As a parent, you will be responsible for picking-up your camper within one hour of the decision to suspend your child from camp. Depending on the act of aggression, your child may not be able to return to camp for the remainder of the camp program.