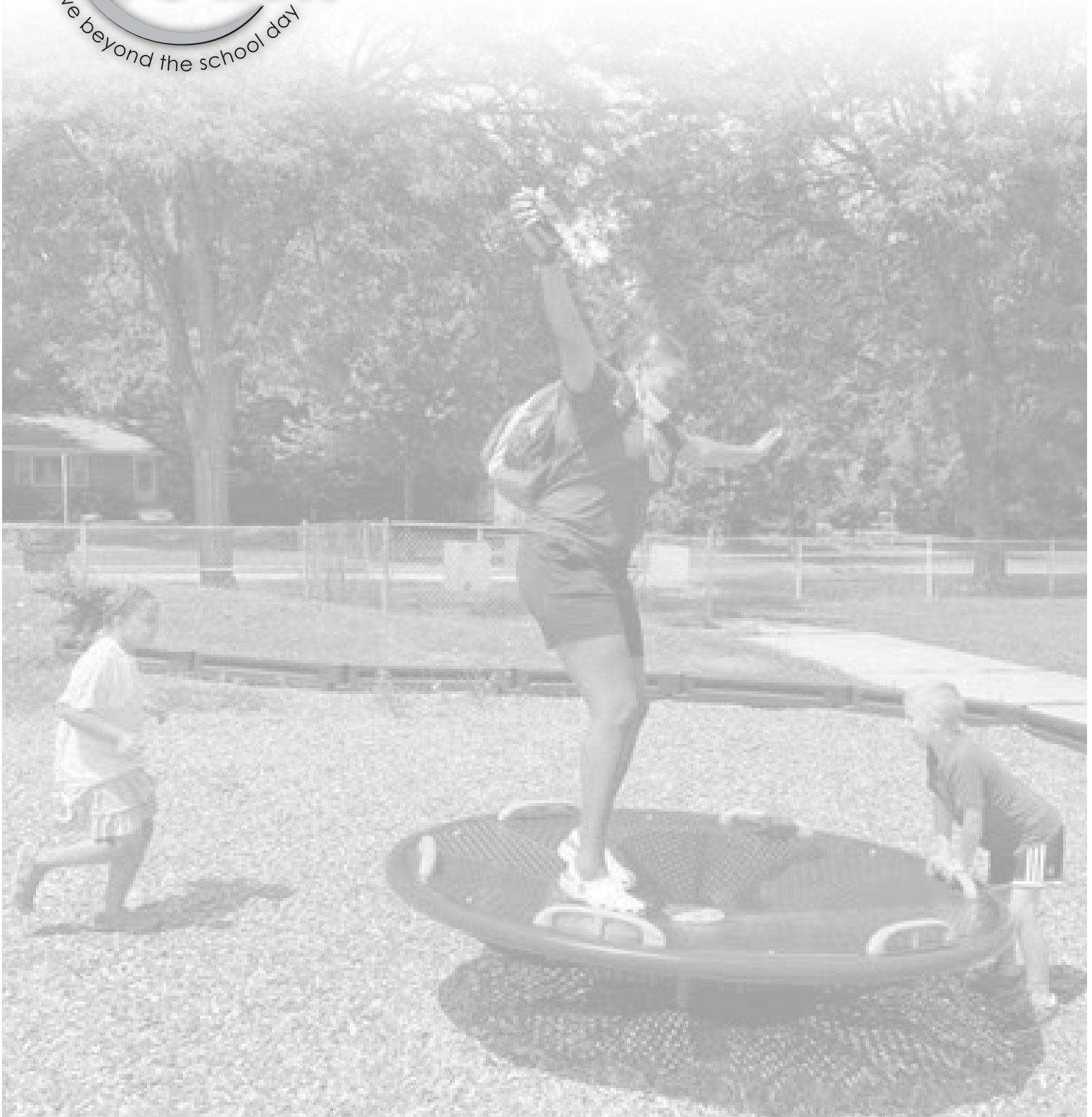


Day Camp Staff Manual

2022 Summer



www.wisconsinyouthcompany.org

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Summer Day Camp Staff Manual

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Attendance and Enrollment

Please note: Families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Attendance

Snapshot: Wisconsin Youth Company attendance forms are legal documents that must indicate accurate time of arrival and departure. The use of blue or black ink is required. All children must be signed in, signed out or marked absent each day. All camps have State of Wisconsin approved capacities. The attendance and actual camper count may not exceed this capacity. Reference your camp's license for specific capacity information.

Sign-In Process

- Greet each child and Parent upon arrival
- Parent must indicate the time of arrival and sign their name (no initials) in blue or black ink
- The child then finds their tag and hands it to the appropriate staff member
- Inform the child where they can place their belongings
- Say goodbye to the child's Parent

Sign-Out Process

- Greet Parent upon arrival
- Verify the appropriate person is picking up the child. If the pick-up person is new, check their photo identification and verify their name and contact information with the registration binder.
- Guide the individual to their child
- Staff returns the appropriate tag to the child and child puts their tag away
- Parent records time of sign-out and signature on the attendance, in blue or black ink
- Briefly talk with the Parent about the day's activities, including the child in the conversation
- Say goodbye to the Parent and child

Authorized Pick-ups

All children must be picked up by authorized pick-up people. Authorized pick-ups can be found on the child's registration file under P1, P2 or the emergency contact chart. If a Parent would like to add a new authorized pick-up to their account, they must contact the administrative office in writing .

Unauthorized Pick-ups

If an unauthorized individual arrives to program to pick up a child, complete the following steps:

- Call the child's Parent to inform them that the pick-up person is not authorized, and they will have to contact the administrative office in writing to authorize the individual
- If you are unable to reach the Parent, contact the Help Line for further assistance

Unexpected Arrival

If an unauthorized individual arrives to program to pick up a child, complete the following steps:

- Call the child's Parent to inform them that the pick-up person is not authorized, and they will have to contact the administrative office in writing to authorize the individual
- If you are unable to reach the Parent, contact the Help Line for further assistance

Unexpected Absences

If an unexpected child arrives to program, complete the following process:

- Check the registration binder for a change of schedule form
- Check the message log to verify a change in attendance
- Call the administrative office for verification
- If the child's attendance is confirmed, enter their name on the attendance form under the correct grade
- If the child's attendance isn't confirmed, let the Parents know that they are not scheduled for program and they can contact the administrative office for further details

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Extracurricular Activities

Snapshot: Prior to attending an extracurricular, a child must have an extracurricular permission form on file with Wisconsin Youth Company.

Extracurricular Permission Form

A Parent can complete an extracurricular permission form electronically or as a hard copy on-site. If the form is completed with the administrative office, the site staff will be notified via the message log. If a Parent completes the form on-site, the pink copy is provided to the Parent, the yellow copy remains on-site and the white copy must be returned to the administrative office. The on-site copy should be stored in the camp extracurricular binder.

Extracurricular Tracking

All programs have a binder at site dedicated to storing extracurricular forms. Keep all current forms organized in this binder. After an extracurricular concludes, the forms can be shredded.

Extracurricular Attendance Preparation

Upon receiving an extracurricular permission form, prepare your attendance to indicate that the child will be attending an extracurricular. Under the child's name and designated day, note, "Extracurricular" in red ink. Then, use red ink to divide the sign-in and out boxes into four boxes.

Sign-in	7:30 a.m.	<i>Parent Signature</i> /black ink
	12 p.m.	<i>staff signature</i> /red ink
Sign-out	2 p.m.	<i>staff signature</i> /red ink
	5:30 p.m.	<i>Parent Signature</i> /black ink

Extracurricular Process

- Child checks in at program
- Child is signed into program in blue or black ink
- At time noted on permission form, staff remind child that they can depart for their extracurricular
- Before departure, the child retrieves their tag and places it in a container dedicated for extracurriculars
- Staff signs child out in red ink and child is excused to extracurricular
- If permission form indicates that a child will return to program after the extracurricular, staff should expect them to return at time indicated on the form
- When child returns, they should retrieve their tag and provide it to the appropriate staff person. Staff person will then sign them in, in red ink
- Staff will then proceed with normal pick-up procedure and ensure that the child is signed out with black or blue ink

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Messages

Snapshot: Wisconsin Youth Company requires Parents to relay all messages through the administrative office. Program staff must contact the administrative office daily via the site cell phone. Administrative staff will provide site staff with messages. Site staff must record messages on pink message log form. This form is a legal document.

Checking Messages

Site staff are required to call the administrative office at 9 a.m. to check for daily messages. The number for the administrative office is in the site cell phone under “Dane Office Cell” or “Waukesha Office Cell.” Identify yourself, your site and request your site messages.

Recording Messages

Each month should start with a new message log. Message logs should be kept in the designated binder on-site. Record the following for each message:

- The time recorded (a.m. or p.m.) and the date
- The initials of the individual recording the message and providing the message
- The child’s name and program
- If a child is absent, dropping in or adding a day, designate by highlighting or circling
- Add extra details under the “Other Message” column
- If necessary, enter the message on the attendance form and record on the message log
- If there are no messages, record the date and initials. Then write “no messages.”

On-site Messages

If a Parent provides a message in-person at program, write the message in the message log and remind the Parent that they will need to call the attendance message line as well.

Voicemail

Check the voicemail at program upon arriving to site. Record any messages in the message log. The password for the site cell phone voicemail is the last four digits of the cell phone number.

Voicemail Script

“You have reached [PROGRAM NAME]. If you are calling to report your child’s absence, hang up and call the 24-hour attendance message line at [608-276-9898-Dane]/[262-547-2326-Waukesha]. If you are calling during program time, we are busy engaging with the children and are unable to answer the phone. We check our messages periodically throughout the day. Please feel free to leave a message and we will return your call as soon as possible. Thank you for calling [PROGRAM NAME].”

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Early Drop-off and Late Pick-up

Snapshot: Programs are licensed from 7 or 7:30 a.m. to 5:45 or 6 p.m. Parents dropping off children prior to the start time or picking up children five minutes or more after program closing time are charged an early arrival or late departure fee of \$25 per child for every 15 minutes or portion thereof.

Early Drop-Off

If a Parent is attempting to drop off early, politely remind them of your program's start time. If they choose to leave their child earlier than the designated drop-off time, use a green late pick-up form to sign them in.

Late Pick-Up Process

If a child has not been picked up by the program's closing time, complete the following steps:

- Call P1 and/or P2, leave messages if needed
- If that is not successful, contact emergency contacts
- If you are unable to make contact with anyone, call the Help Line to inform them of the situation and discuss next steps
- Non-emergency police may be called 30 minutes after program if P1, P2 and emergency contacts are unable to be reached. Help Line approval is needed prior to calling the non-emergency police.

Green Late Pick-Up Form

- Sign child out of regular attendance at end of program time (5:45 or 6 p.m.)
- Sign child in on green late pick-up form with the end of program time (5:45 or 6 p.m.)
- When child is picked up, they should be signed out by Parent on the green late pick-up form
- Turn in the late pick-up form with your weekly attendance

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Impaired/Intoxicated Parent Pick-up

Snapshot: If an authorized pick-up person arrives impaired or intoxicated to pick up a child, please call the Help Line for support in handling the situation.

Signs of Being Intoxicated:

- Smell of alcohol or other intoxicants
- Stumbling and slurred words
- Unsteady, tripping or falling
- Struggles to retain information

If these behaviors are observed, proceed with the following steps:

- Ask if they are feeling okay
- If you feel comfortable doing so, ask if they have another person who could drive them and their child home. If person is resistant, do not stand in the way of the Parent.
- If a pick-up person leaves with the child, call 911 to report that a driver who appears to be impaired is leaving your location with a child in the vehicle
- If possible, note the license plate number and vehicle description
- Call the Help Line to report what happened
- The entire incident must be recorded in the medical log

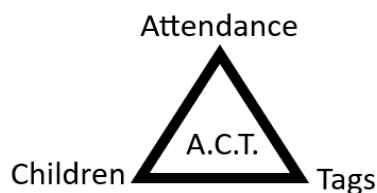
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Tracking System

Snapshot: All programs must use the approved system of A.C.T. for tracking children. A.C.T. assists in the safe supervision of children during program hours. This system should be used alongside active supervision and interactions with children.

A.C.T.

A.C.T., Wisconsin Youth Company's tracking system, stands for attendance, children and tags. At all times, the program attendance must match the number of children in program and the number of tags being held by staff. If these numbers do not match, the program must stop until the numbers are reconciled.



Tag System

Each child is assigned a tag with their first name and last initial noted on it. Tags also signify special health concerns. The tag system works with the following process:

- As a child arrives to program, they pick up their tag at the attendance table and hand it to the staff person assigned to supervising them
- The staff person places that child's tag on their carabineer and holds onto it during the duration of that child's time in program
- No staff person can have more tags than state licensing allows
- If a child moves to a different location or area, their tag must follow them in that process
- Each staff member must be sure they know the whereabouts of the children in their care and the number of children in their care
- When a child is picked up, the staff person should give them their tag to return to the attendance table

Tag Color Code System

White	Orange
Ages 5-7	Ages 8+

Blue	Yellow	Red	Purple	Green	Gray	Gray s/o
Special Health Concern	Inhaler	Epi Pen	On-Site Medication	Diabetes	No Photo	Site Use Photos Only

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Ratios

Snapshot: Proper ratios must be maintained at all times. In addition to ratios, there must always be a director qualified staff on-site.

General Program Ratios

Two staff must be present whenever there are more than nine children in attendance. The following ratios must be maintained:

Children ages 5-6	1 to 12 ratio
Children ages 7 and over	1 to 18 ratio

Swimming Ratios

Each swimming trip should have a designated waterfront supervisor who is a certified lifeguard. The aquatic supervisor cannot be included in staff-to-child ratios. The following ratios must be maintained:

All children	1 to 8 ratio
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Field Trip & Splash Pad Ratios

All groups taking a field trip, must always have at least two staff present. The following ratios must be maintained:

All children	1 to 12 ratio
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Bathroom Visits

Snapshot: All children, regardless of age, should enter the bathroom alone or in a group of three. Staff should never enter the bathroom with children. No child can be denied the use of a bathroom.

Group Bathroom Visit

When a staff is responsible for taking a group of children for a bathroom break, the following process should be used:

- If possible, prop bathroom doors open with door stops. Staff should position themselves near the bathroom doorway but not inside the bathroom.
- Have children enter the bathroom one or three at a time. As one child comes out, have another child enter.
- Staff can lead transition games such as eye-spy or quick draw as the other children are using the bathroom
- After all children have used the bathroom, double check that all children are back in line. If needed, send a single child into the bathroom to ensure that the stalls are empty.

Individual Bathroom Visit (Child five to seven)

When a single child, aged seven or under, asks to use the bathroom, the following process should be used:

- Make a quick announcement to the other children to see if anyone else needs to use the bathroom
- Configure the tags so that the individual taking children to the bathroom has the correct tags. Then ensure that there are not more than the appropriate number of children left in the room with the remaining staff.
- Walk to the bathroom and then proceed with the group bathroom visit process

Individual Bathroom Visit (Child eight or older)

When a single child, aged 8 or older, asks to use the bathroom, the following process should be used:

- With the safety of the child in mind and at the discretion of the staff, the child can go to the bathroom on their own
- Children must still go to the bathroom in groups of one or three
- A good way to track on the child while in the bathroom is to put that child's tag on a staff person's finger as a reminder that a child is out of the program space

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Missing or Runaway Child

Snapshot: All children need to be accounted for at all times during program. If a child looks like they are going to run, every effort, short of forcibly restraining the child, should be made to keep the child from leaving the premises. If a child runs from a camp or is missing from camp, Help Line will be called immediately. A missing child must be reported to state licensing.

Proactive Steps to Prevent a Runaway Child:

- Know which children might be likely to run
- Inform program director if a child attempts or threatens to run so that additional guidance can be given
- Keep doors that lead directly outside or into a hallway closed to reduce children's risk of leaving
- Have a designated space within program that children can go to for "cool down" if they become upset

If a Child Attempts to Runaway:

- Try to stop them with a firm, "STOP"
- If this is not successful and there is another adult in the program space, attempt to go after the child
- If there is more than one staff, one staff will continue to follow the child in an effort to maintain sight and sound supervision
- If child does not cooperate, program staff not following the child will call the five-minute contact for assistance and the Help Line for additional steps

If a Child is Missing:

- Stay calm. If a child was confirmed signed in and is unable to be located, first ask co-workers if they know the child's location.
- Have all staff check their attendance with the number of tags they have with the number of children in their group. Ensure that staff are completing a face-name check when counting their children.
- Check all areas the child could be within the space
- Ask the other children if they have seen the child
- If child is not found, follow procedures outlined below

Search Procedures:

- Remember to stay calm
- Gather two-way radio and ensure the other camp staff have their radios and they are turned on
- Check bathrooms, gyms, playground or other common program spaces
- Check parking lot, outdoor perimeter of the facility or other outdoor "hiding" places
- Ask facility staff, if present, to make an announcement over the PA system asking child to return to program
- Remaining camp staff will gather all children in one space that they can easily supervise
- Camp staff in program should call five-minute contact for assistance and the Help Line for additional steps
- If child cannot be located, additional steps may include calling the Parent, calling emergency services, or sending additional staff to help with search or camper supervision

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One-to-One Interactions

Snapshot: Staff should strive to reduce the number of times that they are alone with a child. Staff are encouraged to always have another staff or another child present in all situations.

Potential times where staff members may find themselves alone with a child:

- Being the only staff present when the first child is dropped off or last child picked up
- When one child needs to use the bathroom
- When one child has a first aid need
- Working through a behavior situation with a child
- Taking a child to get something from their locker or classroom
- Administering medication to a child
- Supervision of a sick child

Procedures to Avoid One to One Interactions:

- Pre-plan transitions
- Schedule two staff to open or close program
- Use a buddy system in supervising groups
- If a child needs to go to their locker or bathroom, take multiple children
- Hold sensitive conversations in a quiet area within the program space
- Schedule regular bathroom breaks

Best Practices When Staff Are Alone with a Child:

- Let another staff person know you are alone with a child. Take a two-way radio and cell phone.
- Stay within public view at program site
- If a staff person is alone at the end of the day due to a late pick-up, they should move to a public/visible area and inform the parent of their movement. Then, call the Help Line.

Creating a Shopping List

Camp directors complete weekly shopping trips for camp. Ensure that shopping lists are turned in on time and as detailed as possible. Prior to creating a list, ask the camp director where they will be shopping. All items on shopping lists must be accessible in-store, not online. Always check the supply stock at camp prior to requesting an item on the shopping list.

Weekly Festival

Each camp hosts a weekly festival during each camp session. This is an opportunity for the entire camp to come together for all camp activities and festivities. Some weekly festival activities are pre-planned, but camp staff have the freedom to modify these plans to create the most exciting and engaging activities for their specific camp. Activities could include: weekly challenges, weekly awards, traditions such as a counselor being pied, all-camp field games, a talent show or a camp group presenting a song.

Monday Kick-Off

Each week should start with a Monday Kick-Off. Some children return each week; however, others will be new. The kick-off gives an opportunity for the camp director, or other designated staff, to review rules, familiarize campers with the space, share exciting news about the week, introduce staff and review camp emergency procedures. This is a great opportunity to get campers and staff excited about the week.

Weekly Kit Rotation

Wisconsin Youth has some materials that are cycled through camps each week of summer. This includes items such as specialty sports equipment, cooking equipment, science supplies, large games and more. Camp directors are responsible for picking these items up from, and returning them to, the Wisconsin Youth office each Tuesday throughout summer. Staff are responsible for keeping these items in good condition and informing the resource team if items need repair.

Checking out Additional Kits

Resource kits can be checked out from the Online Resource Library using the following steps:

1. Visit the Resource Library page from the bottom of the Wisconsin Youth Company homepage
2. Log in using your username (first initial/last name and the password WYCstaff)
3. Search through available resources
4. Select 'Reserve' for the kits you would like
5. If reserved by Thursday morning at 9 a.m., kits will be available for pickup by the following Tuesday

Movies

Movies should be used infrequently within programming. If a movie is shown, it must be a rated G-movie. There must be at least three other program activities available for children that are not interested in watching a movie.

Animal Exposure in Program

Privately owned animals are not allowed on program premises. If a pet is on the playground, Wisconsin Youth Company children may not pet or play with the animal. The local zoo, humane society or other organizations may bring animals for display or educational purposes. Staff must contact the program director prior to arranging an event that will involve animal exposure. All children and staff must wash their hands with soap and water after animal exposure.

Internet Use in Program

It is the policy of Wisconsin Youth Company that children do not use personal electronic devices (phones, tablets, etc.) during program hours. Children are encouraged to leave electronic devices at home. If an electronic device is brought to program, staff can offer to store that device in a safe location during program hours.

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The Camp Environment

Snapshot: Staff should consistently work to enhance their program environment and ensure that all areas remain safe and clean. In an effort to enhance the “camp” feel and utilize our outdoor space, staff are encouraged to plan multiple programs throughout the week that take place outdoors. Staff should incorporate outdoor play and nature programming into their weekly plans.

Make Camp Feel Like “Camp”

Wisconsin Youth Company most commonly operates summer day camps out of school buildings. Below are some ways to make a school feel like camp:

- Refer to the school building as the camp location
- Establish group names such as ‘Bear Cubs’, ‘Lions’, ‘Oaks’, etc. Avoid calling groups by their grade.
- Create weekly traditions such as ‘golden dustpan’ or ‘warm fuzzy boxes’
- Sing camp songs
- Hold opening and closing ceremonies
- Decorate the program rooms
- Create a fake campfire
- Offer traditional camp crafts like friendship bracelets and lanyards
- Hold color challenges
- Create traditions associated with your weekly festival

Creating a Welcoming Environment

First impressions start as soon as families walk through the doors. Consider the following to create a welcoming environment:

- Everyone who enters the program space should be greeted upon arrival
- If time allows, engage the parent in brief conversation such as “How are you?”
- Set-up the parent table in an organized fashion so parents can easily find what they need
- At least one staff member should share a detail with each parent regarding their child’s day. This can be as simple as “we had a great time at the splash pad today” or something more specific about the day.
- Always acknowledge that a parent and child is leaving by saying goodbye

The Camp Environment

The camp program space and break-off spaces should be comfortable and inviting. Environments can be enhanced with rugs, various seating options and lots of space for children to socialize. Children need variety within their environment to accommodate different needs. Ensure that the camp environment has the following spaces available:

Table Spaces	Floor Spaces
Arts & Crafts	Blocks & Constructs
Board Games	Dramatic Play
Snack	Quiet Space

Space Layout

The following should be considered when determining the space layout for a program:

- The flow of foot traffic and avoiding ‘runways’ for children to run in program
- The storage of carts in and out of program
- Activity and noise levels
- Natural and artificial lighting
- Ensuring that doors and/or exits are not blocked by program supplies

Storage of Children's Belongings

Storage space for children's belongings should be made available at each program. Each child should be provided individual storage space. Storage spaces should be off the floor and could include cubbies, lockers, hooks, baskets or bins.

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Program

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Schedule

Snapshot: The exact daily and weekly schedule may vary from camp to camp. There can be some flexibility within the schedule however, each day must include two designated snack times, lunch, group projects and a brief rest time. Additionally, there are two field trips within each week as well.

Sample Weekly Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
Before Camp Activities				
Camp Kick-Off	A.M. Snack	A.M. Snack	A.M. Snack	A.M. Snack
A.M. Snack				
Group Time	Group Time	Group Time	Group Time	Group Time
Lunch	Lunch	Lunch	Field Trip with Lunch	Lunch
Rejuvenate	Weekly Swim Trip	Rejuvenate		Rejuvenate
Group Time		Group Time		Weekly Festival
After Camp Activities				

Sample Daily Schedule:

7 a.m. (6:45 a.m. Waukesha)	Staff Arrives
7:30 (7 a.m. Waukesha)-9 a.m.	Before Camp Activities
9-9:30 a.m.	Morning Snack
9:30-11:30 a.m.	Morning Group Activities
11:30 a.m.-12:30 p.m.	Lunch
12:30-1:30 p.m.	Rest & Rejuvenate (quiet activities)
1:30-3:30 p.m.	Afternoon Group Activities
3-4 p.m.	Afternoon Snack
4-5:45 (6 p.m. Waukesha)	After Camp Activities
6 p.m. (6:15 p.m. Waukesha)	Staff Depart

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Snack and Lunch

Snapshot: Snack is served two times each day and campers provide their own lunch each day. Wisconsin Youth Company staff must follow company procedures that meet or exceed state licensing and ACA requirements for serving and storing snack. All food served by Wisconsin Youth Company is nut-free and sugar is not listed as one of the first three ingredients. Parents are encouraged to send nut-free lunches as well.

Snack Delivery and Purchase

Snack is delivered in cycles to camps on a bi-monthly basis. Camp staff are responsible for organizing snack upon arrival and ensuring that it is stored properly. Camp directors must purchase gallons of milk on an as-needed basis. Occasionally, camp directors may have to purchase additional snack items as well.

Snack Menus

Snack menus should be posted on the licensing board for parent review and must comply with licensing requirements. Menus should be planned one week in advance and contain a morning and afternoon snack. Menus are stored on site throughout the duration of summer. Any changes or additions to snack should be noted on the snack menu.

Food Groups

Snack should include two items from the following food groups. Both items must represent different food groups:

- **Grains:** Whole grain or breads, cereals and crackers
- **Dairy:** Cheese, milk and yogurt
- **Fruits & Vegetables:** Canned or fresh fruits and vegetables
- **Meat or Other Protein:** Meat, soy butter or alternate protein products

Milk and Water

Milk and water should be available each day with both snacks and lunch. When milk is served, a daily count must be taken. Chocolate milk is not to be served due to its high sugar content.

Snack Prep

Gloves should always be used for both snack prep and serving. Snack can be prepared in advance with the following methods:

- Cut up fruit such as apples or oranges into slices. Place slices in a bowl, cover, date and store in refrigerator until snack.
- Place grab-and-go items in a bowl for easier serving
- Prep soy-butter by scooping it into small serving bowls
- Open canned fruit ahead of time and store in a covered bowl

Snack Procedure

The following procedure should be used to ensure a successful snack experience:

- Tables where snack will be served should be cleaned with a two-step process before and after snack is served. Step one: Clean with Clorox wipe or soap/water solution. Step two: Sanitize with Clorox wipe or bleach/water solution. During camp, snack will not always be served at a table.
- Children and staff wash their hands. If staff cannot wash their hands, they can use a soap & water wipe.
- Children and staff should be seated at the snack table and snack should be available family style, if possible. If snack is not being served at a table, staff should still be seated with children.
- Snack should be available for 40 minutes. Remind children about snack with a “last call for snack” warning.
- Seconds always need to be available. Seconds do not need to be the same as the first item served. For example, if cereal is the first item, bananas could be available for seconds.

Lunch Procedure

Lunch should occur in the same process as snack; however, children will bring their own lunches. Lunches must not require refrigeration or microwaving. Children may not share items from their lunches as many children have allergies. Wisconsin Youth Company recommends to parents that children bring nut-free lunches.

Allergies and Special Diets

Allergies and special diets are noted on a child's health history form. Children with food allergies and/or special diets will have a beige and blue tag. All staff should familiarize themselves with the allergies or special diet concerns for the children at program. Parents must provide written permission if they would like their child to be served a special diet for snack. Parents must provide all special food and it must meet the Wisconsin Youth Company nutritional requirements (nut-free and sugar must not be listed in the first three ingredients). Staff can provide parents with a copy of the weekly snack menu to assist in planning for special diets or allergies.

Snack Storage

Wisconsin Youth Company policy and state licensing require that snack be stored in the following ways:

- Any food that has been placed in open top serving bowls should be disposed of after snack (i.e. Crackers or canned fruit). Grab-and-go items or cereal served from a container with a closed lid can be saved and served again.
- Dry goods are to be stored in a cool, dry location
- All snack that has been opened needs to be stored in a food-grade plastic container with tight-fitting lid or Zip Lock bag. All items should be labeled indicating the contents and date opened.
- Prepared food that is saved must be used within 36 hours
- Refrigerators should be equipped with a thermometer and the temperature must be maintained at 40 degrees F or below. Freezers should be maintained at 0 degrees or below. Milk coolers used to temporarily hold milk during snack/lunch will have ice packs and thermometer and maintain temperature of 40 degrees F or below. Daily temperatures should be checked and recorded on the temperature log.

Please note: Families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Active Play

Snapshot: All children should have an opportunity for active play throughout the day. Active play can occur outdoors on a playground or field or indoors in a gym. Wisconsin Youth Company must provide a safe active play environment to reduce possible accidents.

Safety Considerations for the Gym

The gym is often the number one area for accidents. Consider the following to reduce the number of accidents:

- Staff should be closely supervising the group at all times. Staff are encouraged to join in on active play; however, they must actively supervise while doing so.
- Shoes must be worn at all times. Tennis shoes are preferred, but at minimum shoes must have a heel strap. Bare feet, flip-flops and boots are not allowed. Ensure that shoes are tied.
- Limit the number of separate activities occurring at the same time in the same space
- All equipment should be used properly
- Always explain the rules of each activity before play begins
- Warn the group about any safety risks or concerns
- If the group is large, consider playing an organized group game rather than free-choice
- Explain boundaries in advance
- Loose clothing should be removed, such as scarves

Safety Considerations for the Playground or Outdoor Play

All children should remain closely supervised while outdoors. The following safety considerations should be implemented:

- Staff should monitor the use and condition of the grounds, equipment and any other play area. Check the area for hazards such as broken glass or lack of wood chips for fall coverage.
- Equipment must be used in the manner for which it was intended. For example, children should sit on swings and slide down a slide facing forwards.
- Children should not wear loose clothing on the equipment. Coats should be zipped and loose scarfs should be tied.
- Limit the number of children on any one piece of equipment
- Children must wear shoes at all times and laces must be tied
- Check weather conditions before going outside and limit equipment use if needed. For example, equipment could be icy or wet.
- Be aware of community members on the playground
- Hand slides, twirling monkey bars or merry-go-round style equipment is off limits. Contact the risk management director if you have questions regarding off limit equipment.
- If something doesn't look or feel safe, re-direct the children to another activity .

Playground Tracking

Prior to going outside, staff should determine playground zones. A zone is a designated amount of space that can be supervised by one staff. Once zones are established, the following should occur:

- Before staff go outside, they should ensure that their tags match the children they are taking outside
- Staff should remind children of the zones and which zones are 'open' or 'closed' depending on the number of staff going outside
- Once outside, staff should remain within their assigned zone and actively supervise by walking throughout the zone

Equipment Maintenance

All equipment should be in good working condition. If equipment is not in good repair, it should not be used. If there is damage or a concern with equipment belonging to the facility (i.e. playground), report the concern to the facility as soon as possible. If there is damage or a concern with equipment belonging to Wisconsin Youth Company (i.e. ball cart), report this to your supervisor as soon as possible to determine a plan to fix or remove the equipment.

Organizing Group Games

Group games are a great way to keep children active and safe in a small space such as a gym. When organizing a group game, keep the following in mind:

- Determine which game is going to be played ahead of time
- Review the rules with the children and if possible, have the children describe the rules
- Get involved in the game while supervising
- Be positive and enthusiastic about the game
- Ensure that the rules are developmentally appropriate for the entire group. The fewer rules, the better.
- Choose fair teams.
- Play games that keep everyone engaged. Avoid playing games where participants are 'out'
- Encourage all children to play for 10 minutes and then allow them the choice to sit-out if they are no longer interested

Please note: Families are varied and the use of the word Parent(s) refers to the adult(s) who are responsible for the child(ren).

Communication

Snapshot: While in program, staff are not always able to communicate face to face with each other. Due to this and communication needed with the administrative office, there are other communication devices used in program. These devices should be used for program purposes only. Personal devices should not be used during program hours.

Smart Cell Phones

Each camp is equipped with a smart cell phone. This is the main cell phone for the program and is the phone that families or administrative staff will call to get in touch with camp staff. This cell phone must always be held by a camp staff, preferably the camp director or assistant director. The cell phone should remain on during program hours. Ensure that this cell phone is connected to your facility's Wi-Fi network if one is available. Cell phones are not for personal use.

Flip Cell Phones

Each camp is also equipped with multiple flip cell phones. These are to be used by staff if they need to get in touch with a parent, leave on a walking field trip, or are splitting up on a regular field trip. These cell phones are not for personal use.

Uses for Cell Phones

Cell phones should be used for the following tasks:

- Communicating with the administrative office for messages or other program matters
- Contacting parents
- Arranging field trips
- Arranging staff schedules
- Making emergency phone calls
- Communicating with the Help Line

Additionally, smart phones can be used to:

- Take photos (considering photo release)
- Look up the weather
- Research other program related matters

Cell Phone Handling Procedures

Smart phones should always be protected with a case. When not in use, cell phones should be kept in a secure location. Cell phones should never be taken home or elsewhere by staff. If there is an issue with a cell phone or damage occurs, inform the executive assistant right away. Staff should activate the voicemail on the cell phone. See Messages section for more details.

Important Phone Numbers

Wisconsin Youth Company administrative phone numbers are saved in all cell phones. In addition, emergency phone numbers are posted on an orange sheet on the licensing board at program.

The Help Line

The Wisconsin Youth Company Help Line is available for staff to use in emergency or crisis situations. The Help Line is also available if staff have a question that requires an immediate answer upon which the safety of a child or program is immediately dependent on. This phone number is saved in all program cell phones. The person answering the Help Line will respond and assess the situation, provide assistance and contact other members of the crisis team if necessary. Calling the Help Line is not a substitute replacement for calling 911. If a situation warrants a 911 call, make that call first and then call the Help Line to inform them of the situation.

Two-Way Radios

Two-way radios should be used at program and on field trips when staff members are out of physical sight and sound of each other. Staff should speak in a professional and appropriate manner on the radios. If there is an issue with any of the radios or if a radio is damaged, inform the program support specialist right away. Two-way radios should be used in the following manner:

- When one staff is outside with children and the other staff is inside, the two-way radio can be used to call for help, ask questions, or transition children (staff must still have sight of children)
- Communicate between two different groups or programs.
- Communicate when a child's pick-up person has arrived if the children are in another location. Campers must still remain within sight of staff during this transition.
- Radios need to be charged nightly to ensure adequate battery power for the following camp day

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Day Camp Assistant Director

Reports to: Day camp director, summer program director

FLSA status: Non-exempt

Job status: 40 hours/week with occasional evenings and weekends

Work schedule: Monday through Friday

Positions Supervised: Day camp lead counselors, day camp counselors

POSITION SUMMARY: Under the direction of the day camp director, the day camp assistant director is responsible for overall camp operations in accordance with the policies and procedures set forth by Wisconsin Youth Company, applicable Wisconsin licensing regulations, YoungStar and American Camp Association accreditation standards. Primary responsibilities include site management, program delivery and quality, and personnel management and supervision.

PRIMARY TASKS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Site Management

- Keep the day camp director well informed and accurately relay communication from parents, staff members, Wisconsin Youth Company administration and school personnel
- Maintain positive relationships with school staff and other members of the site community

Program Delivery and Quality

- Coordinate day camp program planning and weekly/daily program schedules
- Collect and provide feedback to specialists on their weekly program plans
- Interact with and supervise children and be on-site or with groups 80% of the time
- Develop and maintain positive relationships with site parents and families
- Comply with program policies, applicable licensing rules YoungStar and American Camp Association standards

Personnel Management and Supervision

- Coordinate staff schedules related to program plans and the weekly schedule
- Attend and assist with weekly staff meetings
- Substitute for staff who are absent as needed
- Observe and provide feedback to staff on an ongoing basis

Summer Day Camp Staff Manual

Program Relations and Personnel

COMPETENCIES: A qualified and successful employee in this position must effectively and continuously demonstrate the following:

WYC values – Act in a fair and just manner and be guided by Wisconsin Youth Company's Ends Statement and mission.

Team Player – Listen well and treat colleagues with respect. Raise concerns and resolve conflict in ways that preserve relationships and encourage productivity.

Embrace Diversity – Have an attitude and behavior that demonstrate appreciation of others and commitment to inclusion.

Customer Oriented – Serve children, families, organizational partners and co-workers and focus effort on meeting their needs, understanding their concerns and seeking to build and maintain genuine relationships.

Demonstrate Leadership – Proactively identify problems and devise solutions and innovations to address them; accept responsibility and be dependable and trustworthy; and use sound judgment and promote safety awareness as a company value.

Skills & Abilities

Education: Bachelor's degree in a related field in child development, elementary education, physical education and/or

Experience: Two years of related camp and supervisory experience

Computer Skills: Basic Word processing and email

Certificates and Licenses: First aid and CPR certifications

Other Requirements: Access to a vehicle for supply and equipment acquisition.

Physical Demands			Lift/Carry	
Stand	F (Frequently)		10 lbs or less	F (Frequently)
Walk	F (Frequently)		11-20 lbs	F (Frequently)
Sit	O (Occasionally)		21-50 lbs	O (Occasionally)
Handle	O (Occasionally)		51-100 lbs	O (Occasionally)
Reach Outward	O (Occasionally)		Over 100 lbs	N (No Applicable)
Reach Above Shoulder	O (Occasionally)		Push/Pull	
Climb	O (Occasionally)		12 lbs or less	F (Frequently)
Crawl	O (Occasionally)		13-25 lbs	F (Frequently)
Squat or Kneel	F (Frequently)		26-40 lbs	F (Frequently)
Bend	F (Frequently)		41-100 lbs	O (Occasionally)

PHYSICAL DEMANDS:

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The % of physical activity will remain relative to the amount of hours worked during regular program and non-school day programs.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

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Day Camp Lead Counselor

Reports to: Day camp director

FLSA status: Non-exempt

Job status: 40 hours/week with occasional evenings and weekends

Work schedule: Monday through Friday

Positions Supervised: Counselors (when acting as on-site director)

POSITION SUMMARY: The day camp lead counselor is responsible for planning and implementing educational and recreational day camp programming for school age children in accordance with the policies and procedures established by Wisconsin Youth Company, applicable Wisconsin licensing regulations, YoungStar and American Camp Association accreditation standards. Primary responsibilities of the position are to provide direct supervision to an assigned group of campers, assure their safety and provide quality programming designed to meet the developmental needs of each child. Other responsibilities include supporting overall maintenance of the program site and fostering positive relations between the program, school personnel and the community. Serves as the on-site staff person in charge of overall camp operations when the camp director is not on-site.

PRIMARY TASKS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Site Management

- Keep the day camp director well informed and accurately relay communication from parents, staff members, Wisconsin Youth Company administration and school personnel
- Maintain positive relationships with school or village center staff and other members of the site community
- Serves as the on-site staff person in charge of overall camp operations when the camp director and assistant director are not on site
- Maintain all paperwork as assigned by the camp director
- Complete all medical/incident and accident reports
- Attend and actively participate in all required meetings and trainings

Program Quality and Planning

- Develop, implement and evaluate activities for assigned weekly themes or clubs
- Consider interests and abilities of assigned campers in relation to the progression of activities
- Maintain all state licensing, YoungStar, ACA and internal risk management practices as they relate to all aspects of the environment
- Provide an inclusive environment for all children and families during program hours
- Maintain proper physical set-up and clean-up of program space on a daily basis
- Administer developmentally appropriate day camp program activities
- Participate in all-camp activities as requested by the camp director

Interactions

- Engage with families in an appropriate and professional manner
- Speak with children at eye level
- Consistently engage in respectful and developmentally appropriate conversations with campers
- Consult, and instruct assigned counselors in the implementation of theme activities

Summer Day Camp Staff Manual

Program Relations and Personnel

COMPETENCIES: A qualified and successful employee in this position must effectively and continuously demonstrate the following:

WYC values – Act in a fair and just manner and be guided by Wisconsin Youth Company's Ends Statement and mission.

Team Player – Listen well and treat colleagues with respect. Raise concerns and resolve conflict in ways that preserve relationships and encourage productivity.

Embrace Diversity – Have an attitude and behavior that demonstrate appreciation of others and commitment to inclusion.

Customer Oriented – Serve children, families, organizational partners and co-workers and focus effort on meeting their needs, understanding their concerns and seeking to build and maintain genuine relationships.

Demonstrate Leadership – Proactively identify problems and devise solutions and innovations to address them; accept responsibility and be dependable and trustworthy; and use sound judgment and promote safety awareness as a company value.

Skills & Abilities

Education: Bachelor's degree in a related field degree in child development, elementary education, and physical education, and/or

Experience: Two years of program supervisory experience in a youth program setting

Computer Skills: Basic Word processing and email

Certificates and Licenses: First aid and CPR certifications

Other Requirements: Access to a vehicle for supply and equipment acquisition.

Physical Demands			Lift/Carry	
Stand	F (Frequently)		10 lbs or less	F (Frequently)
Walk	F (Frequently)		11-20 lbs	F (Frequently)
Sit	O (Occasionally)		21-50 lbs	O (Occasionally)
Handle	O (Occasionally)		51-100 lbs	O (Occasionally)
Reach Outward	O (Occasionally)		Over 100 lbs	N (No Applicable)
Reach Above Shoulder	O (Occasionally)		Push/Pull	
Climb	O (Occasionally)		12 lbs or less	F (Frequently)
Crawl	O (Occasionally)		13-25 lbs	F (Frequently)
Squat or Kneel	F (Frequently)		26-40 lbs	F (Frequently)
Bend	F (Frequently)		41-100 lbs	O (Occasionally)

PHYSICAL DEMANDS:

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The % of physical activity will remain relative to the amount of hours worked during regular program and non-school day programs.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

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Summer Day Camp Staff Manual

Program Relations and Personnel

Day Camp Counselor

Reports to: Day camp director

FLSA status: Non-exempt

Job status: 30-40 hours/week with occasional evenings and weekends

Work schedule: Monday through Friday

POSITION SUMMARY: The day camp counselor is responsible for planning and implementing educational and recreational day camp programming for school age children in accordance with the policies and procedures established by Wisconsin Youth Company, applicable state of Wisconsin licensing regulations, YoungStar and American Camp Association accreditation standards. The primary responsibilities of the position are to provide direct supervision to an assigned group of campers, assure their safety and provide quality programming designed to meet the developmental needs of each child. Other responsibilities include support for the overall maintenance of the program site and fostering of positive relations between the program, school personnel and the community.

PRIMARY TASKS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Program Quality and Planning

- Develop, implement and evaluate activities for assigned weekly themes
- Consider interests and abilities of assigned campers in relation to the progression of activities
- Maintain all state licensing, ACA and internal risk management practices as they relate to all aspects of the environment
- Provide an inclusive environment for all children and families during program hours
- Maintain proper physical set-up and clean-up of program space on a daily basis
- Administer developmentally appropriate day camp program activities
- Participate in all-camp activities as requested by the camp director

Administrative Duties

- Maintain all paperwork as assigned by the camp director
- Complete all accident reports
- Attend and actively participate in all required meetings and trainings

Interactions

- Engage with families in an appropriate and professional manner
- Speak with children at eye level
- Consistently engage in respectful and developmentally appropriate conversations with campers
- Consult and instruct assigned counselors in the implementation of theme activities

Summer Day Camp Staff Manual

Program Relations and Personnel

COMPETENCIES: A qualified and successful employee in this position must effectively and continuously demonstrate the following:

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Team Player – Listen well and treat colleagues with respect. Raise concerns and resolve conflict in ways that preserve relationships and encourage productivity.

Embrace Diversity – Have an attitude and behavior that demonstrate appreciation of others and commitment to inclusion.

Customer Oriented – Serve children, families, organizational partners and co-workers and focus effort on meeting their needs, understanding their concerns and seeking to build and maintain genuine relationships.

Demonstrate Leadership – Proactively identify problems and devise solutions and innovations to address them; accept responsibility and be dependable and trustworthy; and use sound judgment and promote safety awareness as a company value.

Skills & Abilities

Education: High school diploma

Experience: Experience working with school age children in a camp or out-of-school time environment preferred

Computer Skills: Basic Word processing and email

Certificates and Licenses: First aid and CPR certifications

Physical Demands			Lift/Carry	
Stand	F (Frequently)		10 lbs or less	F (Frequently)
Walk	F (Frequently)		11-20 lbs	F (Frequently)
Sit	O (Occasionally)		21-50 lbs	O (Occasionally)
Handle	O (Occasionally)		51-100 lbs	O (Occasionally)
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