

# RADNOR TOWNSHIP PARKS & RECREATION DEPARTMENT



# RADNOR DAY CAMP SUMMER CAMP STAFF HANDBOOK 2023



*A GUIDE TO STAFF PRE-CAMP PREPARATION,  
CAMP PRACTICES AND PROCEDURES*

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

RADNOR TOWNSHIP  
PARKS & RECREATION DEPARTMENT  
301 Iven Avenue, Wayne, PA 19087  
610-688-5600 / [www.radnor.com](http://www.radnor.com)

VERSION UPDATED AS OF: June 2023

**Letter from the Director of Parks & Recreation:**



Thank you for becoming part of our esteemed staff of *Radnor Day Camp* for the summer 2023! This year, you will be working for Radnor Township and the Radnor Township Parks & Recreation Department. We are pleased that you have chosen to work with us and are confident you will find it to be a highly enjoyable experience where you will get to share your talents and abilities, work through challenges, learn new things, and make friends!

It is important that you know throughout your employment you are continually representing the integrity of Radnor Township, the Parks & Recreation Department, and yourself. Radnor Township is a first-class township and expects those employed by the Township to be first-class individuals. Understanding your role at camp this summer is critical. Your commitment to our program has a lasting impact on the families of Radnor Township and you make a difference in their lives! You play a key role in creating lasting memories for children in our community and helping our campers develop in so many ways!

Whether you are returning to camp this year or this is your first year, being prepared for camp is key to our successful delivery of the program – and ‘our’ success requires lots of teamwork! Even if you are a returning employee, please take the time to read the Radnor Day Camp Staff Handbook because changes have been made for 2023. The Radnor Day Camp Staff Training Program is designed to enable you to learn about camp, so you will be ready for your first day. You will get the opportunity to interact closely with your co-workers, ask questions, learn about what a typical day at camp is like, and have some fun! I ask that you come prepared to training and ready to jump in and learn how to handle expected and unexpected circumstances that may arise throughout the summer. **Safety and accountability are your top priorities this summer.** Returning staff will be asked to take on leadership roles at training by helping others learn about what to expect each day and by leading activity sessions. New staff members will be asked to take part in problem solving activities related to real-camp scenarios and to demonstrate their leadership skills. Our Department prides itself on continuing to deliver Radnor Day Camp in the best way possible and every year we refine our training program to match our commitment to success...and it starts with all of you! It’s time to get out of your comfort zone!

**Do you know when Radnor Day Camp was founded?** It’s hard to believe but it was in 1941! This summer marks our 82<sup>nd</sup> Year Anniversary! With a camp rich in history and perhaps one of the oldest and most consecutively operated in North America, this is an exciting program you can feel proud to represent and a legacy in which your hard work and dedication will uphold!

Our Department prides itself on having an open line of communication with our Radnor Day Camp staff. Your input and suggestions on camp are important and I recognize the value of what you bring. Over the years, many of our camp traditions and procedures have improved because of your suggestions. Furthermore, if there is ever a discrepancy of any kind, communication is critical. Please never hesitate to contact me as my door is always open! We look forward to building a successful, positive working relationship with you. Welcome aboard!

Sincerely,

Tammy S. Cohen  
Director of Parks & Recreation  
610-688-5600, x 141  
[tcohen@radnor.org](mailto:tcohen@radnor.org)

**Radnor Day Camp Mission Statement**  
**Staff Screening, Hiring, and Training**  
**General Expectations for Staff Members**

**Radnor Day Camp** is a six-week summer camp for children of school ages, grades 1 to 9, that includes planned activities such as sports and games, swimming, arts and crafts, creative and performing arts, cultural development, and many camp traditions like the annual camp performance, carnival, and Olympics, weekly special events and themes, and field trips. Transportation is also provided for full day campers to and from camp. Staff and safety are our most important areas of focus, and are areas in which we cultivate each year. Radnor Day Camp has a highly reputable staff, many of whom return year after year adding to the rich traditions of the camp. The staff is comprised of certified teachers and highly motivated college students (mostly education majors), and high school students who have experience working with children in various capacities; have volunteer experiences; and are outgoing, personable, and possess a strong desire and ability to work with children. As a staff member, you were carefully selected based on the highest credentials, background, and experiences. You will undergo two-day training in preparation for Radnor Day Camp.

**Camp Location:** Radnor Elementary School – 20 Matsonford Road, Radnor, PA 19087

**Camp Dates:** Monday, June 26 through Friday, August 4  
Camp Closed for Holiday – Monday, July 3 and Tuesday, July 4

Half Day Camp Hours are 9:00 AM to 12:30 PM  
Full Day Camp Hours are 9:00 AM to 3:00 PM

**Radnor Day Camp Mission Statement**

It is the mission of the staff of Radnor Day Camp to operate in a highly regarded and reputable manner by providing a safe, exciting, and fun environment for all campers that supports their social, emotional, and physical development.

**Staff Members Will Achieve the Mission Statement by:**

- Providing specific activities that are designed to positively impact campers' developmental, emotional, social, and physical health in a structured and supervised environment and through progression, challenge, and success.
- Working together with other staff members to make camp a positive, productive, safe, and fun environment.
- Maintaining facilities, equipment, and program materials in the cleanest and safest condition as possible.
- Providing an open and welcoming environment for all campers and their families.
- Speaking with and listening to campers in a manner that reflects respect for everyone.
- Respecting and valuing the rights and dignity of all campers and their families.
- Listening and responding to camper and parent needs quickly and willfully with thoughtful responses.
- Maintaining a high standard of conduct both in and out of the camp environment.
- Maintaining and enforcing the policies and procedures of the camp and applying them consistently and fairly.
- Being dedicated to their role at camp as a leader of youth development and striving to fulfill their duties through training, skill development, and ongoing assessment.
- Focusing attention primarily on campers' needs and interests rather than on themselves - **Camp is for the Camper!**
- Working to ensure that all campers and their families have a memorable and worthwhile camp experience.
- Following the guidelines and procedures listed in this Handbook and those that are learned at training.

**Our Mission Accomplished**

In working for the Radnor Township Parks & Recreation Department and serving on staff at Radnor Day Camp, you will make a significant, positive impact on the campers and families of Radnor Township. Together, we are committed to the highest standards of conduct and service to the community and it is expected that you will be responsible for maintaining these standards in the interest of accomplishing the mission of Radnor Day Camp.

**Staff Screening, Hiring, and Training**

The specific application, screening, and hiring processes are identified for Radnor Day Camp, all of which are administered by the Parks & Recreation Department and on behalf of Radnor Township. The Department conducts ongoing needs assessments to this process and reviews them with Township Labor Counsel. These procedures are conducted relative to the specific needs at Radnor Day Camp; trends within the profession or professional organizations; recommendations by Radnor Township Legal Counsel; and with respect to laws.

**Mandatory, Annual Screening Processes and Paperwork – MUST BE COMPLETED IN ORDER TO BEGIN EMPLOYMENT!**

All paid staff must complete or submit the following forms/take the following steps in order to begin their at-will employment with the Radnor Township Parks & Recreation Department (by the noted deadlines in the Welcome Letter):

- Radnor Township Employment Application including voluntary disclosure statement
- Current Resume with Cover Letter of Interest
- Compliance with Pennsylvania Child Protective Services Laws (CPSL) - this Law requires all employees who are responsible for the welfare of a child or having direct contact with children provide clearances for the following every 60 months (5 years):
  - PA Criminal Record Check, PA Child Abuse Clearance, & FBI Fingerprinting Report
- Mandatory, annual background clearance administered through the Township

- Mandatory Drug Testing
- A check of the National Sex Offender Public Website
- Two reference checks and verification of work history
- In-person interview by Township Staff including the Township Manager (For all New Hires)
- In-person Interview for returning candidates of new positions or candidates taking on additional responsibilities
- Mandatory Training Sessions for all Staff Members
- Defined mandatory, specialized certifications, include:
  - Current PA Teacher Certification (For Camp Director)
  - Current CPR, AED, & First Aid certification (All Staff)
  - Current Lifesaving & Water Safety Training (For Aquatics Staff)
- Mandatory, Completed Paperwork\*
  - Temporary/Seasonal Employment Acknowledgement Form that includes Background Clearance Consent and Employee Emergency Contact/Information
  - Residency Certification Form
  - Federal Tax Withholding Form W-4
  - Immigration and Naturalization Service Form I-9 (Please provide copies of licenses and other documentation)
  - Photo Copy of Social Security Card and/or U.S. Passport
  - Photo Copy of valid Driver's License or valid photo identification
  - Signed copies of the corresponding forms in the Summer Camp Staff Handbook.

\*Several of these forms require your Social Security Number. If you do not already have a SSN, please apply for one immediately. Please fill these forms out right away and return them to the Recreation & Community Programming office. If these required forms are not returned by the start of staff training, you will not receive your first paycheck.

\*The Immigration and Naturalization Service Form I-9 requires that paid staff provide documentation to prove U.S. citizenship. You must show and make copies for Radnor Township for verification of documents listed in Section II of the I-9 form.

\*Employees 18 Years of Age & Under - If you are under the age of 18, your parents must co-sign all your forms.

### At-Will Employment

It is important to note that while working for Radnor Township, you are an at-will, temporary, seasonal employee with program/camp dates and hours that are subject to change or be terminated at the discretion of the Radnor Township Parks & Recreation Department. Each employee is hired for a specific summer period and employment does not guarantee a position of employment during future summers. Your employment is also contingent upon camper registration and the overall status of Radnor Day Camp. The most qualified candidates are selected to work for the Radnor Township Parks & Recreation Department; longevity is not a factor in assessing qualifications.

### Compensation/Paychecks

Your compensation will be discussed and allocated between you and your supervisor at the time of hire and it will be memorialized in the Temporary Seasonal Acknowledgment Employment Form. Paid staff members will receive pay checks bi-weekly while at camp in accordance with the following schedule:

#### Summer Staff Payroll Schedule 2023

Pay Period Dates	Time Sheets Submitted	Pay Checks Issued
FRIDAY, JUNE 2 TO THURSDAY, JUNE 15	THURSDAY, JUNE 15 Include all pre-camp planning hours (if applicable); Camp Night, Parents Meeting, etc.	THURSDAY, JUNE 22 Paychecks issued.
FRIDAY, JUNE 16 TO THURSDAY, JUNE 29	THURSDAY, JUNE 29 Include all regular hours and planning hours (if applicable); Include Training Hours; Include all regular hours.	THURSDAY, JULY 6 Paychecks issued.
FRIDAY, JUNE 30 TO THURSDAY, JULY 13	THURSDAY, JULY 13 No Staff Hours Monday, July 3 or Tuesday, July 4 Include all regular hours and planning hours (if applicable)	THURSDAY, JULY 20 Paychecks issued.
FRIDAY, JULY 14 TO THURSDAY, JULY 27	THURSDAY, JULY 27 Include all regular hours and planning hours (if applicable)	THURSDAY, AUGUST 3
FRIDAY, JULY 28 TO FRIDAY, AUGUST 4	LAST DAY OF CAMP - FRIDAY, AUGUST 4 Include all regular hours and planning hours (if applicable) FINAL TIMESHEET will include all camp hours through last day of camp	THURSDAY, AUGUST 17 Paychecks will be mailed.
	WIZARDING CAMP August 7 TO FRIDAY, August 18	LAST PAY ALL SUMMER CAMPS THURSDAY, AUGUST 31

### **Attendance at Camp – Your Presence is Critical!**

You are expected to be at work at your required time every day for six weeks with no absences. The campers and their families are depending on you. Your co-workers are depending on you. Staff absences must be given pre-approval during the time of your hiring process. Should you require time off for an emergency or other excusable absence, please notify the Camp Director and the Program Supervisor immediately – see more below regarding Excused vs. Unexcused Absences.

Please ARRIVE ON TIME each day and report to your assigned location. You are required to start your work day at least 15 minutes prior to the program start time, unless otherwise directed by your supervisor or as your role warrants. Your hours may vary by day based upon activities and events. It is your supervisor's responsibility to communicate with you and help you prepare. **Each day, you should be at your corresponding location and ready to work at a minimum from 8:30 AM to 3:15 PM. Your start and end time will vary based on your role at camp and will vary based on what is happening each day at camp.** All staff should meet as needed and approved by their supervisor before camp to prepare for daily activities. This time frame is subject to change based on these needs for before and after camp meetings, program area set up, planning and preparation, etc. The administration of your daily designated hours, break times, and overall attendance will be coordinated with your supervisor on an ongoing basis and will be discussed in more detail at Staff Training.

### **Attendance Procedures – Timesheet Procedures**

Timesheets are located at the camp office in a specific attendance binder and must be completed at camp. The Camp Director oversees daily attendance and timesheets on behalf of camp employees. The Recreation & Community Programming Director and Program Supervisor oversee all employees and are responsible for signing off on all attendance and timesheets. Staff members are responsible for completing his or her timesheet each day by signing in and signing out of camp each day. It is up to you to keep track of the time you work each day. Timesheets must be completed clearly, in blue or black ink only. Hours are to be submitted in .25 hr. increments only. If your timesheet is submitted incorrectly on the day timesheets are due, your Director will address any issues or concerns with you. Failure to submit a timesheet or failure to submit your timesheet correctly may result in a delay in the issuance of your paycheck. More specific procedures will be covered at training regarding the completion of timesheets.

### **Excused vs. Unexcused Absences**

If there is an emergency and you cannot attend camp, you must contact the Camp Director and Program Supervisor immediately so that arrangements can be made to cover for you. Please contact them as soon as you know you will not be at camp and please try to do this the night before so that staff can be prepared for the next day. If you accrue multiple absences, your situation will be addressed, and your job may be in jeopardy. Campers depend on your attendance; the success of the program depends on your attendance. Acceptable means of communication at camp in reporting an absence is by phone call with a follow-up email if necessary. Texting is not an acceptable form of communication at camp in reporting an absence.

### **Staff Tardiness Documentation**

If you are going to be late, please contact your supervisor immediately so that arrangements can be made to cover for you. If you accrue multiple tardy days, your situation will be addressed, and your job may be in jeopardy. Campers depend on your attendance; the success of the program depends on your attendance. Please leave early enough in the morning to get to work at your required time.

### **Lunchtime**

You are required to be with your campers at lunchtime but will be paid during this time. You should bring a packed lunch each day. You are not permitted to leave the camp site for lunch time.

**Staff Assignments** and job roles vary. Your job title and responsibilities were agreed upon in your interview and is listed on your employee agreement form. If you have questions regarding your job title and function, please talk with the Program Supervisor. Everyone has a job description. Please take time to learn about your duties and responsibilities in great detail so you know what will be expected of you. Your director will take time to review your job role at training. You will be expected to perform your duties as described.

### **Meetings**

There are mandatory staff meetings for all levels of staff that will be announced throughout the duration of the camp program. Directors will meet weekly and routinely. Meeting locations will be coordinated and communicated in advance. Please come prepared to discuss issues, questions, needs assessment items, and anything else you feel is important to the success of camp.

Additional staff meetings may be held at Radnor Day Camp for all Specialty Directors, Leaders IIs and Leader Is as needed. Your director will communicate these meeting schedules with you. There are also informal staff meetings at the close of the day to say, 'good job', update on recent happenings, address concerns and have a team cheer!

### **Staff Development**

There will be staff meetings that are designed to communicate new developments, methods of organization, concerns, evaluations, and questions. Please take advantage of all of these opportunities to better yourself. All scheduled staff meetings are held for your benefit to update staff on new developments, policies, concerns, and time is taken to address any of your questions. Should you feel uncomfortable addressing any items in a staff meeting, please arrange to meet with your supervisor privately. Please arrange to meet with the Program Supervisor and/or the Director of Parks & Recreation as needed. Both the Program Supervisor and the Director of Parks & Recreation have an open-door policy.



### **Communications About Your Job**

If you need to communicate any information regarding your employment with the Radnor Township Parks & Recreation Department, please call our offices or cellular number provided to discuss the situation in person. Please do not communicate any important messages about your job by email or by text message - this is not a reliable method of communication and is not deemed acceptable by our Department.

### **Staff Evaluations**

You will be evaluated by your respective supervisor at the conclusion of camp. Staff Evaluations are taken very seriously by Radnor Township. Radnor Day Camp staff will receive a brief mid-summer evaluation, only where there is cause for discussion regarding your performance. Your Director will review the staff evaluation procedures with you. You will have the opportunity to make suggestions and comments regarding your camp experience during your performance evaluation. Directors will make every effort to conduct ongoing assessments of staff and continually address both positive and negative behaviors as needed throughout the camp period.

### **Staff Development**

Please take advantage of any opportunities to better yourself as a camp employee by asking questions, taking part in meetings, being resourceful and by modeling the behavior of other staff members. All staff members have unique skills and special talents. It is especially important for Directors to use their staff to the fullest extent by learning everyone's strengths and weaknesses.

**Returning Employees** are expected to be positive role models for new staff members. Take pride in your experience at camp and use it to guide new staff and help in their acclimation process at camp.

### **Resources/Activities/Ideas for you and your campers**

Many resources are available both at your camp site and in the Radnor Township Parks & Recreation Department. Take advantage of what is available to you and educate yourself. Use the internet, go to the library, or talk with your co-workers to retrieve valuable ideas. This can help you to improve your interaction with your campers. Camp binders are located at camp and contain valuable information such as a staff directory, first aid and safety information, emergency procedures, and tips for working with children and conducting activities. At Radnor Day Camp there is a specific Games & Activities Binder available to you and supplies you can sign out during a free period.

### **Recreational Notes & Performance**

Your Camp Directors are concerned with your morale. You will discover tremendous fellowship and spirit among the camp staff at work. Your Director will also try to make varied and interesting activities available to all staff. There will be incentives and group contests to record positive and warranted behavior. Have fun with these dimensions of your job and strive to get the most out of them that you can.

Various team building and performance contests involve displaying positive camp qualities such as being dependable, helping fellow staff members, motivating campers, solving problems, offering suggestions, demonstrating safety measures, accounting for all your campers, and smiling!

**Chain of Command** exists at the Radnor Day Camp site. It has a flow of communication for how the staff communicates needs, problems and address questions. The Director reports to the Program Supervisor and the Director of Recreation & Community Programming.

Radnor Day Camp:

Director ◀Assistant Director ◀Activity Coordinator ◀Specialty Coordinator ◀Leader II ◀Special Needs Support Staff and Leader I (Special Needs Support Staff report directly to the Site Director on matters concerning their assigned campers/campers only)

### **Role of the Parks & Recreation Director, Program Supervisor, Program Coordinator, and Recreation Assistant**

The role of the Parks & Recreation Director, Program Supervisor, Program Coordinator, and Recreation Assistant expand beyond the scope of Radnor Day Camp. They are responsible for an array of Department and Township operations related to facilities, management and development, program and event planning, marketing and communications, and Department strategic planning. Members of the Department also serve on Township committees and are members of various professional organizations.

### **Understanding the 'Big Picture'**

You are a Radnor Township employee. Radnor Township is a business that operates a large variety of services year around. Please be cognizant of your role. Your job with the Radnor Township Parks & Recreation Department is held in high esteem and with great integrity. It is meaningful and important; you can make a difference in the experiences of a child this summer. You must live up to the expectations that exist. Your work ethic is important to the success of the programs and camps offered by our Department. Violations to the above camp policies will result in termination - please be cognizant of your actions while at camp.

### **Whistle Blower**

If you believe there is dishonesty, misconduct, or a situation that is threatening in nature relative to staff, the program, or the Township, please notify the Director of Parks & Recreation. The situation will then be investigated and handled accordingly.

**Training** - The first two official days of camp will be dedicated to Staff Training. Directors and Specialty Coordinators will commit to additional time for planning and pre-training meetings. During Staff Training, staff members will receive guidance and preparation for Radnor Day Camp through team building, leadership development, problem solving, and role plays. Staff Members will receive seminars to educate on topics including:

Purpose and Mission Statement	Camp Safety and Emergency Procedures
General Camp Policies and Procedures	Understanding of Camp Daily Structure and Philosophies
Specific Job Functions and Responsibilities	Expectations for Staff Performance and Conduct
Meeting the Developmental Needs of Campers	Meeting the Special Needs of Campers-Specific Situations
Behavior Management of Campers	Expectations for Supervision Responsibilities
Recognizing and Handling Bullying	Interactions with Campers and Families
Anti-Discrimination & Anti-Harassment Policy	Recognizing and Reporting Child Abuse

Your focus and attention during the summer is primarily on campers and their safe accountability along with developing positive mental, emotional, social, and physical health. You will also help prepare and set up for camp, develop professional relationships with your fellow staff members, and learn more about the many dimensions of your job. We will learn to work together as a team! Be prepared to work hard, but also be prepared for fun and camaraderie. Please bring a notebook and pen to take notes. Also, come with your ideas to share, questions to ask, and suggestions to offer. Think about fun games to play with campers and be ready to share them with your new co-workers – this is one of your primary job functions. Camp Directors will be responsible for components of the staff training such as educating new staff members regarding their requirements, helping staff to understand daily schedules, conducting site acclimation, and overall communication of goals and objectives. Enjoy these two days and learn everything you can about your co-workers, you might be surprised about what you might learn!

**Challenge Yourself:** Take the time to think about your impact on the campers and on the overall camp environment this summer. *How do you want to be remembered at camp?* It's important to reflect on this notion before the first day of camp because you have a very important role that has the power to impact so many people's lives. Think about how you can be a positive influence at camp and what traits you already have that will help you do so. Create ways to embody those strengths every day at camp and strive to find new ones. Make a commitment to yourself to have a positive impact, in some way, every day. Find a way to give your campers the best memories you can this summer that they will carry with them for the rest of their lives! Make the commitment to yourself and make it to them!

**Successful Staff Qualities - What makes a good Leader?**

**Mental**

Positive attitude  
Imaginative  
Problem solver  
Open-minded  
Alert to surroundings  
Responsible  
Able to resolve conflicts  
Doesn't become emotional  
Nurturing and compassionate  
Patient

**Physical**

Smiles a lot  
Healthy  
Clean appearance  
Performs vigorously  
Poised  
Energetic  
Well-rested  
Dressed appropriately  
Ready to play  
Camp attire

**Administrative**

Master of details  
Keeps accurate records  
Deals calmly with problems  
Approachable and personable  
Inspires confidence  
Loyal and dedicated  
Communicates clearly and often  
Respects others and gains the respect of others

**Leadership Qualities**

Set a good example and is good role model  
Enthusiastic  
Has fun with campers but is directive  
Positive attitude  
Disciplined  
Makes good decisions  
Inspires and motivates others  
Assertive

**Staff Members should be mindful at all times that Campers are here for the following:**

- Learning new things
- Having fun and smiles
- Creating memories & happy stories
- Growth and development
- Friendships
- Support and camaraderie

**And, as leaders we need to:**

- Provide a safe environment
- Teach new things, be creative
- Have fun keep a positive attitude
- Foster an environment to nurture development

- Provide teamwork experiences
- Encourage good sportsmanship and sharing
- Discipline appropriately
- Be good role models

#### All Staff Should:

- **WORK TOGETHER!** Your campers will be going to activities throughout the day. Stay with them and PARTICIPATE IN THE ACTIVITY. They will have more fun and so will you!
- **REPORT PROBLEMS & CONCERNS IMMEDIATELY TO YOUR RESPECTIVE SUPERVISOR.**
- **ACCENTUATE THE POSITIVE, ELIMINATE THE NEGATIVE!** Your campers will be less likely to misbehave if you maintain order in a positive manner. Try to MODEL good behavior and praise campers when they do well.
- **STAY WITH YOUR CAMPERS!** Each camper is special and unique! YOU are responsible for their well being. Make sure you know where they are at ALL times!
- **STAFF MEMBERS MUST KEEP A “HANDS-OFF” POLICY WITH RESPECT TO OTHER STAFF MEMBERS AND CAMPERS; THIS ALSO APPLIES TO PERSONAL PROPERTY.**

#### Staff Discipline

- **1<sup>ST</sup> OFFENSE:** Staff member will be given a VERBAL WARNING of any problem perceived by their respective supervisor.
- **2<sup>ND</sup> OFFENSE:** Staff member will be given a WRITTEN WARNING and action will be taken to correct the problem. The employee will receive a copy of this warning; a copy will be reviewed by both the Program Supervisor and the Director of the Recreation & Community Programming, and a copy will remain on file in the Recreation & Community Programming Department.
- **3<sup>RD</sup> OFFENSE:** If the problem continues beyond the written warning, the Program Supervisor and the Director of Recreation & Community Programming Department will issue an employee SUSPENSION OR POTENTIAL TERMINATION.
- **4<sup>TH</sup> OFFENSE:** If the problem persists beyond a suspension, you will be TERMINATED.

#### One Strike Termination - Grounds for Immediate Dismissal

(Upon Recreation & Community Programming Director and Township Manager final approval)

*“Conduct of the staff member, either in or out of camp, such as to interfere with operations, camp morale or undesirably influence the opinion of camp neighbors, will be grounds for immediate dismissal.”*

The following conduct, while not limited to the list below, interferes with operations, camp morale and/or undesirably influences the standards of camp and are grounds for immediate dismissal:

1. Use or possession of illegal drugs, narcotics, or unauthorized firearms.
2. Use or possession of alcohol or fireworks while at camp.
3. Use of tobacco products, electronic cigarettes, vapor cigarettes or anything similar while at camp.
4. Ethical, moral, sexual, or physical misconduct and/or abuse in any form.
5. Inappropriate or abusive contact, comments, or treatment inside or outside of camp to campers, parents, guardians, or staff.
6. Bullying/hazing or inappropriate treatment of other camp staff members.
7. Use of inappropriate and/or any type of vulgar language at camp.
8. Theft or vandalism.
9. Unauthorized use or possession of camp vehicles, keys, phones or other equipment.
10. Leaving camp without the approval of your Director.
11. Inappropriate use of social media or violating digital privacy inside or outside of camp.

**Tobacco or Electronic Cigarettes** - Staff members may not use tobacco of any kind or electronic cigarettes while at camp.

**Alcohol & Narcotics** are strictly prohibited from the grounds of each camp and should never be consumed prior to attending work. If such behavior is conducted by any employee, you will be immediately terminated.

**Social Media/Digital Privacy** - Please respect the privacy of others, specifically campers and other staff members. The use of recording devices of any kind, including cameras, are prohibited at camp. The only exception is for Directors and Coordinators, as instructed, for promotional purposes by the Parks & Recreation Department. Advances in technology in the form of social media and texting are highly utilized by young adults and many children. Please use this and all technology responsibly and appropriately. This includes all social media platforms including, but not limited to, Facebook, Instagram, Twitter, YouTube, Snap Chat, GroupMe, etc. Do not represent Radnor Township, the Parks & Recreation Department, or Radnor Day Camp in any way through these means. If you use social media platforms, we strongly ask that you set strong privacy settings and refrain from interacting with a campers or camp families.

**Staff Conduct Outside of Camp** - While you are employed by Radnor Township, you are representing us in the community. Please be cognizant of your demeanor and behaviors while you are away from camp. Please uphold our reputation and highly regarded standards of conduct both in and outside of camp. This concept also applies to any personal websites or social media.



**Attire** is important because you are a role model for children. Please dress appropriately and conscientiously by not wearing clothing with inappropriate messages or symbols - for example: messages or images that contain adult-oriented activity such as alcohol, drugs, and sex, or convey questionable or controversial messages not intended for children. If you are unsure about what consists of inappropriate content, please ask in advance.

You should wear comfortable, weather-appropriate clothing to camp with athletic shoes. Keep exposure of a lot of skin, tattoos, and body piercings out of sight. Clothing should not reveal exposure to underwear, tops of thighs, midribs, back, or cleavage. Comfortable athletic or active wear is strongly recommended.

Flip flops, sandals and other open-toe shoes are prohibited other than while swimming or during water activities. Your shoes must cover your entire foot. One-piece bathing suits must be worn during all swimming activities.

Staff must wear their Radnor Day Camp t-shirt on all trips and special event days as requested by the Director. Camp t-shirts are worn for identification, uniformity, pride, and tradition. Camp t-shirts from past years are encouraged to be worn at camp.

You may be asked to return home and change your clothing for lack of compliances. You will not be paid for the time missed at work. Professional appearance and demeanor are essential parts of the camp job. Staff members who do not comply with camp attire may incur disciplinary action including termination.

**Appearance and Hygiene** - It is important that you set an example for campers and project a good image at camp. Accordingly, we will expect you to present yourself well and to maintain high standards of personal appearance and hygiene. Hair must be worn in a neat and clean manner. Please shower daily and brush your teeth.

**What to Bring Each Day** - Please come prepared with things you will need for the day. Plan to bring a backpack or bag to carry the items you will need for the day such as a bathing suit, towel, lunch, water/drink, clipboard, folders, etc. Your director will discuss in further detail the items you should plan to bring each day.

**Personal Electronic Devices & Cellular Phones** - Personal electronic devices are prohibited at camp – you are not permitted to use your personal cell phone for personal use during the camp day. Use of your cell phone for personal use will result in disciplinary action. Exceptions are the use of a cell phone for emergency purposes or to communicate important information with other staff members. During the camp day, your camp phone ringer can be turned on so you can hear it in case you receive an important call from staff members. During a Lockdown Situation at camp, please silence your phone for safety. If a situation requires immediate attention, do not hesitate to Call 911.

**Personal Property** - Radnor Township cannot be responsible for loss or damage to personal property at camp.

**Your Health** - The only way to have the energy and enthusiasm of a successful staff member is to stay healthy and well rested. We recommend that you get at least 7 hours of sleep each night to stay well and “look alive.” Drink plenty of water throughout the day and stay fresh and energetic for your campers.

**Injury at Camp** - If you become injured at camp and your injury is severe, a staff member must call 911 immediately. If your injury requires immediate medical attention, please visit Bryn Mawr Hospital. If your injury is minor, please visit Worknet Occupational Medicine located in King of Prussia (170 N. Henderson Road, Suite 306). In all injury cases, please report your injury to your supervisor and to the Parks & Recreation Department as soon as possible. You must also complete and submit the *Employee Accident Report for Work Related Injury and Supervisor's Investigation Report* form located in your site binder. All paperwork related to your medical visit must be returned to the Parks & Recreation Department along with any invoices that are obtained thereafter as soon as possible.

**Language and music** used at camp must be age-appropriate for children and should never contain profane or vulgar words or messages. Please have all music approved by your Director before it is used at camp.

**Reading Materials at Camp** - You are not permitted to read newspapers, magazines, or books during work hours. These items can only be used for educational or project-related activities at camp.

**Visitors** who you know and are not employees of the camp are not permitted to come see you or be with campers at camp.

**Dogs** are not permitted at camp unless approved by the Director of Parks & Recreation. Exception is allowed for people requiring assistance for the blind or other special needs.

**Township Vehicles** - Only authorized staff members may drive camp vehicles.

**Transporting Campers** is strictly prohibited unless authorized permission was granted by a parent or guardian. This requires a note be given to the Parks & Recreation Department stating that you are allowed to drive a child to and from camp or in any other situation.

**Camp Daily Structure** - The daily structure at camp will be discussed in detail by your Director so you know what to expect, especially on the first day of camp. Structured, supervised, age-appropriate programs and activities are to be planned at camp. Camp leaders are responsible for developing and implementing structured, age-appropriate activities and games during their specific program periods. You are expected to have a plan each day in this regard.

**Age-Appropriate Activities** - Structured, supervised, age-appropriate programs and activities are planned by each Director and staff at camp. If you question whether an activity is age-appropriate, inform your Director right away. Planned, theme days and weeks will take place at camp and all camp staff are expected to take part. Be sure to communicate with your Director to make sure topics are approved. For bigger camp events, Directors are to coordinate with Township staff.

**Appreciation for the Environment** - Radnor Day Camp supports and promotes respect for the environment and all activities are to operate in ways that help develop awareness of, foster appreciations of, responsibility for, and stewardship toward the natural environment.

**Adjusted Daily Structure for Inclement Weather Days (rainy days, excessive heat, and emergencies)** - The Camp Director is required to have multiple plans in place that are clearly communicated to all staff members. Use water hoses and sprinklers as needed. Stay indoors as needed. When outdoors, be very cognizant of burns and bugs - use suntan lotion and bug spray - be smart! When indoors for extended periods of time, communicate with the staff and respect the facility. If you plan to watch movies, use discretion and do not do so often, parents do not endorse this as a camp activity.

**Program Growth & Achieving Goals** – You must plan fun and enjoyable activities for campers. Try new activities, talk with campers about what they like and be creative. The goal is to provide a rewarding and memorable experience for campers. The ultimate goal is to make campers want to return to camp. Remember you are a role model for the campers. Review the mission statement to verify achievement of goals.

#### **First Day of Camp/Opening Day Procedures**

- Funnel system for organizing campers.
- Know your role on the first day of camp.
- Know the facility and where the program is taking place, review site plans.
- Staff members are expected to review all rules and regulations with campers on the first day of camp.
- The Camp Welcome Packet is provided to all staff at training – please make sure you have a copy at all times.
- Review daily schedules for interpretation and communication as needed.
- Staff members wear their camp t-shirts on the first day of camp.
- Registration/Group lists will be distributed and are updated as needed (especially during first week of camp).
- Enrollment Procedures
  - Campers not on lists - report to office, communicate clearly and immediately with Director.
  - Understand and learn about all campers, review notes and understand parental information, seek guidance as needed, communicate with special needs support staff.
  - Organize all special notes submitted by campers/parents/guardians. These notes should be submitted to the Camp Director at the beginning of the camp day. Notes are required from parents/guardians regarding early dismissal, walkers, bus changes, medical issues, or any other condition needing attention. Make sure everyone else in your group is aware and you make a note on your attendance roster. Camp notes should not be discarded.
- Camper registration information is kept in the Radnor Day Camp Office and in the Pool Office. This information is taken on trips. Take time to learn about your campers.

**Enrollment Procedures** are essential and keep track of accountability of children during the day. Carry attendance folders, sheets and clipboards at all times and use them. Take attendance - Morning, Lunchtime, Afternoon, in your head over and over. Know your campers, count them. You are responsible for every one of them! Think prevention. If at any time there are campers in your group but are not on your list, please notify your supervisor immediately.

**Accountability and Safety Responsibility are the most important aspects of your job.** You must know where your campers are at all times, especially on trips, both on the bus and at the trip destination. Campers must be safe at all times. No camper should ever be left unattended or unsupervised at any time. Carry your clipboard with an up-to-date list of campers and notes. Keep track of any notes you have been given regarding changes, medical concerns, transportation changes, early dismissals, kids who walk to camp, etc. Be on top of your campers and their daily needs. You are responsible for your campers at all times and they should never be unsupervised. If you have to leave your group for any reason, you must make sure your campers are supervised by another staff member. Implement the buddy system at all times. Be assertive, don't be passive! Speak up, yell, and use your instincts. Error on the side of safety at all times. You must provide a safe environment for your campers everywhere - in and outside the facility, at the playground, on trips. No camper should ever be left alone in a program area for any reason at any time.

**Camp Office** - The camp office area is not a hangout for staff – always be aware of your actions. The camp office is a designated area for Camp Directors to handle the administration of the camp and is an area for parents/guardians who attend camp. Parents/Guardians should always be directed to come to the Camp Office. Valuable resources and camp equipment are located and stored in the camp office. These included, but are not limited to, medical station; Informational/Incident Report Forms; Two-Way Radios; Landline Phone; Camp Registration Binders; and other important supplies.

**Camper Registration & Emergency Information (Binders/Files)** – Camper Registration/Emergency Information is present at Radnor Day Camp and is located in the Camp Office within an identified binder. A copy of this binder is also located at the Radnor High School Pool. These binders include registration information, information form outlining special needs/situations, life-threatening/non-life-threatening conditions, and emergency contact information for each camper and staff member. The Emergency Information File includes facility contacts, list of local hospitals, a Township map, and first aid information. Please take time to know exactly where they are located in the event you need to refer to it. Camp Directors will review the specific location of the binder at the camp site.

**Landline Phone** – Landline Phones are available at camp to provide an open line of communication and emergency hotline. Directors must review all specific procedures for call out of classrooms. **\*We will review the appropriate landline procedures at training respective of our camp location.**

**Reporting Accidents/Incident Reports** - An Incident Report is a legal document that provides a detailed account of an incident that occurs at camp. This document is kept on file with the Parks & Recreation Department and is a legal document on behalf of Radnor Township. Only the Camp Directors and Program Supervisor are to complete an Incident Report.

- Check with the Program Supervisor if you are unclear whether or not to complete an incident report.
- An incident report must be completed by the Director or Program Supervisor. If the incident occurred in the presence of a camper leader or other staff member, they should assist the Director and be present while completing the incident report.
- Always complete an incident report in pen and print on the document.
- Complete the incident report immediately after the incident occurs. When the incident occurs, make notes and keep records on what occurred so you can transfer the information in an organized manner to the incident report document.
- List the basic facts - WHO - WHEN - WHERE - WHAT - Please remember to state the facts and assist your Director in completing the incident report while the situation is still fresh in your mind.
- Avoid listing suggestions and opinions as to what caused an event to occur. Stick to the facts.
- Under no circumstances should an employee give his or her opinion about an accident to anyone except the police, the Camp Director, Program Supervisor, or Director of Recreation & Community Programming.
- Please see later pages for more information on reporting suspected camper abuse, sexual abuse, or neglect.

**Informational Report Forms** – An Informational Report is a two-part form used at camp to communicate general information such as minor medical/behavioral/social situations and is sent home to parents with the respective camper. The top/white copy is kept on file with the Parks & Recreation Department and is a legal document on behalf of Radnor Township. The bottom/yellow copy is sent home to parents. The Informational Report Form will allow staff at all levels to provide a brief description of the situation; the corresponding treatment or protocol that was followed; staff members that were privy to the situation; and an option to request that a follow-up call be made by the parent/guardian to the Camp Director, if applicable. Use of an Informational Report Form must be approved by the Camp Director under all circumstances and prior to being sent home to parents. Always be sure to check with the Program Supervisor if you are unclear whether to complete an Informational Report Form. Informational report forms are located in the camp office and are provided to staff.

**First Aid Kits/AED** are distributed to camp and are located in the Radnor Day Camp Office, at the Sports & Games activity area, at the Radnor High School Pool (when utilized), and are taken on all camp trips. Each group and activity area will also have a basic first aid kit available. The Informational Report form will serve as a method for record keeping for all first aid related situations. Use this form to indicate who is being treated, why, date/time and the staff member involved. Your Director will review the procedures for use. Ice packs/ice are also available at the camp site. Please make sure supplies are fully stocked. Communicate in advance when supplies need to be replenished in a timely manner.

**Camp Location – Facility Management & Care** - We are guests in all associated buildings, on grounds, at Township playgrounds and at trip destinations. It is a privilege to be at each facility so please treat it with respect. Be friendly to all staff, develop a rapport with staff, and be responsible. You are required to respect the space you are in or you will jeopardize the success and future of our camps as well as year-round functions of all programming. Remain only in the designated areas unless permission is given otherwise. Use clear communication in dealing with the facility staff members and keep the Program Supervisor and the Parks & Recreation Director in the loop on everything.

**Camp Site and Equipment inspections, Safety, and Cleanliness** - are a critical responsibility of your job. Before an activity begins, take time to inspect your site and equipment before campers enter the area – this is especially important to prevent injuries. Broken or faulty equipment or safety concerns such as broken glass, bees/bugs, broken equipment, pointed edges, etc. should be reported immediately, and the activity should be altered or else take place at some other location at the site. Use common sense! All equipment used should be appropriate to the size and ability of users and stored to safeguard effectiveness. Equipment should be safety-checked regularly, and prior to each use for specialized activities. Bathrooms should be clean, and all trash and litter should be picked up prior to the start and at the end of any activity. If needed, please contact your supervisor to report unsanitary conditions or to complete a vandalism report. You must be sure to clean up your entire area at the completion of every activity – no exceptions! The Camp Director, Assistant Director, Activities Director, and Specialty Coordinators are expected to communicate early and often with Township Staff and/or Radnor School District Staff as applicable regarding the status and conditions of camp facility space to avoid any unexpected responsibility for damages or uncleanliness. Proactive versus reactionary management, is expected.

**Equipment Damages, Dysfunction, or Missing** - Equipment is defined as anything used at camp such as first aid supplies, sports and games equipment, arts and crafts supplies, or games as well as equipment in the school or at the facility, even if not used at the camp. Please report all damages, dysfunction, or missing camp equipment to the director immediately, no matter how minor. This includes missing pieces or equipment for games and activities. Always clean up your site upon conclusion of any activity and be sure

to return all equipment to the storage facilities or indoor classrooms. Do not leave equipment behind after you conclude an activity. Equipment and supplies are integral to the success of our camp programs and the loss of such items will seriously jeopardize the success of our camps. Each camp Director will define a check in/out procedure for using equipment. Follow the procedures precisely and be sure to communicate with your Director if there is stolen, lost or damaged equipment and supplies.

All equipment or boxes purchased for camp should be marked "Radnor Township Parks & Recreation Department" or "RTPRD". Please make every effort to keep all equipment organized, inventoried, and clean. Any equipment that contains game pieces or other parts should be placed back into the original box. If you are not using certain pieces of equipment at camp, please alert your supervisor so these items can be transferred to another area or used in a different way. All equipment needs should be reported to the Program Supervisor. You will not be reimbursed for any out-of-pocket expenses you make for equipment or supplies used at camp, unless they are pre-approved by the Director of Parks & Recreation.

**Camp Site Problems and Camper Behavior Issues** - Carry a notebook on your clip board and constantly document problems or behavioral issues that occur with your campers, parents, other staff members, or anyone else. A composition book will be provided to you and we expect that you will document in a timely and detailed manner. Make clear notes and share them with your supervisor immediately. Always be wary of strangers or people who should not be at camp or interfering with daily operations. Report anything that you suspect is a problem immediately and do not hesitate. Always err on the side of safety. If there are campers in your group on the first day of camp that are not on your list, please notify a Director immediately and make sure the camper(s) goes to the camp office with a staff member. Furthermore, if you have campers (or staff members) who you suspect may have problems connected to alcohol, drugs, abuse, fatigue, or diseases, please contact your supervisor immediately or the Director of Parks & Recreation.

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## **Campers and Program Structure**

**Campers/Participants** - Registration for camp began in January. Each camper for Radnor Day Camp submitted registration information on a form or online outlining their personal information. It is important for each staff member to understand and get to know each of his or her campers. Be aware of all special circumstances and special needs. All camper information is confidential.

It is important that you reiterate Radnor Day Camp's Policies and Procedures consistently in the way in which they are intended by the Radnor Township Parks & Recreation Department. Please refer to the Camp Welcome Packet that has been distributed. This document will be shared with you at Staff Training.

It is important to stress to your campers the importance of their attire and dressing appropriately for their day at camp. Campers should be comfortable and dressed appropriately for outdoor activities and play. We stress that campers wear athletic shoes and must cover the entire foot. Flip flops, sandals and Crocs are prohibited. Shirts must be worn at camp at all times by staff and campers. You must also encourage and remind your campers to wear their Radnor Day Camp t-shirt on all trips and special days. Camp t-shirts are worn for identification, uniformity, pride, tradition, and most importantly, safety. Campers are to bring lunch/water to camp each day. Encourage your campers to bring their lunch/water in a leak-proof container with name and grade clearly indicated. Campers should be reminded to drink regularly to stay hydrated.

**Campers with Special Needs/Medical Needs/Allergies/High Level Awareness Campers** - There are campers with special needs that attend our camps. Please be sensitive to their needs and never make fun of a special needs camper or any other camper. This will be grounds for immediate termination. Strong communication & interaction among staff, parents & administrators is a must. Please take time to understand the needs of your campers. Review their camp registration forms and notes. Many campers have allergies (e.g., peanut butter) and carry an EpiPen. Some campers have diabetes. Some campers have physical disabilities. It is part of your job responsibility to understand and be sensitive to the needs of all campers. Please also be aware of all campers and any evidence of skin rashes or other types of reactions that may indicate the need for special attention and report them immediately.

The Special Needs Support Staff will provide an explanation of the registered special needs campers as well as other special circumstances that exist with certain campers. If special needs campers are in your group, you must take time to understand the special circumstances that exist as well as learn ways of dealing with the particular camper(s).

**Leadership in Training Program (LIT)** - This program is for campers going into grades 7 to 9 and will give them the opportunity to be mentored by the LIT Coordinator and other camp staff in order to gain a basic understanding of summer camp operations and the leadership skills that are necessary to supervise campers. LITs will assist in the supervision of and interaction with campers and help enhance the camp experience by offering creative ideas and activities. LITs will be expected to participate in group sessions, shadow and observe other camp groups, and lead their own activities by the end of the program. Each week, a skill will be presented and discussed with group members. Through team-building activities and role-playing, LITs will identify specific strategies they can use in order to be better leaders. Throughout the week, LITs will observe and assist Leaders with campers, but they will still attend conventional camp activities. Camp Leaders are expected to incorporate the LITs into their group activities but are not to rely solely on the LITs to lead specific activities. LITs who demonstrate behavioral concerns are to be addressed immediately and removed from groups if necessary, with clear documentation and reporting.

**Interaction with Parents/Guardians** - Directors and Coordinators must try to see parents and interact with them at all times. They will appreciate knowing that you took the time to approach them and this will translate greatly to how they perceive you care about the campers. All staff members must conduct themselves appropriately with parents and use proper respect at all times. If you are uncertain how to handle a parent/guardian request or question, please consult your Supervisor immediately and refer the parent to the Director. Be friendly, be mature, and be responsible at all times. Tip: Parents like to see you engaging with their children!



A Camp Welcome Packet is distributed to all registered campers prior to the first day of camp. Your camp site will have copies of the Welcome Packet available to parents throughout the summer. Please take the time to familiarize yourself with the details contained within the Welcome Packet. Weekly newsletters are distributed at camp. Additional weekly communications are recommended as needed but must occur in a timely fashion. Be clear in your message and always have the Director and Program Supervisor proofread all information that is sent home to parents – both when communicating by paper or by email. Texting or use of social media is not an acceptable form of communication with parents/guardians.

Appropriate and clear signage must be provided for parents who enter the camp site. Use parent welcome boards to communicate daily/weekly special event or trip information.

**Close of Camp** - On the last day of camp, you will help prepare to put the camp supplies away for the summer. The closing of camp must be done properly and may include special projects to prepare for the next season. All staff members will take part in this activity and are expected to stay until the job has been accomplished.

**Feedback & Suggestions** are crucial to program development and improvement. Your opinion is always welcome and is encouraged. Please elaborate on your final Staff Performance Evaluation if you have suggestions, ideas, or comments.

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**Aquatics Program** - Swimming is a big part of Radnor Day Camp. The Aquatics Program takes place at the Radnor High School Pool. Radnor Township relies on Radnor Township School District to provide an Aquatics Site Manager that will be responsible for administering the facility's compliance with all local/state codes for operation, maintenance, safety, and equipment. Campers are transported to Radnor High School in accordance with a specified schedule for swimming. Aquatics staff members and campers should be oriented to the site and their responsibilities, including orientation to the safety rules and regulations relative to the site, emergency procedures, and all activities that will take place, by the Aquatics Director. As requested by parents/guardians, the Aquatics Coordinator will be expected to discuss camper swimming progress and concerns with parents. All campers' swimming abilities will be assessed by the Aquatics Coordinator and they will be placed at certain levels accordingly. Be sure to understand your campers' swimming abilities and level. This requires an initial review of their registration material and swimming indication provided – this will also be outlined on your group rosters. All staff members are required to participate and enter the water with the campers. Please review the sections later in this handbook regarding appropriate touching of campers, and particularly at the pool for the safety and instructional purposes of campers. Implement the buddy system at all times, especially at the pool. It is very important that if you witness any unsafe circumstances near or around the water that you react immediately. This may be related to the conditions of the pool or periphery areas, conditions of the water, objects in the pool or surrounding area, bacteria or feces in the pool, or improper behavior in and around the pool area. Never wait when around the water. Be vigilant of a swimmer who is unstable or unable to return to safety without assistance. Be active. If you see an unsafe situation, call out or yell immediately. This applies to all other unsafe circumstances at camp. Be smart and always watch out for potential hazards. No food, gum, or candy is allowed at the pool. Please role model appropriate behaviors for your campers at the pool. Furthermore, please be aware of circumstances related to improper health such as bad foot care, sinus and ear infections, overheating, and hypothermia. **\*details subject to change based on swimming location.**

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**Trip Program** - Trips make up a large part of Radnor Day Camp. Campers register for camp trips and special lunch days in advance of the start of camp and attendance records have been determined in advance, although they are still refined in advance of each trip. Campers are responsible for any extra spending money they bring with them on trips. Camp staff members are not responsible for carrying money for campers on trips. Camp staff members and campers are required to wear their camp staff t-shirt on every trip. The Camp Trip Coordinator will review the specific policies and procedures regarding trips at Staff Training and will review each specific trip in detail before each trip.

#### **Trip Planning and Trip Day Procedures:**

- Trip Planning will take place in coordination with the Department Program Supervisor, who will provide specific details about each destination, including parameters that have been set forth by the destination, policies and procedures, trip registration minimums/maximums including staff members, and any special notes about the trip reservation.
- The Camp Trip Coordinator is responsible for organizing campers and staff for each trip. This includes identifying the exact campers and staff members that will be in attendance, before departure, and by reconciling the list with registration along with any special notes indicated.
- The Camp Trip Coordinator is responsible for knowing the trip schedule and all the details surrounding each trip.
- The Camp Trip Coordinator is responsible for completing a trip itinerary specific to each trip with key summary information that is coordinated with staff members and bus drivers and includes arrival times, departure times, any scheduled meeting times or lunch times, and emergency contact information for staff and bus drivers.
- The Camp Trip Coordinator should also have driving directions, a site map, policies and procedures for the site, designated meeting place, location of First Aid/AED, special instructions for special needs campers, entrance/exit detail, etc.
- The Camp Trip Coordinator and Camp Staff should review the policies for behavior and emergency with all campers before the trip program begins. This includes implementation of the buddy system (on trips and at all times); staying close to campers at all times; being vigilant around bathroom facilities (continued observation of two-deep leadership); being vigilant to strangers; being proactive and protective; and instructions on what to do if they are separated from the group - review meeting spots details, find an adult/employee who works at the destination, find another leader for another group.
- Camp Registration Binders must be taken on each trip; First Aid Kit/AED can be taken as well.
- Staff and campers should be assigned a bus to ride to and from each destination if there are multiple buses.



- The Camp Trip Coordinator should divide campers into smaller groups as needed and keep ratios in a small range according to the nature of the trip.
- Camp Staff Members must sit dispersed throughout the bus while riding to and from trip destinations and cell phones, head phones, are not permitted.
- All campers and staff must wear their camp t-shirts (or a shirt of the same color) on all trips and to all special events.
- Radnor Township Recreation & Community Programming Department - Yellow Wrist bands (lacing or yarn also) is placed on all participants wrists for big trips and swim excursions (if applicable).
- Camp Aquatics Staff/Certified Lifeguards/Swim Instructors are to attend water destinations.
- The Camp Trip Coordinator is responsible for conducting site inspections and taking safety precautions at the destination.
- If applicable, use cones to stop traffic while crossing at busy intersections or crosswalks. Have another staff member stop traffic while the rest of the group crosses. Use barriers to prevent cars from traveling to particular areas of your site. Use cones to restrict campers and always set a buffer zone.
- Accountability procedures especially apply on camp trips. Staff members must keep track of campers at the trip destination and count them several times while at the trip destination and prior to leaving destination.
- At the end of each trip, the Camp Trip Coordinator will provide a summary report on the trip including but not limited to the staff members and campers who attended; bus drivers/number of buses; any major concerns, incidences, or notes about the trip; and an overall evaluation of the trip.

#### **Bus Conduct:**

- The same rules for behavior at camp apply on camp buses.
- Staff members are not permitted to have cell phones, headphones, etc. on the bus.
- No standing or leaving your seat on a moving bus; no standing in/on seats.
- No body parts placed outside of the windows.
- No leaving trash on the bus or throwing it outside the window.
- No screaming or yelling or fighting.
- Always follow the rules of the bus driver.
- School bus conduct applies.

#### **Conduct at Destination:**

- The same rules for behavior at camp apply outside of camp.
- You are always representing Radnor Township and its integrity. Everyone must be cognizant of their behavior on trips.
- No screaming or yelling or fighting.
- Always stay with your group.
- Any behavior problems addressed on a trip will be handled according to the behavioral policy (see below)

#### **Emergency Procedures on Trips:**

- Always dial 9-1-1 from the nearest phone on a trip.
- The trip leader should carry a cellular phone.
- All camp emergency response procedures apply when on a trip and are adapted as necessary (see below).

**Camper Behavior Management and Discipline** – Camp Staff are trained in behavior management and discipline techniques that encourage positive outcomes in the areas of interactions and problem solving with others. Camp leadership will work with staff members to recognize bullying and address the need to share with campers that bullying is unacceptable and that incidents of bullying are to be reported immediately. Staff are trained to implement fair and consistent disciplinary steps that are situationally appropriate. All campers and their families have been provided with a form outlining the Radnor Day Camp Code of Conduct as part of the Welcome Packet. Staff members will also receive a copy of this information.

#### **Behavior Policy - Three Strike System**

1. Children behavior documented clearly – a notebook is provided at training and it is expected that you clearly document, in a timely manner, and shared with your supervisor.
  - Give a time out.
  - Children sit out in designated area for an appropriate amount of time.
  - Clearly document behavior problems/times/dates - build a case.
2. Notify supervisor.
3. Notify parents - Director.
  - Phone call, meeting.
  - Clearly document.
  - Notify supervisor who in turn notifies parents that child is dismissed.
4. Fill out incident report and/or informational report form and include copies of documentation - Directors complete incident report.
5. Director of Recreation & Community Programming makes final decision per recommendation of Program Supervisor and Staff.

#### **Important points to keep in mind when disciplining a camper:**

1. Never physically harm a camper.
2. Never use inappropriate or vulgar language in the presence of a camper.

3. "Remove" a problem camper from the group but never isolate him or her. Find something else for the camper to do while "cooling off".
4. Never hold a grudge, move on and be positive.
5. Call your supervisor if you feel you are unable to handle the situation with a camper.
6. Ask for advice and prepare yourself for disciplinary issues that may arise.

It is important to be fair to all parties involved in any type of dispute. At no time are you permitted to touch or use physical force with a camper. Never place a camper in a dangerous or threatening situation during disciplinary actions. All discipline should first be handled by the person in charge of the activity. If further action is needed, please notify a supervisor immediately.

**Bullying/Hazing/Teasing at Camp** – Verbal, physical, emotional, and cyber bullying or hazing are strictly prohibited. It is vital to have a clear sense as to what is happening within your group. Creating a positive and interactive environment for open communication with your campers will enhance your ability to recognize and address bullying within your group. Always be cognizant of the interactions taking place among your campers so you can respond quickly to potential incidences of bullying. Defined incidences of bullying at camp will not be tolerated and will be addressed immediately. This includes parental threats.

Responding to Bullying/Hazing/Teasing at Camp

1. Always intervene if you see or are aware of a situation where bullying/hazing is occurring.
2. Document the situation clearly.
  - Give a time out.
  - Children sit out in designated area for an appropriate amount of time.
  - Clearly document behavior problems/times/dates - build a case.
3. Notify supervisor.
4. Notify parents - Director.
  - Phone call, meeting.
  - Clearly document.
  - Notify supervisor who in turn notifies parents that child is dismissed.
5. Fill out incident report and include copies of documentation - Directors complete incident report.
6. Director of Recreation & Community Programming makes final decision per recommendation of Program Supervisor and Staff.

### **Life-Threatening/Non-Life-Threatening Health & Medical Conditions**

There are campers and staff with identified life-threatening and non-life-threatening health and medical conditions at Radnor Day Camp. Education on their conditions is a vital part of staff training. Information on these conditions is collected at the time of registration/at the time of hire. The more we can understand the various health and medical conditions that exist at camp the better we can respond effectively. Sound communication among staff is important. Please take time to understand the health and medical conditions of your campers and fellow staff members. Review their camp registration information and notes. It is part of your job responsibility to understand and be sensitive to the needs of all campers and fellow staff members. Inappropriate treatment, behavior, or comments to any staff members, campers, or parents regarding health and medical related conditions will not be tolerated and is grounds for immediate dismissal from camp.

Health and medical conditions may be undiagnosed or unidentified prior to the start of Radnor Day Camp. Please always be aware of campers and their conditions and communications. If a camper doesn't look right, act right away even if you are unsure by reporting the situation by contacting your supervisor at camp. Use your instincts. Watch out for changes in physical conditions such as rashes, hives, redness, swelling, bruising, or cuts; changes in mental or emotional conditions such as withdrawn, lethargic, confused, or anxious; or any other situations where a camper may appear unusual. Staff members will learn more about various conditions that can arise at camp through their first aid training session.

**Camper Registration & Emergency Information (Binders/Files)** – Camper Registration/Emergency Information is present at Radnor Day Camp and is located in the Camp Office within an identified binder. A copy of this binder is also taken when off site. These binders include registration information, information form outlining special needs/situations, life-threatening/non-life-threatening conditions, and emergency contact information for each camper and staff member. The Emergency Information File includes facility contacts, list of local hospitals, a Township map, and first aid information. Please take time to know exactly where they are located in the event you need to refer to it. Camp Directors will review the specific location of the binder at the camp site.

**Allergies** are predominant and require heightened sensitivity by all staff. Such allergies are to peanuts, peanut butter, bug spray (citronella), sunburns, ticks, stings, bites, etc. Please follow the emergency procedures below to actively and immediately respond in these types of situations.

**Administering Medicine** - Some campers may require medicine throughout the camp day for a variety of reason. It is important to know if you have a camper that has requires medicine. Take time to talk with your camper. Campers may place their medicine in the camp office with their name, age, grade and phone number clearly indicated. It is recommended that campers know how to operate and administer their medicine when it is needed. Staff members are not required to administer medicine at camp.

**Communicable Diseases** can take place at camp and include health concerns such as pink eye, strep throat, flu viruses, and ring worm. If you suspect that a communicable disease is contained by a camper or other staff member, please inform your supervisor immediately. Please make sure you and your campers remember to wash your hands vigorously throughout the day to avoid the spread of germs. Please encourage your campers to stay home if they are ill – this applies to you as well.

**Concussions** can take place in any active environment and are taken very seriously at camp. A concussion is a brain injury that affects how your brain works and can occur a result of a bump, blow, or jolt to the head or body. Symptoms may vary but can include headache, confusion, difficulty remembering, dizziness, feeling sluggish, irritability, nausea or vomiting, oversensitivity, blurred vision, slowed reaction time, or loss of consciousness. Always report any indication of a concussion immediately and DO NOT let your camper (or yourself) return to play. Please work with leadership at camp to make sure medical assistance is sought right away.

**Epipens** - Some campers carry an Epipen to camp due to highly severe allergies. Please familiarize yourself with the different kinds of epipens. It is important to know if you have a camper that has an Epipen in your group. You need to have an understanding of the camper's allergies to help take precautions during camp. Take time to talk with your camper. Campers are encouraged to place their Epipen in the camp office with their name, age, grade and phone number clearly indicated and carry one in their backpack. It is recommended that campers know how to operate and administer their Epipen in the event it is needed. Staff members are strongly encouraged to operate or administer Epipens at camp in an emergency situation.

### **First Aid/CPR/AED/Safety**

**All Summer Camp Staff are required to be First Aid, CPR, AED Certified. All Aquatics Directors and Lifeguards/Swim Instructors are required to be First Aid, CPR, AED Certified and have Lifesaving and/or Water Safety Instruction.**

**Please always Dial 911 from any phone or cell phone in the event of an emergency!  
Always err on the side of safety and Dial 911!**

**First Aid Kits/AED** are distributed to camp and are located in the Radnor Day Camp Office, at the Sports & Games activity area, at the Radnor High School Pool (when utilized), and are taken on all camp trips. Each group and activity area will also have a basic first aid kit available. The Informational Report form will serve as a method for record keeping for all first aid related situations. Use this form to indicate who is being treated, why, date/time and the staff member involved. Your Director will review the procedures for use. Ice packs/ice are also available at the camp site. Please make sure supplies are fully stocked. Communicate in advance when supplies need to be replenished in a timely manner.

**Good Samaritan Act** - No liability for emergency aid unless gross negligence.

A person who renders emergency medical services or aid to an ill, injured or unconscious person, at the immediate scene of an accident or emergency that has caused the illness, injury or unconsciousness, is not liable for damages for injury to or death of that person caused by the person's act or omission in rendering the medical services or aid unless that person is grossly negligent. As current trained individuals, you must be performing techniques and employing procedures consistent with the nature and level of the training for which your certificate has been issued. Once you start CPR/First Aid in this type of situation, you cannot stop until help arrives.

### **Recommended Emergency Response Procedures**

**Camp Emergency Response, Safety, and Security will be covered in more detail at Radnor Day Camp by the Radnor Police Department. We will review situations of Lockdown, Open/Active Shooter/Active Threat at Camp relative to the camp site and staff members will discuss potential scenarios and step through the various situations that could arise at Camp.**

Accidents and emergencies, no matter how minor, must be reported immediately. Staff members are encouraged to always err on the side of safety. Never hesitate to contact 911 immediately! When surprises occur, stay calm, most have happened before and will be worked out. If you are unclear as to how to respond, please consult with other staff per the chain of command. Remember that prevention is important. Don't create a situation for an emergency to occur. NO CODE REDS! Because we never know when an emergency situation may occur, please take time to make sure your campers know how to reach their parents/guardians in the event there is an emergency. Encourage them to learn important phone numbers, addresses, and other critical information.

### **Staff Communications During Emergency Response**

During situations that require mass emergency response and communication among staff members at camp, notifications will be disseminated through cellular group text that includes the leadership of the camp. The group will be identified at the beginning of camp and staff will be encouraged to utilize their personal and/or assigned Township cellular phones in order to communicate for purposes that require immediate emergency response. Walkie talkies may be used when possible and accessible to disseminate mass communication messages throughout the program areas at camp during times that require immediate emergency response. The mobile number for the Radnor Township School District on-duty security guard is 610-496-9844.

### **Medical Emergency Response - General procedures for all emergencies**

1. Staff use excellent judgment to determine the severity of emergency.
2. React - make a decision, when in doubt call 911.
3. Stay with the injured at all times and administer first aid if possible.
4. Contact Camp Director/Supervisors/Parents.
5. Staff member stay with and accompany child to the medical facility.
6. Follow-up with all involved parties.
7. Complete incident report; keep incident report on record.

### **Missing Camper/Runaway Persons Emergency Response**

1. Staff use excellent judgment to determine severity of situation.
2. React – make a decision, when in doubt call 911 (especially at an off-site location).
3. Contact Camp Directors/Supervisors right away and make sure the rest of the camp group is supervised.
4. Check: Meeting places, bathrooms, guest relations, buddy system, friends, and attendance sheets for notes.
5. Contact on-site security if applicable.
6. Page the child - use name and camp.
7. Continue search of site/trip.
8. Contact Parents.
9. Operate camp as scheduled for remainder of kids.
10. Trip - send back buses with majority of leaders; supervisor remains with a few staff to search.
11. Complete incident report; keep incident report on record.

### **Camp Behavioral Situations Requiring Emergency Response**

1. Staff use excellent judgment to determine severity of situation.
2. React – make a decision, when in doubt call 911 (especially at an off-site location).
3. Contact Camp Directors/Supervisors right away and make sure the rest of the camp group is supervised.
4. Attempt to calm or alleviate situation by communicating with the camper.
5. Contact Parents
6. Operate camp as scheduled for remainder of kids.
7. Complete incident report; keep incident report on record.

### **Strangers Emergency Response**

1. Staff use excellent judgment to determine the severity of the situation.
2. Understand who is at the site - maintenance workers, school staff, etc.
3. React - make a decision, when in doubt call 911.
4. Contact Camp Directors/Supervisors immediately - address the stranger if safe.
5. Take all campers to another area of the building, get away.
6. Complete incident report; keep incident report on record.

### **Fire at Camp Emergency Response**

Fire Alarm goes off:

1. Program areas close immediately. Quickly count and escort your campers immediately to the nearest exit.
2. Report to the meeting field outside.
3. Camp Director/Supervisors assess the situation while the Leaders stay with the campers.
4. Leaders take attendance with camper rosters to be sure that all are accounted.
5. Wait for information and instructions from the Director/Supervisors.
6. Program changes will be communicated accordingly.

You witness a fire:

1. Quickly count and escort your campers immediately to the nearest exit.
2. Pull the fire alarm on the way out if in proximity.
3. Report immediately to the meeting field outside.
4. Contact 911 immediately if you have a phone.
5. Camp Director/Supervisors assess the situation while the Leaders stay with the campers.
6. If applicable, inform the Director/Supervisors of the situation in detail.
7. Leaders take attendance with camper rosters to be sure that all are accounted.
8. Wait for information and instructions from the Director/Supervisors.
9. Program changes will be communicated accordingly.
10. Complete incident report; keep incident report on record.

### **Loss of Electricity Emergency Response**

1. Program areas close. Quickly count and escort your campers immediately to the meeting field outside, gymnasium, or cafeteria as instructed.
2. Camp Director/Supervisors assess the situation while the Leaders stay with the campers.
3. Leaders take attendance with camper rosters to be sure that all are accounted.
4. Wait for information and instructions from the Director/Supervisors.
5. Program changes will be communicated accordingly.

### **Loss of Water/Water Contamination Emergency Response**

1. Program areas close. Quickly count and escort your campers immediately to the meeting field outside, gymnasium, or cafeteria as instructed.
2. Camp Director/Supervisors assess the situation while the Leaders stay with the campers.
3. Leaders take attendance with camper rosters to be sure that all are accounted.
4. Wait for information and instructions from the Director/Supervisors.
5. Program changes will be communicated accordingly.

### **Lightning/Thunder/Severe Storm Emergency Response and Recommendations on Safety**

1. Always be vigilant about approaching storms.
2. Program areas close. Quickly count and escort your campers immediately to indoor safety.
3. Directors/Supervisors will make quick and mass communications to staff members at camp as possible.
4. Everyone report to ground floor hallway and wait for instructions.
5. Camp Directors/Supervisors assess and communicate the situation to the staff.
6. Leaders take attendance with camper rosters to be sure that all are accounted.
7. Wait for information and instructions from the Director/Supervisors.
8. Program changes will be communicated accordingly.

### **Lightning/Thunder Emergency Recommendations**

1. If you hear thunder, quickly count and escort your campers immediately to indoor safety.
2. Immediately get out and away from water.
3. Stay away from objects that conduct electricity such as wire fences or other metals.
4. Stay off corded phones, cell phones, computers, and other electrical equipment.
5. Avoid sinks, baths, and faucets.
6. Stay away from porches, windows, and doors.
7. Never lie on concrete floors or lean against concrete walls.

### **Severe Storm Emergency/Flood/Tornado Emergency Response**

1. Always be vigilant about approaching storms.
2. Program areas close. Quickly count and escort your campers immediately to safety.
3. Directors/Supervisors will make quick and mass communications to staff members at camp as possible.
4. Everyone report to ground floor hallway and wait for instructions.
5. Camp Directors/Supervisors assess and communicate the situation to the staff.
6. Leaders take attendance with camper rosters to be sure that all are accounted.
7. Wait for information and instructions from the Director/Supervisors.
8. Program changes will be communicated accordingly.

### **Severe Storm/Flood/Tornado Emergency Recommendations**

1. If you know that a severe storm is approaching or if you receive mass communication from your Director/Supervisors, quickly count and escort your campers immediately to indoor safety.
2. Immediately get out and away from water and windows.
3. Everyone report to the ground floor hallway and wait for instructions.
4. Stay away from objects that conduct electricity such as wire fences or other metals.
5. Stay off corded phones, cell phones, computers, and other electrical equipment.
6. Avoid sinks, baths, and faucets.
7. Stay away from porches, windows, and doors.
8. Never lie on concrete floors or lean against concrete walls.

### **Threatening Situations - Emergency Response**

1. Contact 911 immediately to initiate Police Department response and be prepared to provide information as to the nature of the incident, the location of the incident, when it occurred or if it is still happening, who was involved in the incident, the nature of the injuries and how many, and any additional important information. Be the last person on the phone, do not hang up or disconnect the call until told to do so.
2. Director/Supervisors use excellent judgment to determine severity of situation.
3. Directors/Supervisors will make quick and mass communications to staff members at camp as possible.
4. Immediately use your judgment and determine the safest location for you and your campers depending on the severity of the situation as you know it or how it has been communicated.
5. Engage in lockdown if communicated or based on your best judgment – hide quietly with your campers where you are not visible to the doorway and wait for further communications.
6. Camp Directors/Supervisors assess and communicate the situation to the staff.
7. Leaders take attendance with camper rosters to be sure that all are accounted.
8. Wait for information and instructions from the Director/Supervisors.
9. Program changes will be communicated accordingly.

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### **Radnor Township Emergency Notifications**

Radnor Township provides a nonfiction system of with an Emergency Communications Network that will deliver an instant message to the registered users in the event of an emergency such as a severe thunderstorm, flash flood or tornado warnings, evacuations notices, and missing child alerts. This is a free service to Radnor Township residents and individuals working in the Township. You can register your home, cell or work phones, plus add optional texting and email alerts. Your contact information remains private and will only be used for community notifications. It is mandatory that all camp staff members sign up for the Township Emergency Notifications System by visiting the Radnor Township website, [www.radnor.com](http://www.radnor.com).



**Sexual Abuse and Misconduct**  
**Suspected Child Abuse and Reporting**  
**Anti-Discrimination and Anti-Harassment Policy**

All Radnor Day Camp staff members who are working on behalf of the Radnor Township Parks & Recreation Department must adhere to the following information regarding Sexual Abuse and Misconduct; Suspected Child Abuse and Reporting; and Anti-Discrimination and Anti-Harassment Policy. Inability for you to act in accordance with these policies and procedures will result in an immediate termination of your employment with Radnor Township.

**Child Abuse Awareness Training - We ask that all Radnor Day Camp staff members review the Child Abuse Training video recording and corresponding Power Point document provided separately to staff.**

**Radnor Township Sexual Abuse and Misconduct Prevention Policy**

Radnor Township has a zero-tolerance policy for abuse in any form. Radnor Township prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any organization-related activity. Radnor Township provides procedures for employees, volunteers, board members or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, as well as criminally prosecuted. No employee, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct.

Inappropriate or abusive contact inside or outside of Radnor Day Camp with regard to campers, parents, guardians, or staff is grounds for immediate dismissal from camp with no opportunity for rehire.

**Definitions and Examples**

The following definitions or examples of sexual abuse, misconduct or harassment, may apply to any and/or all of the following persons – employees, volunteers or other third-parties.

**Sexual abuse or misconduct may include, but is not limited to:**

- Child sexual abuse – any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old) where consent is not or cannot be given.
- Sexual activity with another who is legally incompetent or otherwise unable to give consent.
- Physical assaults or violence, such as rape, sexual battery, abuse, molestation or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.
- Material such as pornographic or sexually explicit images, posters, calendars or objects.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications or messages (e.g. email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.
- A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile or offensive environment.
- Direct or implied threats that submission to sexual advances will be a condition of employment or affiliation with the organization.

**Employee and Worker Screening and Selection**

As part of its sexual abuse and misconduct prevention program, Radnor Township is committed to maintaining a diligent screening program for prospective and existing employees, volunteers and others that may interact with those employed by, associating with or serviced by Radnor Township. The organization may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks and personal and professional references.

**Appropriate One-On-One and Group Interactions with Campers**

We recognize that working at camp may require staff members to interact closely with children as a group and sometimes on an individual basis, or also referred to as a one-on-one basis. Staff members should be mindful of their interactions with campers at all times. Staff members should further be mindful of the interactions of other staff members and campers at all times.

### **Unobserved One-On-One Interactions with Campers**

More than one staff member should always be in the presence of one camper or a group of campers at all times at camp. We often refer to this as *Two-Deep Leadership*. The purpose is to avoid one-on-one interactions between adults and campers that are not easily observable by others. Two Deep Leadership should always be observed with campers by staff members where there is a possibility of a staff member being in a one-on-one situation. One staff member should never be alone with campers. Avoid one-on-one contact with campers at all times and avoid any type of contact that could be perceived as inappropriate. Staff members should conduct one-on-one meetings with an individual camper at a time when others are present and where interactions can be easily observed. Closed-door meetings are to be avoided at all times. In the event a staff member finds himself/herself alone with a camper, that staff member must take the camper to a room or building occupied by others, or to a location easily observed by others. Staff members must ensure every room and restroom is checked prior to leaving to ensure that there is no camper left unsupervised. Any two campers together in an unseen or less-easily viewed area should be redirected to another (more open) area.

### **Appropriate Physical Touch**

All staff members should exercise good judgment when expressing one's self through physical touch. Physical contact should always be for the benefit of the camper and never based on the emotional needs of the staff member. Physical contact should always be given in observable places when in the presence of other campers or staff members. Staff members are responsible for protecting campers under their supervision from inappropriate or unwanted touch by other adults or other campers.

Appropriate physical touch may include the following:

- High-fives, fist bumps, elbow taps, handshakes
- A brief, assuring pat on the shoulder, but NOT to those campers who feel that such touch is offensive.

NEVER:

- Never touch campers in anger or disgust.
- Never touch campers in any sexually connotative manner including greeting hugs, side hugs, or arms around the shoulder.
- Never touch a camper's private parts (to remove ticks or for any other reason).
- Never tickle a camper; this can be misconstrued as sexual contact.
- Never ignore a camper's request not to be touched.
- Never express or require physical affection or touching in any form from a camper who shows or expresses discomfort with physical touch.

### **Off-Limit Areas**

All staff members are responsible for ensuring that their campers are not in areas deemed off-limits. These areas are identified during training and included areas in which the camp is not permitted by the facility owner.

### **Monitoring High-Risk Areas**

The purpose of this section is to become aware of *high-risk* areas at a program and methods to effectively lower that risk. Any area at camp where campers are not directly supervised or can be seen is a high-risk area. In these areas, campers can more easily bully and abuse (verbally, physically, and even sexually) each other. It is the responsibility of all staff members to be aware of the potential for bullying and abuse, and to monitor camp locations where children can be alone. For activities involving large numbers of campers, staff members will be assigned to monitor high-risk areas. Monitoring of high-risk areas must be built in to the programming and planning at camp.

High-Risk Areas include:

- All bathrooms
- Changing areas
- Water activities

### **Sexually Oriented Conversations and Materials**

Staff members are prohibited from engaging in any sexually oriented conversations with campers and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any camper in the program. Staff members are prohibited from possessing any sexually oriented materials or images (magazines, cards, phone pics, videos, etc.) at camp or in the presence of campers.

### **Nudity**

Staff members should never be nude in the presence of campers that are in their care. In the event any a situation calls for or contemplates the possibility of nudity (i.e. changing clothes before or after a water activity), staff members must change in a closed area or shielded area. For situations where campers may need to change their clothes in a locker room, they are to use a closed or shielded area as best as possible. Staff members are present in the locker room for supervision. Staff members must enable the camper to independently change their own clothes with little assistance as best as possible. Parents are encouraged to send their children to camp with their water activity clothes on for the days in which their camper has water activities to reduce the need for situations that call for or contemplate the possibility of nudity.

## **Reporting Procedures**

In the event any staff member observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling) or suspected abuse (physical, emotional, or sexual), it is the personal responsibility of each such staff member to immediately report their observations – no exceptions!

**Radnor Day Camp staff members must report all situations or activities related to abuse, or suspected abuse, related to campers or other staff members immediately and directly to the Director of Parks & Recreation, Tammy Cohen at 610-564-3884.**

**Radnor Township will act in accordance with the current Pennsylvania Laws for reporting, along with conducting a full police investigation.**

**Additional reporting procedures on behalf of the Mandated Reporters and Reporting of Suspected Child Abuse:**  
**Calls of Suspected Child Abuse or Neglect should be placed to ChildLine at: 1-800-932-0313**  
**Mandated Reporters can report electronically at: [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)**

## **Investigation and Follow-up**

Radnor Township will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly and equitably investigate whether misconduct has taken place. The organization may utilize an outside third-party to conduct an investigation of misconduct. Radnor Township will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. Radnor Township will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

## **Reporting to Law Enforcement or Appropriate Child or Adult Protective Services**

Radnor Township is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. It is the policy of Radnor Township not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

## **Anti-retaliation and False Allegations**

Radnor Township prohibits retaliation made against any employee, volunteer, board member or other person who lodges a good faith complaint of sexual abuse or misconduct or who participates in any related investigation. Making knowingly false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongfully accused. Radnor Township prohibits making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment or membership and criminal prosecution.

## Acknowledgement Form: Sexual Abuse and Misconduct Prevention Policy

*I acknowledge that I received and read the Sexual Abuse and Misconduct Prevention Policy and/or it had been explained to me. I understand that it is my responsibility to abide by all rules contained in the policy. I also understand how to report incidents of sexual abuse or misconduct as set forth in the policy, including retaliation against any employee or volunteer exercising his or her rights under the policy.*

*I acknowledge that I will be alerted when changes and updates are made to the Sexual Abuse and Misconduct Policy and will be responsible for reading and complying with these updates.*

*I acknowledge that any infraction of the above policy on my behalf involving even the slightest form of sexual connotation will result in immediate dismissal from the camp with no opportunity for rehire.*

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Employee Printed Name

Employee Signature

Date Signed

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Parent's Signature, if under age 18

# **RADNOR TOWNSHIP ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

## **I. Nondiscrimination**

Radnor Township strictly prohibits any employee acts of discrimination. The use of racial or ethnic jokes or derogatory remarks will not be tolerated, will be investigated, and disciplinary action will be taken, if warranted. Any type of retaliation for reporting discrimination is prohibited will be investigated. If warranted, disciplinary action will be taken.

## **II. Offensive Conduct and Harassment**

Any employee who:

- 1) engages in harassment on the basis of race, sex, religion, color, age, disability, national origin or sexual orientation;
- 2) who permits employees under his/her supervision to engage in such harassment; or
- 3) who retaliates or permits retaliation against an employee who reports such harassment is guilty of misconduct shall be subject to remedial action which may include the imposition of discipline or termination of employment.

Harassing conduct includes verbal, physical, or visual conduct that relates to any protective classification, or any other conduct which has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive working environment. Examples include, but are not limited to:

- Epithets, slurs, threatening, intimidating, or hostile acts that relate to any protective classification, or any other unlawful conduct;
- Written or graphic material on the Township's premises or on Township business that reflects hostility or aversion toward an individual or group because of any protective classification, or any other unlawful reason.

Sexual harassment is strictly prohibited and includes any unwelcome sexual advance, request for sexual favor, and other verbal or physical conduct of a sexual nature. Example behaviors that would violate this policy include, but are not limited to:

- repeated flirtations;
- sexual advances, propositions, or pressure for sexual favors;
- jokes, stories, comments, or verbal abuse of a sexual nature;
- leering, whistling, or other sexually suggestive conduct;
- displaying sexually explicit or suggestive objects in the workplace or while on Township business



**2023 Summer Staff Agreement Acceptance & Statement  
Equal Employment Opportunity & Anti-Harassment Policy**

I, \_\_\_\_\_, have received this document, read this document, and agree to all of the terms and policies covered within.

I acknowledge that I have reviewed and agree to fulfill the duties and responsibilities outlined in this document, including achieving the level of excellence that is expected by the Radnor Township Parks & Recreation Department, as described in this document and covered during the staff training. I have read this document and agree to be an example to others as required as part of my employment with Radnor Township. I understand that my non-compliance will result in my termination.

I understand that this Summer Staff Handbook may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by the Radnor Township Parks & Recreation Department. I understand that it is my responsibility to review new guidelines that are created and distributed as well as handbook guidelines that are changed or deleted.

I hereby acknowledge receipt of the policies and procedures regarding abuse and neglect.

While ideally, I will serve for the full term specified in the position description, I understand that my service or employment is voluntary and that I may choose to end this relationship at any time (if possible, by providing two weeks' notice to the Director of Parks & Recreation). I further acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between the Recreation & Community Programming Department and me.

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Employee Printed Name

Employee Signature

Date Signed

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Parent's Signature, if under age 18

**[Please submit this page after reading the contents of the Summer Staff Handbook and return to the Radnor Township Parks & Recreation Department prior to your first day of work. Failing to submit a signed copy will result in a delay in your employment.]**