

Life at Clover Patch Camp

~ An Employee's Guide ~

MISSION STATEMENT

CLOVER PATCH CAMP MISSION STATEMENT

We as a team are committed to meeting each camper's needs through continuous improvement and growth. We believe that through our commitment we possess the innovation, integrity and momentum to strengthen our services and provide each camper with the experience of a lifetime. We strive to create an atmosphere where our campers and staff can develop life skills, self-confidence and personal freedom by creating new friends, new memories and new experiences.

CENTER FOR DISABILITY SERVICES MISSION STATEMENT

To enable and empower people, primarily those with disabilities, to lead healthy and enriched lives.

EXPECTATIONS

WHAT YOU CAN EXPECT FROM US

- ♣ Free rustic bunkhouse living quarters
- ♣ All meals provided daily
- ♣ Laundry facilities and supplies provided at no charge
- ♣ Free healthcare for minor illnesses and injuries
- ♣ Staff lounge with telephone and TV/DVD
- ♣ Internet access
- ♣ 2 hours off each working day and Saturdays off!
- ♣ Transportation to and from buses, trains and Albany airport
- ♣ A one-week orientation to prepare for the summer experience
- ♣ Lifelong interpersonal and leadership skills
- ♣ Opportunities to learn and develop new skills
- ♣ Professional job experience
- ♣ Comprehensive job training
- ♣ Support and feedback during employment
- ♣ A chance to work with staff from across the country and around the world

WHAT WE EXPECT FROM YOU

You will have a lot of fun at camp but, a summer at Clover Patch is not for everyone. You will spend the summer living, eating, playing and sharing first with the campers and then with the entire camp community. Your first and foremost responsibility while at camp will be the campers' well-being and happiness. Your influence on their lives is profound. Your own personal example will influence them more than your words. While at camp we expect you to:

- ♣ Work with people who are as old as your grandparents or young enough to be your children.
- ♣ Gain a new sense of understanding about what it means to be disabled.
- ♣ Take care of others' personal needs – and encounter some messy situations.
- ♣ Be proud of your work and know that most people couldn't do what you've done.
- ♣ Be a friend to others who need friendship more than you might ever realize.
- ♣ Maintain a professional appearance and demeanor at all times.
- ♣ Respect the buildings and facilities you use as if they were your own.
- ♣ Be flexible and use good judgment.
- ♣ Be a team player!
- ♣ Foster an uplifting environment with your infectious enthusiasm and by keeping your speech free from negative comments and profanity.
- ♣ Keep the camp free from alcohol and controlled substances, which are strictly prohibited anywhere on campus.
- ♣ Be a positive representative of Clover Patch Camp. Both within and outside camp your actions bear directly upon our reputation and campers' attitudes.
- ♣ Be open to change, new experiences, hard work, long hours, personal development, and sharing yourself with others.
- ♣ Enjoy working in the outdoors in all the weather that is part of a summer in Upstate New York

CODE OF CONDUCT

- 📖 As a member of the Clover Patch Camp team, you will have an incredible opportunity to impact the lives of our campers. With this opportunity comes great responsibility to present yourself in a manner that any parent or caregiver would want their loved one to emulate.
- 📖 All employees agree that while at camp they will adjust personal habits and actions to the customs, policies, procedures and ideals of camp. Staff members will conduct themselves at all times in such a manner that they will be of credit to themselves and to the camp. This includes activities at camp, away from camp and online.
- 📖 **Professional Responsibility:** All staff members are expected to demonstrate:
 - ⇒ Regular attendance and promptness
 - ⇒ Alertness and fitness for duty
 - ⇒ The practice and promotion of a safe working environment
 - ⇒ The highest standards of honesty in all aspects of work
 - ⇒ Pride in his or her personal work and in providing quality services to campers
 - ⇒ Cooperative team spirit and respect for all individuals
- 📖 **Appearance:** All staff members should dress appropriately.
 - ⇒ You will be working in an outdoor environment. It is expected that you will dress according to the weather (t-shirts, shorts, athletic shoes).
 - ⇒ Fashion extremes, skirts/dresses and revealing attire are not allowed while on duty or in the presence of campers.
 - ⇒ Open-toed shoes, fashion sandals and flip-flops are not allowed while on duty. At all times staff should wear athletic shoes. During showering and pool time water shoes, Crocs or Teva-type sandals are acceptable.
 - ⇒ Visible body piercings (with the exception of earrings) are not allowed. Staff with visible piercings are required to remove them while on duty or in the presence of campers. It is recommended to bring plastic retainers to keep piercings from healing and closing. Earrings worn while on duty should be simple and small.
 - ⇒ Excessive or offensive tattoos are not allowed. Discrete tattoos or those that may be reasonably covered by clothing are acceptable.
 - ⇒ Swimwear should be modest in nature. Ladies are not permitted to wear swimwear that exposes the midriff (bikinis or tankinis) or is excessively low cut in the front or high cut in the back. Men are expected to wear boardshorts or swim trunks (no Speedos).
- 📖 **Staff Lounge:** The staff lounge is a quiet retreat area for staff members on their time off. Staff members are required to adhere to all policies and procedures while using the lounge.
- 📖 **Living Areas:** All living areas will be inspected daily, with the expectation that they will be clean and neat at all times.
- 📖 **Pool:** The pool is only available for use when there is a certified lifeguard on duty during daytime hours.

- 📖 **Laundry:** Staff laundry can be washed free of charge at the camp in the facilities provided. Laundry must be done during off-duty hours.
- 📖 **Electronic Technology Usage Policy:** We understand that employees utilize cell phones and other electronic devices in their daily lives to keep in contact with family, friends, and colleagues. As a family focused organization we respect this but there a few guidelines to keep in mind while at camp.
 - ⇒ **Cell Phone Use:** Cell phones should not be used while on duty. Please refrain from taking incoming or making outgoing calls or text messaging while on duty. The Camp camera will be available for all staff to take photos.
 - ⇒ **Cell Phone Use While Driving:** Cell phones and other hand-held devices are strictly prohibited while driving any Center for Disability Services' vehicles or personal vehicles while on duty. Using cell phones and other hand held devices while driving is illegal in New York State and puts you and our local community in unnecessary danger.
 - ⇒ **Internet Use:** Internet use is not permitted while on duty. Internet use includes but is not limited to use of desk top computers, personal laptops, Smart Phones, or tablet computers. All Internet use should be restricted to off-duty hours.
 - ⇒ **Unacceptable Internet Behavior (applicable prior to and during your time at CPC)**
 - visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal, immoral or unethical material
 - using the computer to perpetrate any form of fraud, or software, film or music piracy
 - using the internet to send offensive or harassing material to other users
 - hacking into unauthorized areas
 - revealing confidential information in a personal online posting, upload or transmission
 - introducing any form of malicious software
- 📖 **Internet Publishing:** Staff members agree not to publish any information that may be offensive, illegal or violate the rights, harm, or threaten the safety of any person. Personal websites including social networking sites (e.g. Facebook, SnapChat, Instagram) may not reveal any camper's photograph, name, e-mail address, phone number, home address, date of birth or any other personal identifying information. Anyone suspected of objectionable online activity will be reviewed immediately and disciplinary action up to and including termination will be implemented.
- 📖 **Photo Releases:** Photographs are limited to those campers that have written approval from a legal guardian.
- 📖 **Curfew:** Curfew is 11:00 pm for all staff while camp is in session. At no time are the campers to be outside or left unattended without their counselor. Disciplinary action will be taken if a cabin is not properly supervised with two staff members.
- 📖 **Lights Out:** Staff lights out is 12 midnight. Staff members are expected to maintain hours and habits that will help them to remain in excellent physical, mental and emotional condition.
- 📖 **Staff Visitors:** Visitors are allowed on days off with the approval of the camp director. When camp is in session, staff members will be very busy with campers and visitors become a distraction with camp's routine. At any time, the camp director may ask a visitor to leave.

- 📖 **Dating and Personal Relationships:** Dating and personal relationships are permitted but should never become the focus of the camp. It is expected that staff refrain from showing any undue attention to their significant other and maintain a professional demeanor while at camp. Staff are not permitted to discuss their personal dating relationships with or in front of the campers. Sexual activities, cohabitation and public nudity are prohibited on camp property.
- 📖 **Use of Camp Facilities and Property:** All camp staff members are responsible for the care and usage of camp facilities and property. Due to the limited amount of funds available and the cost of materials and equipment, care must be taken to avoid waste. Please report misuse of camp property to the camp director. (Please note. Staff members are not permitted to use materials for personal projects.)
- 📖 **Camper Property:** Use of camper property by the staff for personal use or pleasure is strictly prohibited. Any misuse or abuse of camper property will result in disciplinary action.
- 📖 **Staff Personal Property:** All staff members have the opportunity to purchase a lock and keep their belongings in the staff lockers. Clover Patch Camp is not responsible for any personal items of the staff should they become lost, stolen, or damaged.
- 📖 **TAPS:** Two staff members must be in each unit (TAPS) after campers are in bed. Loud talking, shouting and obnoxious behaviors after lights out are to be avoided at all costs and may result in disciplinary action.
- 📖 **Tobacco Policy:** Staff who choose to use tobacco products must do so in the designated area, during time off. At no time is the use or possession permitted in the view of campers. Tobacco use is allowed in the clearing behind Brigadoon Lounge only. All other grounds and facilities are restricted.
- 📖 **Parking:** The parking lot at the end of the driveway at Helping Hand Lane is available for staff parking. At no time should any staff member or visitor drive into camp while camp is in session.
- 📖 **Camp Bicycles:** Camp bicycles are available for staff use only! Bicycles must be stored behind the laundry when not in use. All staff members must wear a helmet when on a camp bicycle.
- 📖 **Workplace Violence:** Clover Patch Camp has a zero tolerance policy regarding workplace violence against or by employees.
- 📖 **Drug/Alcohol Free Workplace:** Clover Patch Camp has a zero tolerance policy regarding the use of illegal drugs and alcohol on camp property or in the close vicinity of the camp community. No illegal drugs or alcohol may be consumed, stored or sold on camp property or in the close vicinity of the camp community. Camp property consists of all camp buildings and grounds including the nature trail, woods, parking lots and all property up to and including the main office building. All staff are expected to be “fit for duty” when returning to camp after time off. Anyone suspected of breaking this policy or knowingly allowing this policy to be broken will be reviewed immediately and disciplinary action up to and including termination will be implemented.
- 📖 **Harassment:** Clover Patch Camp has a zero tolerance policy regarding harassment. We recognize that a person’s right to freedom from discrimination includes the opportunity to work in an environment untainted by harassment. Offensive speech and conduct are wholly inappropriate and intolerable to the harmonious relationships necessary for the operations of the camp program. Harassment has the potential to create an intimidating, hostile, or offensive work environment and may unreasonably interfere with an individual’s work performance, which could adversely affect an individual’s employment opportunity.

Harassment includes all unwelcome advances, written or verbal innuendoes, threats, insults or disparaging remarks concerning a person's gender, national origin, race, creed, color, ancestry, age, sexual orientation, veteran status, physical or mental disability or religious beliefs that are offensive to a person associated with the camp program. Examples include verbal harassment (epithets, derogatory comments, demeaning jokes, slurs, threats, etc.), physical harassment (assault, unnecessary touching, impeding or blocking movement, physical interference with normal work or movement, etc.) and visual harassment (derogatory or demeaning posters, cards, cartoons, graffiti, gestures, etc.).

-  **Sexual Harassment:** Clover Patch Camp has a zero tolerance policy regarding sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually related jokes and comments, unwanted touching, sexually-related gestures, pictures and postings on social media and other verbal or physical conduct of a sexual nature. Behavior prior to the start of the camping season on social media can affect your job placement.
-  **Rules and Other Policies:** It is expected that you will take all rules, regulations, and policies seriously. Rules are designed with safety in mind. As a staff member, we ask that you set the tone and lead by example not only to campers but also to your fellow staff.

STAFF TRAINING PROGRAM

Pre-Camp Orientation

Each staff member is required to attend a one-week pre-camp orientation. This orientation is designed to prepare the staff member for the summer experience. The training contained in the program includes:

- Tour of Camp
- Teambuilding / Getting to know your teammates
- Rules and Regulations
- Disability Overview
- How to help visually impaired campers
- Occupational Safety and Health Administration (OSHA) Training
- Dining Training (including choking prevention)
- "What is Epilepsy?" and "What do I do if someone has a seizure?"
- Emergency Procedures
- Compliance and Investigation
- Back Injury Prevention
- Toileting and Showering Training
- Transfer and Mobility Training
- Strategies for Crisis Intervention and Prevention
- Meet and mingle with disabled individuals
- Review Safety Procedures and Emergency Plans

In-Service Training

- A program of in-service training will be provided throughout the summer when necessary.
- This will allow groups and/or individual staff members to improve his or her knowledge about camping and sharpen activity skills.
- Programs may be conducted regarding any topic that is relevant and necessary.
- This training will enable staff members to function more successfully in the position assigned.

Pre-Session Staff Meetings

- Prior to each session an all-staff meeting will be held to discuss the upcoming week.
- Each counselor will review the files of the campers assigned to them, as well as the other campers in their cabin.
- In addition, we will discuss any relevant topics to camp and to discuss and plan the program for the upcoming week.

Cabin Staff Meetings

- 👂 During each session each cabin group will meet with the director during rest hour to discuss and resolve any questions or concerns.
- 👂 These meetings are intended to be a brief open forum to proactively manage camper and staff issues.

Post-Session Staff Meetings

- 📁 At the close of every session an all-staff meeting is held to discuss the previous session and review the files of the campers in the upcoming session.
- 📁 Problems relating to campers, camp and staff members are also discussed and resolved during these meetings.
- 📁 The meetings provide an open forum to all staff.
- 📁 When possible, topics up for discussion should be given to the camp director to be added to the meeting agenda.

RESPONSIBILITIES FOR CAMPER CARE

General Responsibilities

- ☞ The nature of the campers served at Clover Patch Camp is such that special considerations for health matters need to be taken into account.
- ☞ The nursing staff is responsible for the education and monitoring of direct care staff regarding activities of daily living, illness and incidents.
- ☞ Counselors are responsible for assisting campers in activities of daily living.
- ☞ Universal precautions must be used during all aspects of a camper's direct care.
- ☞ All staff members are trained in universal precautions by nursing staff during orientation in the following areas.
 - A. Hygiene
 - 1. Showers, drying and applying lotion and/or powder
 - 2. Oral care
 - 3. Attends
 - 4. Skin care reports and redness, open areas and other abnormalities must be reported to the nurse immediately
 - B. Feeding
 - 1. Hydration
 - 2. Quality
 - 3. Timing
 - C. Transferring and positioning
 - D. Activity and sleep
 - E. Assisting devices

Recognizing and Reporting Abuse

- ☞ Abuse is the mistreatment or mishandling of a person receiving services which could endanger the physical or emotional well-being of the person through the action or inaction on the part of any individual, including an employee, volunteer, consultant, contractor, visitor or other persons, whether or not the person receiving services is or appears to be injured or harmed.
- ☞ The failure to exercise one's duty to intercede on the behalf of a person receiving services also constitutes abuse.
- ☞ The categories of abuse are physical, sexual, physiological, seclusion, unauthorized or inappropriate use of restraint, aversive conditioning or timeout, violating a person's civil rights, mistreatment and neglect.
- ☞ If you are aware of abuse your first responsibility is to stop the abuse and then report it to your supervisor. Failure to do so may result in disciplinary action taken towards you.

Behavior Management Plan

- ✗ We believe that the best way to deal with behavior issues is to provide a quality camp program. By keeping activities moving and well organized, we believe that many potential problems can be avoided.
- ✗ If a problem arises, the following steps will be taken.
 - Verbal discussion with the camper.
 - If discipline cannot be achieved through the approach of friendship and reasoning, the camper will be removed from the group to discuss the issues with the directors.
 - If the directors are unable to resolve the problem through friendship, reasoning and by following specific behavior plans, then he or she will contact the parent/guardian of the camper. The directors will make an effort to work with the parent/guardian to resolve the problem.
 - If the problem persists, or a serious infraction has been made, the camper will be asked to leave the program.
- ✗ All campers are expected to adhere to the following camp rules.
 - Stay with a counselor.
 - No leaving the campgrounds.
 - Keep your hands and feet to yourself.
 - Be respectful to staff and other campers.
 - No fighting or use of foul language.
 - No vandalizing or destruction of camp property.
 - No destruction of other people's property. No stealing. No touching of others personal belongings without their permission.
 - Absolutely no weapons allowed (Swiss Army knives, pocket knives, etc.).
 - No smoking, alcoholic beverages, or drugs. All medications should be turned over to the nurse.
- ✗ There shall never be inappropriate punishment of campers.
- ✗ If discipline cannot be achieved through the approach of friendship and reasoning, the problem is to be brought to the attention of the director.
- ✗ If the director is unable to resolve the problem through friendship, reasoning and by following specific behavior plans, then he or she will contact the parent/guardian of the camper.
- ✗ If your camper is continually physically abusing or tormenting themselves or others, please inform the director.
- ✗ If the problem becomes extreme, the camper is sent home.

GUIDELINES FOR BEING A LEADER

ATTITUDE TOWARD CAMPERS

- ◆ This is their vacation; make sure their needs are met, but make it fun as well.
- ◆ Positive statements – allow them to grow at their own pace.
- ◆ Be aware of campers who need support – with projects, sports, games, etc. Encourage them to do their personal best and participate with them in all activities.
- ◆ You are a role model – set a good example.

BE PATIENT

- ◆ With campers and with yourself
- ◆ At camp in general – things are not always smooth, be creative and flexible.

KEEP YOUR PERSONAL LIFE PRIVATE

- ◆ Prevent relationships from interfering with your work. Be professional.
- ◆ Use discretion in presenting your personal viewpoints on sensitive issues – politics, religion, etc.

PERSONAL HABITS

- ◆ Stay healthy!
- ◆ Get plenty of rest.
- ◆ Be aware of indulgences – smoking, drinking, eating, and late nights.

COMMUNICATION WITH OTHERS

- ◆ Be clear, calm, polite, and use your sense of humor.
- ◆ Be yourself.
- ◆ You were hired because of the skills, talents, and unique personality that you bring to camp.
- ◆ Don't forget about your co-workers and supervisors. Camp is a community, and you can rely on others for help and advice!

Remember, the success of your summer is all up to you.

How to have...a miserable summer

- ◆ Act as though you'd rather be someplace else
- ◆ Concentrate your enthusiasm and effort on your time off
- ◆ Don't join in singing...or...don't join in any activities at all
- ◆ Let somebody else worry about it (whatever "it" is)
- ◆ Never ask for help or advice
- ◆ Expect your campers to act like "typical" adults
- ◆ Be disorganized...Be touchy...Be unsociable

How to have...an awesome summer

- ◆ Be cheerful...be enthusiastic...be prepared...be flexible
- ◆ Ask for help and listen to advice
- ◆ Keep in touch with the outside world
- ◆ Get enough sleep
- ◆ Don't take life too seriously
- ◆ Learn from your mistakes
- ◆ Take it easy when you need to
- ◆ Always remember the reason you are at camp

TIPS ON DEALING WITH CAMPERs WITH PHYSICAL AND MENTAL DISABILITIES

- ◆ Offer help when it looks like it might be needed, but don't insist on it if the person refuses your assistance.
- ◆ Don't hover or cling. People with disabilities don't want to be treated like babies.
- ◆ If a person with a disability falls, don't panic. Wait for them to give you a sign about whether they want help or not. They may prefer to try to get up by themselves.
- ◆ Crutches and wheelchairs are necessary accessories for those using them. Don't take them away unless the person shows you they want them out of the way. It is irritating to have your crutches grabbed away as soon as you sit down, leaving you stranded.
- ◆ People with disabilities often need help with stairs and ramps. Let them tell you how. Those who can make it themselves usually have their own way of doing it. Don't pull on an arm or push from behind unless they ask you to do it. Otherwise, you could make them lose their balance.
- ◆ Keep disabilities in perspective. "An arm is an arm" and nothing more. The disability is not the whole person.
- ◆ Relax. No matter what you do, if you are friendly and kind, your campers will like you.
- ◆ Have fun and be yourself. Talk about the same things you would talk about with your other friends. Disabilities don't necessarily limit other interests or prevent a great sense of humor.
- ◆ Let common sense and consideration guide you and you will never make a serious mistake.
- ◆ Disabled people are like you and me – their physical or mental conditions don't mean that they feel differently from other people.
- ◆ When in doubt, ask: "May I help you?" and "How can I help?"
- ◆ Let people with disabilities, including children, be "experts" about their needs, their braces, their routines. They can teach you, which will allow for the development of a great relationship.
- ◆ They will make you feel their equal!

KNOWING YOUR CAMPER

General Information

- ① Each staff person will be assigned to a cabin of no more than 8 overnight campers.
- ① He or she is then specifically responsible for knowing everything about 1-2 campers within that cabin including all of the direct care needs, recreational interests and medical needs for those two campers.
- ① When there is a question regarding a specific camper it will be expected that their assigned counselor will know the answer. (Examples: When did the camper have his/her last bowel movement? What activities did he/she enjoy the most? Did he/she get his/her noon medication?, etc.)

Camper Reports

- 📄 Prior to the arrival of campers for each session, camp counselors will review each camper's file. The files are stored in the camp office and are available throughout the week for reference.
- 📄 All information is confidential and should not be divulged to persons outside the camp staff.
- 📄 Within this application are the personal data information, dining facts sheet transfer/positioning/mobility fact sheet and physical forms. In addition, any behavioral plans or individual education plans (IEPs) the camper may have are included in the file. (Please note. Not all campers have a formal behavior plan or IEP.)

📄 Personal Data Information

This form is helpful in letting camp staff know about the nature of the camper's disability, direct care needs and personal likes and dislikes.

🍽 Dining Facts Sheet

This form is placed in a notebook in the Dining Hall. It is important that the kitchen staff and the counselor ensure that each camper gets the right food (food consistency is very important). Some campers can eat almost anything, while others are on very strict diets. To minimize the chances of a camper choking, always follow what is written on the dining facts sheet. If anyone has any questions or concerns of any kind they should speak with the camp nurse, speech therapist and/or the director or assistant director.

♿ Transfer/Positioning/Mobility Fact Sheet

This form is very helpful in letting camp staff know how the camper moves from one place to another and what type of positioning plan should be in place. In general, anyone who uses a wheelchair needs to be repositioned every two hours. Camp staff will need to be creative in order to work this into the busy day of activities. Mats are available for this reason.

✚ Physical Forms

These forms are always kept in the nursing office and they outline all of the camper's medical needs. This includes any special breathing treatments, tube feedings, medication administration, etc.

OPENING/CLOSING DAY PROCEDURES

OPENING DAY PROCEDURES

First Impressions

- ☺ Opening day will make first and lasting impressions for many of our campers and their parents/caregivers.
- ☺ It is important to make a good impression including being helpful, courteous, neat, clean and in proper camp attire.

Check-In Procedure

- 📎 The administrative and health staff must be ready to receive campers.
- 📎 Counselors will escort incoming campers and their parents/caregivers through camp registration procedures. The camper and his or her parents must go to the following stations with their assigned counselor to complete registration.

- ✓ **Registration Table**

1. Deposit money for the camp store account.
2. Review camper's application to insure all documents are in order.

- ✓ **Nurse's Station**

1. Receive a health screening by the nursing staff for any fever or contagious disease and health matters that require attention.
2. Campers must turn over to the camp nurse all medications. No medicine, including over-the-counter medication, can be kept in the cabins. The nursing staff must dispense all medications.
3. The nurse will question parents, caregivers and advocates concerning health matters.

Camper Clothing

- 📎 Campers will arrive at camp with varying amounts of clothing in varying conditions.
- 📎 Parents/caregivers are asked to label all the campers clothing and equipment. However, often times, campers arrive with unlabeled items. It is the counselors' responsibility to label the items so that each camper leaves with the same items he or she arrived with.

Moving In

- 📎 Once all paperwork is completed and the nurse clears the camper the parents/caregivers are free to leave.
- 📎 The campers are escorted to the cabins and introduced to their cabin mates.
- 📎 As they unpack, do not forget to check and see if there are medications. This is also the time to label any unmarked items.

- After campers are settled, he or she should be given a tour of the main areas of camp.
- If there are any potential behavior problems, the counselors should discuss this after camper bedtime with the director or assistant director to develop standard methods to deal with the issues.
- The director and assistant director will be available to discuss any problems or concerns you have identified.

CLOSING DAY PROCEDURES

- To insure all tasks are accomplished please begin preparation the day before.
- Preparation for closing day should begin by making sure the camper's clothing is inventoried and a search for any missing items is completed.
- Additional time after breakfast should be used to finish cleaning the cabin.
- All campers are required to be picked up before noon on Friday.
- The nurse must check out each camper before leaving.
- Each camper must visit the store to receive the balance of his or her camp store money before leaving.
- Once your camper(s) have been packed up and picked up each staff member is responsible for a camp clean-up task. These tasks are assigned by the director and posted in the Dining Hall.
- Once the last camper has left lunch is served.
- After lunch the post-session meeting is conducted.
- After the meeting is adjourned and the camp clean-up tasks are completed the staff members are free to go.
- Unless prior arrangements are made with the director, no staff members are excused until all closing day tasks are completed.
- The usual staff member departure time at the end of the session is between 3:00 pm and 5:00 pm. Please do not have family and friends arrive before all closing day tasks are completed.

DAILY SCHEDULES

- 🕒 *Sunday*; 11:00 am – 9:00 pm
- 🕒 *Monday – Thursday*; 7:00 am – 9:00 pm (with a 2-hour break on a rotating schedule)
- 🕒 *Friday*; 7:00 am – ~3:00 pm (ending time dependant on when the last camper leaves)
- 🕒 *TAPS* – Sleep in the camper cabins 1-2 times per week
- 🕒 *On/Off* – Off duty but must remain on camp property 1-2 times per week
- 🕒 *Off/Off* – Off duty and free to leave camp property 1-2 times per week

DAILY SCHEDULE

Monday – Thursday

7:00 am	Staff Rise & Shine
7:30	Camper Rise & Shine – Help campers get up, get dressed, make beds, tidy the cabin, medications
8:15	Flag Raising & Breakfast
9:00	First Activity Period
9:45	Second Activity Period
10:30	Third Activity Period
11:30	Fourth Activity Period – All-Camp
12:15 pm	Lunch
1:00	Rest Hour
2:00	Swimming/Showers
5:00	Afternoon Activity Period – Camper’s Choice
6:00	Flag Lowering & Dinner
7:00	Daily Journals
7:30	Evening Activity Period – All Camp
8:30	Prepare for Bed & Medications/Treatments
9:00	Camper Lights Out
11:00	Curfew for All Staff
12:00 am	Staff Lights Out

Sunday

11:00 am	Staff Report to Camp
11:30	Staff Meeting
12:00 pm	Lunch
1:00	Campers Arrive & Check-in Unpack – Clothing & Equipment Log
5:00	Afternoon Activity Period – All Camp
6:00	Flag Lowering & Dinner
7:00	Daily Journals & Cabin Photos
7:30	Evening Activity Period – All Camp
8:30	Prepare for Bed & Medications/Treatments
9:00	Camper Lights Out
11:00	Curfew for All Staff
12:00 am	Staff Lights Out

Friday

7:00 am	Staff Rise & Shine
7:30	Camper Rise & Shine – Help campers get up, get dressed, make beds, tidy the cabin, medications
8:15	Flag Raising & Breakfast
9:00	Pack – Clothing & Equipment Log Individual Activity Camper Check-out (by 12:00 noon) Staff Clean-up Assignment
~12:15 pm	Lunch (after last camper leaves)
~1:00	Staff Meeting
~2:00	Shopping Trip

PROGRAM GOALS

- ✎ To give campers a positive view of themselves.
 - 👍 Staff will give campers positive comments and encouragement throughout the session.
 - 👍 Each camper will participate in at least two activities during the week that will challenge him/herself such as obstacle courses, treasure hunts, arts and crafts, music and drama, talent shows, etc.
 - 👍 Campers will try at least one new skill/activity while at camp.
 - 👍 Each camper will set a specific, positive and challenging goal, appropriate to their physical and cognitive abilities, to work on throughout the session.
- ✎ To improve athletic, artistic and intellectual skills.
 - 🕒 Each camper will keep a journal of daily activities throughout the session to share with his/her parents or caregiver.
 - 🕒 All campers will participate in one art & crafts, one music & drama, and one sports & outdoor recreation activity per day.
 - 🕒 All campers will participate in at least one all-camp activity per day.
 - 🕒 All campers are encouraged to swim on a daily basis.
- ✎ To develop team building, friendship-building and social skills.
 - 👤 All campers will be assigned to cabins based on sex, age and physical/cognitive ability.
 - 👤 All campers and staff will participate in get-to-know-you games on the first day of camp.
 - 👤 Campers will participate in small group activities with their cabin-mates for at least three hours per day.
 - 👤 All cabins will come together for all-camp activities at least three times per day.
 - 👤 At least one semi-competitive activity between cabins will be planned per session such as treasure hunts, talent competitions, obstacle courses, etc.
- ✎ To develop a knowledge and respect for the environment.
 - 🌍 Each camper will participate in at least one nature-related activity while at camp.
 - 🌍 Each camper will attend at least two campfires.
 - 🌍 Each camper will be given the opportunity to participate in extra-curricular nature activities, which could include hiking, etc.
 - 🌍 At the beginning of each session, the campers will discuss the importance of taking care of their camp and the type of things that they need to do such as picking up litter, staying on trails, not picking flowers and respecting property.
 - 🌍 Campers and staff will participate in recycling of materials such as aluminum cans, cardboard and paper.

SAFETY PRECAUTIONS

Storage of Hazardous Materials

- ☒ All hazardous materials including, but not limited to, cleaning supplies, gasoline, aurora, oils and chlorine are to be kept locked when not in use in either the maintenance room or the swimming pool room.
- ☒ Both the maintenance room and swimming pool room will be locked at all times. Please see management or the housekeeper if you need supplies from these rooms.

Lightning Risk Assessment

- ⚡ During an electrical storm, all outdoor activities (especially swimming) will be suspended until the camp administration states it is all right to resume with those activities.
- ⚡ At the moment activities are cancelled, the camp administration will advise each cabin where to meet for indoor activities.
- ⚡ In severe storms, campers and staff members will be evacuated to the pre-school (a division of the center for disability services).
- ⚡ During staff orientation there will be a review of the electrical storm dangers and plan programming to take place indoors.

Heat Exhaustion/Stroke Emergencies

- ☼ Campers are encouraged to drink fluids while at camp.
- ☼ Campers will be kept out of the sun as much as possible.
- ☼ Each cabin is equipped with a fan.
- ☼ Water activities will be encouraged.
- ☼ The nurse will monitor campers and staff members for dehydration and heat exhaustion.
- ☼ The Glenville site is available for evacuation to air-conditioning as needed.
- ☼ If a camper needs to be seen by a doctor they will be sent to Ellis Hospital via ambulance.

Rabies

- 🐾 The camp policy with regard to rabies is to avoid wild animals at all times.
- 🐾 If a wild animal that is usually nocturnal is out in the daytime and acting strange, the on-site supervisor will notify the proper health authorities.

Ticks

- 🐛 Staff members will be oriented on the potential dangers of the deer tick and Lyme disease.
- 🐛 While walking through the nature trails, campers and staff members are encouraged to wear long sleeves, hats, long pants and socks to help prevent possible exposure to a deer tick.

Insects

- 🕸 Black flies and mosquitoes are abundant at Clover Patch Camp due to its moist and shaded environment.
- 🕸 Staff members need to ensure that campers wear appropriate clothing and bug repellent to help prevent insect bites.
- 🕸 If a camper receives several insect bites, or any insect bite looks reddened or swollen, they should be taken to the nurse for observation and possible treatment.

Sun Exposure

- ☞ Sunscreen is available for all campers and staff members.
- ☞ Staff members need to ensure that campers are not exposed to the sun for long periods, and that ample sunscreen or lightweight clothing that will cover a camper, is applied to prevent sunburn and unwanted exposure.

EMERGENCY PLANS

Fire Safety Plan



In the event of a fire:

1. Campers first, fire second.
2. Blow nearest air horn to alert camp of a fire.
3. Counselors and activity counselors will move campers to the pavilion or basketball court; whichever is furthest away from the fire.
4. The on-site camp administrator will take an attendance.
5. The camp nurse will call 9-1-1.
6. Fire exits out of camp are the camp road by Dining Hall or out private property in the back of Cabin 5.
7. A runner (support staff designated by administrator) will be sent to the top of the camp road to direct emergency vehicles. The runner will advise fire department of people evacuating out the camp road to prevent further injuries.
8. At the end of the emergency attendance will be retaken by the on-site camp administrator.
9. Incident forms will be completed according to center policy.



Preventative Measures

1. Water buckets at all fires
2. Camp fires are restricted to designated fire pits
3. All matches are stored in closed containers and out of reach of campers
4. No fires will be left unattended
5. Screens will be in front of fireplace in Dining Hall
6. Extra care with grease cooking and wax melting
7. Smoking is only permitted on the porch behind Brigadoon. All other grounds and facilities are restricted.
8. Fire drills will be conducted on a regular basis
9. All flammable materials will be labeled as such and locked in the camp's flammable cabinet
10. Every sleeping quarter is equipped with a smoke detector and fire extinguisher. The maintenance worker will check these once a week.

Natural Emergencies



The weather alert radio will be on at all times while camp is in session.



When the camp is in potential harm of receiving damaging weather, all campers will be evacuated to the main Glenville site and the on-call administrator will be notified.

Loss of Electricity and/or Water

-  In the event of a power outage or no water in camp, the on-call emergency facilities manager will be called.
-  The Glenville Fire Department and Niagara Mohawk will be called to provide us with a generator. If power and water is not available for an extended period of time, campers will be sent home.

Lost Camper Plan

-  This search and rescue plan is designed to take the many workers at camp and divide them into a team of organized searchers to seek out lost campers.
-  The camp director or designated on-site supervisor leads all searches.
-  At the time a camper is reported missing the following steps will be taken:
 1. A staff member reports missing camper to administration.
 2. Administration blows air horn and announces the nature of the emergency.
 3. Everyone goes to the closest emergency meeting location (pavilion, shuffleboard court).
 4. The first staff person to the meeting spot will take an attendance.
 5. Search teams will look throughout camp in the cabins and nearby woods.
 6. 911 will be called to report a missing camper to outside emergency services if the camper is not found within twenty minutes of the air horn blast.
 7. The on-call administrator will be called and informed of the situation.
 8. On-call administrator will take over leading the lost camper emergency.

Preventative Measures

1. All campers, staff members and visitors must sign in and out of camp on the sign-in sheet in the camp office.
2. All persons walking on the nature trail must sign out of camp and bring a first aid kit and walkie-talkie with them.
3. No campers are to be left unattended by staff members at camp at any time.
4. Two staff members will be on duty in each cabin from 9:00 pm to 7:00 am for taps. All staff members are on-duty after 1:00 am.
5. Staff members will report to the camp administration any potential camper behaviors that may prevent an incident of a lost camper (wandering, sleepwalking, run-away threats, etc.).
6. All visitors in camp will wear a visitor's badge. Anyone not wearing a visitor's badge will be escorted to the camp office and meet with the on-site supervisor.

Waterfront Emergency Plan

-  In the event of an emergency at the pool:
 1. Lifeguard or staff member identifies the emergency
 2. Lifeguard blows the whistle two times

3. Lifeguard tends to the emergency situation, while campers and staff members exit the pool area
4. Runner is sent to get nurse on scene of emergency
5. Outside emergency services are called (if necessary – 911)
6. Incident report and notification of on-call administrator and camper family will be completed according to policy

6. In the event of a seizure during swimming activities:

1. The aquatics director designates a pool deck counselor to inform the camp nurse of the situation. The camp nurse comes to the pool with an advanced portable medical kit and assumes management of the situation.
2. The aquatics director instructs all swimmers other than the camper having the seizure and his or her swimming counselor to exit the pool and pool deck area.
3. The swimming counselor protects the camper having the seizure from the walls of the pool, other pool equipment and ensures that the camper's head stays above water throughout the seizure.
4. Once the seizure has ended the camper is transferred out of the pool onto the pool deck where the nurse assesses the camper's health and provides any necessary medical attention. It is up to the nurse's discretion whether to transfer the camper to the infirmary or call for an ambulance. Campers who experience a seizure while swimming are prohibited from swimming for the rest of that day.

6. Preventative Measures

1. Waterfront staff will consist of American Red Cross certified staff:
 - a. Aquatics director (lifeguard training, responding to emergencies, CPRFPR)
 - b. Lifeguards (certified lifeguard training, CPRFPR)
2. Equipment will include:
 - a. First aid kit and two airway masks
 - b. Backboard with straps and neck collar
 - c. Sheppard crook
 - d. One ring buoy with rope attached
 - e. Two rescue tubes
3. A camper and staff member count will be taken every ten minutes.
4. Waterfront staff members will practice emergency waterfront drills within the first 24 hours of each session.
5. No one can swim on camp property without a certified, designated lifeguard.
6. All campers are considered beginners, needing 1:1 assistance and the use of a personal flotation device, unless the aquatics supervisor designates otherwise.
7. All campers must have a signed swimming permission slip to participate in swimming at camp.

INCIDENT/INJURY REPORTING

 Steps for camp staff members:

1. Make injured comfortable
2. Bring camp nurse to the site if possible
3. Notify the on-site supervisor
4. Nurse will decide the next course of action:
 - a. Call for ambulance (911)
 - b. Transport to infirmary
 - c. Treat at site and continue activity

 The first staff member to witness the incident is responsible for completing the front side of an incident report and giving it to the nurse as soon as possible.

 The nurse will then complete the next portion of the incident report and give it to the on-site supervisor.

 The camp director or the camp nurse makes contacts to camper families regarding incidents.

 No comment should be made to media by camp staff under any circumstances.

MISCELLANEOUS INFORMATION

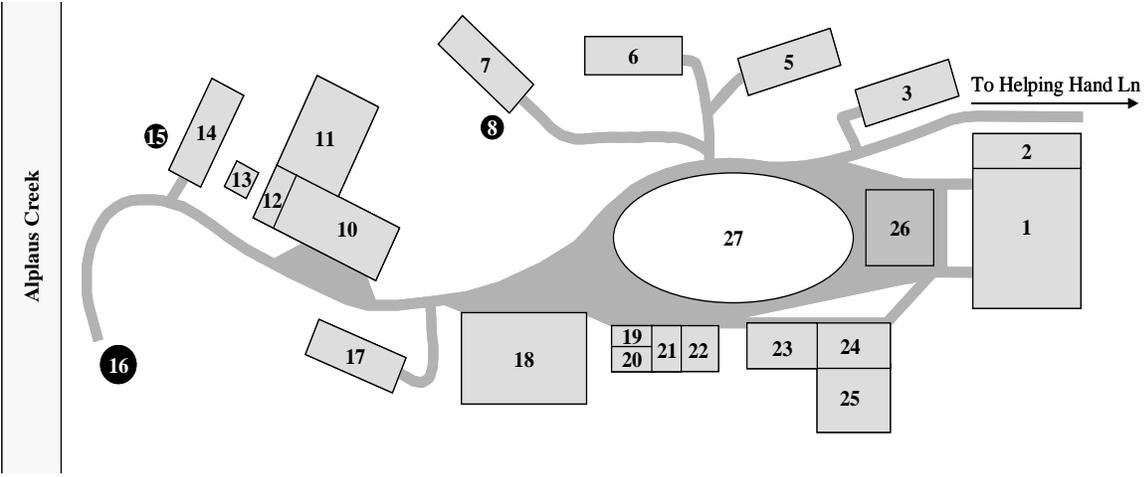
HOW DO I GET AROUND?

- 🚲 Camp is located on a city bus line with easy access to stores, shops, entertainment etc.
- 🚲 Camp is convenient to the Schenectady bus station, train station and Albany airport for extended trips
- 🚲 As long as the staff member asks management far enough in advance, we will likely be able to accommodate your needs.
- 🚲 Remember, there are staff bicycles, some places you can walk to, and some of your co-workers have cars.
- 🚲 Taxi services are also a possibility, and the train and bus service can be used for longer trips.
- 🚲 Please remember, unless you ask, we will not know when you need assistance in these transportation situations.

IMPORTANT PHONE NUMBERS & CONTACT INFORMATION

- ♣ Dani-Leigh Ross Camp Director
- ♣ Laura Taylor, Program Administrator
- ♣ Off-Season Office Phone: (518) 384-3042
- ♣ Summer Office Phone: (518) 399-4759
- ♣ Camp Staff Phone: (518) 399-4799
- ♣ Fax: (518) 384-3001
- ♣ Internet: www.cloverpatchcamp.org
www.cfdsny.org
- ♣ Email: cloverpatchcamp@cfdsny.org
- ♣ Address: 55 Helping Hand Lane, Glenville, NY 12302
- ♣ Camp America: 1-800-727-8233
- ♣ Camp Counselors USA: 1-800-999-2267

MAP OF CAMP



- | | |
|--------------------------------------|----------------------------|
| 1. Dining Hall | 15. Fire Pit |
| 2. Kitchen | 16. Fire Pit |
| 3. Art & Crafts Cabin | 17. Music & Drama Cabin |
| 4. Miniature Golf Course | 18. Bathhouse |
| 5. Camper Cabin #1 | 19. Camp Store |
| 6. Camper Cabin #2 | 20. Laundry |
| 7. Camper Cabin #3 | 21. Maintenance Closet |
| 8. Fire Pit | 22. Camp Office |
| 9. Playground | 23. Nurse's Station |
| 10. Hugh Farley Pavilion | 24. Brigadoon Staff Lounge |
| 11. Pool | 25. Male Staff Quarters |
| 12. Pool Room | 26. Basketball Court |
| 13. Tool Shed | 27. Playground/Flagpole |
| 14. Female Staff Quarters (Cabin #5) | |