

**Las Américas ASPIRA Academy**

**2019 Summer Camp  
Policy and Procedure Manual**

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# Job Description

**Title:** Summer Camp Director

**Reports to:** Chief Operating Officer

**Schedule:** To be determined.

## **Duties & Responsibilities:**

### **Prior to the first day of camp:**

- Create and distribute camp registration in the spring.
- Organize incoming registration forms and payments.
- Make deposits when registration fees come in (money should be deposited daily).
- Make a list of all eligible campers once all information is received (emergency & registration forms, registration fee, etc.).
- Research and coordinate a list of field trips.
- Create a budget for all expenses needed for the entire summer.
- Create a list of age appropriate crafts and activities for each group.
- Order shirts for campers and counselors.
- Contact advertisement agencies.
- Review potential applicants and conduct interviews.
- Create/Revise camp schedule as needed.

### **During the 8 weeks of camp:**

- Organize and maintain daily payments (to Business Office).
- Make deposits after 9 AM but before 2:00 PM, daily.
- Communicate frequently with lead counselors (as needed).
- Ensure the safety and well-being of all campers.
- Supervise summer camp counselors.
- Distribute bills to parents to be sent home weekly (every Monday).
- Maintain accurate payment records and meet with the Business Office weekly to discuss finances.
- Lock deposits in the main office on a daily basis, regardless of amount received (at night and on field trip days). During the day, the deposit bag should also be kept locked in the main office.
- Communicate effectively with campers, parents, and faculty.
- Meet with the Chief Financial Officer weekly to discuss the progress of camp.
- Administer medication to campers on an as needed basis.

## **Requirements:**

- One year's experience in a summer camp or equivalent program.
- Complete fingerprints with licensing form. Results must be received before work starts (approx. 2 wks)
- Must have current CPR & First Aid.
- Must have Administration of Medication Certification through licensing office.

# Job Description

**Title:** Summer Camp Lead Counselor

**Reports to:** Summer Camp Director

**Schedule:** Maximum 30 hours per week.

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## **Duties & Responsibilities:**

- Greet and sign in campers as they are signed in.
- Supervise counselors, junior counselors and volunteers.
- Communicate effectively with campers, parents, and faculty.
- Ensure the safety and well-being of all campers and employees.
- Advise Director when orders need to be placed (craft supplies, snacks, etc.).
- Administer medication to campers on an as needed basis.
- Maintain a friendly and positive environment.

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## **Requirements:**

- Must obtain Delaware First Certificate to be alone with children.
- Must have current CPR & First Aid.
- Complete fingerprints with proper form. Results must be received before work starts (approx. 2 weeks)
- Must have Administration of Medication Certification through licensing office.
- Must have a complete paperwork packet.
- Must have positive attitude and willingness to help with any task.

# Job Description

**Title:** Summer Camp Counselor

**Reports to:** Summer Camp Lead Counselor

**Schedule:** Maximum 30 hours per week.

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## **Duties & Responsibilities:**

- Welcome and greet campers as they come in.
  - Ensure the safety and well-being of the students.
  - Distribute snacks and ensuring students with allergies are receiving proper accommodations.
  - Maintain a clean and friendly environment for campers and your fellow co-workers.
  - Interact with campers in a positive way, continually throughout the day.
  - Communicating effectively with campers, co-workers, parents, and other faculty.
  - Follow all activities on schedule.
  - Create a fun and welcoming environment for campers.
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## **Requirements:**

- Must obtain Delaware First Certificate to be alone with children.
- Must have current CPR & First Aid.
- Complete fingerprints with proper form. Results must be received before work starts (approx. 2 weeks)
- Must have a complete paperwork packet.
- Must have positive attitude and willingness to help with any task.

# Job Description

**Title:** Summer Camp Junior Counselor

**Reports to:** Summer Camp Lead Counselor

**Schedule:** Maximum 25 hours per week.

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## **Duties & Responsibilities:**

- Welcome and greet campers as they come in.
- Ensuring the safety and well-being of the campers.
- Distributing snacks and ensuring students with allergies are receiving proper accommodations.
- Maintaining a clean and friendly environment for campers.
- Interact with campers often and constantly.
- Communicating effectively with campers, co-workers, parents, and other faculty.
- Assist other counselors in following all activities on the schedule.

**\*\*Cannot be left alone with campers.\*\***

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## **Requirements:**

- Must be at least 16 years of age.
- Must have positive attitude and willingness to help with any task.
- CPR & First Aid preferred.

# Summer Camp Policies

## Professional Expectations:

- Counselors are to present themselves in a friendly and welcoming manner.
- Counselors are to communicate effectively with students, parents and other staff members.
- Counselors are to contact the lead counselor with any issues or concerns that may arise.  
Lead counselor will then handle the situation effectively with the assistance of the directors if needed.
- Counselors will interact with students during play at all times.
- The use of a cell phone is prohibited during summer camp hours, unless the directors give prior approval for emergency purposes only.
- Appropriate attire and shoes are required. Shorts below fingertip length, camp shirt and sneakers.
- Counselors are NOT to call parents unless first approved by lead counselor and/or director.
- Smoking is prohibited on campus or in view of children on campus.
- Campers cannot be left alone with junior counselors, under ANY circumstances. Please contact the lead counselor or directors if assistance is needed.
- Remember to smile, you are on camera at all times ☺
- HAVE FUN!

## Absences:

- If a counselor, needs to take a day off, that counselor must notify the lead counselor at least one week **before** the date of leave **and** find coverage for their day (switch days with another counselor). If another counselor is unable to switch days, the lead counselor will then find a substitute to take the place of that counselor.
- If a counselor needs to call out, that employee must notify the lead counselor two hours before their scheduled time. Counselors may not have a family member or friend call out for them. The counselor is the **only** person who is able to call out other than in emergencies.

## Compensation

### Pay Scale (Per Hour)

<u>Experience</u> (Consecutive)	<u>Lead Counselor</u>	<u>Counselors</u>	<u>Junior Counselors</u>
Base	\$20.00	\$17.50	\$9.00
1 Year	\$20.50	\$18.00	\$9.25
2 Years	\$21.00	\$18.50	\$9.50
3 Years	\$21.50	\$19.00	\$9.75
4 or More Years	\$22.00	\$20.00	\$10.00

## **Drop off Policy**

When arriving to work, it is prohibited to sign in a camper unless we have a note on file from the parent/guardian. If a parent is running late, they will sometimes drop off their child and have them walk up by themselves or with a counselor. If you are asked to sign in a camper for a parent, politely decline and please let them know that they must sign in their child.

## **Pick up Policy**

All campers need to be picked up by 5:30 p.m. If students are not picked up by 5:30 p.m., the lead counselor will then contact the parents. Campers must be signed out by a parent/guardian. Campers are not to be walked out to their parent's car by a staff member.

If a student is not picked up by 5:45 p.m.:

- Lead Counselor then contacts the parents.
- Lead Counselor then notifies the Director(s).
- Director(s) then contacts Clayton Police Department for student pick up.

Counselors are not to stay by themselves after hours. Lead Counselor is to keep one extra person with them at all times.

## **Billing**

Parents are charged per day. If campers are not picked up by 5:30 p.m., then a late fee will be charged to that family's bill. Bills are to be printed and sent home weekly on Mondays. All bills are expected to be paid in full within one-week. If not, a warning letter for late payments will be sent home during the next billing cycle. If a family has an outstanding balance after one week, the services will be suspended until the balance is paid in full. Any outstanding balance will delay registration for the future years of camp for that particular student. If payment through check were to bounce, a \$30 returned check fee will be charged in addition to the initial balance. The business office will then determine whether checks will be acceptable as a method of payment from that specific family.

### **Billing charges are as followed:**

- One – time, non-refundable registration fee - \$50.00 per child.
- Late pick - ups will be charged \$1.00 for every minute from 5:30 until 5:40.

After 5:40, \$5.00 per minute will be charged.



# Summer Camp Schedule

## Morning Specialist Daily Schedule

<b>TIME</b>	<b>ACTIVITY</b>
7:00 – 8:30	Early Care (Free Play) - Sign in
8:30 - 9:00	Breakfast
9:00 – 10:30	Program w/specialist or Planned Activities
10:30 - 11:00	Snack
11:00 – 12:00	Program w/specialist or Planned Activities
12:00 – 12:30	LUNCH TIME
12:30 - 1:30	R.E.S.T. (RELAX EVERYTHING & STALL TIME)
1:30 - 2:30	Academic Review – Math and Reading (30 minutes each)
2:30 - 3:00	Crafty Kids / Acting Out / Game Time
3:00 - 3:30	Get Moving - Outdoor/ Gym Games and Activities
3:30 – 4:00	Snack
4:00 – 5:30	After Care (Free Play) - Sign out

## Afternoon Specialist Daily Schedule

<b>TIME</b>	<b>ACTIVITY</b>
7:00 – 8:30	Early Care (Free Play) - Sign in
8:30 - 9:00	Breakfast
9:00 – 9:45	Get Moving - Outdoor/ Gym Games and Activities
9:45 - 9:45	Crafty Kids / Acting Out / Game Time
9:45 - 10:00	Snack
10:00 – 11:30	Academic Review – Math and Reading (30 minutes each)
11:30 – 12:00	LUNCH TIME
12:00 – 1:00	R.E.S.T. (RELAX EVERYTHING & STALL TIME)
1:00 - 2:30	Program w/specialist or Planned Activities
2:30 - 3:45	Snack
2:30 - 4:00	Program w/specialist or Planned Activities
4:00 – 5:30	After Care (Free Play) - Sign out

**\*Outside play time is contingent upon weather conditions and time of sunset.\***

**\* Field trips are every Tuesday (daily schedule is subject to change). \***

**\*Water Play day is every Thursday (daily schedule is subject to change).\***

### **Structured Free Play:**

Free play is used during before and after care hours. This is a time for campers to have structured, free play time. During this time, campers are allowed in the gym, outside (depending on weather conditions) or the library. Although it is a free play time, campers must remain safe and supervised.

# Procedures

## **Arrival:**

- Fill in your time sheet with your arrival time (every quarter hour).
- If you are late, write your correct arrival time.
- Check to see if breakfast set up needs assistance.
- Sign out a radio for your group.
- Take a group of campers to the gym, if there are enough counselors. **PLEASE TAKE INITIATIVE!!**

## **During the Day:**

- Make sure your group has two radios at all times.
- Make sure campers have a buddy when walking around campus.
- Make sure your group has their assigned first aid bag at all times.
- You must clock out for a 30 minute break (except on field trip days).

## **Pre-Departure:**

- Your radio must be placed on the charging dock.
- Make sure no children are in the bathrooms.
- Highlight children that already left on the attendance sheet.
- Fill in your time sheet with you departure time (every quarter hour).

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## **Employee Policy and Procedure Agreement**

I have read, understand, and will follow all policies in order to be employed by Las Américas ASPIRA Academy's Summer Camp program. I further understand that any violation of the policy and procedures may end in termination.

\_\_\_\_\_  
**Please Print Name**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chief Operating Officer Signature**

\_\_\_\_\_  
**Director Signature**

\_\_\_\_\_  
**Date**