

## **Kids for Camp**

### **Staff Policies and Procedures**

1. **Chain of Communication:** *Kids for Camp* Instructors report to their respective Lead Teachers. Lead Teachers report to Assistant Coaches and Lead Coach on their respective campus. Assistant Coaches report to their Lead Coach. *Kids for Camp* is overseen by the API Program Coordinators and the API Executive Director.
2. **Staff Hours:** *Kids for Camp* staff hours are 8:30 a.m. – 3:30 p.m., Monday through Thursday. Exact dates will vary slightly each year, but camp will begin in mid-June and end 6 weeks later. In observance of Independence Day, there will be no camp on the designated federal holiday each year.
3. **Staff Training and Meetings:** All scheduled training and meetings are mandatory for all staff. Advance notice will be given for any session planned. Staff members must contact their immediate supervisor if they cannot attend a scheduled session. Staff members are responsible for acquiring any missed information on their own time.
4. **Paychecks:** *Kids for Camp* paydays are noted on employment contracts signed during the hiring process. Specific breakdown of how pay amounts are calculated is available on request.
5. **Absences:** In case of illness or other necessary absence, contact your immediate supervisor as soon as possible so that arrangements can be made for your campers.
6. **Dress:** Staff members are expected to use common sense and discretion when dressing for work; a basic school dress code should be followed. Each staff member will be issued one *Kids for Camp* T-shirt and will be offered the option of purchasing additional t-shirts at their own expense. It is not required that a *Kids for Camp* T-shirt be worn every day, but it is highly recommended that they be worn when taking campers on community outings.
7. **Smoking/Drinking/Illegal Drugs:** Smoking and use of alcohol in the presence of campers will not be tolerated. Use of illegal drugs is grounds for immediate dismissal.
8. **Vehicle Use:** Staff members may not use their personal vehicles to transport campers except in an emergency. The exception to this is for staff members transporting teens and young adults to job training sites. Staff members may transport campers to and from the job training site provided their parent or guardian has signed a permission slip allowing this. Please be aware that should an accident occur, it is your personal vehicle insurance that the claim will be made against.
9. **Lunch:** Staff members will provide their own lunches, unless notified of a special event. Lunch breaks will be scheduled for all staff members.

- 10. Staff Feedback:** *As Kids for Camp* is a learning environment for staff members as well as campers, staff members will receive feedback from their supervisors as part of the coaching process. This feedback is intended to enhance the learning process for all involved.
- 11. Camp Surveys:** All *Kids for Camp* staff members are **required** to complete camp surveys online at the end of camp and again during the month of October. Completion of these surveys is essential to the continued improvement of our program each year. Survey results also allow us to communicate to our many generous donors the positive impact their gifts have on our community. When you are notified of a camp survey, please complete said survey in a timely manner and as honestly and completely as possible.
- 12. Standards of Behavior:** All *Kids for Camp* staff will read and sign the Standards of Behavior as a condition of employment. Noncompliance with the Standards of Behavior may result in disciplinary action.
- 13. Staff Discipline:** Should actions by a staff member require discipline, the following procedure will be followed:
- ❖ **Stage One:** A verbal warning will be issued at a meeting between the Lead Coach and the staff member. The meeting will be documented by the Lead Coach and signed by all staff in attendance. A copy of this report will be forwarded to the Program Coordinator and kept on file by API. *Any identified problems are to be corrected immediately.*
  - ❖ **Stage Two:** If any further problems occur, the Lead Coach is to notify the Program Coordinator and inform him/her of the situation. Further action will be discussed. A final warning will be issued in writing and signed by all involved.
  - ❖ **Stage Three:** Further problems will result in a meeting with the Program Coordinator and/or the Executive Director, at which time a decision will be made as to the staff member's employment status.

This process deals with problems of laziness, lateness, and/or not performing up to *Kids for Camp* standards. Gross misconduct will result in immediate dismissal.

- 14. Reporting child abuse and neglect:** *Kids for Camp* is committed to protecting each child in its care. In accordance with state law, we are responsible for reporting any and all signs of child abuse or neglect. If abuse is suspected, leadership staff must be notified so that a report can be made to Social Services.