

Salesian Boys & Girls Club Summer Program

**Run by the Salesians of Don Bosco
and qualified lay staff
at 150 Byron St., East Boston, MA 02128**

Manual for Summer Recreational Programs

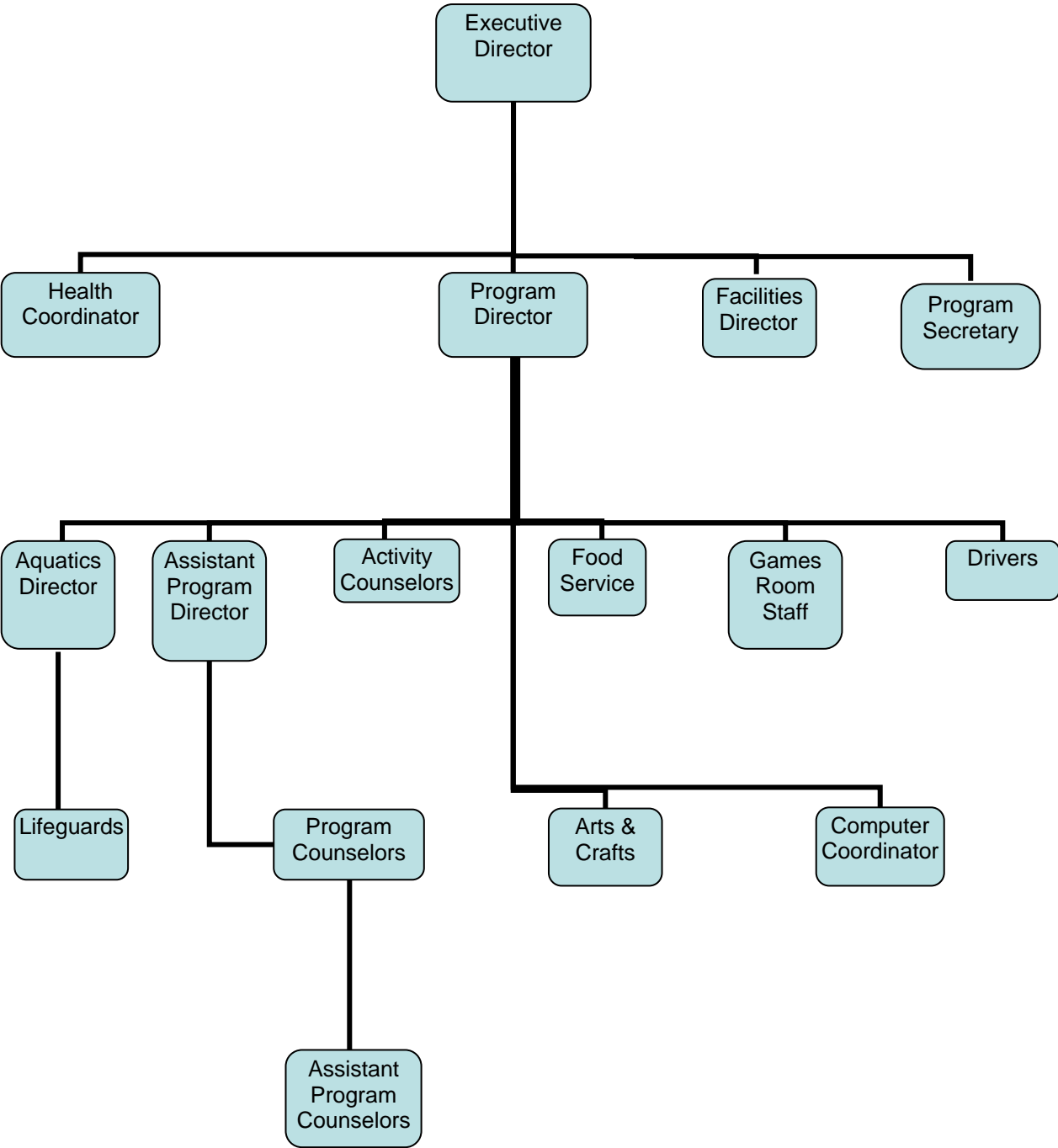


**BOYS & GIRLS CLUBS
OF AMERICA**

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Organization Chart



General Introduction

Goals and Objectives:

The summer program is an extension of the mission of the Salesians of Don Bosco working with the Salesian Boys & Girls Club. Therefore, it is the goal of the program to create an environment in which each child can experience a sense of welcome. As a result of that welcome, each member will feel free to grow as a person through new experiences and relationships. The final goal is that each member would grow to become a good Christian and an upright citizen.

While the Salesians of Don Bosco are a community of priests and Brothers within the Roman Catholic Church, we recognize not all young people who come to our programs are from that same faith tradition. We recognize and affirm the value of all faith traditions. We respect the faith traditions of each person and make no attempt to coerce or impose the Catholic tradition on anyone. Therefore, we accept all young people as staff and members regardless of religious affiliation, race, or orientation.

Educational Method:

The Salesians of Don Bosco were founded by the educator, Fr. John Bosco. In all of our programs we seek to continue his educational method. This method is founded on a respect for the human dignity of each person and recognition that each person possesses a unique relationship with God. Through respect we seek to establish a relationship of trust with each child and staff member. That trust is built upon a reasonable approach to dealing with rules, discipline, and the child's activities. It is fostered through a sense of relationship with God and expressed in kindness and respect for each person.

We believe that by assisting the young person to grow as a mature human being, we will aid them in discovering and growing in their relationship with God. As they grow in relationships, they will express this new maturity through working together with others to build a safe and secure environment for everyone.

This educational philosophy and method is taught to the program staff during orientation sessions and reinforced during the season at regular staff meetings.

The Program Structure:

1. The program day begins at 7:00 AM with general activities in the Salesian

Boys & Girls Club Gym area. General orientation begins at 9:00 AM daily. All children are expected to be present at that time. The day ends at 6:00 PM.

2. The program is all day recreational and educational activities designed to let the children have fun in an environment of trust and respect. Using age-group divisions, children are grouped in such a way as to provide individual and group instruction, team play, and fun activities. Swimming is available for those children who choose as a form of relaxation and cooling off at various times of the day.
3. The Summer Program does not provide transportation to or from our Club. The program is for the most part, self-contained on the property of Salesian Boys & Girls Club at 150 Byron St. Transportation to and from the program is the responsibility of the parents/guardians of the members.
4. Breakfast and Lunch is provided by the program for all children. The meals are prepared off site and delivered each day to the camp. The meals are stored in accordance with all applicable regulations as set by the government sponsored program. The program provides a refrigeration service where meals must be stored for those children who choose to bring their own lunch. Members are expected to write their names on their lunch bag/container and present them to the staff at the Gym where the lunches are stored. There are beverage machines available for purchase of drinks for lunch.

Job Descriptions

1. Executive Director

The Executive Director of the Salesian Boys & Girls Club is directly responsible for the summer program run by the Club. He is a Salesian of Don Bosco and a Roman Catholic priest. The Executive Director is appointed by the Provincial Superior of the Salesians of Don Bosco Eastern Province and reports directly to that Provincial Superior. The name and address of the Provincial Superior is available from the front office upon request.

The Executive Director collaborates with a team of appointed, elected, and hired administrators who form the Local Council and the Board of Directors of the Salesian Boys & Girls Club.

The Executive Director works with the Program Director in the hiring, training and supervision of the summer program staff. In this capacity, the Executive Director:

1. Works with the Board of Directors to identify the mission of the Club in the light of the Mission Statement and Strategic Plan of the overall Club program

2. Works with the Administrative Team and Program Staff to determine policy and scheduling for the program
3. Insures that all necessary paperwork and applications for State certification are properly handled if required
4. Plans the Program Staff Training together with the Program Director
5. Is a part of the team which conducts the Staff Training. His role is to focus on the educational vision and method to be implemented in all programming
6. Is a contributing member of the regular program staff meetings
7. Conducts the mid-season and final program season evaluations performed by the staff.

2. Program Director

The Program Director is appointed or hired by the Executive Director of the Club. The Program Director helps oversee the day-to-day running of the Program. In this capacity, it is the responsibility of the Program Director to:

1. Establish and maintain the daily schedule for the program
2. Provide alternative schedules in the event of inclement weather or other difficulties
3. Recruit personnel for the program staff
4. Collaborate with the Executive Director in the training and supervision of all staff
5. Maintain an atmosphere of order in the program through effective discipline
6. Ensure that all discipline in the program is carried out in accord with the Salesian Educational philosophy
7. Renders a weekly report of program enrollment and activities to the Executive Director

3. Assistant Program Directors

The Assistant Program Directors assists the Program Director in all his duties as listed above and serves as the Acting Program Director when the Program Director is off the property.

4. Program Secretary:

The Program Secretary is the summer receptionist of the Club. He/She is directly responsible to the Executive Director. He/She assists the Summer Program Staff by:

1. Receiving all phone calls for the program and directing them as appropriate. Phone messages for all members and staff will be held at the Receptionist's desk in the Administrative Office area.
2. Sending, receiving, and processing all mail for the program. He/She will send out forms to those who request, review forms sent in to see that all

portions have been filled out and that all medical information is complete and current. When any forms are not complete she will return them to the sender for completion.

3. Receive all program tuition payments and issue appropriate payment receipts.
4. Assist the Executive Director in whatever tasks seems fit.

5. Program Health Officer

The Health Officer is an employee of the Salesian Boys & Girls Club. He/she may be a priest or brother assigned by the Salesian Provincial or a lay person who is hired for this position. Each year an arrangement is made with a local East Boston health professional for any and all health emergencies and for consultation with the Program Health Officer or Program Director regarding health care issues.

The Program Health Officer should hold a current certificate in “Standard First Aid” as issued by the American Red Cross (or an equivalent certificate as recognized by the Commonwealth of Mass.) and a current certificate in cardiopulmonary resuscitation issued by the American Red Cross. The Health Officer is directly responsible to the Executive Director. He/she is responsible for over-site of the general health and safety of the members and staff.

Specifically:

1. The Health Officer will see to the establishment of a health care center for the members and will maintain all records as required by the State and the Salesian Province.
2. The Health Officer will review the health records of each member to see that each is complete and up-to-date. Any forms which are missing or have inadequate information will be brought to the attention of the Program Director.
3. Each day, as the members arrive, the Health Officer is available to meet with the parents or guardians of the members who wish to report any medical problems or health concerns. He/she must also be vigilant to observe any health or cleanliness problems among the members.
4. The Health Officer will be available to respond to first aid situations among the members and staff. The Program Director should be aware of his/her whereabouts at all times.
5. The Health Officer will maintain all appropriate records of health emergencies and accidents as required by the Commonwealth. These records are to be kept in the Program Health Center (Infirmary) during the course of the regular program season. They should be available for inspection at any time. At the end of the program season he/she will turn these records over to the care of the Program Director.

6. Facilities Administrator

The Facilities Administrator is a Salesian Priest or Brother or lay person appointed by the Salesian Provincial Superior. He/she is directly responsible to the Executive Director in all matters regarding the finances of the Program and the care of the program facilities. Specifically:

1. On an ongoing basis he sees to the proper and safe maintenance of the buildings on the property
2. On a daily basis sees to the proper janitorial care of the buildings on the property
3. Sees to the regular care of the grounds of Salesian Boys & Girls Club, including the emptying of trash and maintenance of lawns and areas in use for the program.

7. Aquatics Director

The Aquatics Director is an employee of Salesian Boys & Girls Club. As such he/she is directly responsible to the Program Director. He/she is responsible for the safety of the swimmers, and the maintenance of all records as required by the Commonwealth. In accord with the Commonwealth's Sanitary Code, Regulations for Children's Programs, the Aquatics Director should be at least 21 years of age, have at least three years of waterfront experience, possess a current cardiopulmonary resuscitation certificate issued by the American Red Cross, and possess a current certification from the American Red Cross as a lifeguard. (Note: Since the program possesses only a relatively small swimming pool which is open not more than half of the total hours of the program day, it may be that a case will arise when a variance should be sought with regard to age and/or experience for the Aquatics Director. This will be addressed by the Program Director and the County Health Office as the need arises.)

Specific responsibilities of the Aquatics Director:

1. See to the safety of all persons using the swimming pool in accord with posted pool rules.
2. On a daily basis see to the cleanliness of the pool and its adjacent areas.
3. On a daily basis see that all safety equipment for the pool has been placed in appropriate places and is properly maintained and put away at the end of the program day.
4. Assign special responsibilities to assisting lifeguards.
5. On a weekly basis he/she will administer a test to all new members to determine their level of swimming ability and what limits they will have in the use of the pool (deep water swimmer, beginner swimmers, and non-swimmers)
6. Set up and maintain a Buddy System for all members using the pool.
7. In the event that the Aquatics Director is not a Red Cross certified "Water Safety Instructor" or "Beginning Safety Instructor", the Program Director will make arrangements with a certified WSI or BSI to have the members tested on a weekly basis.

8. Lifeguards

Lifeguards working the summer program are directly responsible to the Aquatics Director. They should hold a current cardiopulmonary resuscitation certificate issued by the American Red Cross and a current lifeguard's certificate issued by the American Red Cross. They should be no less than 16 years of age. They will assist the Aquatics Director in the daily maintenance and running of the swimming pool. Their specific jobs are determined by the Aquatics Director in accord with the daily needs of the program and pool environment.

9. Counselors

Counselors must be adults (minimum age 16 years) of good moral character with experience of working with youth in a program or school setting. Attempts are made to hire public and/or private school teachers who bring a wide variety of experience and training to the job. Counselors should be enthusiastic, creative, caring, and understand the educational methods of St. John Bosco and be able to implement it in the program setting.

10. Assistant Counselors

Youth (Junior Counselors, minimum age 15 years) of good moral character who assist the Counselors in the Program. Counselors should be enthusiastic, creative, caring, and understand the educational methods of St. John Bosco and be able to implement it in the program setting.

Staff Selection and Verification

Staff members of the Summer Program are drawn from three sources:

1) Program Administrators and several staff members are assigned by the Salesian Provincial Superior. By policy of the Eastern Province of the Salesians of Don Bosco, the Provincial will only assign members known to be of good reputation and the assignment is itself its reference.

2) Several counselors are currently public school teachers or younger aged former members who are already known to us.

3) New counselors are chosen from former members who have maintained contact with us from the time they have left us as members, until the time that they are hired. This contact usually takes the form of involvement in school year programs as coaches, referees, and other sports related activities.

Potential employees will submit at least three letters of reference with phone numbers. All references will be followed up either by a phone call or a form sent to them asking them to give an evaluation on the prospective employee.

An employment application must be filled out which includes the prior 5

year work and/or school history which details a potential employees prior placements. Names and phone numbers of a contact person and/or supervisor from that job/school site must be made available.

Health records and immunization records of each employee must be up to date and provided. A medical sign off form must be signed by an employee's parent if under 18 years of age.

Although all staff are drawn from people immediately known to the Executive Director and/or Administration, a CORI and SORI background check is still run on each person considered for the Program staff. This includes all priests and Brothers of the Salesian community. This check is performed under the direction and at the request of the Executive Director. Should the check reveal any problems deemed serious enough to prevent a person from working in a youth oriented environment, the Executive Director will see that they are not employed.

Staff Orientation – Pre-Program Session:

Prior to the Program season, the staff is assembled for training. This training will include, but is not limited to:

- 1) The philosophy and educational method of the Salesians of Don Bosco; the appropriate methods for training members to the needed skills for activities
- 2) The policies concerning discipline, child abuse, and sexual abuse
- 3) A description of the program chain of command
- 4) Review of job descriptions
- 5) A complete tour of the program facilities with special attention paid to hazardous areas or areas of particular problems
- 6) All program emergency procedures including:
 - Medical emergencies
 - Fire
 - Lost Member
 - Lost swimmer
 - Lightning safety and natural disaster plans
 - Program evacuation procedures
 - Contingency plans for campers
 - Child abuse recognition & reporting
 - Understanding the First Aid & Emergency Medical Response procedures
 - Overview by the Program Health Officer of necessity of injury and illness reporting
 - How to recognize heat exhaustion and heat stroke

As a result of the training, all staff will be asked to sign a form stating that they have attended the seminar, understand and accept all that is being asked of

them. This is kept on file with the Program Director.

Child Abuse & Neglect: Training & Reporting

STAFF TRAINING:

In the pre-program training session for the staff, all members will take part in a sex and child abuse seminar. The seminar will include the Statement on Child Abuse from the Salesians of Don Bosco – Eastern Province; the policies regarding reporting of possible abuse cases; the policies concerning when a staff member is accused of abuse and issues regarding signs of abuse as noted below. At the conclusion of the seminar, all staff members are to sign a statement noting that they have attended the seminar, that they have understood the content of the seminar, and they agree to comply with all policies as noted. This form is kept on file in the Office of the Executive Director of the Salesian Boys & Girls Club with a copy of file in the Office of the Province Director of Youth Ministry.

SIGNS of ABUSE:

1. SLAP MARKS (hand prints),
2. BRUISES (black & blue spots)
3. CUTS of all shapes and sizes
4. WELTS (caused from belts, loop shaped, from cords)
5. SWOLLEN LIMBS
6. SPLIT LIPS
7. LOOSE OR MISSING TEETH
8. BLACK EYES
9. BROKEN BONES or DEFORMITIES.
10. HEAD INJURIES.
11. BITE MARKS.
12. BURNS; caused by cigars/cigarettes, hot boiling water/oil, irons or hot utensils.
13. FEAR ON THE PART OF THE VICTIM; afraid to say how they got hurt, afraid of older people.
 - withdrawal, not wanting to associate with others.
 - attitude change.
 - mood swings. (These signs are not limited to sexual abuse and may indicate other problems or conditions.)

PROCEDURES FOR REPORTING ABUSE:

1. All signs of abuse must be reported to the Health Officer or Program Director.
2. Any signs of possible abuse must be reported by the Health Officer within 24 hours to:
 - local police
 - County Dept. of Health
 - parents
 - Department of Social Services (DSS)
3. All allegations of Child Abuse by a program staff member must be reported to the Executive Director, Health Officer and Program Director. The Executive Director will report the abuse to the above services and parents.

Camper Orientation Procedures

On the first day of each new program session, all members will be given an orientation to the program. Orientation will include but not limited to the following:

1. The introduction of all program staff and an explanation of their duties as regards the members.
2. An explanation of the program territory, what areas are considered a part of the program and what areas are not.
3. To whom should reports be made about injuries or emergencies.
4. Review of various drill such as Lost Member and Fire Drills.
5. Behavioral expectations and the possible consequences of inappropriate actions.

The Program Director is responsible for this Orientation and he will see to it each Monday of a program week. Normal attendance is taken at this time and records kept of members who have attended.

Fire Evacuation Plan– Fire Drill Guidelines

1. A fire drill will be conducted the first day of each camp session (each session being one week).
2. The Executive Director, or in his absence, the Program Director, and in the case that both are absent, the Assistant Program Director, shall be the Evacuation Director. The Health Officer, and in his/her absence, the Game Room Supervisor shall be responsible for insuring that all hallways, rooms, stairwells and restrooms are clear of any occupants (Assistant Evacuation Directors).
3. Children occupying or present in any part of the premises will be with their group counselor(s). In the case of a child leaving his/her group to use the restroom or get a drink of water, the counselor must be informed.
4. At the first sign of fire or danger the following will happen.
 - a. Notify anyone in the immediate area of danger
 - b. Pull any one of the fire alarm boxes
 - c. Radio and/or notify the Evacuation Director and all other counselors immediately of the nature and place of the fire. The Evacuation Director will immediately call the fire department by dialing 911 and giving the following information:
 - Building name and address
 - Nearest cross street (Bennington and Byron)
 - Location of the fire in the building (floor and room number)
 - Known information about the fire/smoke
 - Caller's call-back telephone number
 - d. Close doors to confine the fire/smoke, but do not lock them
 - e. Group counselors will gather all the children in their group and lead them out of the building via the safest exit at the west front the north or south sides, and/or the rear of the building.
 - f. All children will then be taken to the southwest section of the parking lot where attendance will be taken
5. All occupants will be notified by one of the following methods: Radio, voice, or air horn.
6. All children and staff will meet at the southwest corner of the parking lot where a line up and individual group roll will be taken. Firefighters will be notified if anyone is left in the building. At the first instance or possibility of fire or smoke, any occupant shall notify the nearest staff person. That staff person shall pull the nearest fire alarm and then communicating by radio or voice, this

staff person shall notify the Evacuation Director , who will notify all the other staff by radio or voice. Group counselors shall immediately gather their group of children around them and walk them out of the building by the safest exit available. At the same time, the Evacuation Director shall notify the Fire Department by phone. The Assistant Evacuation Director(s) shall insure that the restrooms, classrooms, halls, and stairwells are clear of all occupants. It is expected that from the first instance of alarm to the conclusion of roll and identification of all missing staff/children shall take no more than 3 minutes.

Fire Drill Log

Week 1	Date	Time	Count	Successful
Week 2				
Week 3				
Week 4				
Week 5				
Week 6				
Week 7				
Week 8				
Week 9				

Emergency Procedures

Counselors are responsible at all times for the members assigned to their groups. Administration will make attempts on a regular basis to remove a member from a counselors group without notice. Counselors are expected to note and thwart this. They are required to take a count and record it at the following times:

- In the morning (9:00 AM) at the start of the day
- Prior to going to lunch (11:55 AM)
- At 1:00 PM
- At 4:00 PM

In addition to these four attendance checks by group, a camp check-in (between 7-9am) and a camp check-out (4-6pm) master list will also be kept by a person appointed by the Program Director. This gives us a written check on campers at least 6 times a day.

A. Missing Member Procedure

1. In the event that a member is noted as missing, the Program Director must be notified immediately. He will:
 - Check all activity areas
 - Check the immediate vicinity
 - Use the radios to contact all counselors regarding the missing member
2. If the member is not found, the rest of the staff is notified. All members are gathered in the gym if necessary and held there until the missing member is found.
3. Since many of the members live within walking distance of the program, a phone call will be made to the member's home after a routine check of all the activity areas and the surrounding program area. In the event that the member is still missing, the parent/guardian will be contacted. If the parents and the program staff are not able to verify the member's whereabouts, then the local police will be contacted and given a full description.
4. The staff will follow the instructions of the local authorities.

B. Camper Release

Campers will be released only to parents or parent-designated individual in writing.

C. Parents Right of Review

Parents have a right to review procedures for staff background checks, camp health care policies, discipline policies and grievance procedures upon request.

Disaster Plan

I. EVACUATION

1. The Executive Director, or in his absence, the Program Director, and in the case that both are absent, the Assistant Program Director, shall be the Evacuation Director. The Health Officer, and in his/her absence, the Game Room Supervisor shall be responsible for insuring that all hallways, rooms, stairwells and restrooms are clear of any occupants (Assistant Evacuation Directors).
2. Children occupying or present in any part of the premises will be with their group counselor(s). In the case of a child leaving his/her group to use the restroom or get a drink of water, the counselor must be informed.
3. At the first sign of danger the following will happen.
 - a. Notify anyone in the immediate area of danger
 - b. Pull any one of the fire alarm boxes
 - c. Radio and/or notify the Evacuation Director and all other counselors immediately of the nature and place of the danger. The Evacuation Director will immediately call the appropriate authorities by dialing 911 and giving the following information:
 - Building name and address
 - Nearest cross street (Bennington and Byron)
 - Location and nature of the danger in the building (floor and room number)
 - Known information about the danger
 - Caller's call-back telephone number
 - d. Group counselors will gather all the children in their group and lead them out of the building via the safest exit at the west front, the north or south sides, and/or the rear of the building
 - e. All children will then be taken to the southwest section of the parking lot where attendance will be taken
4. All occupants will be notified by one of the following methods: Radio, voice, fire alarm or air horn.
5. All children and staff will meet at the southwest corner of the parking lot where a line up and individual group roll will be taken. Authorities will be notified if anyone is left in the building.
6. At the first instance or possibility of danger, any occupant shall notify

the nearest staff person. That staff person shall pull the nearest fire alarm and then communicating by radio or voice, this staff person shall notify the Evacuation Director , who will notify all the other staff by radio or voice. Group counselors shall immediately gather their group of children around them and walk them out of the building by the safest exit available. At the same time, the Evacuation Director shall notify the proper authorities by phone. The Assistant Evacuation Director(s) shall insure that the restrooms, classrooms, halls, and stairwells are clear of all occupants. It is expected that from the first instance of alarm to the conclusion of roll and identification of all missing staff/children shall take no more than 3 minutes.

7. If campers and staff need to be moved from the Salesian Boys & Girls Club (Gym) building, they will be moved in groups to the Club's athletic field at the end of Horace Street.

II. TORNADO OR HIGH WINDS

1. Campers will assemble with their counselors for attendance in the basement of the (Gym) building in the interior areas. These areas are: kitchen and men's rest room in the basement
2. Crouch down against the floor and cover the back of your head and neck with your hands
3. If no suitable structure is nearby, lie flat in the nearest ditch or depression and use your hands to cover your head.

III. FLASH FLOOD

1. Evacuate low-lying areas-go to higher ground. In this case to the second floor of the (Gym)building
2. Avoid small rivers or streams, low spots, canyons, dry riverbeds, etc.
3. Do not try to walk through flowing water more than ankle deep
4. If in a vehicle: Do not drive through a flooded area, even if it looks shallow enough to cross.

IV. LIGHTNING

1. When inside
 - Avoid using the telephone (except for emergencies) or other electrical appliances
 - Do not take a bath or shower
2. When outside
 - Go to safe shelter immediately. Return to the Salesian Boys & Girls Club gym
 - If boating or swimming, get out of the water immediately and move to a safe shelter away from the water
 - If in a wooded area, seek shelter under a thick growth of relatively small trees

- If you feel your hair standing on end, squat down with your head between your knees. Do not lie flat
- Avoid isolated trees or other tall objects, bodies of water, sheds, or fences

V. WILDFIRE

1. Listen to local radio or television stations for updated emergency information
2. Follow the instructions of local officials. Wildfire can change direction and speed suddenly. Local officials will be able to advise you of the safest escape route, which may be different than you expect.
3. If you are trapped
 - Crouch in a pond or river. You cannot outrun a fire.
 - Lie flat and cover your body with wet clothing or soil
 - If water is not around, look for shelter in a cleared area or among a bed of rocks
 - Breathe the air close to the ground through a wet cloth to avoid scorching lungs or inhaling smoke

Activity Safety and General Supervision

1. General Supervision

1. Upon arrival at Salesian Boys & Girls Club, all counselors and members report to the gym. The Program Director and/or Counselors are at the program site before the program is due to start.
2. At times of assembly in the gym or chapel, counselors are actively supervising the members. Groups assigned by age are dismissed from the gym and travel with a counselor to their activity areas. The ratio of counselors to members is 1:10. While it is the Program Director who oversees the activity schedule, any counselor may alter or cut back an activity if weather conditions warrant it.
3. During activity periods, counselors are expected to carefully observe that all members are safe from harm due to activity, their surroundings, from other members, and from themselves.
4. If, in the opinion of a counselor, a member becomes disrespectful or uncooperative, and verbal reminders are unsuccessful, the member is referred to another counselor who may be able to intervene. In the event that this does not succeed, the member is excluded from the activity and must sit on the sidelines where he can be seen and supervised. If all these attempts do not succeed with the member, then it is referred to the Program Director for action. In the event that the Program Director is not able to reason with the member, the matter is then referred to the

member's parent/guardian. Continued lack of discipline can result in suspension or expulsion from the program.

5. In the case of a situation requiring the Health Officer, the counselor in charge will either give instructions to another counselor to bring the member to the Health Office or arrange to bring the Health Officer to the activity site.

2. Specific Areas:

1. Basketball:

- Counselors provide verbal instruction, demonstration of skills, small group instruction, and actual playing time in a game.
- Counselors will supervise a small group by serving
- as referee in a game.
- Counselors will train members in the skills needed to be scorekeeper and/or time clock keeper.

2. Swimming

- Counselors will ensure that the surrounding area is safe
- Lifeguards will arrange all swimmers in Buddy Pairs and mark their names on the Aquatics Director's clipboard.
- The Lifeguard will remind all members of the practice of periodic Buddy Checks.

3. All other activities

- Counselors provide verbal instruction, demonstration of skills, and playing time in the activity chosen
- Counselors at all times provide supervision, interaction, leadership, and enthusiasm for the shared activity, giving the members a sense of accomplishment and fulfillment.

3. Facility Operation

1. Water Supply: We receive city water. If interrupted for more than a few hours we have an ample supply of soft drinks, milk, and juice for drinking purposes.
2. On Sight Sewage Treatment Systems: All of our program facilities are connected to the city sewage system.
3. Lighting Risk Assessment: At the first sign of lighting, the Program Director will be notified and all outdoor activities are brought inside.
4. Transportation: Is done by Commonwealth licensed commercial bus drivers (for buses) and 18 year olds with at least 2 years driving experience for the vans.
5. Housing: We are a day program and provide no overnight housing for members.

6. **Food Protection:** Breakfast and Lunch is provided by the program for all children. The meals are prepared off site and delivered each day to the camp. The meals are stored in accordance with all applicable regulations as set by the government sponsored program. The program provides a refrigeration service where meals must be stored for those children who choose to bring their own lunch. Members are expected to write their names on their lunch bag/container and present them to the staff at the Gym where the lunches are stored. There are beverage machines available for purchase of drinks for lunch.
7. **General Operation & Maintenance:** Full time staff members of the Salesian Boys & Girls Club are responsible for upkeep and maintenance of the program area. The Program Director may forward any request for maintenance or repair to the maintenance staff that needs to be done. Maintenance is overseen by the Executive Director or his designate.
8. **Waterfront Facility Maintenance:** A certified pool operator is the primary person involved with pool maintenance. General maintenance/cleaning/ reporting will be handled by the Aquatics Director. Conditions that might require the closing of the pool are, but are not limited to, the following: 1) Chlorine level too high (above 5.0 ppm) or too low (below 0.6 ppm). 2) Water too cloudy to see a 4" black disk at the bottom of the pool. 3) If the main drain is broken or the interlock light goes out.

Supervision of Activities

A. General Supervision; Discipline:

Members will be teamed up with a counselor who will remain with them at all times during an activity period. The member to counselor ratio will be no more than 10:1. This counselor will be the first line of supervision for members in the program. They are required to keep in sight each of the 10 members assigned to them and to provide those members with supervision and leadership. In addition to the program counselors there will be some activity counselors in certain areas. These areas include the swimming area, arts & crafts, cooking, and large game room.

In addition to program counselors and activity counselors, there will be anywhere from 1-3 general assistant counselors or assistant Program Directors who have a more intensive background in the Salesian Preventive system of education and will be able to offer aid and helpful hints to program and activity counselors when and where needed.

Discipline: The Salesian method of discipline calls for constant supervision, clear understanding and imparting of necessary rules, and a friendly and loving concern and attitude manifested to the members. When at times this does not invoke the hoped for response, counselors are encouraged to first explain to the offending member the necessary rule and reason for it. We see the breaking of a rule as a means of further training rather than a reason for immediate punishment.

If these methods fail to evoke the hoped for response, usually because of uncontrolled temper or emotions, a member will be asked to sit out of an activity for a short period of time. When the member has calmed down, and informed his/her counselor that he/she now understands the necessary rule and is willing to abide by it, they will be allowed to continue in the activity.

In more serious cases such as physically hitting or biting, use of racial slurs, attempting to leave the supervision of a counselor or the program, theft or vandalism the member will be escorted to the office to speak with the Program Director. Parents are usually notified in these cases and a solution sought that all can agree on. If no solution is possible, or in the judgment of the camp administration the camper's continued presence at camp jeopardizes the camper's own or other campers' health, safety, or enjoyment of the camp, the member will be dismissed from the program.

Counselors under no circumstances may hit, harass, verbally or

physically abuse a child. Members may not be deprived of food or given any corporal punishment. A member who willfully vandalizes, destroys, or "tears up" an area may be required to physically repair or clean up whatever mischief he/she has done.

B. Passive Activity Supervision:

During certain passive activities such as watching TV/movies, playing board games in a game room, lunch, canteen period, religious services or a rest period, the member to counselor ratio shall not exceed 20-1.

C. Between Activity Supervision:

In reference to Part A above, 1 program counselor is assigned to no more than 10 members. This counselor is to remain with these members at all times including activity periods, between activity periods, and canteen time. Half the program counselors may be off for an hour lunch period during the time the members are eating lunch under passive activity supervision when the member to counselor ratio may be as high as 20-1.

D. Supervision during transportation:

It is the program counselor's responsibility to supervise members during trips.

E. Supervision in Emergencies:

Again refer to Part A above. Members are to always be under the supervision of an assigned counselor. During emergencies members and counselors will line up on the outdoor asphalt courts. Attendance and counts will be taken.

F. Swimming Pool Policy:

The pool is under the direction of the Aquatics Director. The Aquatics Director is hired by the Program Director and works in collaboration with the Program Director. He/she is responsible for the daily maintenance of the pool and the immediate environs. He/she also supervises the lifeguards and any other additional personnel who may be assigned to the pool area. The Program Aquatics Director is responsible for the safe and orderly running of all pool activities including free swim periods and swimming lessons.

In this capacity:

- He/she will maintain all pool records on a daily basis as required by the County Board of Health and the Commonwealth of Mass.
- He/she is responsible for canceling swim periods when he/she deems that the conditions of the pool or the weather are inappropriate for swimming.
- He/she is responsible for administering the swimming test to all members who wish to make use of the deep-water area of the pool. Those who elect not to take the test or who are not able to pass it will be designated as "non-swimmers" by the Aquatics Director and marked in a visible way. They are restricted from using the deep-water area unless

participating in a supervised instructional session.

- The Aquatics Director is responsible for administering discipline, in accord with the Salesian Educational Philosophy, during all pool or pool related activities.

G. Non-Swimmers:

Those members designated as “non-swimmers” shall be marked with a colored armband and or swim cap and kept visible at all times. They are restricted to the lower or “shallow” section of the pool indicated by a depth marking of “4 feet” and a buoy line. They are not permitted to use other portions of the pool unless they are taking part in a supervised instructional program in the deep section of the pool.

H. Buddy System:

At the beginning of each session, the Aquatics Director will pair all members with other swimmers of their own level of ability. Swimmers will be paired with swimmers and non-swimmers with non-swimmers. Names will be written in the log sheet kept by the lifeguard and held on his/her clipboard.

Swimmers are reminded to remain in the same section of the pool as their buddy-partner. Under normal circumstances all swimmers must remain at the pool throughout the period. Should a swimmer need to leave the pool area for any reason, they are to check-out with the Aquatics Director who will mark their departure and will arrange for a new partner for the remaining buddy. The swimmer may not leave until such arrangements are complete. Likewise they should report directly to the Aquatics Director or lifeguard upon return to the pool area and wait to be paired with a buddy before re-entering the pool. During the swim period the Aquatics Director or lifeguard will hold periodic Buddy Checks (at intervals not to exceed 30 minutes). The Buddy Check is designated by one prolonged sounding of the lifeguard whistle. At that time, all swimmers must move to the side of the pool and stand next to their correct buddy. The Aquatics Director or lifeguard will perform a roll-call from the clipboard to ascertain that all swimmers are present or accounted for and are paired with their correct buddy.

I. Missing Swimmer Procedure:

In the event that a member is missing from the Buddy Check and had not checked out with either the Aquatics Director or the Lifeguard, the Aquatics Director will instruct all swimmers to move out of the pool. At that time the Aquatics Director and Lifeguard will perform a visual search of the pool and surrounding environs. In the event that the member is still not found, the Aquatics Director will immediately inform the Program Director who will follow the procedures listed above for “Missing Member”.

Contingency Plans

- I. REGISTERED CHILD WHO FAILS TO ARRIVE FOR THE DAY'S ACTIVITIES WITHOUT PRIOR NOTICE OF ABSENCE.**
 1. Double check attendance with group counselor
 2. Call parents/guardians/contact person re: absence
 3. Notify group counselor to inform office if child appears

- II. MISSING CHILDREN FROM PICK UP POINT AT THE END OF THE DAY.**
 1. Double check attendance
 2. Check with office re: earlier pick up
 3. Check grounds in accordance with lost camper plan
 4. Call parents/guardians/contact person re: absence
 5. Call police if child still cannot be accounted for

- III. FOR UNREGISTERED CHILDREN ARRIVING AT CAMP.**
 1. Check with the child's parents if still on site
 2. Find out who he/she arrived with. Obtain contact information from forms
 3. Contact the child's parent/guardian if the child's phone number is obtained
 4. Request that child be removed from camp until proper registration forms and medical information are obtained
 5. We do not allow unregistered "visitors."

Traffic Control Plan

All traffic on the property (playground area) of the Salesian Boys & Girls Club shall be limited to staff parking and admission of Club vans for the transportation of campers. All other traffic will not be allowed on the lot. Pick up and drop off of campers at this unit shall be done from Byron Street only. All traffic for the Club will be moving North on Byron Street. Parents moving North on Byron will have the campers exit and enter any vehicle from the east side of the vehicle. This pattern precludes any child from having to cross Byron or any other street. Staff moving campers in Club vans will load and unload campers in the parking lot, precluding campers from having to cross any street. The club gate will be closed during all hours of the day to prohibit outside traffic.

Camp Health Care Policy

I. Health Care Consultant: William Sweet, N.P.

II. Health Care Supervisors: Fr. John Nazzaro, Fr. William Ferruzzi
Anthony Forbes and other qualified individuals.

III. Emergency Telephone Numbers: Fire, Police, and Rescue/Ambulance at
911 Poison Control Center at 1-800-682-9211

IV. Hospitals Utilized for Emergencies:

- a. Massachusetts General Hospital 55 Fruit Street / Boston, MA
726-4100 Child Emergency
- b. New England Medical Center 750 Washington St. / Boston, MA
636-5566 Emergency
- c. Whidden Memorial Hospital 103 Garland St. / Everett, MA
389-6270

EMS will also transport to any hospital of the patient's or parents' choice in the Boston area.

General Medical Procedures

1. It is the responsibility of the Health Officer to oversee the cleanliness and the maintenance of the infirmary. It is also his/her responsibility to see to the upkeep of the appropriate records of health and accidents for Commonwealth, county, and insurance purposes. The Program Secretary will also aid the Health Officer in this regard.
2. All forms of medications (both prescription and non-prescription) are to be left with the Health Officer who will see to it that they are administered in accord with the prescribed or recommended dosage. Parents or guardians may pick up the medications at the end of the program day or at the end of the member's enrollment period.
 - a. All prescription medications are to be kept in the care of the Program Health Officer. The package containing the medications should have:
 - i. Complete name of the patient
 - ii. Date the prescription was filled
 - iii. Expiration date
 - iv. Directions for administration/use with precautions if any
 - v. Name and address of dispensing pharmacy
 - vi. Name of physician prescribing the medication

- b. All non-prescription medications will also be kept with the Program Health Officer. The package containing the medications should have:
 - a) Complete name of the patient
 - b) Appropriate authorization (parent/guardian and/or individual's physician) for use and description of administration or use with any appropriate cautions.
3. Administration of Medication
 - Under normal circumstances, all medications must be administered by the Health Officer.
 - The Health Officer will remind the member of the time to take the medication and be read/or read the name of the medication, dosage and other instructions for use when administering the medication.
 - At the time of the medication, the Health Officer must note in the program health record the time of the medication and that the correct medication and dosage was given to the correct person. The Health Record should note the name of the patient, the medication, time of self-medication, name and signature of the witness, the date, and dosage administered.
 - In case of an error with a camper's medications, an administrator will contact the parents of the child, their primary care provider and the health consultant.
 - If a camper demonstrates signs/symptoms of the potential side effects of any medication, an administrator will contact the parents of the child, their primary care provider and the health consultant.
- 4) It is the policy of the camp to encourage parents to administer any necessary medication to their camper before the camper arrives or after the camper leaves the camp.
4. All injuries, whether minor or major, are to be reported to the Health Officer.
 - a. All required health records are kept on file in the program office.
 - b. The infirmary is located in a well marked room adjacent to the gym in the main program building.
 - Minor injuries are treated at the infirmary and are recorded in the daily health log. Members not needing rest are then allowed to return to regular activities.
 - Major injuries are held in the infirmary until appropriate assistance arrives (either emergency transport or parent/guardian). The child's parent/guardian is contacted immediately by the administration. All such situations are also recorded in the program health log.

- All drinking fountains and lavatory facilities are located directly within the buildings and are readily accessible to the members at all times.
 - All water for drinking, etc., is obtained through the public water system.
5. Parents sign the following two statements allowing emergency authorization for medical care:
- "In the event reasonable attempts to contact me at the above phone numbers are unsuccessful, I hereby give my consent for the administration of any medical or dental treatment deemed necessary by the Salesian Boys and Girls Club or medical personnel of their choosing on the above child."
 - "This health history is correct so far as I know, and the person herein described has permission to engage in all prescribed summer program activities, excluding those noted above by me. In the event that I am unable to be reached in the case of an emergency, I hereby give my permission to the physician selected by the club summer program director to hospitalize, secure proper treatment for, and to order an injection, anesthesia or surgery for my child, as named above."

V. Emergency Procedures:

1. Nearest staff person renders immediate aid to victim while using radio, voice, or other available staff person or camper to notify any one of the health supervisors. Any staff person is free to call 911 if in their opinion the situation calls for immediate professional assistance.
2. The responding health supervisor assumes control of the situation, continues to render aid, and sends someone to call 911 (if this has not already been done) if in their opinion the circumstances warrant.
3. Administration is informed of the incident and parents are notified according to the phone numbers listed on the campers application form (from 4 to 6 numbers).
4. Camper is transported by EMS to hospital of choice unless determined emergency is time sensitive/life threatening in which case the nearest appropriate hospital is chosen.
5. If parents or other identified guardians/relatives cannot be contacted, the Health Supervisor responding to the incident will go to the hospital with the child.
6. Administration will provide to the hospital the signed parental permission form to allow emergency medical aid.

VI. Emergency Procedures When Off the Premises:

1. As soon as possible, the camp administration will be notified by phone and the details explained.
2. Administration will send a Health Supervisor to the scene if practical and notify the parents of the child as stated above.

VII. Procedures for Utilizing First Aid Equipment:

1. Location of First Aid Kit(s) and manuals
 - Salesian Boys & Girls Club administrative/health office
 - In all vehicles used to transport campers
2. First Aid is administered by nearest staff person until one of the Health Supervisors reaches the scene.
3. First Aid Kit is maintained by Ms. Renee Landry.
4. Contents of First Aid Kit

VIII. Plan for Injury Prevention and Management

1. Program Director and Asst. Program Directors will survey the physical property daily for signs of hazards and report to the Facilities Administrator any hazards found.
2. Janitorial staff will clean up any unsanitary areas and report to the Facilities Administrator any unsanitary concerns or hazards found.
3. All counselors, during orientation, will be encouraged to report any hazards or unsanitary conditions found in their daily completion of duties to the Facilities Administrator.
4. The Camp Health Officer will report to the Facilities Administrator any hazards or unsanitary conditions found through the normal completion of his/her duties. i.e. if a camper gets injured, the report should indicate how this could be avoided in the future.
5. The Facilities Administrator shall make every reasonable effort to provide a physical camp space that is free from hazards and kept up in a sanitary condition. This may also be done by following guidelines and suggestions by the Health Dept. and/or Inspectional Services Dept.

IX. Procedures for Reporting Serious Injury, In-patient Hospitalization, Death of a Camper or Staff Person to the Department of Public Health

- Reporting of any of these conditions will be done by the Executive Director of the Salesian Boys & Girls Club to the Department of Public Health within 24 hours of the occurrence.

X. Procedures for Informing Parents When First Aid is Administered to Their Children, Including Time Frame and Documentation

1. When first aid is administered to a child in a non-serious situation, the parents will be called beforehand for permission to render aid.
2. When first aid is administered to a child in a serious situation, the

parents will be called immediately afterward for further follow up and information about the injury.

3. In a serious situation, if the primary caregiver cannot be reached by phone, each of the emergency numbers will be called in order as listed on the camper's application.
4. If parents still have not been reached, they will be notified at the end of the day when they arrive to pick up the camper.
5. Parents will have access to all documentation of the injury and any aid given.

XI. Plan for Infection Control and Monitoring.

1. Bathrooms, sinks, and water fountains will be cleaned and sanitized on a regular basis.
2. Campers who are clearly sick and/or infectious will be separated from other campers and placed in the Health Center. Parents will be notified and asked to pick up their child.
3. The Camp Health Officer will in the normal administration of his/her duties watch for signs of infection and sickness among the campers.
4. All counselors will be encouraged to monitor the campers in their group for signs of infection and/or sickness and to report such findings to the Camp Health Officer.

XII. Procedures for the Clean up of Blood Spills

1. Any staff person coming in contact with blood or other bodily fluids should be wearing latex gloves.
2. Blood spills will be picked up by staff members following this procedure:
 - Staff person dons plastic gloves
 - Paper towels are laid over the spill to absorb the blood
 - Additional paper towels are laid over the spill until absorption has ceased. Using gloved hands, the staff person will wipe up the spill with the absorbent paper towels and dispose of in a red double bagged trash container.
 - The spill area will be sprayed with a disinfectant, allowed to sit for 30 seconds, and then wiped with paper towels again. This is disposed of in a red double bagged trash container.

XIII. Emergency Plan for the Evacuation of the Program or Facility DISASTER PLAN (see page 19 of camp manual)

XIV. Plan for Administering Medication (prescription and non-prescription). Include location and instructions for storage.

1. All medication will be administered by the Camp Health Officer or in his absence one of the assistant Health Officers.

2. A signed permission form from the parents must be on file before any medication is administered.
3. Prescription medication must be identified by the camper, the label must contain the campers name, the name of the prescription, name of doctor authorizing, doctors phone number, time(s) of day the medication is to be administered and under what circumstances, and the amount of the medication to be given.
4. If the Health Officer has any doubts about the identity of the camper he/she is administering medication, a photo of the camper can be brought up on the Camp computer for identification purposes.
5. All medication will be stored in a locked cabinet or box in the Camp Health Center. Any medications that need to be refrigerated will be stored in a locked box inside the cooler in the Health Center.

XV. Plan for Returning or Destroying Unused Medication when no Longer Needed

1. At the end of a campers stay with us in summer camp, the medication will be returned to the parent on the campers last day of camp.
2. All prescription medication not returned to the parents at the end of camp will be kept in a locked cabinet for 1 week after the end of camp and then be disposed of.
3. All medication being disposed of will be placed in a red trash bag, tied, and placed in a disposal bin.

XVI. Plan for the Care of Mildly Ill Campers

1. Campers who are mildly ill will be escorted to the Health Center and evaluated by the Health Officer. This includes campers who are a) lethargic, b) complaining of abdominal pains, c) complaining of high fever, d) showing symptoms of sore throat or difficulty swallowing, or e) complaining of any other sickness or unspecified injury.
2. Parents will be notified and they may choose to pick the camper up.
3. Campers who are mildly ill who stay at the camp will be given a bed or chair on which to rest and made comfortable as much as possible. The Camp Health Officer will monitor the camper until they feel better or the parents pick them up.

XVII. Procedure for Identifying and Protecting Children with Allergies and/or Other emergency Medical Information

1. This information as given the camp by the parents or the child's physician will be noted on the computer record of the child at camp.
2. The camper's group leader, 2 assistant Program Directors, Program Director, Executive Director, and Health Officers will be notified of the camper's condition. Other staff or campers will not be notified of the camper's condition unless it relates directly to their responsibility of care for the camper.
3. Staff will see to it that campers with allergies or other emergency medical information will be restricted to activities that do not aggravate the allergy or other medical situation.

XVIII. Exclusion Policy for Serious Illnesses, Contagious Disease and Reportable Diseases to Board of Health

- We will follow the directions and guidance of the Board of Health regarding serious illnesses, contagious and/or reportable diseases.

XIV. Camper Pick-up Policy at the End of the Day

1. Normally campers are picked up at the end of the day by a parent or legal guardian. Pick up by any other individual will take place only if a signed letter of notification is presented by the parent allowing another individual to pick up the camper.
2. If there are any doubts, a phone call home or to one of the emergency numbers will be made to verify pick-up.
3. Each day the camper will verbally identify his/her pick-up person.

XX. Distribution of Health Care Policy

- Staff and parents will be given a copy of this Health Care Policy upon request
- In addition, this document can be downloaded from the Club's website at www.salesianclub.com.

Other Medical Procedures

A. Emergency Outbreak Procedures:

In case of outbreak of some illness, efforts will be made to remove from the program any member or staff showing signs or symptoms of the illness. All parents will be notified and any activities that may be contributing to the illness will be suspended.

B. Camper Medical History/Screening:

The Health Officer will review the health records of each camper to see that each is complete and up-to-date. Any forms which are missing or have inadequate information will be brought to the attention of the Program Director.

C. Existing Health Conditions/Restrictions:

The Program Health Officer will bring to the attention of the appropriate counselor any health condition or restriction that may affect or restrict a members participation in activities. Members and parents will also be encouraged to inform a child's counselor of any condition or restriction that applies.

D. Medical Log:

A medical log will be kept by the Program Health Officer in the infirmary of any treatment given for any illness, injury, or accident. The Health Officer will also maintain all appropriate records of health emergencies and accidents as required by the Commonwealth. These records are to be kept in the Program Health Center (Infirmary) during the course of the regular program season. They should be available for inspection at any time. At the end of the program season he/she will turn these records over to the care of the Program Director.

E. Illness, Injury & Abuse Reporting:

All member and staff injuries, illnesses, reportable diseases, and abuse that require reporting to the Suffolk County Health Department and/or the local police department will be done so within 24 hours according to Commonwealth law.

F. Program Sanitation:

Sanitation will be the responsibility of the Executive Director in conjunction with the Health Officer who will insure that the maintenance personnel keep the program area clean and sanitary.

SALESIAN BOYS AND GIRLS CLUB SUMMER CAMP STANDING ORDERS

Abrasions, Cuts, Lacerations, Punctures

When dealing with a break in the skin, wear barrier gloves. Clean well with soap and water. If there is active bleeding, apply pressure and elevate the involved body area. Dress with a band-aid or suitable sterile dressing. **IF BLEEDING IS SEVERE, apply direct pressure and elevate, as above. Apply a pressure dressing. If bleeding cannot be controlled with these measures, call 911. Notify responsible family member.**

Animal bite

Wash thoroughly with soap and water, then rinse with running water. Apply sterile dressing. Notify parent. If the animal is a household pet, obtain information from the owner, if the owner can be determined. Otherwise, note the location of the animal, in order to report this information.

Athlete's foot, rashes

The camper should be excluded from swimming, and contact with other campers limited, until treatment is initiated. Medical clearance should be obtained before the child is allowed to return.

Blisters

If intact, apply a loose dressing. If broken, clean with soap and water, apply a dry sterile dressing.

Choking

If camper appears to be choking, check whether he can cough or speak. If not, hold the camper and apply five sharp blows between the shoulder blades. If this is unsuccessful, apply the Heimlich maneuver (see attachment). Call 911.

Convulsions

Help camper to ground or soft surface. Do not restrain the camper. Remove nearby objects to protect camper. If vomiting occurs, turn the camper onto his side. Do not attempt to place any objects in the camper's mouth. When convulsion is ceased, the camper will be sleepy and/or non communicative. Loosen clothing, allow camper to rest. Call 911.

Closed head injury

If unconscious, do not move camper; call 911. If conscious, apply cold compress to involved area, keep camper in cool area. If vomiting, confusion, or difficulty walking occur, call the parent.

Diarrhea

There are several reasons why a camper might have diarrhea. This includes stomach upset, food poisoning, and other reasons. Allow camper to use bathroom facilities. When diarrhea has ended, allow camper to rest, with bathroom facilities close by. If diarrhea persists, call parent.

Heat related illnesses

Children are prone to illnesses related to excessive heat. The source of the problem is usually inadequate hydration. Be sure that campers have plenty of opportunities to drink water. Heat exhaustion is manifested by fatigue, dizziness, headache, profuse sweating, thirst, and agitation. Treat heat exhaustion by bringing the camper to a cool or shady area, and giving the child fluids. Allow child to rest. Heat stroke is a more serious problem, manifested by exhaustion, disorientation or confusion, hot **dry** skin. Campers with heat stroke need to be managed in hospital. Call 911

Insect bites and stings

Be aware of campers who may have allergies to bites and stings. If medication is prescribed for these campers, be sure to administer it immediately. Otherwise, apply ice. If there is a stinger imbedded, attempt to remove it with tweezers, then cover area with a bandage. Sometimes, campers may have an allergic reaction to a bite or sting. They will experience difficulty breathing, swelling, and redness. Call 911 immediately if this occurs.

Nosebleed

Seat camper with head forward. Apply light pressure to nostrils, and apply a cold compress. If you are unable to halt bleeding, call 911.

Poison ivy, oak, or sumac

Wash with soap and water. Apply calamine lotion. Contact parent.

Sore throat

Check temperature. Contact parent.

Sprains and strains

Allow camper to rest, and elevate involved area. Apply ice. Contact parent.

Stomach aches, abdominal pain

There are many reasons why a camper might complain of a stomachache. Allow the camper to rest in a cool area. If he appears to be sweating, or is cool or clammy, refer to instructions for heat exhaustion or stroke.

Sunburn

Campers should use a sun block of SPF 15 or greater when outside. Apply moisturizing lotion to involved areas. Keep camper in a well-shaded area.

Toothache

Contact parent.

Prescription medications

The health care supervisor may dispense medications from the camper's health care provider if it is sent to camp in the original container, with dispensing instructions on the bottle. Written permission should be obtained from the camper's parent and health care provider.

Vomiting

There are several possible reasons why a camper might vomit. The reasons include stomach upset, food poisoning, as well as heat exhaustion, sunstroke, and others. Have child rest. Keep head raised. After vomiting has ended, try small sips of water. Advance as tolerated. If vomiting persists, call parent.