

**Providence Creek Academy
Charter School**

**Summer Camp
Policy and Procedure Manual**

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Job Description

Title: Summer Camp Director

Reports to: Head of School

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 (must be approved by head of school).
- 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.
- Order food for the first two weeks (breakfast and snack).
- Contact advertisement agencies.
- Review potential applicants and conduct interviews.
- Create/Revise camp schedule as needed.

During the 7 weeks of camp:

- Organize and maintain daily payments (to PCA 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 Head of School weekly to discuss the progress of camp.

Requirements:

- Must be at least 21 years of age.
- Must obtain a High School Diploma/GED.
- One year's experience in a summer camp or equivalent program.
- Must have a clear background check. A copy must be turned in to HR before the start of camp.
- Must have CPR & First Aid. A copy must be turned in to HR before the start of camp.

Job Description

Title: Summer Camp Lead Counselor

Reports to: Summer Camp Director

Schedule: Maximum 30 hours per week.

Duties & Responsibilities:

- Greet and sign in campers as they are signed in.
- Maintain accurate payments (keep track in receipt book).
- Supervise counselors, junior counselors and volunteers.
- 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.
- Ensure the safety and well-being of all campers and employees.
- Advise Director when orders need to be placed (craft supplies, snacks, etc.).
- Maintain a friendly and positive environment.

Requirements:

- Must be at least 18 years of age.
- Must obtain a High School Diploma/GED.
- Must have a clear background check. A copy must be turned into HR before the start of camp.
- Must have CPR & First Aid. A copy must be turned into HR before the start of camp.
- Must have positive attitude and be willing to help with any task.

Job Description

Title: Summer Camp Counselor

Reports to: Summer Camp Lead Counselor

Schedule: Maximum 30 hours per week.

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 be at least 18 years of age.
- Must have a clear background check. A copy must be turned into HR before the start of camp.
- Must have a positive attitude.
- CPR & First Aid preferred.

Job Description

Title: Summer Camp Junior Counselor

Reports to: Summer Camp Lead Counselor

Schedule: Maximum 15 hours per week.

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. ****

Requirements:

- Must be at least 16 years of age.
- Must have a clear background check. A copy must be turned into HR before the start of camp.
- Must have a positive attitude.
- 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 prior approval is given by the directors 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 lead counselor or director is notified first.
- Smoking is prohibited while 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 emergency situations.

Compensation

Pay Scale (Per Hour)

<u>Experience</u> (Consecutive)	<u>Lead Counselor</u>	<u>Counselors with Bachelor's Degree</u>	<u>Counselors</u>	<u>Junior Counselors</u>
Base	\$18.00	\$15.00	\$10.00	\$8.25
1 Year	\$18.50	\$15.50	\$10.50	\$8.75
2 Years	\$19.00	\$16.00	\$11.00	\$9.25
3 Years	\$19.50	\$16.50	\$11.50	\$9.75
4 or More Years	\$20.00	\$17.00	\$12.00	\$10.25

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 6:00 p.m. If students are not picked up by 6:00 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 6:15 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 6:00 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 \$35 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 6:00 until 6:10. After 6:10, \$5.00 per minute will be charged.

PRICES are based on PER DAY

	PER DAY
1 child	\$30
2 children	\$55
3 or more children	\$80

**** Sibling discount only applies if children are present on the same day. ****

Summer Camp Schedule

Green/Purple Group's Daily Schedule

TIME	ACTIVITY
7:00 – 8:30	Early Care (Free Play) - Sign in
8:30 - 9:00	Breakfast - Provided by PCA
9:00 - 9:15	Camp Opening - Pledge/ Rundown of daily schedule
9:15 - 10:00	Morning Exercise (Fitness, Stretching, etc)
10:00 - 10:45	Outdoor Adventures (Nature walks, Discoveries, etc)
10:45 - 11:30	Crafty Kids/ Acting Out/ Game Time
11:30 - 12:00	LUNCH TIME
12:00 - 1:00	D.E.A.R. (DROP EVERYTHING AND RELAX)
1:00 - 2:00	Get Moving - Outdoor/ Gym Games and Activities
2:00 - 3:00	Team Building and Group Activities
3:00 - 3:30	Healthy Snack Time - Provided by PCA
3:30 - 6:00	After Care (Free Play) - Sign out

Orange/Blue Group's Daily Schedule

TIME	ACTIVITY
7:00 – 8:30	Early Care (Free Play) - Sign in
8:30 - 9:00	Breakfast - Provided by PCA
9:00 - 9:15	Camp Opening - Pledge/ Rundown of daily schedule
9:15 - 10:00	Morning Exercise (Fitness, Stretching, etc)
10:00 - 11:00	Team Building and Group Activities
11:00 - 12:00	Outdoor Adventures (Nature walks, Discoveries, etc)
12:00 - 12:30	LUNCH TIME
12:30 - 1:30	D.E.A.R. (DROP EVERYTHING AND RELAX)
1:30 - 2:15	Get Moving - Outdoor/ Gym Games and Activities
2:15 - 3:00	Crafty Kids / Acting Out / Game Time
3:00 - 3:30	Healthy Snack Time - Provided by PCA
3:30 - 6:00	After Care (Free Play) - Sign out

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

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

Water Play day is every Friday (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 needs to be put out.
- Sign out a badge for your group.
- Check out a radio.
- Unstack chairs if needed (five per table).
- 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 book 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.
- Your badge must be signed back in.
- 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).
- Take the trash out to the dumpsters behind the café (back of the building).

Approved by the Board of Directors March 28, 2017

Employee Policy and Procedure Agreement

I have read, understand and will follow all policies in order to be employed by Providence Creek 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
1st Director Signature	2nd Director Signature	Date