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To the Volunteer:

As a volunteer to Perry County Day Camp, we acknowledge your offer of time, patience, abilities and energies to make our program successful and rewarding for the children who attend. Because of your efforts, worthwhile programs can be provided to attain our goals:

- To develop a respect for nature
- To develop a respect for fellowman
- To offer an enjoyable experience for the campers

Thank you for your generosity. May your experience provide you with the joy and satisfaction of watching children grow and learn in the wonder of nature.

Remember the first time you listened closely to the sound of wind through a tree?...or first roasted potatoes in the coals of a fire you helped build?...or suddenly felt the chill of symmetry of the universe in the stillness of a starlit night?...Remember?... Then you know how important the world of the out-of-doors is to a child!

Many people contribute to the success of Perry County Day Camp. Please note a special thank you for the continued support of the following:

4-H

- * for providing special presentations
- * for shopping and preparing the Friday lunch
- * for providing program support

Little Buffalo State Park

- * for providing the use of the facilities
- * for the services of the Naturalist and his activities
- * for program support

PERRY COUNTY DAY CAMP STAFF

In addition to the Counselors, many people give of their time and efforts to make PCDC a success. The following is a description of these individuals:

1. First Aider

A registered Nurse or Emergency Medical Technician is at every session of camp and ***is responsible for treating every ailment no matter how small.*** Counselors should not change bandages, give medication or treat injuries. The First Aider handles all of this and is responsible for keeping daily logs of exactly what was done for each child. Only in the event of a child needing immediate treatment should any First Aid be administered by the Counselor.

It is also the responsibility of the First Aider to administer prescription medications. Campers fill out forms and send them in along with registration forms.

2. Teen Helpers

These young people are a vital part of the PCDC operation. Depending upon the number of teens volunteer, each Counselor is assigned a Teen Helper as an assistant. Counselors need to ***encourage the teens to share their interests and skills and be involved with the planning of activities for the Unit.***

Teen Helpers may not supervise campers except in the presence of an adult. They may, however, escort a camper to the First Aider, restroom, etc. as designated by the Counselor.

3. Arts and Crafts Director

Daily, interesting camp crafts are the A&C Director's creation. Most activities are related to the yearly theme. All activities are adjusted to age appropriateness. Due to scheduling, there may groups of differing ages. In that case, some ***activities require more assistance from Counselors and Teen Helpers*** than others.

4. Recreation Director

Physical activity and games are an important part of PCDC. The Recreation Director is responsible for providing fun activities for all campers. Weather conditions and ages of campers are factors considered in the choice of activities presented throughout camp.

5. PCDC At-Camp Director

The At-Camp Director is responsible for overseeing the daily activities at the camp. Any problems or questions about the day's or week activities are to be directed to this person who will respond appropriately or seek advice of the PCDC Administrative Director.

6. PCDC Administrative Director

Prior to the start of camp, the Administrative Director arranges the Special presentations, creates the camp schedule and organizes the individual Units. With the help and cooperation of all the staff, the Administrative Director keeps PCDC running smoothly.

7. **PCDC Treasurer**

When parents send in their registration forms and payment, they go to the PCDC Treasurer. She/he in turn returns to parents the medical forms, camp information and an acceptance to PCDC for that year.

8. **PCDC Steering Committee**

This is a volunteer group of individuals who are responsible for the ultimate decisions for the organization and management of PCDC each year. The committee is made up of parents, past directors and a representative from the Perry County 4H Extension office. It meets once monthly from January through May or June with a final meeting in October for review and evaluation for that year's camp.

PCDC SCHEDULE

Each Unit Counselor is provided with a week schedule that is broken into daily half-hour time slots from 9:00am through 3:00pm. The schedule includes:

1. **Swimming/hike to pool** - Every day before lunch all Units hike a one mile trail to and from the swimming pool.
2. **4H presentations** - 4H is a contributing agency to PCDC. From Monday through Thursday a variety of 4H clubs share interests and information with the campers.
3. **Special presentations** - Guests invited by the PCDC Administrative Director present topics of importance or on the current theme. These occur Monday through Thursday.
4. **Arts and Crafts** - These are activities provided Monday through Thursday for making theme and/or nature oriented crafts.
5. **Recreation** – Monday through Thursday campers are provided with games and physical activities appropriate to age and weather.
6. **Naturalist** - The Little Buffalo State Park Naturalist offers theme related activities to all ages. He also does a Service Project for the Park with Grade 6.
7. **Friday Fun Day** - Special activities, games and the awarding of certificates. Lunch is provided by 4H followed by two hours at the pool in the afternoon.

COUNSELOR RESPONSIBILITIES

1. Provide for the care and nature related learning for a Unit.

Your Unit is a group of campers from different areas of Perry County or elsewhere who have all completed the same grade in school. There are usually between 6-10 campers in a group.

2. Provide a safe atmosphere.

Be safety conscious. Do not permit children to engage in any activity that you feel could be unnecessarily dangerous to themselves or others.

Never send a camper anywhere away from the unit alone.

ALWAYS USE THE “BUDDY SYSTEM”.

3. Create a sense of security for the children.

The policy of supervision at PCDC mandates that all ***children must be supervised at all times by an adult.*** Only in the case of an emergency, may the teen volunteer have charge of a unit.

4. Praise each child at least once a day.

Remember that encouragement and praise will help create a positive atmosphere for the unit. Insist that the campers listen to you and follow the established rules. ***Do not allow a child to ignore your directions.*** Do not make threats that you cannot carry out. ***Under no circumstances may a child be struck.*** Please refer all extreme disciplinary cases to the At-Camp Director who will confer with you and determine a course of disciplinary action.

5. Provide an opportunity to learn about wildlife. Instill a respect for nature.

Be discriminate about what nature items you allow children to pick to bring back to the unit. A good rule is “if there are ten of the same object, you may pick one.” Please do this only if something is absolutely needed. Encourage the children to mark or label an interesting specimen instead of pick it so that other campers may examine it in its natural setting. If a live animal or insect is captured, return it to its natural surroundings. Remember we don't want a nature experience for our campers to be the last experience for the 'critter'. Remember to also use caution in choosing what to catch, i.e. snakes.

6. Make sure your campers have fun. BE ENTHUSIASTIC! IT'S CONTAGIOUS!

Being organized is key to having fun. Have all activities planned and organized for each day. Think the activity through and be sure

you have all the necessary equipment. If any activity is waning, conclude it and begin another. Be enthusiastic; don't let your unit get bored. Be sure to prepare and include alternative activities for your unit.

7. Assist in recreation and arts and crafts activities.

You are expected to accompany your campers to all activities. You will be expected to act as an aide to all the instructors and a participant whenever possible. Please do not wait to be asked for your help, pitch in when you see it is needed.

8. Keep accurate records.

You are provided with a roster of your campers. Use this each day to note attendance. Make any changes as necessary. Each morning send this attendance sheet with a teen helper to the camp director.

9. Know basic first aid techniques.

- **Prevention:** Stress safety, take precautionary measures to avoid necessity for First Aid by:
 - ✱ ***Understanding potential hazards in advance***, i.e. non-swimmers at swimming pool.
 - ✱ ***Compensating for hazards*** by changing rules or traffic patterns.
 - ✱ ***Removing hazards ahead of time*** i.e. filling holes, taking down broken swings, etc.
 - ✱ ***Creating no unnecessary hazards*** by considering activities appropriate to age ability or ending races where obstacles exist.
- **Anticipation/Preparation:** Plan ahead for handling an injury by:
 - ✱ Knowing where First Aid area is located.
 - ✱ Instructing Teen Helper in the procedure to follow in case an accident should occur.
- **Responding to the accident in general:**
 - ✱ Make injured as comfortable as possible.
 - ✱ Do not move in the case of a serious fall.
 - ✱ Give nothing by mouth.
 - ✱ Keep injured quiet, but awake.
 - ✱ Apply bandages or compress pads to control serious bleeding.
 - ✱ Follow emergency procedures of PCDC.
 - ✱ If an injury is serious, make an effort, as soon as possible, to write down all pertinent information, such as, how the accident occurred, what you were doing at that moment, etc.

- * All accidents must be reported to the First Aider. Only in the event of a child needing immediate assistance should any First Aid be administered by the Counselor.

9. See to it that the camp site is clean.

Emphasize ecology every chance you get. *Do not allow children to let trash lay or throw anything in the streams.*

10.No smoking, please.

11.Limit cell phone usage.

Do not text or engage in other cell phone activities during camp. Cell phones should only be used in the event of an emergency.

A UNIT

Your Unit is comprised of you, your Teen Helper and your campers. Each Unit is assigned a number. The following is a guide for creating a place for your Unit and procedures to follow each day and throughout the week:

- ❖ Establish a site.
You may come to camp the Sunday before your week begins to choose one of the picnic tables that surrounds the area and trails leading to the stage. If you prefer you may arrive early on the first day to choose a site. This will become your meeting point for you and your group.
 - Establish a Unit boundary with rope or line, etc. Remember to keep something hung on it so the line is visible and no one accidentally walks into it. This is also a good place for hanging wet bathing suits and towels when you return from the pool.
 - It is wise, but not mandatory, to provide some sort of covering over your site's table. A tarp can be strung among the trees or you may use whatever type of covering you would like. Please remember that whatever you use, it is at your own risk. If damage or loss occurs to your items, neither PCDC or the Park can be held accountable.
 - Use this area each day to meet with your campers in the morning, have your unit activity, eat lunch and return to at the end of each day's activities.
 - Establish an area where you can post the schedule or make it accessible to the campers and Teen Helper.
- ❖ Bring a cooler to keep lunches. Make sure they are labeled with the camper's name.
 - When leaving the campsite, make sure all lunches are securely closed and out of site from squirrels.
- ❖ Provide cups and water or beverage.
 - On very warm days, take frequent drink breaks between activities.

- ❖ Keep your campsite clean.
 - Provide a trash bag for your site and empty it daily in the large dumpsters provided by the park.
 - At end of day, ask campers to check the site for any trash or things needed to be taken home.
- ❖ Involve campers and Teen Helper in site set up, naming the Unit, banner design and creation, choosing Unit activities, etc.
 - Each group will be provided a piece of fabric and assorted materials to create a banner with the group name, number and any other appropriate design the group agrees on. You will be given a tree limb pole to tie this on and take with your group to each of the day's activities.
- ❖ The Unit Counselor is responsible for providing two, half-hour activities during the week for just your group. Please refer to the Activities Booklet for some suggestions or use any you find appropriate.

THE FIRST DAY AND DAILY PROCEDURES

It is important from the start to set rules, establish a routine and show enthusiasm for camp. The first day will be your basis for what you will do the rest of the week.

- ❖ All leaders and teen helpers are to **sign-in** with the At-Camp Director and/or designees each morning upon arrival.
- ❖ Wear your nametag each day.
- ❖ **On the first day** since campers in your Unit may be from different schools it may be helpful to create or have name tags or play a learn-a-name game.
 - Talk about what the children expect to find at camp, what you expect of them and what can be done at camp. Review the day's schedule and post it.
 - Introduce yourself, Teen Helper and all of the children.
 - Go over **Health and Safety Rules**.
 1. **Do not run** in the woods or at the pool.
 2. Observe the **Buddy System** at the campsite, on the trail and at the pool.
 3. **Stay** with your group.
 4. Be cautious near poison ivy.
 5. Everyone **must wear shoes and socks**. NO SANDALS!
 6. **Clean up** camp and your camp site. Be good housekeepers. Let everything better than you found it.
 7. Review camp evacuation procedures.
 8. Allow campers to establish some rules.
 - Plan special projects for Unit activity time. (Skits, exercises, demonstrations, crafts, etc.) If you have planned these activities ahead of time, discuss your plans with the group.

- ❖ Use packet attendance roster for taking attendance every day. Send this with your Teen Helper each day to the At-Camp Director.
- ❖ Escort your campers to each activity and be on time.
- ❖ Encourage campers to change into bathing suits at the pool changing rooms, NOT at the camp.
- ❖ Accompany your campers on the trail to and from the pool. Make sure that all campers and teens are with the group before proceeding to the next destination.
- ❖ At the pool, establish an area where you and your group can leave belongings, find you and meet together before exiting the pool area.
- ❖ Do not leave anything valuable or that might invite vandalism at the camp overnight.

COUNSELOR PERSONAL NEEDS

The following suggestions will help your time go smoother and comfortably:

1. Comfortable shoes with socks. **NO SANDALS!**
2. Sturdy, comfortable clothing...remember it will be cooler in the woods than at home.
3. A bathing suit and towel if you wish to swim.
4. Rain protection and appropriate shoes for wet days.
5. Waterproof sit-upon, stadium cushion or lightweight lawn chair.
9. Insect repellent.
10. Watch.
8. Your lunch, including a drink.
9. Cooler for campers' lunches.
11. Thermos type jug for water or drink for campers in your Unit to drink throughout the day.
11. Rope or line for hanging wet bathing suits and towels.
12. Tarp for protection of site in inclement weather.
13. Pitcher for juice and cake pan marked with unit number for lunch on Friday.

EMERGENCIES

If a plan is made ahead of time so that there are fewer decisions to be made under pressure, emergencies can be handled calmly and effectively.

ELECTRICAL STORMS:

If away from shelter, avoid tall trees, lone trees, barns in open areas or tops of hills.

In camp, avoid any metal objects, especially poles. Direct campers to buildings, if available. Encourage singing and clapping, etc. if the campers are apprehensive. If campers are not frightened, let them watch the storm...enjoy the beauty...ask questions, etc.

FLOODING:

Listen to the radio weather warnings. Consider water run-off in setting up camp sites. Follow the camp's evacuation plan if needed.

WINDSTORMS:

DANGERS: Falling trees and branches, broken glass and fire.

Take campers inside sturdy shelters, if available. IF in the open, lie flat on the ground, close together with arms overhead.

WILD ANIMALS:

Most snakes and animals in our area are not dangerous. Remember, the forest belongs to the animals. In the event of an encounter with one, plan at a given command for an orderly evacuation of the spot. **DO NOT PANIC!**

FIRE:

Consider the campers' safety first. Remember equipment can be replaced, human lives cannot.

Extinguish any small fire with a broom, shovel or piece of clothing.

If a camper's clothing is on fire, roll the child on the ground until the fire is out.

If the fire is large, have your Teen Helper notify the At-Camp Director or call the Fire Department ... whichever act would be more expedient. Evacuate the campers and sound an alarm.

ACCIDENTS:

Plan for administering any essential First Aid (i.e. stop bleeding, do not move a child who has a possible fracture, etc.). Send your Teen Helper for the First Aider. **If at all possible**, and the child will not be endangered, **do nothing until the First Aider arrives**. Simply reassure the camper that everything will be all right.

For splinters, scrapes, bug bites, and other minor injuries, send the camper with a teen helper to the First Aider.

EVACUATION ALARM:

In the event that mass evacuation of the camp would be necessary, the alarm will be in the form of long car horns blaring. This sound will mean - GET OUT OF THE WOODS FAST!

EMERGENCY ACTION PLAN FOR EVACUATION:

In the event of an evacuation, the Unit Counselor is responsible to see that this is done in an orderly fashion and that every child is accounted for.

At camp:

On the trail:

At the pool: