

# *Summer in Shirley Program*

## **1) Detailed description about the Summer in Shirley Program:**

Summer in Shirley is a nine week recreational program for Pre-Kindergarten through eighth grade children. The program will consist of nine fun filled, weeks of crafts, games, swimming, hiking and visits from various guests. Attached are copies of the daily events and activities planned for the entire nine weeks. The program is based out of the Ayer-Shirley Middle School in Shirley, Massachusetts. The program will use the cafeteria and half of the gymnasium as its primary locations. However, most of the daily activities will take place in the courtyard area and fields in the rear of the building. Children will be responsible to bring their own snacks and lunch to camp daily. There will be a refrigerator in the cafeteria where snacks and lunches that need to be refrigerated will be kept. The Ayer- Shirley Middle School has girls and boys restrooms just across the hallway from the cafeteria as well as in the locker room areas off of the gymnasium. The base program will run from 8:30 AM to 3:30 PM . It will also have before program care (6:30 AM to 8:30 AM) & after program care (3:30 PM to 5:30 PM) available.

## **2) Staffing**

Summer in Shirley is sponsored and run in accordance with all Shirley Recreation Commission hiring practices. These procedures are as follows:

Job opportunities are posted at Shirley Town Hall and on the Town of Shirley website. Applications/resumes are received and reviewed. All resume /applications must be accompanied by (3) non-family references. Candidate(s) are selected and upon acceptance of the position must complete all new hire paperwork which includes:

- Personnel Data Sheet
- Five year Request for Work History
- "At Will" Statement
- Federal Withholding Allowance Certificate/Form W-4
- Massachusetts Employee's Withholding Exemption Certificate/Form M-4
- Employee Eligibility Verification (Form I-9)
- Town of Shirley Policies
- Criminal Offenders Record Information
- Sexual Offenders Record Information
- Pension
- Form SSA-1945
- Optional Benefits Information & "For Your Information" items

All Summer in Shirley staff are required to be certified in First Aid/CPR, use of AED and application of Epi-Pen(Epinephrine Auto-Injectors). Program Directors, Senior Counselors and Counselors/Junior Counselors meet M.G.L. 105 CMR 430.100 requirements.

- Director will be at least 25 years of age and has (2) seasons of prior camp administrative or equivalent experience with children.
- Senior Counselor will be at least 21 years of age and has (5) seasons of prior camp counselor or equivalent experience with children.
- Counselor will be at least 19 years of age and has (3) seasons of prior camp counselor or equivalent experience with children.
- Junior Counselor will be at least 14 years of age, submit updated health and immunization records and obtain a valid work permit (if applicable).

All new hire staff will attend an orientation meeting prior to the opening of program on June 17, 2019. The objective of the orientation meeting is to provide all new hire employees with an overview of the policies, procedures, general day to day operation of the program and a tour of the Ayer-Shirley Middle School.

**3) Location**

The Ayer-Shirley Middle School has received letters/certificates of safety from the Building Inspector and the Fire Department. (See attached letters/certificates)

**4) Drinking water, bathing beaches, pools:**

The Benjamin Hill Pool is in compliance with M.G.L. 105 CMR 435.000

**5) Written Procedures**

**.090(a) Procedures for reviewing the background of staff persons and volunteers working at the Summer in Shirley Program**

Shirley Recreation Commission requires all staff to complete CORI /SORI paperwork, provide (3) non- related references and checks all listed prior employers. No person shall be employed or allowed to work in the Summer in Shirley program until such time as the Shirley Recreation Commission is in receipt of, reviews and makes a determination with regard to all the background information required pursuant to 105 CMR 430.090(C) (d).

**Note:** Personal Massachusetts Juvenile Court Activity Record Information Request Form will be filled out by all staff/volunteers under seventeen years of age (prior to working).

**.091 Staff Orientation and Training.**

The camp director conducts an orientation meeting with all staff and reviews organizational structure which defines the job responsibilities and all policies & procedures. This meeting is conducted 90 days prior to the start of camp.

As part of the orientation, all counselors, junior counselors and other staff/volunteers shall complete (1) online head injury safety training program, such as the Centers for Disease Control and Prevention's "Heads-Up" training, or equivalent training approved by the Department.

Documents of specific training components and attendance records for such trainings shall be maintained according to CMR 430.145.

**.093 (a) Procedures for protecting children from abuse and neglect.**

**.093 (b) Procedures for reporting suspected child abuse and neglect (in accordance with procedures described in M.G.L. c.119 – 51A).**

**Any person who witnesses sexual assault, abuse, neglect or to whom the alleged sexual assault, abuse, neglect was disclosed will**

Immediately notify the Program Director or designee of the alleged assault, abuse or neglect.

Accompany the victim(s) to the Program Director or designee.

Act as a co-reporter for filing a 51-A.

**The Program Director will**

Assess the person for emergency medical treatment and follow the guidelines for a medical emergency.

Contact the parent/guardian unless that person is the alleged perpetrator.

Notify DCF.

Notify Police.

Complete and file an incident report (51-A) immediately.

Notify in writing the Department and the Board of Health if a report is filed pursuant to M.G.L.c. 119, & 51A alleging abuse or neglect of a child while in the care of Summer in Shirley. The report filed pursuant to M.G.L.c. 119, & 51A itself shall not be forwarded to the Department of Health.

Follow the appropriate disciplinary procedures.

Notify the Superintendent or designee and the Shirley Recreation Commission.

**The Superintendent or designee will**

Coordinate the media effort with the appropriate Town Departments.

Notify the School Committee.

**.093 (c)**

The Program director shall cooperate in all official investigations of abuse and neglect alleged to have occurred at the camp, including identifying parents of campers currently or previously enrolled in the camp who may have been in contact with the subject of the investigation.

**.093 (d)**

The Program director shall ensure that an allegedly abusive or neglectful staff person does not work directly with campers until the Massachusetts Department of Social Services investigation is completed.

**Additional Information**

A sexual assault includes such crimes as indecent assault and battery, rape with force, rape and abuse, assault with intent to rape, and unnatural and lascivious acts.

Once an incident is determined to be a sexual assault, abuse or neglect the Police Department, District Attorney's Sexual Assault Unit, and the Department of Children & Families will investigate. All Summer in Shirley staff will cooperate in all investigations.

Any staff member allegedly abusive or neglectful will not be allowed to work directly with children until any investigation is complete.

**Do not discuss the situation with the public or release any information to the media. The superintendent or designee is responsible for all communication with the public and media.**

**.101 Required Ratio of Counselors to Campers**

Summer in Shirley shall make sure that a staffing plan is in place to ensure that adequate staffing is provided to supervise children with mild or severe disabilities from any sending school district.

**Note:** Sending school district will be responsible to pay for any costs incurred for the children.

**.102 Camp Director Requirements**

Summer in Shirley has (1) camp director that is 25 years of age or older.

**Steven M. Stern**

**.103 Supervision of Specialized High Risk Activities**

**(A) Swimming and Other Aquatic Activities.**

Swimming and other aquatic activities shall be supervised by (1) counselor for every 10 campers in or near the water.

For every 25 campers, or portion thereof, there shall be at least (1) lifeguard. If 50 or more campers are in or near the water the aquatic director of the facility must be present to directly supervise the activities and may be one of the on-duty lifeguards to meet the above requirement.

While at Benjamin Hill Pool and Shady Point Beach & Campground Summer in Shirley shall provide supervision to ensure lifeguards are provided as required by 105 CMR 430.103, but isn't required to provide aquatics director.

Supervision of swimming, if not provided by camp staff, will be provided through contractual agreement between Summer in Shirley and the owner/operator of the swimming venue to supply dedicated lifeguards at the required ratio.

**.140 Medical Waste**

Any medical waste, as defined in 105 CMR 480.000 Minimum Requirements for the Management of Medical Biological Waste (State Sanitary Code, Chapter VIII), shall be maintained and disposed of in accordance with the requirements of 105 CMR 480.000.

**.145 Maintenance of Records**

Summer in Shirley maintains all records relating to campers, staff and volunteers for a minimum of 3 years.

**.151 Physical Examinations by Physicians and Certificate of Immunization**

A report of a physical examination must be conducted during the preceding 18 months

**.152 Required Immunizations**

Written Documentation of immunization in accordance with the Department immunization schedules developed pursuant to recommendations of Centers for Disease Control and Prevention shall be required for all campers and staff. (See attached memo & document from Pejman Talbian, MA, Director, Immunization Program dated March 2018)

**.154 Injury Reports**

Summer in Shirley will send a copy of each injury report to the Department, as well as the Board of Health, within seven calendar days after the occurrence of an injury. (See attached form – new March 2018)

**.155 Medical Log**

Summer in Shirley maintains a Medical Log (Red book) of all camper and staff health complaints and treatment. It lists the date and time, name of patient, complaint, and treatment for each incident. Each entry is signed by an authorized staff person.

**.157 Communicable Disease Reporting and Parental Education Requirements**

Summer in Shirley will provide information regarding meningococcal disease and immunization annually to each parent/guardian in accordance with M.G.L.c.111, & 219 (Materials attached)

**.159 Written Healthcare policy and Standing Orders**

**Summer in Shirley Health Care Plan**

**Health Care Consultant**

Ann Marie Sabatino - FNP-C (978)582-4587  
324 Massachusetts Avenue Lunenburg, Ma. 01462  
MA License/Registration number: MCO318899

**Emergency telephone numbers**

Emergency Medical Services 911  
Fire (978)425-4334  
Police (978)425-2642  
Poison Control 1-800-682-9211  
Department of Social Services 1-800-479-6111  
Dee Bus Service, Inc. (978)425-4706

**Hospital**

Nashoba Valley Medical Center  
200 Groton Rd.  
Ayer, Ma. 01432  
(978)784-9250

**Emergency procedures (step by step, including transportation method and notifications of the parents/guardians)**

Counselor/Junior counselor will notify the senior counselor of an emergency situation. Additionally, they will request another junior counselor to escort any children to a safe area away from the emergency and contact 911. Senior counselor will administer the adequate first aid treatment/assessment. Counselor/junior counselor will remain available to assist the senior counselor, if needed, until an (EMT) Emergency Medical Technician arrives. The child will be transported (via an ambulance) to Nashoba Valley Medical Center, if the EMT determines a child needs additional services. The parents/guardian will be contacted and directed to meet the EMT at Nashoba Valley Medical Center.

**Emergency procedures if the parents/guardians cannot be contacted.**

The emergency contact person will be contacted in the event that a parent/guardian can't be contacted.

**Emergency procedures when off the premises (including off the premises field trips and participation at off-site facilities)**

Counselor/Junior counselor will notify the Senior Counselor of an emergency situation. Additionally, they will request another Counselor/Junior Counselor to escort any children to a safe area away from the emergency and contact 911. Senior counselor will administer the adequate first aid treatment/assessment Counselor/Junior Counselor will remain available to assist the senior counselor, if needed, until an (EMT) Emergency Medical Technician arrives. The child will be transported (via an ambulance) to Nashoba Valley Medical Center/closest medical facility, if the EMT determines a child needs additional services. The parents/guardian will be contacted and directed to meet the EMT at Nashoba Valley Medical Center/closest medical facility.

**Procedures for utilizing first aid equipment**

Location of first aid kit: Nurse's bench in the classroom across from the cafeteria

Location of first aid manual: Nurse's bench in the classroom across from the cafeteria

First aid is administered by all camp counselors that have successfully completed the American Heart Association First aid/CPR course.

First aid kits maintained by:

- Steven Stern – Director/Senior counselor

**Contents of first aid kit:**

4 pairs of non-latex gloves

Universal precautions package: nonlatex gloves, 4 sterile 3x3's. tissues, disposable washcloths. 2 packets 1:10 bleach solution, 3 zip-loc bags, PAWS hand wipes

Thermometer with probe covers

2 SAM splints

Antimicrobial hand wipes

Pen

Safety pins

Paper

Tweezers

10X30 trauma dressing

Bandage scissors

8 X 10 trauma dressing

Sterile 4x4's

Antiseptic towelettes

Eye pads and tape

20 band-aids

Emergency blanket

Bacitracin

Dyna-stopper (multipurpose wound and trauma dressing)

Padded splint

Instant glucose

Sterile saline eye wash

Kling gauze

Feminine supplies

2 instant ice packs

5 large band-aids

Adhesive tape

5 telfa pads

3" elastic bandage

ribbon tape

- 2" elastic bandage
- 2 Triangular bandages
- 3 aluminum finger splints

**Fanny pack**

- Universal precautions packet- same supplies as in first aid kit
- Antiseptic towelettes
- Non latex gloves
- Zip-loc bags
- Band-aids
- Tissues

**Plan for injury prevention and management**

All senior counselors, counselors, and junior counselors have completed a First aid/CPR, AED and application of Epi-Pen(Epinephrine Auto-Injectors)training course. We have a 4/10 to 1 child to counselor ratio. All counselors will assess any recreation area used (for safety) prior to the start of each activity. The counselor will rectify any unsafe conditions immediately. If a recreational area cannot meet a particular safety requirement the counselors have been directed to engage in another activity that would provide a safety environment.

**Procedures for reporting serious injury, in-patient hospitalization, death of a camper or staff person to the department of Public Health.**

Parents/guardians will be notified (by phone) first of any serious injury, inpatient hospitalization, death of a child or staff person. Additionally, the Director/Senior counselor will contact the Department of Public Health and file a Camper Injury Report within seven days of the occurrence.

**Procedures for informing parents /guardians when first aid is administered to their children, including time frame and documentation.**

The primary concern is immediate care of the injured child. First aid will be rendered and emergency care summoned if needed.

For very minor injuries such as small cuts and scrapes, and minor bumps, the parent/guardian will be notified at pick-up.

For all other injuries the parent/guardian will be notified as soon as possible using the numbers provided by the parent/guardian. If unable to reach the parent/guardian, the alternate care giver numbers provided by the parent/guardian will be called. Continued attempts will be made to reach a parent/guardian.

**Plan for infection control and monitoring.**

Frequent hand washing will be encouraged, especially after use of the bathroom and before eating.

Universal precautions will be observed when there is a chance of coming in contact with blood or body fluids.

Lunches will be refrigerated until ready for use.

Cuts and scrapes will be cleaned and covered.

Children will monitored for signs of communicable disease and if discovered, will be treated according to the communicable disease protocol.

**Procedures for clean-up of blood spills.**

Gloves will be worn whenever cleaning up any blood or body fluid.

The area of blood will be surrounded with a 1:10 solution of bleach and water and cleaned with paper towels from the outside in. The towels will be placed in a plastic bag.

Once the blood is wiped up the area is wiped down with a paper towel, wet with the bleach solution and allowed to air dry.

All materials used to clean the spill as well as gloves used in clean-up are placed in the plastic bag, closed, then placed in a bio-hazard bag and given to the custodian for proper disposal. Hands must be washed.

**Emergency plans for the evacuation of the program or facility.**

Evacuation plans are located in the cafeteria, teacher's room and in the gymnasium.

Junior counselors/counselors will lead children out of the building using the nearest exit and will gather in the courtyard area in the rear of the school.

Director/Senior counselors will check for stragglers.

Director/Senior counselor, counselors, and junior counselors will take attendance once the building has been evacuated to ensure that everyone is accounted for and evacuated.

Fire/evacuation drills are conducted each Monday @ 11:30 AM

Director/Senior counselor will complete the fire/evacuation checklist each week after the Fire/evacuation drill.

**.160 Storage and Administration of Medication**

**Plan for administering, recording and dispensing of prescription and non-prescription medication:**

Medications will be given during the program only when absolutely necessary. Medications given three times per day can usually be managed before the program, after the program and at bedtime.

Medications will be transferred to and from the parent or adult responsible for transport and will not be given to children to transport.

Emergency medications- inhalers and epi-pens will readily available at all times. All other medications will be kept in a locked container at all times. Medications requiring refrigeration shall be stored at temperatures of 36 to 46 degrees (in accordance with Massachusetts Board of Registration in Pharmacy guidance regarding proper storage of refrigerated and frozen medications) in the locked teacher's room.

Only prescription medications received in the original pharmacy container with the participant's name, the name of the medication, the dose and time to be given, the pharmacy number and the prescribing doctor will be accepted.

Non-prescription medications must be in the original container with the full label including dosage and directions for use; the participant's name will be placed on the non-prescription container.

(C) Written parental consent must be on file for each medication to be given. The health supervisor will review the medication form with the parent/guardian and compare the medication container with the permission form, making sure directions are understood and are signed by a parent/guardian.

(D) (1) The health care supervisor for the program will administer medications, topical or orally under the supervision of the healthcare consultant. This also applies to applications of insect repellent. Note: Tick checks are conducted on an as needed/requested basis.

(2) The health care supervisor administering prescription medications will trained or instructed by the health care consultant to administer oral or topical medications.

(3) A camper prescribed an epinephrine auto-injector for a known allergy or pre-existing medical condition may:

(a) Self-administer and carry an epinephrine auto-injector with him/her at all times for the purposes of self-administration if: 1. the camper is capable of self-administration; and 2. The health care consultant and camper's parent/guardian have given written approval

(b) Receive an epinephrine auto-injection by someone other than the health care consultant or person who may give injections within their scope of practice if: 1. The health care consultant and camper's parent/guardian have given written approval and; 2. The health care supervisor or employee has completed a training developed by Summer in Shirley's health care consultant in accordance with the requirements in 105 CMR 430.160

(4) The health care supervisor will document any circumstances in which a camper/diabetic child may self-administer insulin injections. If a diabetic child requires his/her blood sugar be monitored, or requires insulin injections, and the parent/guardian and the health care consultant give written approval, the camper, who is capable may be allowed to self-monitor and/or self-inject himself/herself. Blood monitoring activities such as insulin pump calibration, etc. and self-injection must take place in the presence of the properly trained health care supervisor who may support the child's process of self-administration.

When giving medications the health supervisor will confirm the child's name, making sure it matches the name on the medication container.

All medications will be entered on the medication administration log with the date, the time given and the name of the person administering the medication. Medications missed or refused will be placed on the medication log and so noted.

If the desired effect of an as-needed medication was not achieved, the parent/guardian will be notified. The time the parent was reached and the outcome will be recorded.

Any error in dispensing medication will require the following actions:

- Obtaining immediate medical treatment if warranted
- Immediate notification of Parent/guardian
- Notification of the health advisor
- A medication error form will be filled out and sent to the Department of Public health with a copy to the health advisor

The participant's right to confidentiality will be respected at all times; knowledge of medications and medical conditions will not be shared with those not responsible for the safety of the child.

**Plan for mildly ill children:**

An assessment will be made by the health supervisor of any child complaining of illness.

An entry will be made in the medical log noting date and time of complaint, signs and symptoms as well as action taken and results of those actions. Disposition of the child (returning to activity, being dismissed to a parent/guardian, etc) will be noted.

If a child is suspected of having a communicable illness, a parent will be notified and the child will be isolated with supervision until a parent/guardian arrives for pick-up. See Communicable disease reporting.

The following conditions require that a parent/guardian be called and the child sent home:

- Temp over 100 that persists after a brief rest
- Vomiting
- Diarrhea
- Unexplained rash
- Red sore eye with crusting or exudate
- Severe pain
- Child whose condition does not improve despite rest and treatment.

If, after rest, symptoms improve and he/she agrees that he is able, the child may return to program activities.

Parents/guardians will be made aware of minor events such as a slight stomach ache at pick-up.



Parents/guardians will be notified immediately of complaints that do not have a speedy resolution.

**Procedures for identifying and protecting children with allergies and/or other emergency medical conditions:**

All health forms will be reviewed by the health administrator for notation of allergies and other emergency medical conditions.

All children with food allergies or severe allergies to bee stings will be listed. The list will be kept in the front of the medical notebook and will be reviewed with the entire staff at the beginning of each week.

Children will not be allowed to share food.

The parent of the child with food allergies will be consulted before the child is given any foods not brought by the child from home.

A staff member trained in epi-pen administration will be on site at all times.

All children who have severe allergies will have an emergency plan on file in the medical notebook with the child's name, the substances the child is allergic to, the action to be taken, the child's physician and the emergency numbers to be called. A copy of the plan will also be kept with the epi-pen.

In the event of a severe allergic reaction, the epi-pen will be administered, 911 will be called, and the protocol for a child with a medical emergency will be followed.

**Exclusion policy for serious illness, contagious disease, reportable diseases; report to the Board of Health.**

**Communicable Disease Reporting**

Any child or staff member suspected of having a communicable disease will be isolated from other students in the program. Children will have adult supervision until a parent/guardian can be reached and arrives.

Parent/Guardian will be contacted as soon as possible and the student will be dismissed until a doctor's note is received allowing the child/staff member to return.

If a child/ staff member is suspected of having a communicable disease, the medical director for the program will be contacted. The Nashoba Associated Boards of Health will also be notified of the suspected communicable disease.

The director of the program will notify parents in the manner advised by the Medical Director.

**Reporting an outbreak of illness**

The Program Director will be responsible for insuring that each suspected case of food poisoning or any unusual prevalence of any illness in which fever, rash, diarrhea, vomiting, or jaundice is a prominent symptom is reported immediately to the Board of health and to the Massachusetts Dept. of Public Health. The health services Director of the summer program will be notified.

Parents/guardians of children in the program will be notified as advised by the Medical Director and the Board of Health and the Medical Director.

**.163 Protection from the sun**

**Policy for use of sunscreen, lip balm and reducing exposure to the sun**

Children are encouraged at all times to reduce their exposure to ultraviolet exposure to the sun. Measures include, but aren't limited to, encouraging the use of wide brim hats, long pants, use of sunscreen or lip balm with a solar protection factor of 15 or greater and lip balm. Parents/guardians should apply the sunscreen and/or lip balm at home in the morning before drop off. Parents/guardians may send along spray on sunscreen with their child. However, the child will have to apply an adequate amount of sunscreen and lip balm in the presence of a senior or junior counselor. Counselors will help a child apply spray on sunscreen or lip balm as need during

the day. Summer in Shirley posts a list of children that are sensitive to the sun or need help applying sunscreen, on the door exiting the cafeteria to the courtyard area. This list serves as a reminder to all staff, of all children that require added attention to avoid over exposure to the sun. Also, to create an awareness that they may need reminders to reapply sunscreen more frequently during the course of the day. If there are visual signs of overexposure to the sun, the medical administrator will assess the concern. Based on the visual assessment of the child the medical administrator will then contact the parent/guardian to discuss whether the child should be picked up by the parent/guardian.

### **.165 Tobacco use**

Ayer-Shirley Middle School is a smoke free environment. **Absolutely no smoking** is allowed on the premises, at any time.

### **.166 Alcohol and Recreational Marijuana Use**

Tobacco use in any form, including nicotine delivery systems (e.g., electronic cigarettes) but not excluding cessation products approved by the U.S. Food and Drug Administration, shall not be allowed by staff, campers or any other person at Summer in Shirley.

### **.190 General Program Requirements**

(E) If counselors encounter an unrecognized person of concern without identification on the premises will move all campers to a safe area and notify the director or lead counselor immediately. In turn, the director or lead counselor will contact the Shirley Police Department for assistance in dealing with the person of concern.

### **.191 Procedure for disciplining children(including section 430.191 (B) (1-4)**

In group situations it is unrealistic to expect all children to get along at all times, or for our staff to witness every conflict or incident. When a child is being disruptive, he or she will be re-directed to participate in another activity and/or with a different group of children. If the concern persists, the child will be separated from the situation and/or group. A staff member will provide the child with an opportunity to describe the situation, as well as discuss acceptable behaviors that could have been used to solve the conflict. The child will be welcomed back into the group once he or she has "cooled down". If there are specific behavior concerns in regards to inappropriate language, aggression or non-compliance, parents/guardian will be notified. If there are no significant improvements, a one week suspension from the program will occur. (Payment will not be refunded.) If inappropriate behavior continues after the suspension, the child will be dismissed from the program. (Payment will not be refunded.)

#### **(B) Prohibitions.**

- (1) Corporal punishment, including spanking, is prohibited.
- (2) No child shall be subjected to cruel or severe punishment, humiliation, or verbal abuse.
- (3) No child shall be denied food or shelter as a form of punishment.
- (4) No child shall be punished for soiling, wetting or not using the toilet.

### **.204 Lost swimmer plan**

During a lost swimmer search, one person must be in charge of the entire search. This will avoid wasted time and confusion. Usually the most senior-trained person. Preferably someone trained in open water rescue.

#### **Missing swimmer procedure**

A bull horn will be used to alert all staff that a person is missing. Lifeguards must clear the swimming areas. Using a communication system, ask the children to report to the main lifeguard area, since the children may have left the area.

Contact emergency personnel, such as the fire department, police or search and rescue squad. Notify the dispatcher that you have a possible lost swimmer. Delays in contacting emergency

numbers (or 911) must be avoided. It is better to cancel an emergency call once the swimmer is safe rather than delay a call that may save the swimmer. Adult counselors may help search shallow areas. Trained lifeguards should search deeper areas. Other staff will check bathrooms, showers, and locker rooms. All campers will be moved to a central location to do an accurate head count (take attendance). Lifeguards will continue to search the entire water area until all children are accounted for. The person in charge of the search will have a list of staff conducting searches in their assigned areas. Account for all staff to avoid the need for a double rescue. Staff will use the buddy system when conducting a search. The person in charge of the rescue should interview the person who reported the missing swimmer. Information about the swimmer's the last known location, etc. is used to direct the search. All lifeguards search the swimming area, starting where the missing child was last seen. Making sure they look under docks, piers, rafts and any other potentially dangerous locations. At waterfront facilities such as state parks, staff may have to check other playgrounds, campsites and wooded areas.

#### **Searching shallow water areas**

To search shallow water areas with pool water clarity, adult volunteers or non-lifeguarding staff members should link arms or hold hands and form a line in the water. One lifeguard should serve as a lookout standing above the water level(on a dock, raft, etc.) with rescue equipment in case a searcher get in trouble or the missing swimmer is found. The shortest people should stay in the shallow water and the tallest people should be in water that is no more than chest deep. The whole line slowly moves across the area together. Start where the lost child was last seen. One lifeguard should be assigned to oversee this part on the search. As the line moves forward, the searchers gently sweep their feet across the bottom with each step. The searchers must not go deeper than chest-deep water. Only trained lifeguards should search deeper areas.

#### **Searching deep water areas**

Several lifeguards, wearing masks and fins, form a straight line, no more than an arm's length from each other. One lifeguard serves as a look out, standing above the water level(on a raft, dock, etc.) with rescue equipment in case a searcher gets in trouble or the missing swimmer is found. On command from the lead lifeguard, all searchers do the same surface dive(either feet first or head first) to the bottom and swim forward a set number of strokes(usually three). If the water is murky, the searchers search the bottom by sweeping their hands back and forth in front of them, making sure to cover the entire area. Return to the surface as straight up as possible. At the surface, the line backs up, the lead lifeguard checks to make sure all searchers are accounted for, the line reforms, and on command from the lead lifeguard, dives again. This process will be repeated until the entire swimming and diving areas has been searched in one direction. Make sure not to miss any areas on the bottom when you dive and resurface. The searchers then repeat the pattern at a 90 degree angle to the first search pattern. If the missing swimmer is not found in the swimming and diving areas, expand the search to nearby areas. Consider the effects of any currents. Continue to search until the missing person is found or until emergency personnel arrive.

**Note:** Senior Counselor will inform staff and campers on the use of the "Buddy System" during all activities/field trips that could require campers to be in the proximity of water. The "Buddy System" is the partnering of staff and campers to insure accountability at fifteen minute intervals..

**Reference:** The Benjamin Hill Pool Committee's plan

Benjamin Hill Pool - (978)425-9536

Benjamin Hill Pool Director – Butch Farrar (978)660-0100

**Note:** All Benjamin Hill Pool lifeguards will be certified in First Aid, CPR and AED. In addition, they will be certified to assess, instruct, and monitor the swimming abilities of all Summer in Shirley swimmers. Swimming assessments will be done prior to the swimmer being allowed to enter the Benjamin Hill Pool waters. Swimming lessons will commence at noontime of each day of

swimming. They will last for approximately one hour. Only American Red Cross certified Benjamin Hill Pool lifeguards will be allowed to instruct and assess the Summer in Shirley swimmers. After the initial assessment, swimmers will be categorized into six levels, placed into the appropriate swim class, and be given a color coded rubber bracelet that will be worn at all times while swimming at the Benjamin Hill Pool, with the Summer in Shirley program. The instructor(s) will complete a levels assessment form (attached) upon completion of child assessment and placement. This will aid the lifeguards in the identity of which part of the pool the child is allowed to swim. Children will only be allowed to swim in a section(s) of the pool that their ID bracelet(s) permit.

American Red Cross Swimming Levels

Level 1 – Introduction to Water Skills (Pink bracelet – 0 to 3 ft. of water)

Level 2 – Fundamental Aquatic Skills ( Yellow bracelet – 0 to 3 ft. of water)

Level 3 – Stroke Development ( Orange bracelet – 0 to 5 ft. of water)

Level 4 – Stroke Improvement (Blue bracelet – 0 to 5 ft. of water)

Level 5 & 6 – Stroke Refinement & Fitness Swimmer (Green bracelet – 0 to 11 ft. of water)

**.210 Fire prevention plan, includes evacuation plans and frequency of fire drills. Drills are held within 24 hours of the start of each session. The Shirley Fire Department has approved the plan.**

Evacuation Procedure (On-site)

**The Staff will**

Make an announcement over the school intercom system located in the main office (in the lobby by the entrance to the cafeteria) “This is an emergency please evacuate the building use the rear exits off of the cafeteria, teacher’s room and gymnasium and gather in the courtyard area in the rear of the building.”

Then sound the bull horn down the hallway leading towards the gymnasium.

Close windows, shut off lights, and close door when exiting if possible.

Take student rosters, paper and pencil.

Exit through the nearest safe exit using all available doors (Site Floor Plans, see Appendix D, page 32 of the Crisis Intervention Handbook. Also located on the side of the refrigerator in the cafeteria, at the entrance to the gymnasium and by the phone in the main office.)

Move to assigned evacuation location(s). If exit is blocked, use the next closest exit situated away from the emergency.

Accompany students and stay with them.

Avoid downed power lines, open gas lines, and other unsafe conditions.

Take attendance to determine if students are missing.

Report missing students to Program Director or designee.

Report injuries and damage to Program Director or designee.

Unattached students should report to the nearest counselor. Counselors should note student additions and send this information to the Program Director or designee.

Report the fire to the local fire department (911) Provide them with the following information:

- Building name and address
- Location of the fire in the building
- Known information about the fire/smoke
- Call-back telephone number
- Do not hang up until emergency services operator does so

Wait for further instructions.

Complete Fire Prevention Inspection Checklist

See attached Ayer-Shirley Middle School fire exit document.

**.210 Procedures for handling natural disasters. Provisions for evacuation from the building to an emergency facility is included. All staff and children must review and understand the plan.**

**Natural Disaster (blizzard, earthquake, flood, tornado, severe thunderstorm )**

The staff will direct the children to:

Remain calm.

Stay indoors.

Take cover under desks and tables, against inside walls, under doorways, or in interior hallways.

Stay away from windows.

If gas is smelled evacuate immediately (refer to Evacuation Plans pages 8 and 9 in the Crisis Intervention Handbook. Also located by the phone, just outside the cafeteria on the wall in the lobby and by the phone in the teacher's room.) and notify the Program Director or designee.

**The Program Director or designee will**

Notify Police and Fire Departments.

Notify Superintendent or designee and the Shirley Recreation Commission.

Assess the situation and instruct students/staff to do one of the following:

- Evacuate the building.
- Remain in place.
- Go to common area.

Attend to all student/staff safety issues.

If building is evacuated (Refer to Evacuation plans, pages 8 & 9 in the Crisis Intervention Handbook. Also located by the phone just outside the cafeteria on the wall in the lobby and by the phone in the teacher's room.), take cell phone, if available.

If building is evacuated, take emergency information and emergency medical bag.

**The Superintendent or designee will**

Convene System-wide Crisis Team.

Coordinate the media effort with the appropriate Town Departments.

Notify the School Committee.

Parent Notification

**Do not discuss the situation with the public or release any information to the media. The superintendent or designee is responsible for all communication with the public and media.**

**.210 Lost/missing children procedure**

**The person who suspects a child is lost/missing will**

Immediately notify the Program Director or designee

**The Program director or designee will**

Find out the following:

1. Child's name and description, including clothing worn that day
2. Address
3. Names of friends

Assign staff to gather all children and take attendance.

Assign staff to begin a search of the building and grounds.

Notify the child's parent/guardian.(Check the emergency form to determine legal guardian.)

Try to determine the presence of strangers around the area where the child was last seen.

Notify the Superintendent or designee. In the event the Superintendent or designee cannot be located, notify Police and the Shirley Recreation Commission.

Notify the Police and assist as needed.

**The Superintendent or designee will**

Convene System-wide Crisis Team.

Coordinate parent, staff, and student support groups.

Coordinate the media effort with the appropriate Town Departments.

Notify the School Committee.

**Do not discuss the situation with the public or release any information to the media. The superintendent or designee is responsible for all communication with the public and media.**

**.210 Traffic plan describing vehicular traffic throughout the camp.**

See attached Ayer-Shirley Middle School fire exit document.

Vehicles will drive in the entrance loop leading to the main entry area, drop off/pick up their child in the cafeteria and depart following the exit loop portion of the main entry area of the Ayer-Shirley Middle School. **Note:** Vehicles will not be allowed to park in the loop area in front of the Ayer-Shirley Middle School for more than (5) minutes.

**.211 Program contingency plans**

Parents/guardians/designated person(s) are required to escort their children to and from the Ayer-Shirley Middle School cafeteria, as well as sign them in and out each day. Please make sure that a program counselor is aware that your child has arrived and is leaving by having the designated drop off/pick up person sign and document the exact drop off/pick up time on the weekly attendance log. It is important that you inform anyone you authorize to drop off or pick up your child to bring along identification. Proper ID will be required at drop off and pickup times.

Counselors will not release a child to anyone that is not listed by the parent/guardian, on the Child Drop off/Pick up Delegation form. Authorized people must be at least eighteen years of age and be willing to pick up your child in emergency situations. Three drop off/pick up authorizations and emergency contact names are required on the Child Drop off/Pick up Delegation Form.

Parents/guardians will be required to report absences or changes in drop off/pick up by calling the Summer in Shirley program (978)877-0810, prior to the drop off/pick up time of your child. Failure to do so may result in your child's suspension from the program. In the event your child does not report to the program as scheduled or is not picked up at the scheduled time, the procedure will be as follows: A program counselor will contact the parent/guardian to determine the reason a child did not arrive to the program at the scheduled time or to inquire about the status of the designated pick up person for that day. If the parent/guardian is unaware of a reason their child wasn't dropped off or picked up the counselors will follow the missing child section of these written procedures.

Children who appear at the Summer in Shirley program without having registered and without prior notification will be allowed to wait in the lobby area of the school while our counselor(s): 1) check with the child's parents/ guardian if still on site. 2) find out which child the child may have arrived with: friend, brother/sister, etc. obtain contact information from forms. 3) call the child's parent/guardian if the child's phone number is obtained. In the event that our staff cannot make contact with a parent/guardian, the local police will be contacted for further assistance.

**Note:** Child Drop off/Pick up Delegation Form and Weekly Attendance logs are attached.

**.212 Trip and travel plans**

The Summer in Shirley program will use Dee Transportation to transport the children to the Benjamin Hill Pool and Shady Point Beach & Campground three times a week from the Ayer-Shirley Middle School. Additionally, Dee Transportation will transport the children from the Ayer-Shirley Middle School to various Field Trip locations specified in the Program Daily Schedules, during the timeframes of June 17, 2019 through August 16, 2019 and back to the Ayer-

Shirley Middle School. Permission to travel forms will need to be executed before a child will be allowed to ride in the bus.

**Notes:**

Field trip form is attached.

Transportation provider's certification of compliance with (MGL 105CMR430.250 -.253) is attached.

**HEALTH CARE CONSULTANT AGREEMENT**

**Recreational Camp Information**

Camp Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Agreement Information**

The Massachusetts Department of Public Health regulations for recreational camps for children, 105 CMR 430.000, require that all recreational camps for children have a health care consultant. The regulation and responsibilities of this person are described below.

430.159(A) **Health Care Consultant** A designated Massachusetts licensed physician, nurse, nurse practitioner or physician assistant with pediatric training as the camp's health care consultant. The consultant shall:

1. Assist in the development of the camp's health care policy as described in 105 CMR 430.159(B);
2. Review and approve the policy initially and at least annually thereafter;
3. Approve any changes in the policy;
4. Review and approve the first aid training of the staff;
5. Be available for the consultation at all times; and
6. Develop and sign written orders, including designation of responsibility for prescription medication administration, to be followed by the on-site health supervisor in the administration of his/her related duties; and
7. Provide training and tests of competency as required by 105 CMR 430.160 to the health care supervisor and other camp staff.

If the health supervisor is not a licensed health care professional authorized to administer prescription medications, the administration of medications shall be under the professional oversight of the health care consultant. 105 CMR 430.160(C)

430.159(B) **Health Care Policy:** A written medical policy, approved by the local board of health and by camp health care consultant. Such policy shall include, but not be limited to, daily health supervision, infection control, medication storage and administration, including self-administration when appropriate, pursuant to the requirements of 105 CMR 430.160(D); procedures for using insect repellent; conducting tick checks; promoting allergy awareness; handling of health emergencies and accidents, including parental/guardian notifications; available ambulance services, provision for medical, nursing and first aid services, the name(s) of the designated on-site camp health supervisor, the name, address and the phone number of the camp health care consultant required by 105 CMR 430.159(A) and the name of the health supervisor required by 105 CMR 430.159(E), if applicable.

430.160(D) **Assist in developing the Camp's Administration of Medication Policy:** The health care consultant shall acknowledge in writing a list of all prescription and over the counter medications administered at the camp, approve circumstances in which a health care supervisor or other employee may administer medication and give approval for campers to self-administer epinephrine or inulin(if applicable).

430.160(E) The camp's health care consultant shall train health care supervisors on the signs and symptoms of hypo or hyperglycemia, and appropriate diabetic plan management.

430.160(G) The camp's health care consultant shall train health care supervisors, and other camp employees designated to administer an epinephrine auto-injector pursuant to 105 CMR 430.160(D)(3), including content standards and a test of competency developed and approved by the Department;

430.160(H) The health care consultant shall; document the training and evidence of competency of unlicensed personnel designated to assume the responsibility for prescription medication administration; and provide a



training review and informational update at least annually for those camp staff authorized to administer an epinephrine auto-injector pursuant to CMR 430.160(D)(3).

I meet the requirements of the health care consultant as described in 105 CMR 130.159(A).

I have reviewed these referenced regulations and understand the responsibilities of the position and agree to assist this camp regarding the same.

**Signature**

Print Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

MA License#: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

**Sample Health Care Consultant Acknowledgement of On-Site Mediations**

**Health Care Consultant Information**

Name, Title and License #: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Agreement Information**

I, \_\_\_\_\_, acknowledge that I serve as the Health Care Consultant  
(Print Name)

for \_\_\_\_\_ .  
(Camp Name)

As such, I hereby authorize the following listed medications to be administered to campers as prescribed, provided that, the medications are delivered to the camp, maintained by the camp, and administered in accordance with Commonwealth of Massachusetts Regulations at 105 CMR 430.160 and that the parent/guardian of the camper has provided written permission for administration of the medication.

I am not the prescribing physician for these medications. My signature indicates only that I have reviewed the listed medications and associated potential side effects, adverse reactions and other pertinent information with all personnel listed below, who administer medications or designated health care supervisors who are appropriately trained to and are doing so under my professional oversight.

Names of individual authorized to administer medications at camp:  
**Steven Stern - Director**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Health Care Consultant**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**See advisory document of the Massachusetts Department of Public Health: "Guidelines for the Storage and Administration of Medication in Camps"**

### Pool/Playground Guidelines

- Children will sit together in designated area, upon arrival at the pool.
- Children will keep all their belongings together in the designated area for the entire time at the pool.
- Children not participating in swim lessons must stay in the designated Summer in Shirley area until the start of free swim at 1 PM.
- Children taking swim lessons will proceed up to the pool and join their assigned instructor for lessons.
- Children must have their color coded wristbands on.
- Children will only be allowed in the pool house to use the restrooms and to purchase items from the snack booth and must be accompanied by a counselor.
- Children will not be allowed outside the pool area without a counselor.
- No running, horseplay, screaming while at the pool.
- No food or drink except in our designated area. Trash and recyclables must be put in respective trash barrels or recycle bins.
- Counselors will be located in (3) designated areas to be determined, around the pool.
- Lead counselor will have the medical bag while at the pool. The medical bag contains emergency contact information, epipens, medications, etc.
- Children that misbehave or are given warning(s) by pool or Summer in Shirley staff, will be required to take a minimum five minute break, depending on the severity or number of warnings given.
- All incidents of concern or warnings will require a Summer in Shirley Incident Report to be filed out by a counselor. **Example:** Injury, complaint from pool personnel, swearing, horseplay, teasing/bullying, child not following staff's directions.
- Children and counselors will ensure that all clothing, belongings and rubbish is picked up prior to departure from the pool.
- Children will be gathered in our designated area to depart from the pool at approximately 2:50 PM each day.
- Attendance will be taken by the lead counselor or other designated counselor, once all children and counselors are outside the bus. Children will board the bus once their name has been called by the designated counselor.
- Summer in Shirley is not responsible for loss of any personal items brought from home to camp such as, but not limited to: cell phones, electronic devices, toys, money etc.

### **Field Trip Guidelines**

- Children must stay with assigned counselor at all times.
- Children will wear Summer in Shirley wristbands on hands or feet at all times.
- Counselors will perform children checks repeatedly during the course of the day while on field trips.
- Summer in Shirley groups will meet for lunch at the designated time and location to be determined by the senior counselor before splitting up in the morning.
- Summer in Shirley groups will meet at a designated time/location, to be determined by senior counselor, to depart from the field trip venue.
- Any incidents/missing children will be reported to the senior counselor immediately.
- Summer in Shirley is not responsible for loss of any personal items brought from home to camp such as, but not limited to: cell phones, electronic devices, toys, money etc.

### **Ayer-Shirley Middle School Guidelines**

- Children must stay in cafeteria, gym, and courtyard area at all times. No loitering in the hallways.
- Counselors must give permission/accompany children to the restrooms.
- Equipment room by the gymnasium will be locked at all times. Only counselors are permitted in the equipment room to get items needed for daily activities.
- Mats are not allowed to be put on top of rolling carts.
- Children are not allowed to climb or stand on top of folded bleachers.
- Children and counselors are not permitted to eat or gather in the counselor's room.
- Counselors and children must clean up cafeteria after snacks and lunch.
- Running, horseplay, and screaming in the hallways is not allowed.
- Food and drinks are only allowed in the cafeteria. Trash and recyclables must be put in respective trash barrels or recycle bins.
- Games, puzzles, crayons and markers must be put back in their respective containers after use.
- Summer in Shirley is not responsible for loss of any personal items brought from home to camp such as, but not limited to: cell phones, electronic devices, toys, money etc.

**Counselor’s Responsibilities/Guidelines**

- Safety and accountability for the children is our number one priority.
- Read and reference when necessary, the Summer in Shirley Policies & Procedures Manual.
- Complete CDC(Center for Disease Control Prevention) “Heads Up for Counselors/Coaches” course and print out certificate.
- Complete CPR/First Aid/Epipen and AED course every two years
- Daily assignments will be posted on the front bulletin board, on the Daily Activity Sheets.
- Counselors are responsible to start the activities on time, supervisor the activity and ensure clean-up is done after crafts.
- Ensure clean-up is done after snacks, lunch, and also at the end of the day.
- Counselors are responsible to actively engage CITs to assist them whenever needed.
- “1,2,3” behavioral intervention method must be used with children that are misbehaving.  
**Example:** Using direct eye contact and a firm but calm voice, explain to the child what they are doing that is unacceptable and say “Johnny, this is 1”, after 1<sup>st</sup> time. Then say, “Johnny, this is 2”, after 2<sup>nd</sup> time. Finally say, “Johnny, this is 3”. If the child doesn’t respond after 3, have them “take 5 minutes” on a separate chair quietly, away from all the children. They shouldn’t get up until you tell them to.
- Any incidents/missing children will be reported to the senior counselor immediately.
- Refrain from cell phone use during work unless it is an emergency.
- Avoid gathering in the counselor’s room. (Children will follow and think it’s OK)
- Children may not climb on or rough housing with you.
- Interact & provide positive guidance to all CITs to aid them in fulfilling their expectations.
- Circulate around and engage with all the children. Avoid sitting at the tables for prolonged periods of time with the same child or other staff members.
- **Follow all guidelines established for the pool, playground, field trips, and Shirley Middle School.**
- It is a counselor’s responsibility to review the work schedules posted in the counselor’s room. Schedules will be posted one week prior to scheduled work shifts.
- Time sheets must be completed on/before Thursday morning. **Note:** Week ending is always the Saturday ending that week.
- Counselors may take up to one week of unpaid time off during the summer. All requests for time off must be submitted in writing to the Director at least two weeks prior to the requested time off.
- Only one counselor will be granted time off at a time. Time off is granted on a first come first serve basis.
- Counselors must contact Director regarding sick or personal time, by 6 AM on the day of their scheduled shift .
- Counselors must contact Director regarding any changes needed in their assigned work shift. Director will contact other counselors to make any changes needed in work shifts.

I agree to adhere to all established guidelines for the Summer in Shirley Program

Counselor (Print name): \_\_\_\_\_ (Signature): \_\_\_\_\_

Date: \_\_\_\_\_ Hourly rate: \_\_\_\_\_

### Summer in Shirley - Incident Report

Date of incident: \_\_\_\_\_ Time incident occurred: \_\_\_\_\_

Location: \_\_\_\_\_

People involved/witnesses (if any): \_\_\_\_\_

Brief description of incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outcome: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reporting person: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent notified:  Yes  No

When: \_\_\_\_\_ By whom: \_\_\_\_\_ How: \_\_\_\_\_

Reported to: \_\_\_\_\_ Signature: \_\_\_\_\_

# Summer in Shirley

## Staff Orientation Meeting

May 23, 2019 @ 6:00 PM

### Agenda

- Welcome staff
- Fill out all new/re-hire paperwork
- Explain what happened at the May 16, 2019 - Parent Informational Meeting
- Overview of Junior Counselor/Counselor/Lead Counselor Responsibilities & go over new daily group assignments/hours
- Explain all policies and procedures(new and existing) Note: By signing below I acknowledge that I have received a copy of the Summer in Shirley Policies & Procedures Manual.
- Overview of evacuation drill, phone locations, emergency numbers & medication administration
- Overview first aid, health care consultant and responsibilities of staff
- Outside water cooler & cups
- Discuss the drop off & pick up process
- Lunches & snacks storage
- Stress importance of hand washing before snack /lunch & children in need of frequent sunscreen application list
- Sports equipment, crafts and games storage facility
- Discuss what will happen on the first day
- Overview of a weekly schedule
- Field trips
- Questions & answers

### Signatures of staff in attendance

<u>Print name</u>	<u>Signature</u>	<u>Shirt size</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

**Meeting conducted by: Steven Stern – Director/Senior counselor**