

!! Volunteers Are Required To Attend An Orientation Prior To The Start Of Camp!!  
Check Website During Registration for Date of Orientation

**KAMP KONK INC.**

**SUMMER DAY**  
**CAMP**

**VOLUNTEER**  
**HANDBOOK**

Location of Summer Camp  
Seekonk High School  
261 Arcade Avenue  
Seekonk, MA 02771

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## **Massachusetts Regulations**

KAMP KONK complies with regulations of the Massachusetts Department of Public Health. Its policies and procedures are in accordance with 105 CMR 430.000: Minimum Standards for Recreational Camps For Children (State Sanitary Code, Chapter IV).

## **Our Mission**

To provide a safe, fun, supportive environment in which campers explore new, challenging and educational experiences, and learn from positive role models that will create a summer experience that builds good character and supports teambuilding and a cooperative learning environment. That the camp will provide an appropriate environment to protect the health, safety, and well-being of the campers.

## **Affirmative Action**

It is the policy of the KAMP KONK Summer Day Camp to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed. KAMP KONK Summer Day Camp prohibits discrimination on the basis of race, color, sex, age, gender identity, disability, religion, national origin, or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study.

## **License**

KAMP KONK is licensed by the Seekonk Board of Health. All policies and procedures for the Summer Day Camp are on file with the Board of Health and are available upon request. Parents of campers have the right to review background check, health care, discipline policies and grievance procedures upon request of the KAMP KONK Summer Day Camp. This camp must comply with the regulations of the Massachusetts Department of Public Health (140.190c) and be licensed by the local board of health.

## **Facility**

The KAMP KONK Summer Day Camp is held at the Seekonk High School and on its Grounds.

## **Staff Ratios**

KAMP KONK Summer Day Camp has a camp ratio that ranges from 1:10 counselor to camper ratio as well as a 1:5 Jr. Counselor to camper ratio. Each camp session has a head counselor and at least 2 to 3 junior camp counselors. All staff go through a training process and staff orientation and a volunteer orientation. All staff and volunteers are Cori/Sori or Cari. All staff, volunteers, and campers have updated immunizations and are on record at the camp.

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## **Hours of Operation** Camp Session is two weeks in length

Camp Session

Camp Half Day	8:30am to 12:30pm	4 hours	Monday – Friday
Camp AM Care	8:00am to 8:30 am	½ hour	Monday – Friday
Camp PM Care	12:30pm to 1pm	½ hour	Monday – Friday

## **Camp Communications**

- **EMAIL –**
  - [info@kampkonk.com](mailto:info@kampkonk.com)
  - **Camp Director** [director@kampkonk.com](mailto:director@kampkonk.com)
  
- **FACEBOOK GROUP- KAMP KONK**
  
- **Website and Registration – [www.kampkonk.com](http://www.kampkonk.com)**

Our camp's mission is at the heart of everything we do, and that includes our

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**Volunteer Program.** Volunteers are special because they get to experience camp both as participants and as people who help make it all happen. We're designing our volunteer program with this in mind, and we'll be sharing more details soon about how you can get involved!

- Volunteers will be part of **providing** a safe, fun and **supportive environment** in which campers can explore new, challenging, and educational experiences.
- Volunteers will **learn** from positive role models that will create a summer experience that will build good character and support teambuilding and a cooperative learning environment.
- Volunteers will **be** positive role models that will create a summer experience that will build good character and support teambuilding and a cooperative learning environment.
- Volunteers will **support** an appropriate environment to protect the health, safety, and well-being of the campers.

Volunteers will be directly interacting with campers.

- They will be assisting counselors of the morning classes.
- They will be helping campers learn and participate in those classes.
- They will be making sure campers get to and from the appropriate places.
- They will be leading activities/supporting activities under the supervision of the counselors when needed during camp.
- No volunteer can be unsupervised with a camper at any time and should always have another volunteer with them when in transition.

Volunteers will be rated on performance.

- The performance rating will be based on specific areas for growth and improvement in the “day to day” responsibilities of being a volunteer at camp.
- Ratings will be completed by teachers they assist, peers they work with, and supervisors that observe them. Supervisors will be floating as much as camp allows to observe volunteers in their daily routines.
- Areas they will be rated on will be Taking Initiative, Supporting Campers, Responsibility (being on time, taking care of materials, etc.), Being a Role Model (respect for others, respect for the camp, following the rules, being kind, etc.), Being a Team Player (cooperation, collaboration, working with others for the improvement of the camp program).
- Volunteers will be evaluated in these areas.
- Volunteers will receive direct feedback about their performance.
- This will be used to give them understanding of camp goals and the mission.

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- This will be used in the decision should they apply to be a volunteer in the future with the camp (or as a paid employee of the camp).

We believe volunteering is a powerful way to make a difference. Our program offers opportunities to build character, teach and inspire youth, and receive guidance from experienced mentors, empowering you to become a positive role model for our campers and your community.

All volunteers will receive training prior to the beginning of camp. Volunteers will receive training on a range of topics including, but not limited to:

- Child Abuse Prevention
- Camp Policies and procedures
- Behavior Management
- Emergency Procedures
- Contingency Plans
- First Aid Training
- Heads Up Concussion Training
- Pool Safety
- Student Class Tracking

In addition, each volunteer will receive training within their unit as to their individual duties with regards to all aspects of the running of camp.

Volunteers are under the direction and supervision of the adult counselor staff. Staff will provide volunteers with appropriate guidance and assign activities suitable to their skill and physical abilities. Volunteers are required to understand and abide by safety guidelines and must abide by all KAMP KONK Camp rules, policies, and procedures.

### **Volunteers**

- Each Instructor will be assigned a student volunteer from the high school. These volunteers will be earning community service hours for their participation at camp.
- These hours will be shared to the guidance office at the Seekonk High School on a spread sheet or google doc at the start of the school year.
- All volunteers must sign in/out at the Camp Directors Desk daily.
- A nametag will be given when you sign in. It is your responsibility to wear it daily.
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## **KAMP KONK Volunteer Agreement**

The Volunteer agrees to:

- Be a positive role model to the campers and adults while acting with integrity and adhering to the camp policies and procedures set by the KAMP KONK
- Maintain a positive attitude that reflects the acceptance of the mission and goals of the KAMP KONK Summer Day Camp.
- Work Cooperatively with campers and adults, including, Volunteers and families.
- Complete learning and training requirements for the Volunteer position he/she holds.
- Perform all Volunteer duties specific to his/her Staff or Volunteer position to the best of his/her ability.

### **KAMP KONK Volunteer Agreement Acknowledgement Statement**

I Acknowledge that I have read the policies and procedures stated in this KAMP KONK VOLUNTEER HANDBOOK. This Volunteer Agreement defines the roles of all volunteers and volunteer groups for KAMP KONK Summer Day Camp for the Camp Session and by registering, I agree to abide by the terms of this agreement. This registration indicates that I have read and understand that failure to fulfill these responsibilities may result in personal liability and/or release of volunteer appointment and/or non-reappointment to a volunteer position with KAMP KONK.

### **Cell Phone Policy**

We want are campers to grow independently and without distraction. During camp no volunteers, are allowed to bring cellphones to camp. Cellphones are not permitted for volunteers. The Campers are busy for the time we have them. Being engaged in the camp activity and enjoying the experience working with the campers is the focus of KAMP KONK Volunteers must have permission from the KAMP KONK Summer Day Camp Directors to utilize a cell phone while volunteering for KAMP KONK Summer Day Camp.

### **Elastic Policy**

KAMP KONK Summer Day Camp Staff reserves the right to rule on any matter covered, or uncovered, in this KAMP KONK Summer Day Camp Volunteer Handbook that ensures a positive learning experience for all participants and that protects the integrity and standards of excellence that we strive for in the offering of KAMP KONK Summer Day Camp.

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### **Photo Release Policy**

KAMP KONK Summer Day Camp may take photos of your volunteers during our day camp program. The camp also may have a photography class that allows campers to take pictures. We use these for a camp slide show and the following year's brochure for promotional and advertisement for KAMP KONK Summer Day Camp. KAMP KONK Summer Day Camp is not required to contact you regarding using photos. By reviewing this policy and checking off the Volunteer Handbook Acknowledgement Statement during online registration. I hereby grant the KAMP KONK Summer Day Camp permission to use my likeness in a photograph, video, or other digital media ("photo") in any and all of its publications, including web-based publications, without payment or other consideration. I understand and agree that all photos will become the property of the KAMP KONK Summer Day Camp and will not be returned.

### **Sunscreen Permission Policy**

I give the KAMP KONK Summer Day Camp Staff my permission to apply sunscreen as needed to said volunteer. I understand that if I do not send my own sunblock labeled or if I send sunblock that has expired the camp will use their own.

### **Insect Repellent Permission Policy**

I give the KAMP KONK Summer Day Camp Staff my permission to apply insect repellent as needed to said volunteer. I understand that if I do not send my own insect repellent labeled with my child's name or if I send insect repellent that has expired the camp will use their own.

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## **KAMP KONK HEALTH CARE POLICY**

In accordance with (105 CMR 430.159(B))

### **HEALTHCARE CONSULTANT**

Name: Jennifer Lafleur APRN, FNP-BC

### **HEALTH CARE SUPERVISOR(s)**

Earl Queenan - Camp Director

### **EMERGENCY TELEPHONE NUMBERS:**

Fire: 911

Police: 911

Rescue/Ambulance: 911

Poison Control Center: 1-800-222-1222

### **HOSPITAL(s) utilized for EMERGENCIES**

Name: Hasbro Children's Hospital

Address: 593 Eddy Street

Telephone: (401) 444 – 4000

### **Emergency Procedures:**

#### **Transportation & Parental Notification:**

- Provide immediate first aid.
- Contact parent/emergency contact (if applicable).
- Transport camper via ambulance with a staff member.
- Send camper's information sheet and physical form with them.

#### **If Parents Cannot Be Reached:**

- Continue attempting to contact parents/emergency contact.

#### **Off-Premises Procedures:**

- Carry all camper information sheets, physical forms, and medications.
- Identify and inform staff of the nearest phone (in addition to director cell phones).
- Designate a "home base" area for the day; inform campers of this location in case of separation.

### **PROCEDURES FOR UTILIZING FIRST AID EQUIPMENT**

Location of first aid kits: Camp Home Base, one with each group or class



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Location of first aid manual: First Aid Kit

First aid is administered by: Red Cross First Aid Certified Staff

First aid kits are maintained by: Earl Queenan , Camp Director

**Contents of first aid kit:** sterile gauze squares, compresses, 4-inch roll-flexible gauze bandage, 2-inch roll- flexible gauze bandage, 1-inch roll-bandage tape, 1 triangular muslin bandage, scissors, tweezers, barrier protection gloves-non-latex, instant cool pack/plastic bag for ice cubes, non-perfumed soap, mask- 1-way valve. Alcohol wipes, hand sanitizer, band aids

**PLAN FOR INJURY PREVENTION AND MANAGEMENT** (monitoring the environment)

Each Camp Counselor will be responsible for inspecting his/her program area for safety hazards and/or equipment that is in need of repair. Hazards will be removed or fixed or the campers will be moved to a safer area. The Camp Director will be notified immediately of all concerns.

**PROCEDURES FOR REPORTING SERIOUS INJURY/IN-PATIENT HOSPITALIZATION/DEATH OF A CAMPER OR STAFF PERSON TO THE DEPARTMENT OF PUBLIC HEALTH**

A report (prescribed by the Health Department) will be completed for each serious injury or fatality resulting in a camper/staff being sent home or transported to the hospital/physician where a positive diagnosis is made. This report will be sent to the Health Department accompanied with a phone call concerning this matter.

**PROCEDURES FOR INFORMING PARENTS WHEN FIRST AID IS ADMINISTERED TO THEIR CHILDREN, INCLUDING TIME FRAME AND DOCUMENTATION.**

Any and all serious injuries that occur at camp (including all injuries that occur from the neck up), will result in immediate phone calls to parents from the Camp Health Supervisor.

**PLAN FOR INFECTION CONTROL & MONITORING**

Parents are aware that they must notify the camp director if their child has a communicable disease. When this is done the director will send a notice home informing all other campers that such a situation does exist. This will be immediately reported to the local board of health and the child will not be admitted back into camp unless accompanied by a doctor's note stating that the child is no longer contagious.

**PROCEDURES FOR THE CLEAN UP OF BLOOD SPILLS**

All staff have attended a training regarding blood and exposure. Blood will be cleaned up using rubber gloves and disposed of in the proper hazardous waste bags. The area will be cleaned with the appropriate cleaning solutions. Diluted Clorox bleach

**EMERGENCY PLAN FOR THE EVACUATION OF THE PROGRAM OR FACILITY**

1. Each door in every room we use has the evacuation plans posted where the campers can read them.
2. Children will be led out of the building by their counselor.

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3. The Camp Director will be responsible for checking all rooms after evacuation.
4. The Camp Director will meet all the children & counselors at a predetermined location where the director will account for all the children in camp.
5. Evacuation drills will take place once every session.
6. The director will document date, time and effectiveness of each drill.

### **PLAN FOR ADMINISTERING MEDICATION**

Jennifer Lafleur, our Health Care Consultant will be available at all times for consultation. She will oversee a written policy for the administration and storage of all medications.

Health Supervisor/s

Earl Queenan, Camp Director

TBA Staff if needed

These people: Are over the age of 18

Are Certified in First aid & CPR

Can safely handle and administer medication properly

Can keep proper records

Demonstrates accurate notations on the record

Will contact Health Consultant with any questions

Can utilize the “911” emergency system

Will assure confidentiality

All medication prescribed for campers shall be kept in its original container with a current date, the name of medication, patient’s name, doctor’s name and the name of the pharmacy & pharmacist. All medication will be kept in a locked storage cabinet in the Nurse’s Office and will only be opened to administer the medication. This medication will be administered by the Health Supervisor; **Exception: Campers may be allowed to self-medicate themselves using a prescribed Epi-pen or inhaler and the parent/guardian and camp health care consultant can give written approval for their Camp Counselor to carry these medications with them in the group’s First Aid Kit which will remain with the counselor throughout the day. At the end of each day, these first aid kits will be locked in the camp office and counselors will pick them up each morning.** Our Health Consultant, Jennifer Lafleur, APRN, FNP-BC, will sign off on this medication given out at camp. Parents will also have to sign an authorization form before medication will be distributed at camp. The Health Supervisor will keep an accurate record of all medication that is dispensed daily.

### **PLAN FOR RETURN OR DESTROYING UNUSED MEDICATION AT CAMP**

When medication is no longer needed and cannot be returned, the Health Care Consultant, with a witness present, will destroy any medication and make a record of this action in their medical log.

### **PLAN FOR THE CARE OF MILDLY ILL CAMPERS**

The child will be removed from the group and brought to the Camp Directors desk where she/he can rest quietly on a mat with a pillow. Parents will be contacted and the parent may be asked to pick-up the child from camp. The Camp Director will document this in the medical log.

### **PROCEDURE FOR IDENTIFYING AND PROTECTING CHILDREN WITH ALLERGIES AND/ OR OTHER EMERGENCY MEDICAL INFORMATION**

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The Health Supervisor will be responsible for reviewing all physical forms, which will indicate allergies, and any other conditions relative to the safety of the child at camp. Once identified, special consideration lists will be distributed to the appropriate staff in charge of dealing with the identified child.

### **PROCEDURE FOR HANDLING SERIOUS INJURY**

If the KAMP KONK staff is unable to treat a camper, an ambulance will be called to transport the camper to the nearest hospital. The parent will be called and will be advised to meet the ambulance at the hospital. A staff member along with a copy of the child's medical form will accompany the child to the hospital.

**MINOR FIRST AID PROCEDURES** will be administered by the camp Health Care Consultant or the camp Health Supervisor personnel in case of an injury. Further treatment will be referred to parents. If a major injury occurs, emergency medical personnel will be contacted and emergency procedures will be followed.

### **EMERGENCY PROCEDURES** (transportation method & notification of parent)

Administer immediate first aid. Contact parent or emergency contact if applicable.

Transport camper via ambulance with staff person. Child's information sheet and physical form should accompany the child.

(If parents cannot be contacted) Continue trying to contact the parent or next emergency contact.

### **PROCEDURES FOR UTILIZING FIRST AID EQUIPMENT**

- Location of first aid kits: Camp Desk or Camp Home Base, one with each group or class
- Location of first aid manual: First Aid Kit
- First aid is administered by: Red Cross First Aid Certified Staff
- First aid kits are maintained by: Camp Director and/or Health Supervisor

Contents of first aid kit: sterile gauze squares, compresses, 4-inch roll-flexible gauze bandage, 2-inch roll- flexible gauze bandage, 1-inch roll-bandage tape, 1 triangular muslin bandage, scissors, tweezers, barrier protection gloves-non-latex, instant cool pack/plastic bag for ice cubes, non-perfumed soap, mask- 1-way valve. Alcohol wipes, hand sanitizer, band aids

### **PLAN FOR INJURY PREVENTION AND MANAGEMENT** (monitoring the environment)

Each Camp Counselor Staff Member will be responsible for inspecting his/her program area for safety hazards and/or equipment that is in need of repair. Hazards will be removed or fixed or the campers will be moved to a safer area. The Camp Director will be notified immediately of all concerns.

### **PROCEDURE FOR IDENTIFYING AND PROTECTING CHILDREN WITH ALLERGIES AND/ OR OTHER EMERGENCY MEDICAL INFORMATION**

The Health Supervisor will be responsible for reviewing all physical forms, which will indicate allergies, and any other conditions relative to the safety of the child at camp. Once identified, special consideration lists will be distributed to the appropriate staff in charge of dealing with the identified child.

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### **PROCEDURE FOR HANDLING SERIOUS INJURY**

If the KAMP KONK Camp staff is unable to treat a camper, an ambulance will be called to transport the camper to the nearest hospital. The parent will be called and will be advised to meet the ambulance at the hospital. A staff member along with a copy of the child's medical form will accompany the child to the hospital.

### **MEDICAL RESTRICTIONS**

Campers should stay home or find alternative care if he/she exhibits any of the following symptoms:

\*Fever      \*Diarrhea      \*Head Lice      \*Communicable diseases (chicken pox...)  
\*Vomiting      \*Conjunctivitis (Pink Eye)      \*Severe Rash      \*CoronaVirus      \*Flu

If a camper should become ill while at KAMP KONK, a parent/guardian will be called immediately. In the event that a parent cannot be reached, we will call the next authorized adult on the registration form.

### **PROTECTION FROM THE SUN**

KAMP KONK encourages campers and staff to reduce exposure to ultraviolet sunlight. Such measures shall include, but need not be limited to, encouraging the use of wide brim hats, long sleeve shirts, long pants, sunscreens with a solar protection factor of 15 or greater and lip balm.

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## **Procedures for Background Review of Staff and Volunteers over 18**

Each KAMP KONK Volunteer Camp person age 18 and over will fill out a CORI check form issued by the Department of Criminal Justice System (DCJIS), which will have a unique association identification number on it. Each staff person will sign the form.

Each KAMP KONK Volunteer Camp person age 18 and over who can have unsupervised contact with the campers must have a background free of conduct, which bears adversely upon his/her ability to provide for the safety and well-being of the campers.

### **Procedures for Background of Juvenile Volunteer ages 13-17**

This policy pertains to all KAMP KONK Volunteers under the age of 18 years of age. A Juvenile Cari Request form can only be filled out and signed by the child (volunteer) requesting the CARI (Court Activity Record Information). This is needed for your child to volunteer at KAMP KONK. This needs to be received by the camp prior to the opening date of KAMP KONK's Summer Session that your volunteer plans to work. The request is free and only requires a copy of a School ID, Birth Certificate, or Passport. **This Form Cannot be signed by the guardian only by the JUVENILE REQUESTING RECORD.**

### **Volunteer Typical Day Schedule**

During a typical day group movement will be supervised and each camper will be accounted for in transition by their class instructor and assigned to a camp counselor during the transition phase.

### **Camp Session**

#### **Half Day Monday – Friday**

**8:15 arrive at camp report to first class**

**8:30 – 9:30 1<sup>st</sup> class**

**9:30 – 10:30 2<sup>nd</sup> class**

**10:30 – 11:30 3<sup>rd</sup> class**

**11:30 – 12:30 4<sup>th</sup> class**

**Depart from camp from fourth class**

**Report to cafeteria and sign out**

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## **Special Performance Day**

If a performance is scheduled by a third-party vender or group. During a performance group movement will be supervised and campers will be assigned to their class camp counselors and volunteers during the performance. Once the performers are done campers will go with the counselors and volunteers back to their scheduled class.

## **All Items Brought to Camp Should Be Labeled with Each Volunteers Name**

### **What to bring to Camp?**

- ✓ Refillable water bottle
- ✓ If you need special sunscreen. (The camp does provide sunscreen)
- ✓ Bug Repellant (*Please see the Sunscreen & Bug Repellent Policy*)
- ✓ Snack if so desired
- ✓ A bag to hold all items if needed

### **What to keep home?**

- ✓ **No Flip Flops unless you can bring a 2<sup>nd</sup> pair of proper footwear for outdoor classes and woods.**
- ✓ **No Cell Phones**
- ✓ **No Electronics**

## **IMPORTANT REMINDERS**

**Online Registration:** Please make every effort to register online it's a streamlined process to make it easier for you to register and for your camper to get their class selection before they fill up. Register at <http://www.KampKonk.com/>

**Volunteers should complete the Cari form process prior to camp:** This form needs to be processed and mailed to Boston with a copy of identification at least two to three weeks prior to camp starting.

**Immunizations:** A copy of current Immunizations and a recent physical in the last 12 months should be emailed to [info@kampkonk.com](mailto:info@kampkonk.com) at least two weeks before the start of the camp session you are volunteering at begins.

**First Day of Camp and on the first session of every day:** Volunteers should come to camp early at 8:15 to sign in and get their assignment and report to their class location.

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