

# Parents Manual

## 1. Introduction and Welcome

Welcome to the CCACC Academy 2022 Summer Camp Program! We are anticipating an exciting summer of activities for our students, and you are the very important ones to make it happen. Excellent parents and campers produce excellent programs, and that is our goal.

This manual has been prepared to give you the knowledge necessary to become an effective and responsible camper parent/guardian. We expect you to read it thoroughly before the first day of camp so that you know the standards and practices. It will also help you understand the philosophy and goals behind the summer camp program, your role, and the conditions for your employment.

## 2. Program Mission & Goals

Our Mission Statement is the key principle that guides the summer camp program.

- An Outstanding Summer Camp is a place where children are valued.
  - ✓ All teachers view each child as a unique individual with something special to offer.
  - ✓ All teachers show an interest in each child, calling them by name, communicating individually with them, and listening to what they have to say.
  - ✓ All teachers take time with the children, communicating that being with children in general and then, in particular, is fun.
  - ✓ All teachers should be enthusiastic, energetic, and fun to be around; they are well-prepared and competent.
- An Outstanding Camp is a safe place.
  - ✓ Safety is the first priority, and every activity takes safety into consideration.
  - ✓ Students are taught good safety measures as part of the camp routine.
  - ✓ Teachers should constantly monitor the campsite for safety hazards.
- An Outstanding Camp is a place where children, through a series of well designed learning activities guided by dedicated, professional teachers, undertake an uplifting journey to:
  - ✓ Self-discovery;
  - ✓ Building confidence; and
  - ✓ Developing resilience.

## 3. Personnel Structure and Responsibilities

Operating a summer camp program is a team effort. Administrators, Camp Teachers with assistance from junior Volunteers and Interns work together to produce a safe and fun experience where students can feel accepted, valued, successful, and energized. This team effort is strongly supported by the coordinating efforts of administrative staff and camper parents to produce outstanding summer camps.

Principal & Operating Director - Avery Wan

Camp Director - Simbisai Kahari

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- Onsite Management
- Licensing
- Emergency Procedures
- Supply Ordering & Storage
- Supervise the teachers, Camp Coordinator and Camp Counselors, who will be coordinating the volunteers, interns, teachers and campers

Dean of Studies - May Zhou

- HR & Staff Assignments
- Administration System Coordination
- General Workflows Coordination
- Media and Community Communications
- Brand Promotion

Camp Coordinator - Jean Tso

- Report to Camp Director
- Daily check-in and check-out
- Daily workflow
- Supervise the teachers
- Supervise the campers

Camp Counselors - Darcey Touchette and Rachel Oh

- Report to Camp Coordinator
- Assist Camp Coordinator in fulfilling all tasks

## 4. Campers and Staff Hours and Daily Routines

### Daily Camp Schedule - for Campers:

9:00 am - 9:15 am	Check-in Time
9:15 am - 10:15 am	Group Class Time
10:15 am - 10:45 am	Recreational/Snack Time
10:45 am - 11:45 am	Group Class Time
11:45 am - 12:45 pm	Lunch Provided
12:45 pm - 1:00 pm	Recess
1:00 pm - 2:00 pm	Group Class Time
2:00 pm - 2:30 pm	Recreational/Snack Time
2:30 pm - 3:30 pm	Group Class Time
3:30 pm - 4:00 pm	Education Based Game (Pick up time Full Day Campers)
4:00 pm - 5:00 pm	Enrichment Class (Based on your registration)

4:00 pm - 6:00 pm	Pick-up Time for Aftercare Campers
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#### Extended Day

- Before Care: 8:00 am - 9:00 am
- After Care: 4:00 pm - 6:00 pm

#### Lunch and Snacks

- CCACC Academy provides 2 snacks and a hot lunch for each camper.
- Campers dine family-style while sitting with their group and counselors.
- Campers with special dietary needs or allergies may bring their own lunch.
- This is a peanut-free lunch.

#### Camp Weekly Schedule - for Campers:

- **Thursday** - Camp Emergency Drill Day
  - Please allow at least 15 minutes of the first learning lesson for drill time.
- **Friday** - Showcase & Exhibit Day
  - Every Friday is a Showcase of the Learning, Creations, Prototyping, and Performance Results happening at the Camps. Two Week Camps are only showcased on their performance or the Friday of the second week of camp.

## 5. Staff Orientation and Staff Meeting Policy

#### Orientation:

Prior to the beginning of the camp, we have provided orientation training to each of our teachers and volunteers. The training covers the following topics:

- Camp Management Team
- Emergency Procedures
- Child Abuse and Neglect
- Relationships and Behavior Management
- Bully Prevention and Engagement
- Schedule
- Attire

#### Staff Meeting:

Every week we have two staff meetings, respectively on **Monday** and **Wednesday**, from 9:00 am-9:10 am. The staff meeting helps facilitate communication between camp administrators and staff, and allows administrators to make any announcements or changes to the schedule. While it is hardly possible for the entire staff to attend the staff meeting, camps often have staff rotate through meetings or delegate experienced/returning staff members to disseminate the information to everyone. It also allows staff to bring everyone up-to-date on any issues that may have arisen. The staff meeting covers the following topics:

- Daily schedule
- Reminders

- Positive environment - Consider starting each staff meeting with a quick game or icebreaker. This begins each day with a fun activity that can be replicated by staff when they begin their day with the campers.
- Campers' behavior guidance - Camp administrators to provide tips to staff on how to guide a camper's behavior. Thus a positive, fun environment is maintained throughout the camp.
- Campers' special needs - Camp administrators to adapt certain aspects of camp in order to adapt special needs for some campers.
- Staff concerns

## 6. Campers Orientation

The first few hours of the first day of camp, a 10-15 minute orientation should be delivered to all campers to highlight the most important areas that include:

- **Welcome** – In a fun and energetic way and can be accompanied by skits or music.
- **Introduce Staff** – Introduce to the campers the camp counselors, teachers, volunteers, medical personnel, administrators and any other personnel the campers will deal with.
- **Goals/Schedule** – Review the goals and a basic schedule. If the campers will be divided into small groups, point out the symbol or way they will know which group they are in. It is a good practice to highlight some of the more exciting or adventurous aspects of the camp to get the campers excited.
- **Safety** – This is a more serious section of the orientation – to cover safety and the camp code of conduct. Review the camp safety procedures and provide information to campers on basic emergency procedures.
- **Health** – Inform campers of proper health procedures. Encourage the campers to drink lots of water throughout camp and consume proper amounts of food to keep up energy. Campers should know who to turn to in case they need help or there is an emergency.
- **Facilities** – Point out important facilities to campers including restrooms, dining, and health care facilities.
- **Fun** – Break the campers into their respective groups. Introduce the group counselors. Conduct some type of easy team-building activity to introduce the campers to each other and the staff with whom they will spend much of their time. This is a perfect transition into their small-group meetings.

## 7. Personnel Standards

### A. Criminal Background Check

Camp Teachers and Volunteers must comply with state law requirements and undergo a criminal background investigation.

If a teacher or volunteer has done fingerprinting within 365 days, he or she must fill out the **365 Day History Request Form** and mail it to the address mentioned on the form.

If a teacher or volunteer has never done fingerprinting or your record has expired, he or she must schedule an appointment for fingerprinting at FBI-approved channelers. CCACC Academy Authorization # is **2100003732**.

**B. Dress Code**

Both camp teachers and students are expected to dress in neat and clean clothes every day as follows: CCACC Academy staff shirt (not required) with jeans or shorts, sneakers (i.e., with closed toe and heel). Clothing such as cut-offs, halter tops, excessively short shorts that cannot be seen beneath your T-shirt, sandals, flip-flops, or bare feet are considered inappropriate and will not be accepted at camps.

**C. Standards of Conduct**

Camp staff and campers are expected to conduct themselves in a professional manner and comply with the standards and practices as specified in this manual while involved in CCACC Academy programs. The following standards of conduct must be strictly followed, and failure to do so will result in a release from the camp.

- ✓ Tardiness and unexcused absences will not be tolerated.
- ✓ Jeopardizing the safety and health of the children and other staff will not be tolerated.
- ✓ The use of obscene language is strictly prohibited.
- ✓ No intoxicants may be brought or consumed on the premises before, during, or after the camp program, and coming to camp with alcohol on your breath will not be tolerated.
- ✓ Smoking is prohibited at CCACC Academy all programs and facilities.
- ✓ Weapons of any kind are prohibited from CCACC Academy all programs and facilities.
- ✓ Unethical conduct--which includes the misappropriation of department funds, the misrepresentation of a position and/or responsibilities, sexual harassment (see the Sexual Harassment Policy) or misconduct, insubordination, or other inappropriate behavior--will not be tolerated.

**D. Staff Requirements**

- ✓ If an emergency occurs and a teacher needs to leave the camp during the workday, s/he must obtain permission from the Camp Director. The Camp Director should be notified in writing if this excused absence is expected to adversely affect the quality or safety of the program so that other arrangements can be made.
- ✓ If a teacher has a legitimate illness and cannot report to work, s/he must call the Camp Director or the Dean of Studies as soon as possible so arrangements for proper coverage can be made. When possible, s/he should call in the evening prior to the absence.
- ✓ If the above procedure is not followed, the absence will be considered unexcused. Any unexcused absence, even if it is for as short as ten minutes, is subject to disciplinary action, and two unexcused absences could be grounds for release from employment.
- ✓ Personal phone calls and guests are not permitted during working hours, and personal cell phones are to be turned off or muted and checked only during breaks.
- ✓ Unless excused, you are expected to participate in all staff meetings if necessary.

**E. Staff Non-Compliance**

Working in a summer camp is a highly responsible position involving the safekeeping of children. In keeping with its goal of striving for excellence, the Recreation Department expects a high standard of conduct from its staff.

Failure to comply with the policies and procedures described in this manual is taken seriously, and disciplinary action will result. The Camp Director will use the staff action report to document the situation and to provide coaching for improvement.

#### **F. Child Bullying and Neglect Prevention**

Child Abuse is injury that causes harm to the child either psychologically or physically.

Child Neglect is lack of care for a child that results in a safety risk or lack of well-being for a child.

Key Signs of possible Child Abuse:

- Physical Abuse
  - frequent and unexplained marks, welts, or bruises on their body
  - shies away from touch, afraid to go home
  - physically aggressive with others
- Sexual Abuse
  - fear, shame, or depression
  - difficulty sitting or walking
  - withdrawn behavior in a previously outgoing child
  - inappropriate sexual behavior or conduct with others

Key signs of possible Child Neglect or Emotional Abuse:

- Neglect
  - untreated injuries
  - lack of food or other basic needs
  - lack of appropriate supervision
- Emotional Abuse/Mental Injury
  - extremes in behavior
  - excessively withdrawn
  - not attached to parent or caregiver
  - decline in cognitive abilities

What can we do to stop Child Abuse and Neglect?

#### **Always report!**

- Reporting child abuse is everyone's responsibility. Children need us to pay attention to some of the common warning signs of child abuse and neglect. If you suspect that a child is being abused please call the local department of social services.
- Child Protective Services: 240-777-4417

#### **G. Sexual Harassment Policy**

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- Every employee has the right to work in an environment free of all forms of discrimination, and sexual harassment is a form of discrimination that is illegal under federal, state, and local laws. CCACC Academy has zero-tolerance for sexual harassment.
- Sexual harassment is verbal or physical conduct that includes:
  - Unwelcome sexual advances;
  - Requests for physical conduct of a sexual nature; and
  - Any written, verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- Sexual harassment includes, but is not limited to the following:
  - Requests for sexual favors; the use of threats or force to obtain sexual favors;
  - Sexual propositions or innuendo;
  - Suggestive comments;
  - Sexually-oriented teasing or joking;
  - Jokes about gender-specific traits;
  - Unwelcome or uninvited touching, patting, pinching or brushing against another's the body;
  - Obscene spoken or written language, obscene gestures;
  - Display of offensive or obscene printed or visual material.
- An employee who is subjected to sexual harassment, witnesses it, or has knowledge of it should immediately bring the matter to the attention of his/her supervisor.
- Any employee who sexually harasses another staff member or participant will be released from his/her position after the Assessment by Camp Director.

**H. Program Facilities and Property Use**

- Program staff is responsible for the care and usage of these camp facilities and property, and the staff should advise the campers to take special care to avoid damage or waste.
- Personal use of equipment and facilities by staff or campers is prohibited.

**I. Supplies and Equipment**

- A general order of supplies and equipment has been prepared for each camp in advance that should last through the entire summer program.
- Prior to the start of the program, camp staff should handle the supplies and equipment allocated for your specific camp as follows:
  - Inventory the supplies and equipment to see what is available and to plan craft activities around them.
  - Secure all supplies and equipment, label them with the camp name, and make your stockroom off-limits to students.
  - Everything must be prepared in advance of the activities.
  - Put supplies in order, with proper amounts ready for the planned activity.
  - Daily inspection of equipment for possible repairs and replacement.
  - Return supplies and equipment to the proper storage area, and arrange for next-day use.
  - Share craft ideas at staff meetings to help other camps, and swap supplies to fully utilize what has been ordered.
  - On the last day of camp, inventory and neatly package all equipment and usable supplies as instructed at that time.

- All campers are strongly recommended to avoid wasting or overusing the supplies and equipment.

**J. Program Evaluation**

- In an effort to continuously improve the summer camp program, both campers and staff are given the opportunity to provide feedback at the end of the session or the summer.
- If a camper perceives a problem any time during the summer, s/he should ask the staff for an evaluation form in order to suggest improvements and changes.

## **8. Campers Attendance and Pickup**

Attendance will be taken at strategic times throughout the camp day to ensure that all students are properly accounted for. Parents/guardians will be notified of any unexplained absence by phone. The attendance sheet is a legal document and should only have the appropriate check marks or A for absence in the boxes. All students must be registered for the camp to attend. Parents/guardians will be expected to sign their children in at the beginning of the program day and sign them out at the end of the day to ensure optimum security.

***All campers are expected to be picked up by a parent or authorized guardian at CCACC Academy at the end of camp, unless prior written authorization has been given.***

### **Responsible Release of a Camper**

When releasing a camper, always implement the following procedures:

- Review the registration information form of the camper to verify who the authorizing individuals are. Never release a camper to anyone other than the authorized person(s).
- Ask for a picture ID until you can recognize the person, and have him/her sign out the child.
- Only deviate from the registration information form if the authorizing parent has provided a written change in pick-up procedures.
- If you have doubts about anything, take the time to check further, even calling the parent before releasing the child. ***Do not release the child until everything has been satisfactorily verified.***
- Visitors are not encouraged as they can become a distraction, and camp staff is not permitted to bring guests. When parents/guardians wish to visit, they must first check-in with the Camp Director, unless the activity has been advertised as a time for visitation by parents/guardians.

## **9. Security and Safety Procedures**

The most important responsibility of all recreation staff is the *safety* of our students, junior volunteers, teachers, and staff. The following safety standards and practices are important in maintaining a safe environment and program.

### **Safety Plan for General Camp Activities**

#### **→ COVID Safety Protocols and Requirements.**

We will be following the Centers for Disease Control and Prevention recommendations, state regulations, and American Camp Association and Association of Camp Nursing guidance to make adjustments to COVID-19 protocols. Please note that we will continue to implement a conservative approach to



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COVID-19 safety. Our staff, teachers, volunteers and campers are required to help keep our camp community safe from outbreaks by adhering to the protocols and procedures outlined below, as well as any new requirements or modifications from the time of registration to the start of our summer camp session.

*Camper protocols and requirements for participation in CCACC Academy 2022 summer camp will include but are not limited to the following:*

- ◆ Pre-Camp Arrival Health Screenings
  - ◆ At Camp Daily Health Screenings of campers conducted by camp staff
  - ◆ All campers are required to EITHER: 1. Provide proof of being fully vaccinated for COVID-19 (fully vaccinated is defined as 2 weeks after a two-dose series) unless a reasonable accommodation is approved OR 2. Show proof of a negative COVID test taken 1-3 days prior to camp arrival. PCR tests are required. (Rapid tests are not as effective in detecting COVID.)
  - ◆ Face covering of campers and staff is highly recommended when inside our school and if physical distancing is not possible during prolonged periods outside.
  - ◆ Camp staff are required to comply with our Mandatory Vaccination Policy, requiring staff to be fully vaccinated against COVID-19 unless a reasonable accommodation is approved.
- First Aid Supplies Location must be shown to each staff member and camper. To minimize risks that might result in injury, every safety precaution will be taken when implementing an activity including giving verbal instructions and precautions, having staff keep alert for potential hazards, and having a First Aid kit on site.
  - Every day camp must be in compliance with all local fire and safety code requirements, as prescribed by State and County regulations including having an evacuation plan posted.
  - To provide an early alert to fire, fire alarms are located in all facilities utilized by day camps, and the Camp Director must be aware of their locations in the event of an emergency.
  - A minimum of one staff for every 16 students will be on duty to provide supervision at all onsite activities. ***Knowing where each child is at all times is a critical responsibility of all staff, and failure in this area will be grounds for release from employment.***
  - A minimum of three staff certified by a national organization in cardiopulmonary resuscitation (CPR) and First Aid must be on duty at all times during onsite activities.
  - **Important Phone Numbers:** A phone (i.e., either a landline or a cell phone) will be available for use in the event of an emergency, and the phone numbers will be posted on the Critical Program Information sheet.

No.	Key Person / Institution	Phone Number
1	Principal - Avery Wan	240-344-1546
2	Camp Director - Simbisai Kahari	202-553-9927
3	Dean of Studies - May Zhou	703-606-7699
4	Facility Manager - Michael Mitchell	202-716-6000

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5	Nurse - Elizabeth Tian	202-957-3718
6	CCACC Academy	301-978-3918
7	Fire Dept	9-1-1
8	Montgomery County Health Dept	240-777-1779
9	Montgomery County Fire & Rescue Services	240-773-8953
10	Child Protective Services	240-777-4417
11	Poison Control	800-222-1222
12	Montgomery County Non-Emergency Hotline	301-279-8000
13	Federal Protective Services	877-437-7411

- Confidential health information and emergency contact records will be maintained on-site for all students, staff, and volunteers.
- Parents are required to sign the Campers' Accident Waiver and Release of Liability Form.
- Parents are required to sign the Campers' Social Media Release Form.
- Parents are required to sign the Campers' Transportation Release Form.
- Protective gloves will be used when providing first aid care to avoid the possibility of contamination.
- In case of an accident, the camper should report to any staff, teacher or volunteer present who must handle necessary processing/management procedures speedily while reporting to the Camp Director and filling up the incident report.