



Hot Shots Camp

Day Camp Staff Manual

Revised April 2024

Camp Mission

Hot Shots Camp transforms the lives of campers by giving them the ability to engage in independent diabetes management, connect with a unique community of peers, and develop in mind, body, and spirit through our camping programs.

Camp Vision

Hot Shots Camp aims to promote positive human development in a safe atmosphere. We welcome young people from diverse backgrounds to grow together and continue to become the best version of themselves.

Dear Hot Shots Camp Staff and Volunteers,

Welcome to Hot Shots Camp 2024: Olympics! Our signature DYS program is back for our 40th year of fun, laughter, learning, and setting the stage to make friends for life. This could not be possible without the hundreds of people who come together every year to make camp a success; from year-round office staff to volunteers who spend 2 hours at check in, from the people who do bag searches to the camp staff who make our meals. *You are a crucial and greatly appreciated part of what makes our camp so special!*

In this manual you will read about expectations, updated guidelines, an overview on what to expect at Hot Shots Camp 2024, and much more. Please read this manual carefully! Be prepared with any questions for the Camp Director during your staff orientation session. The Camp Director's job is to support you to do your best at camp, your job is to make the Hot Shots Camp experience a safe, fun, and memorable one for our campers!

We look forward to seeing you soon 😊😊

Best,

Cindy Presser

Camp Director | Director, Program Development

419.291.1238

cindy@dys4kids.org

Welcome to Hot Shots Camp!

Expectations for All DYS Staff

You have a very important role at camp. You are to make sure that every camper is safe, having fun, and learning about diabetes. How do you do that? It starts with these eight simple rules of camp:

- 1. Follow instructions.** You may have been a counselor or staff member before, but you need to follow the rules of camp and follow specific instructions. If you are instructed to lead an activity, run the activity as requested. If you have a question, see the Camp Director for program questions or the Medical Director for diabetes questions.
- 2. Know where your campers are.** If assigned a group of campers, even temporarily, always know where they are. You are responsible for making sure your group is where they are supposed to be when they are supposed to be there. In an emergency, you will need to quickly account for every camper and report any camper you are missing.
Pro Tip: At the beginning of the camp session, have your group make their own fun roll call. Whether it be a simple song, a count off, or a group anthem, your campers will learn to respond and look out for one another during times of transition.
- 3. Know who your campers are.** You are not just responsible for the physical safety of your campers, but also ensuring they are comfortable at camp and having fun. Learn their names, get to know them, and understand them. You may not like every camper but treat each one with respect and consideration. If you have a problem with an individual camper, make sure to alert the Camp Director.
- 4. Set a good example.** Camp is a fun and exciting time of the year when the DYS family comes together, but you need to remember we are ultimately here for the kids. Being here for the kids means being a good role model. That means you need to act as though campers see every action you make. You need to manage your diabetes well and behave respectfully toward campers, each other, and authority at camp. We are not asking campers to behave any differently than we will behave.
Pro Tip: If you are not used to the same activity level as at camp, prepare to adjust your insulin dosing to prevent lows. The medical staff can learn to help you do this at any point during camp, just ask!
- 5. Communicate effectively.** If there is a problem or conflict, work it out. Effective communication with your campers and other camp staff will help to settle any concerns or conflicts quickly. Always ask, never assume.
Pro Tip: If you are having issues with another counselor, camper, medical staff or anyone else at camp and you have already tried to solve this issue by yourself, let the Camp Director know, sooner than later! They cannot do anything until you let them know what is happening and what steps you have already taken.
- 6. Respect each other.** If you show each other respect, the campers will too. Lack of sleep and mental exhaustion can cause us to forget that. Make sure that you always treat the campers and other staff with the consideration and respect that you would like.
- 7. Be engaged.** You need to be involved with your campers throughout the entire day. Please use your phone **ONLY** to communicate with other camp staff. You will be asked to go home if you are spending time on your phone and not working with the kids and participating in camp.
- 8. Have fun!** You can have fun too. You are no longer a camper, and the fun of the camper comes first, but you can relax and enjoy yourself too. We are at camp! How much more fun is that?

General Staff Responsibilities

1. **Participate** actively in daily counselor meetings and camp activities.
2. **Keep necessary records.** Make sure to complete an incident card for both a discipline and a diabetes "incident". Those will be recorded in the camper's file.
3. **Personal Appearance.** Be a role model to the campers. No cut-off shirts (mid-drift) are allowed. Please keep length of shorts mid-thigh length. Athletic shoes or sandals with a secure back strap for both safety and practical reasons. No spaghetti strap or low-cut tank tops or t-shirts. On the first and last days of camp, staff are expected to wear their DYS shirt.
4. **Tobacco/Alcohol/Drugs:** Tobacco, alcohol, or drugs of any kind are strictly forbidden on the camp grounds and in front of campers. You will be sent home if you are found in possession of tobacco, alcohol, or drugs or if you are under the influence of alcohol or drugs. The Camp Director reserves the right to use a breathalyzer or urine drug test to test counselors at any time.
5. **Phone calls/Cell phones:** You need to be involved with your campers throughout the entire day. Please use your phone ONLY to communicate with other camp staff. You will be asked to go home if you are spending time on your phone and not working with the kids and participating in camp
6. **There will be no leaving of camp.** DYS year-round staff are the only ones permitted to leave. If you need something from the store, we can usually get it for you. Come to camp prepared!
7. **Visitors:** Visitors are not allowed at camp. Everyone at camp had to undergo a background check and visitors have not been screened. Campers' families are relying on us to keep their children safe. If an unknown person is speaking or interacting with a camper, please remove the camper from the situation and tell a nurse or the Camp Director. As some camp sessions take place in public areas, let the Camp Director know if you see any suspicious individuals hanging around.
8. **Camper Contact:** Hot Shots Camp does not allow one-on-one staff/camper contact except in emergencies. This includes travel to and from camp and at all camp activities. Two (2) staff members over the age of 18 must be present when a child is alone in a room with camp staff. Hot Shots Camp also does not allow any striking of a camper. This is grounds for dismissal.
9. **Social Networking:** There will be **no social media from or about camp at any time.** Do not take photos of campers with the purpose of posting on your own social media accounts. Use of photos from camp will only be from DYS staff for DYS use. Parents have only given DYS the rights to photograph their children, no one else. Please see the Social Media Policy for further instructions.
10. **Bottom line: Use common sense!**

Fit for Duty

Hot Shots Camp protects the health and safety of campers and staff by insisting all participants are fit for duty. "Fit for duty" means you are able to perform the job for which you have been assigned in a safe and effective manner, unimpaired by any medical conditions (we recognize you may have diabetes), personal problems, medication, alcohol or drugs. By claiming you are "fit for duty," you specifically endorse that you would test clean on a drug test, do not currently abuse alcohol, aren't currently using any drugs (illegal or prescription) that have a potential to alter your mental status, or suffer from any personal problems that have the potential to interfere with your ability to care for campers.

Sleep: Being fit for duty includes adequate rest. Hot Shots Camp expects all staff get adequate sleep during their off time.

Diabetes: Please maintain good diabetes health and practices. Set a good example for the campers and other DYS staff.

We have great responsibilities for the well-being and safety of children and each other. Please maintain a high sense of professionalism, good moral character, and strong personal integrity.

Hot Shots Camp Goals and Objectives

1. **Ensure that each child has a basic level of knowledge about diabetes and that this knowledge grows.** *You'll know you're meeting this goal if:*
 - o You observe and assess each child during the week regarding actual performance of skills and behavior related to diabetes knowledge.
 - o You provide each camper with diabetes education and counsel based on observed skills and behavior as the opportunity presents itself during camp sessions.
 - o Each camper will attend scheduled education sessions.
 - o Each camper will be encouraged to participate in group discussions about diabetes management.
2. **Provide an opportunity for campers to understand their own diabetes and receive mutual support.** *You'll know you're meeting this goal if:*
 - o You help children with diabetes come together at camp.
 - o You help campers discover their common bonds.
 - o You encourage shared problem solving.
 - o You encourage campers to talk about living with diabetes and mutual experiences with the family, school, and everyday situations.
3. **Provide campers with positive role models: adults with diabetes and adults who care about children who have diabetes.** *You'll know you're meeting this goal if:*
 - o You treat children in a responsible, empathetic way.
 - o You let the campers see you take care of yourself and your diabetes.
 - o You manage your diabetes the way we are asking them to manage theirs.
 - o You share your diabetes experiences in a constructive way.
4. **Recognizing that Hot Shots Camp will be the first time away from home for many children, it is the goal of Hot Shots Camp to provide a positive away-from-home experience.** *You'll know you are meeting this goal if:*
 - o You watch for homesickness and intervene early and often by extra attention and consultation with other staff.

- You encourage friendships and a team dynamic in your group.
- You watch for bullying and other behaviors that could detract from a positive camp experience.

5. Develop teamwork among campers. *You'll know you are meeting this goal if:*

- You point out each individual's contribution to the team effort.
- You make sure all play is fair and inclusive.
- You lead group projects with your cabin/activity group such as participating in games and activities together.

6. Provide each child the opportunity to find the limits of physical activity of which he or she is capable: to try new things and to be active. *You will know you are meeting this goal if:*

- You provide a variety of physical outdoor activities.
- You encourage participation in activities including guidance and adjustment in insulin and nutrition.
- You recognize that some children with diabetes have been restricted in their activity level and provide individual encouragement to reach beyond these limits.

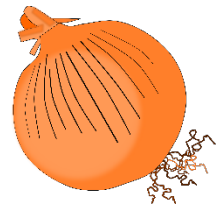
7. Encourage development of new skills and work toward improved performance. *You'll know you're meeting this goal if:*

- You encourage campers to try things they have never done before. For example, offering support to try a new craft, play a new game, etc.

One of our main goals at Hot Shots Camp is to build campers' confidence not only in their diabetes but also in themselves.

Supervision at Hot Shots Camp

Supervision is a verb! That means it is something you are actively doing. If you are in a cabin with your campers during downtime and using your phone in your bed, you are not supervising your campers. Supervision means you are actively engaging and paying attention to what your campers are doing.



What can we do to properly supervise our campers?

- Know the Difference between On Duty and Off Duty. Camp Staff are considered 'On Duty' unless you are taking an assigned break, meaning you are expected to maintain a layer of supervision at all times! Just like an onion, there are multiple layers of supervision at camp.
- Recognize the areas that require more supervision and plan accordingly.

Areas at camp that require more supervision:

- Dining Hall
- Bathrooms
- Playground
- Transition time from one activity to another

Maintain camper/staff ratios.

These **minimum** camper/staff ratios will be maintained:

- 5-9 years of age 6:1
- 10-18 years of age 8:1

Usually, staff ratios per camper ratios will be:

- 5-9 years of age 4:1
- 10-18 years of age 6:1

- Ask for more help from another staff member if your attention is divided.
- Stop any activity which you cannot safely supervise.
- Intervene early in fights, bullying, inappropriate practical jokes, or other problems.
- Inform and/or get help from fellow camp staff for serious or persistent problems.
- Take care of your own diabetes.
- Pay particular attention to the homesick child.

- Pay particular attention to campers not actively involved.
- Remember and enforce the safety rules.
- Ask someone to relieve you if you need a break beyond those scheduled.
- Use common sense, the rules won't cover all situations, so you must think and act safely.
- Coordinate with Camp Director for help if needed.

DO NOT let your campers be alone without supervision. EVER.

Staff/Camper Interactions: How to Talk with Your Campers

Bank Account of Respect

When working with your campers (or anyone, for that matter) think of your interactions as deposits and withdrawals with that person. The more investments (positive interactions) you have with a camper, the easier it is when you have to make a withdrawal (negative interaction). For example, if you are able to get to know your camper talk to them about their favorite band, you are making an investment in your relationship with them and showing you respect them. If later on you see that same camper talking during a presentation, you can respectfully tell them to pay attention- making a withdrawal in your relationship. Because you have gained their respect, that camper is likely to listen to you.



General ways you can talk to your campers include:

- Show respect for campers by calling them by their name.
- Use language that is easily understood.
- Model appropriate behavior.
- Include everyone. Make sure no camper feels left out as that can lead to homesickness.
- Treat everyone fairly.
- Tell campers you will be noticing their good behavior. Offer lots of praise when a camper does something good (verbal or nonverbal).
- Calm their fears with a positive attitude and encouragement.
- Encourage proper hygiene!
 - Wash hands frequently
 - Shower daily
 - Brush teeth at least once a day
- Use discretion and empathy when dealing with sensitive issues. Maintain as much privacy as possible.
 - Bed wetting (AKA "A Visit from Myrtle")
 - Special needs/disabilities
 - Hygiene/body odor/physical development issues
- Help campers get enough sleep by giving time stamps and turning off lights on time.
- Explain what you are doing or what is happening next.
- No foul language! Correct campers who use foul language.
- Do not intentionally embarrass or ridicule anyone.
- Discourage and correct behaviors that belittle or intimidate other campers.
- Get assistance from another staff member. Use peer support when appropriate---ask for feedback.
- Be available. Let them know you or other staff are always around if they have a problem or question.

Common Behaviors of Concern

Bullying

Bullying is defined as any intentional hurtful act, committed by one or more persons against another. Bullying occurs when there is an imbalance of power between a bully and a victim. The main types of bullying include:

Physical: punching, hitting, stealing personal items, invading someone's personal space when asked not to

Verbal: name-calling, hurtful teasing, taunting, unwanted nicknames, gossiping

Relational: exclusion, humiliation, blackmailing, manipulating friendships

As a counselor your role is to ensure your campers are having fun in a safe environment. It's important to model the behavior you want to see them follow. Bullying usually occurs when counselors are not around, so it's important to make bullying a regular topic of discussion so they know you take it seriously.

When a counselor observes bullying of any kind, they must intervene by stepping in and separating the campers involved. Teach your campers to be a caring community and let you know when they see someone being bullied. Make sure they understand the difference between reporting- getting campers out of danger and into safety and tattling- telling on others with the intent to get someone into trouble. Continue to keep an eye on the situation just in case.

Attention-Seeking Behavior

At camp, we want the attention to campers to be positive (smiles, praise, etc.) not negative (eye-rolling, scolding). If a camper is engaging in disruptive to get attention, engage in strategic ignoring. No eye contact, facial expressions, verbal responses. This applies only to behaviors that do not impact other campers (physical aggression, threats of violence). If strategic ignoring does not work, move to neutral responses like "I'll discuss more when you speak respectfully". Always use a calm tone of voice when this happens.

o **Pro Tip:** Public displays of attention can also be effective in motivating campers to behave with positive attention. For example, calling out campers who are engaging appropriately instead of pointing out campers who are not. "Johnny, great job getting in line!" or "I love that Eva has everything she needs and is ready to leave the cabin!"

- Watch for practical jokes that are out of control or when it could potentially create hurt feelings or cause injury.
- Watch for unwanted or inappropriate romantic advances or touching between campers, between counselors, and between camper-counselor. Just because it is consensual, does not make it appropriate.
- Ask for help if behavior is dangerous or repeated. Contact the Camp Director or a member of the medical staff for directions.

Dealing with Discipline

Proper discipline is an important part of camp. As much as we hope there will not be any problems, they will arise.

Hot Shots Camp utilizes a 3 strikes policy that is enforced by all staff. This is tracked in part by Camper Incident Discipline Reports that all staff have included in their folder. During counselor meetings these slips will be collected and given to the Camp Director.

1. Discuss the inappropriate behavior with a staff member and clarify the rule.
2. Camp Director or DYS staff will discuss the inappropriate behavior and give a "time out" or appropriate consequence. Camper's appropriate attitude and/or behavior will be discussed.
3. Camp Director or DYS staff will request parent to pick up camper to be taken home at their expense and camp fee will not be refunded.

Camper will automatically be sent home if: they are in possession of knives, firearms, fireworks, illegal drugs, matches or tobacco. If they are found gambling with money, overtly display affection between anyone else at camp and/or sexual harassment, engaging in physical violence or threatening abuse, stealing, tampering with emergency equipment, or any other action the Camp Director deems as being worthy of sending a camper home.

Most problems can be resolved by reasoning with a camper. Use common sense and be firm and consistent.

When a child is acting difficult, remember:

- Behavior is a consequence of feelings and needs. Address those or the behavior will not change. Try to find out what the camper really wants or needs.

- Use eye contact and stand close to the camper when discussing serious issues. Explain and discuss exactly what kind of behavior you expect and why it is important for everyone to cooperate with these standards.

- If the behavior is unacceptable in school or the workplace, make it unacceptable at camp too. • **They do not have to like your decisions.** An effective strategy does not have to have a child's approval. Respectful behavior on everyone's part is essential but does not require that everyone likes each other all the time.

- **If you want respect, be respectful.** The only way to receive respectful behavior is to model respectful behavior. You must both teach and model the behavior wanted from campers.

- **Don't lecture**---keep it short and direct and give brief, logical consequences. • **Consistency is key!** If another staff member appropriately disciplines a camper, do not contradict what the original staff member said.

How you handle it matters.

- Keep your cool
- Take deep breaths.
- If you are getting angry, tell the camper you will discuss the issue later instead of now to help you respond effectively. Do not feel you have to react instantly to a situation. If you feel you are about to lose your temper, find another staff member to watch your campers while you take a few minutes to cool down.
- Consult with Camp Director or medical staff if you are unsure how to handle a negative camper or specific situation.
- Remind yourself the goal of the camper's behavior could be to make you angry, so try your best not to react with anger and be patient.
- Do not raise your voice, speak in a normal tone.

Preventing behavior problems:

- Make sure the rules and expectations are clearly understood as well as the reasons behind them.
- Address a potential issue before it gets out of hand.
- Provide explanation for actions taken and use Contain, Discuss, Plan method.
- Clearly state the behavior you expect or the behavior you expect to stop.
- State the consequences for continued behavior.
- Directly address behaviors that put others at risk.

• Unacceptable Means of Dealing with Discipline Problems

Demonstration of any of the following behaviors is grounds for immediate dismissal from camp:

- Don't intentionally embarrass or ridicule campers or staff members.
- Counselors **do not punish**, only directors and medical staff.
- **Do not physically restrain or do any physical harm to a child** (ex: slap, spank, punch).
- Don't use personal attacks.
- Do not threaten physical violence. Camp policy strictly forbids corporal punishment and such behavior would be cause for immediate dismissal and appropriate authorities will be notified.
- Don't lash out- get another staff member to take over if you feel yourself starting to lose your temper.

Hot Shots Camp's Child Abuse Policy

Child abuse is a serious issue. Any concerns must be brought to the immediate attention of the Camp Director. The Camp Director will report to camp licensed personnel (physician, RN, psychologist, social worker). Licensed personnel are required by law to report within 24 hours abuse or suspected abuse to the Ohio Department of Health and Welfare or to law enforcement.

Abuse is defined as injuries inflicted upon a child by another and may include neglect, bruises, cuts, welts, burns, fractures, sexual contact, or other harm. These issues must be brought to the attention of camp licensed personnel and the decision to report will be at their discretion. Confidentiality will be maintained at all times.

Camp policy strictly forbids corporal punishment. Sexual contact of any kind with a camper is strictly forbidden and such behavior would be cause for immediate dismissal from the staff and appropriate authorities will be notified – regardless of the age of the camper, with or without consent. These policies are thoroughly discussed at camp staff orientation.

Neurodiverse Campers

Neurodiverse campers will be present at camp. It is our responsibility to ensure their camp experience is just as great as everyone else's. Some conditions will be obvious, some will not. You will be notified of any campers in your group with any relevant conditions based on what information parents/guardians provided when registering their camper. Common conditions include ADHD, ADD, Autism, severe anxiety disorder, dyslexia, etc.

How to help these campers succeed at camp:

- Be aware of the camper's disability before they arrive. The Camp Director will review any relevant information to you before campers arrive.
- Understand that the camper's maturity level and age might not always line up. By dropping expectations of timelines, we are taking the pressure off and giving them space to practice and develop their own skills in a safe space.
- Assume lagging skills, not bad behavior. Most disruptive behavior is not meant to be bad or create problems, but their way of communicating needs.
- Communicate about behavior in your group. By leading a conversation on how your group can function together, this takes some weight off you and puts responsibility on your campers. It's best to focus on what behaviors other campers might notice and what peer behavior can be most helpful, as opposed to talking about diagnosis.

For example: "Suzie is really interested in astronomy and has a lot she wants to share with us. Sometimes she has a lot to say on the topic, and she may not notice when others start to lose interest. Because it's important to her that she shares, let's give her time at each campfire to share some of what she knows. When you'd like to change the subject, Suzie responds positively when her friends kindly say, 'Suzie, I'd like to talk about something other than astronomy now.'"

- Give campers an overview of the schedule each day with consistent, predictable structure. Many campers like to know what is expected throughout the day so that they can mentally prepare for what is to come. At mealtime, give your campers an overview of the day's activities, meals, and insight from past experiences.
- Give campers time stamps before transition times.

For example, if you are going to archery after craft time, tell your campers during craft time when they have 30, 15, and 5 minutes left in the craft.

- Ask your neurodivergent campers what they need to succeed. These campers are well-

Hot Shots Camp Personnel Policy

DYS provides equal employment and volunteer opportunities to staff and applicants without regard to race, color, religion, national origin, gender, age, disability, or veteran status - except in limited instances when age or gender considerations are bona fide occupational requirements (for example, for cabin counselors or to meet minimum age requirements).

The camp counselors and staff are the primary instruments through which the objectives, goals, and philosophy of Hot Shots Camp is transmitted to the camper. The counselor must be aware of and abide by the following personnel policies:

1. Dismissal and Resignation

Dismissals and resignations will be managed by the Camp Director. Grounds for dismissal may include, but are not limited to, gross misconduct, neglect of responsibilities, endangerment of campers, staff or camp property, or conduct that reflects negatively on Hot Shots Camp.

2. Sick Leave and Emergency Leave

The Camp Director will manage leave. Special attention to the individual needs of the staff will be given.

3. Health

DYS's medical staff is also available to the staff. The cost of prescriptions, doctors, or hospital visits outside of those in the Camp Health Center must be covered under one's personal insurance unless the injury/illness is work related.

4. Insurance

DYS maintains general liability insurance. Policy is available for review on request.

5. Use of alcohol and/or controlled substances is grounds for dismissal.

6. Harassment

Diabetes Youth Services recognizes that a person's right to freedom from discrimination includes the opportunity to work and play in an environment untainted by harassment. Offensive speech and conduct are wholly inappropriate and intolerable to the harmonious relationships necessary for the operations of the camp program. Harassment has the potential to create an intimidating, hostile, or offensive work environment and may unreasonably interfere with an individual's work performance at Hot Shots Camp. Harassment may include all unwelcome advances, written or verbal innuendos, threats, insults, or disparaging remarks concerning a person's gender, national origin, race, creed, color, ancestry, age, sexual orientation, veteran status, physical or mental disability, or religious beliefs that are offensive to a person associated with the camp program. Examples include but are not limited to verbal harassment (derogatory comments, demeaning jokes, threats, etc.), physical harassment (assault, unnecessary touching, physical interference, etc.) and visual harassment (derogatory printed material, gestures, etc.).

7. Child abuse/sexual abuse/ sexual harassment are grounds for dismissal.

The first responsibility of each staff member is the health and wellbeing of the campers. Each staff member is expected to take every precaution to protect the privacy of each camper. Physical punishment or any sexual contact between staff and campers is inappropriate and will be grounds for dismissal. Counselors are **never** allowed to be alone with another camper by themselves. This is for the protection of the campers and the staff members.

8. Staff and Facility Relations

DYS staff must be respectful to the Recreation Unlimited Staff and the camp facilities. Each staff member represents the camp in his or her dealings with members of Recreation Unlimited. Conflicts with the rented facility should be reported immediately to the Camp Director. In addition, we expect staff to maintain a high level of respect and care for other Hot Shots Camp staff members.

9. Grievances

Should there be a disagreement over the interpretation of camp policies, a grievance related to one's duties, or relationships with fellow staff members, report it to the Camp Director promptly. Should the Camp Director be the source of the grievance, the staff member should report the grievance to the Executive Director or Medical Director.

10. Staff/Camper Interaction

Hot Shots Camp follows the "truddy" rules, meaning there must be either 1 camper and 2 camp staff or 2 campers and 1 camp staff at all times. This includes travel to and from camp and at all camp activities. Two (2) staff members over the age of 18 must be present when a child is alone in a room with camp staff. This also includes times when small children are using the bathroom and changing, even if the child is alone in the stall.

11. Camper/Staff Ratios

These **minimum** camper/staff ratios will be maintained:

- 5-9 years of age 6:1
- 10-18 years of age 8:1

Usually staff ratios per camper ratios will be:

- 5-9 years of age 4:1
- 10-18 years of age 6:1

12. Facilities

Staff is responsible for the care of the camp's personal and rented buildings and equipment. Unauthorized use of the camp or camp's equipment and supplies is prohibited.

Policy Regarding Camper and Staff Personal Possessions

- We ask that all personal items are labeled and kept in a safe and secure location during camp. This includes but is not limited to personal sports equipment and personal electronic devices.
- Hot Shots Camp is not responsible for damage, loss, or theft.
- All people will be encouraged to be respectful of other's property.
- Tobacco, alcohol, drugs, and weapons are prohibited by anyone at Hot Shots Camp.
- Smoking, vaping, e-cigs, and other tobacco products are prohibited by anyone at Hot Shots Camp.
- Hot Shots Camp will assume responsibility for any items loaned to the camp. Care of these items will be specifically assigned to camp staff and will be limited in use to specific camp programs.

- No dogs, pets or other animals are allowed at Hot Shots Camp except by specific permission of the director and those animals will be the responsibility and liability of their owners.
- Each individual is responsible and liable for their personal vehicle except as covered by agreement with Hot Shots Camp.

Diabetes Management: The Role of the Counselor

Nearly every counselor at camp either is living with Type 1 diabetes or is close with someone living with Type 1. You need to take an active role in making sure your campers are following the camp routine for diabetes management. Whether or not you have diabetes, it is beneficial to the campers for the counselors to follow the same routine as our campers are. For example, counting carbs and frequently testing your blood glucose.

Blood Sugar Testing:

- Campers will bring their meter they use at home. We will label their meter at check-in and verify it is theirs and the time and date are correct. At the time of check-in, their lancet device will remain with the parents for them to take home. Backup and extra meters are available but should be a last resort. Counselors will carry an extra meter at all times for this purpose.
- **Campers must have their meter wherever they are at all times.** Their meter should be stocked and ready to go.
- Campers should never share a meter unless they are using the one you carry. Keep your meter clean at all times and be careful of cross contamination.
- **At camp, we only use “single use” lancet devices.** There is no exception to this rule for both the benefit and health of everyone at camp. If a camper has extreme anxiety over using single-use lancets the parent/guardian will notify us.
- **Campers should always be under observation when doing their testing.** The number should be shown to either a counselor or nurse for tracking purposes. A few campers may try to show false readings. If you cannot directly watch the camper, double check the date and time of when they last checked their blood sugar. Write it down in your notebook.
- Provide opportunities during the day for your group to **restock their kits** with alcohol pads, strips, and single use lancets. As a counselor you should also carry extra of these incase a camper forgets. If you need assistance with any of restocking or have questions, ask any of our medical staff personnel.
- Campers must **always use an alcohol wipe** before testing. The site should be completely dry before testing.
- Keep all tables where testing is done clean. Wipe down with bleach or alcohol wipes. Keep a plastic bag in your backpack to help the campers clean up their strips and wipes.

Insulin Administration:

- **The medical staff is always in charge of insulin dosage.**
- Encourage campers to rotate injection and pump sites. Continued use of the same spots can cause buildup of scar tissue, which can be harmful to campers because it can cause insulin to not deliver properly.
- Always use alcohol to clean an injection site.

Nutritional Management

- The dieticians will go over the carbs of each meal with the campers but may need help at times. Help the campers pick what foods they like and help them add up the amount of carbs.
- **Mealtime:** everyone will eat “cafeteria style.” It’s important we have counselors in the line with campers to ensure counselors are eating with the campers. Please have two counselors spread apart at each table to monitor carb intake and model good behavior for the campers.
- **Crystal Light is only for meals and not water bottles.** Water is readily available at any time. If you notice your camper is mainly drinking Crystal Light (look for stain marks around their mouth), put them on a break until the end of the day.
- **Food Allergies:** We have campers that have food allergies. You will be advised if your camper has food allergies and dietary staff will make sure you have appropriate foods. Campers who are celiac/follow a gluten free diet will have a bright sticker on their nametag that indicates such. If there is ever a question about the content of a snack, check with the dietician or ask medical staff.

Treatment of Low Blood Sugars:

This is only a guideline for treatment. Medical staff may make adjustments for individual campers. If you have any questions, ask the medical staff.

- If blood sugar is <70:
 - Treat with 1/2 cup of juice, 4 glucose tabs, or 1 juice box.
- If more than 30 minutes until next meal also give them crackers or pre-serving of a bagged snack:
 - Re-test in 15 minutes.
- If blood >70 but camper is still experiencing symptoms, continue to monitor until resolved.
- If low occurs right before a meal, treat with juice, and dose for meal accordingly.

Low Prevention:

Camp is oftentimes a place where kids are more active for longer periods of time than at home. It is important to utilize CampViews and stay connected with your group’s nurse to make sure your campers are not going low too often. We can combat frequent lows by:

- Allowing mini corrections of food to campers when low glucose is predicted during the day, typically 5-10 grams.
 - CGM reading are dropping
 - Blood glucose reading is dropping with trending arrow pointing downward
 - Camper is symptomatic of hypoglycemia
- If camper is experiencing multiple low across a short amount of time, talk to your nurse to see if it is necessary to enable exercise mode, temp basal, etc. **Medical staff are the only ones who can make these changes and are very common the first 24 hours of camp.**

**** Always keep track of numbers and treatments in Campviews to communicate with medical staff. ****

Health Care Equipment and Supplies:

Hot Shost Camp provides materials necessary for diabetes care at all camp activities. Each medical staff carries a box stocked with emergency diabetes and first aid supplies. Each camper group will be given a backpack stocked with a meter and low supplies and kept with a counselor.

Counselor Backpacks Include the Following:

- Glucose tablets
 - Snacks
 - Alcohol pads
 - Test strips
 - Meter
-
- Tissues
 - Ziploc for trash
 - Pen
 - Lancet

Camp Security

Olander Park is a public area so seeing people walking around is normal. Especially on days with inflatables, it is normal for people to walk by and get curious. Keep a watchful eye out for:

- Anyone not wearing a DYS name tag/looks like they don't know what they are doing.
- People who repeatedly try to talk/interact with campers.
- People who appear as though they are filming campers.

If you see anyone who raises suspicion, quickly and discreetly alert fellow staff members and the Camp Director. Move campers away from anyone quickly and keep a watchful eye until the situation is resolved.

Release of Campers

1. All campers are to be released only to a person identified by the custodial parent.
2. If a custodial parent requests that a camper not be signed out to a noncustodial parent, such a request must be in writing. These questions should be directed to the Camp Director or Executive Director.
3. Identification is required for anyone other than the parent(s).
4. When a last-minute change occurs in who will be picking up a camper, the new instructions are to be verified with the Camp Director or designee from an authorized person.
5. No camper may leave camp at any time without prior authorization from the custodial parent and the Camp Director.

Keeping Track of your Campers

- Staff should make sure campers know what to expect and what the rules are in general, including expectations for unusual circumstances. Define the area in which campers are to stay unless specific permission is obtained from their assigned staff member.
- DYS staff will be in direct contact with campers at all times. Each counselor will be responsible for his/her campers by either direct supervision or delegation to another staff member.
- Public restrooms: Instruct campers to tell staff before going to the bathroom and to check back in when they return. Staff should accompany younger campers. Bathroom trips require heightened attention by staff.
- When using public streets, campers will stay together under staff supervision. Hot Shots Camp does not use public transportation.
- Keep belongings with the group OR have someone stay with them.
- Take a head count every 15-30 minutes, before and after moving from one area to another, or more often if the activity or situation involves crowds or other distractions.

Emergency Actions and Communications

In the back of your staff folder is an overview on emergency procedures at camp. The first responsibility in any accident is to care for the victims and maintain the safety of the other campers and staff. Persons on the scene of the accident should initiate first aid, and then seek the help of a camp staff member, counselor, nurse, or doctor.

Notification of Parents and Guardians

Generally speaking, counselors should not have to nor need to be in touch with parents or guardians. If there is an emergency regarding a camper, the director will notify the appropriate parties of the accident. Parents or guardians will be notified by telephone. In extreme cases, calls may be attempted as frequently as each hour. Assistance from the telephone company or local police department may be requested. The camper's physician will be notified if medically appropriate. Only the Camp Director or Medical Director will decide if a parent will be called.

Media Relations

The Executive Director, working closely with the DYS board president, will be responsible for media relations. The Executive Director will primarily be responsible for media activity on the camp premises, in conjunction with facility leadership. The interests of the campers and families will be paramount in relations with the media.

The media will deal only with the Executive Director or his designee in emergency situations. Protection of campers and staff from disruptions will be considered. Consideration of family wishes will be given. Legal implications will not be discussed. Health status of campers will be discussed only with close communication with the campers' parents or legal guardians.

Disaster Plans and Emergency Procedures

It is the practice of Hot Shots Camp, in the interest of camper and staff wellbeing; to provide orientation and education about potential risks and hazards and the management of these situations should they arise.

Staff and camper orientation includes management of:

1. Fires and other natural disasters (earthquakes, electrical storms, wind)
2. Lost camper/staff

In the event of any emergency, it is the role of a counselor to do the following:

- Ensure the safety and well-being of all campers.
- Perform accountability check of all campers and report any missing children to Camp Director.
- Make sure your group stays together.
- Maintain a calm atmosphere. Keep activities going as normal and conduct diversionary activities.

- Connect with the Camp Director for additional responsibilities for the specific situation.

The roles of every staff member are outlined in the Crisis Management Plan located in the Medical Room/Tables at camp. Pay attention for directions and participate as requested.

Missing Camper Procedure

1. Determine if camp staff is aware of any arrangements for camper to leave camp.
2. Check where camper is supposed to be.
3. Check and determine if camper was at last activity.
4. Check and determine when camper was last seen. What was he/she wearing?
5. Pull camper's registration and health form and have on hand for reference. Look for parent notes to explain disappearance
6. Alert Olander Park Staff.
7. Direct call to 911/local law enforcement.
8. Determine if search team needs assembled. Ensure search team has cell phone and phone numbers.
9. Ask staff, especially those in missing camper's group, for any information about missing camper.
10. Implement camper/staff accountability system to quickly confirm that no other campers are missing.
11. Call parent of missing camper. Have parent provide a current photo of camper.
12. Implement Emergency Media Plan.
13. Contact Medical Director for information on medical history.
14. Gather information for incident report.

Day Camp Staff Manual Acknowledgement

*I, (please print) _____, have read and understand the above 2024 Day Camp Staff Manual and agree to abide by its rules. I also understand that if I do not abide by these rules the consequences listed will be enforced.

Staff Member Signature: _____ **Date:** _____