

HUNT HILL DAY CAMP POLICY HANDBOOK

Based on Wisconsin Administrative Code DCF 252: Day Camps for Children

Updated May 26, 2022

TABLE OF CONTENTS

ADMISSION 252.41(1)(f)4.	5
Procedure for Tracking Children	5
Late Drop Off & Late Pickup	6
Staff to Child Ratio	6
Attendance	7
Confidentiality	7
Liability Insurance	7
Mandated Reporters	7
Wisconsin’s Concealed Carry Law	8
Family Provided Items	8
Enrollment	8
DISCHARGE OF ENROLLED CHILDREN 252.41(1)(f)1.	9
Grounds for Immediate Termination without Advanced Notice	9
Grounds for Termination with at Least One Day Notice	9
FEE PAYMENTS AND REFUNDS 252.41(1)(f)2.	10
Payments	10
Rates	10
Refunds - Staff Absence	10
Refunds - Child Absence	10
Refund Matrix	11

PROGRAM OBJECTIVES & ACTIVITIES 252.41(1)(f)5.	12
Program Objectives	12
Camp Area	12
Daily Activities	12
Outdoor Play	12
Rest Period	13
SCHEDULE OF DAILY ACTIVITIES	14
WATERFRONT ACTIVITIES 252.41(1)(f)8.	15
Waterfront Rules	15
Whistle Codes	15
Supervision Plan	15
Checking In & Out of the Water	16
Determining Swimming Ability	16
Boating	17
Changing for Swim Time	17
CHILD GUIDANCE 252.41(1)(f)10.	18
Setting Expectations	18
Ladder of consequences	18
Time Outs	19
Prohibited Actions	19
EMERGENCY PLANS 252.41(1)(f)7.	20
Fires	20
Evacuation	20
Tornado Warning	20

Missing Child	20
Missing Swimmer	21
Loss of Services	21
Floods	21
Medical Emergency	21
Temporary Isolation	21
Allergic Reaction	21
Abductions	22
Threats & Intruders	22
Animal Attacks	22
HEALTH 252.41(1)(f)11.	23
Contact with Animals Other Than Pets	23
Treatment of Injuries	23
Special Health Needs	23
Medical Log Book	23
Health Supervisor	24
Child Illness	24
Toileting & Handwashing Procedures	25
Medications	25
Sunscreen & Insect Repellant	25
First Aid Equipment	26
Glove Usage & Disposal	26
Smoking	26
EDUCATIONAL ANIMALS AND PETS	27

Contact with Pets	27
Pets & Educational Animals on the premises	27
NUTRITION 252.41(1)(f)12.	28
TRANSPORTATION 252.41(1)(f)6.	29
PERSONNEL POLICY 252.41(1)(f)3.	30
Job Descriptions	30
Professional Conduct	31
Reporting Requirements	31
Probationary Period	32
Performance Evaluations	32
Disciplinary Process	32
Termination & Discontinuation of Employment	33
Grievance Procedures	33
Hours of Work	34
Lunch and Breaks	34
Holidays	34
Paid Time Off	34
Sick Leave	35
Leave of absence	35
Staff Meetings	35
Continuing Education	35
STAFF PRE-CAMP TRAINING 252.41(1)(f)9.	36
PACKING LIST	37

Friends of Hunt Hill Audubon Sanctuary**715-635-6543****Board President: MIKE HARVEY****N2384 Hunt Hill Rd****Sarona, WI 54870****ADMISSION 252.41(1)(f)4.**

Policy Effective Date: June 2022

Friends of Hunt Hill Audubon Sanctuary (FOHHAS) is licensed by the State of Wisconsin, Department of Children and Families (www.dcf.wisconsin.gov). We are licensed to care for up to 24 children at any one time. Our facilities are inspected regularly to ensure that we meet licensing standards.

FOHHAS will provide care for children ages 5 through 12 years. Children must be potty trained and able to dress themselves in order to attend day camps.

Child care services will be provided between the hours of 8:00 am and 4:30 pm, Monday through Friday, on predetermined dates in June through August. No service will be provided on July 4. No fees will be charged for this holiday.

We will post the following items for your review:

- License certificate.
- The current Compliance Statement or Noncompliance Statement and Correction Plan.
- Any notice from the department related to rule violations, such as a warning letter or enforcement action. These items will remain posted until the violations have been verified as corrected and the action is closed.
- Any stipulations, conditions, temporary closures, exceptions, or exemptions that affect the license.
- Center policies.

A copy of the following documents are available to parents/guardians upon request:

- [DCF 252](#)
- Camp Policies

Child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin, religion, or ancestry.

Procedure for Tracking Children

The following is our procedure to ensure that the number, names, and whereabouts of children in care are known to the provider at all times:

- Before each day of camp begins a list of the children's names, assigned groups, and numbers of children in each group will be distributed to all staff working directly with children that day.
- Children will be checked-in by a staff member at the beginning of the day.
- Staff will be informed of any absences or changes in the original list.
- Each child will be assigned to a group of children. That group will be led by an Environmental Educator, who will be the primary person responsible for supervising that child. A Junior Counselor or volunteer may assist with supervising the children but will not be left with the children alone.
- Educators will check to ensure that they still have the same children at the beginning and end of each activity by doing attendance checks.
- If a child needs to leave a group for any reason (such as to use the restroom, to receive first aid care, or to be discharged from the program), they will need to inform their primary Environmental Educator before leaving the group.
- If the primary Environmental Educator needs to transfer care of their group to another qualified staff member, they will provide the new staff member with their group list.
- At the end of the day, the children will remain with their group until an adult on their approved persons list signs the child out. Then the child may be released from care.

Late Drop Off & Late Pickup

If your child will not attend on a regularly scheduled day or will be dropped off later than 8:30 am, please let us know by calling 715-635-6543 or emailing program@hunthill.org before 8:30 am on that day.

If a child who is scheduled to arrive at the center does not arrive by 9:00 am and we have not been notified in advance of the child's absence, we will attempt to contact the parent or guardian to determine the child's whereabouts. All attempts, whether successful or unsuccessful, will be documented.

Children are to be picked up by 4:30pm. If a parent has not arrived to pick up their child and cannot be reached by phone within 15 minutes of camp ending, we will call the emergency contact listed on their enrollment forms. The Department of Social Services and/or the Washburn County Sheriff's Department will be contacted if parents cannot be contacted or do not arrive within 30 minutes of closing time.

If the child is picked up late more than once during the summer, they may be dismissed from the camp (see [Discharge of Enrolled Children](#) policy).

Staff to Child Ratio

Staff who are responsible for supervising children must complete our full staff training. Staff are required to keep track of all of the children in their group and to ensure that children are following the rules.

Age of children	Minimum # of Staff to children
5 & 6 Years	1:12
7-12 Years	1:18

In mixed-age groups, the staff to child ratio will be determined using the [Counselor-to-Child Ratio Worksheet](#).

Attendance

Parents are welcome to visit our Day Camp program at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, we will need a copy of the order. Please understand that we cannot legally limit access to a parent if there is not a copy of a court order on file at the center.

We are required to maintain a current, accurate, written record of daily attendance for all children. Please assist us in meeting this requirement by signing your child(ren) in and out of camp on the required [Daily Attendance Record – Licensed Child Care Centers](#) that the Day Camp staff will provide at arrival and departure.

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, we need to be notified in writing or by a phone call in advance. The person picking up the child may need to show a driver's license or other picture ID.

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While we cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger.

It is important that we communicate daily concerning the needs and interests of your child. We will inform you at pick-up if there were any minor issues that need to be addressed that occurred during the day of camp. If there are issues that need more immediate attention, we will attempt to call the primary contact to discuss. While your child is in care at Hunt Hill, we appreciate it if your child's primary contact can be available to talk if the need arises.

Confidentiality

To protect each family's confidentiality, FOHHAS will not disclose personal information regarding a child or facts learned about a child or a child's family to anyone who is not authorized to receive this information.

Liability Insurance

FOHHAS is covered by liability insurance for the premises and the business operations.

Mandated Reporters

FOHHAS staff and volunteers, who work with children, are mandated reporters in the state of Wisconsin. Wisconsin law ([48.981\(2\)](#)) requires that any mandated reporter who has reasonable cause to suspect that a child seen by the person in the course of professional duties has been abused or neglected, or who has reason to believe that a child seen by the person in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur, make a report, in coordination with the Executive Director and/or licensee, to Washburn County Child Protective Services: 715-468-4747 or to the Washburn County Sheriff's Department 715-468-4700.

Every employee or volunteer who comes in contact with children at Hunt Hill Audubon Sanctuary shall be trained at least every 2 years, and know:

- Child abuse and neglect laws: ([48.981\(2\)](#)), [s. 48.02 \(1\)](#), ([12g](#));
- [Identification of children who have been abused or neglected](#);

- The process for ensuring that known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

Wisconsin's Concealed Carry Law

Wisconsin Act 35 relating to carrying concealed weapons went into effect November 1, 2011.

No person may carry weapons while on the premises of the Day Camp during licensed hours. We will post signs (at least 5" x 7") providing notice of refusal to allow weapons near the entry to camp where any individual entering the building or grounds can be reasonably expected to see the sign.

Family Provided Items

See the attached [Packing List](#) for information regarding items families should send with their children each day of camp.

Enrollment

All children will be enrolled at will. FOHHAS or the parent/guardian may terminate child care without advance notice.

Children may be enrolled on a weekly basis Monday through Friday 8:00 am to 4:30 pm (up to 42.5 hours per week) or a daily basis (up to 8.5 hours per day or 42.5 hours per week). Enrollment is completed online, dropped off in person or mailed to Hunt Hill and is dependent on camp availability.

Parents/guardians must meet with us to discuss their child's specific needs and to review program policies. We will make reasonable accommodations for a child with disabilities as specified under the Americans with Disabilities Act.

The following items must be completed and returned to the center by the child's first day of attendance.

- [Child Care Enrollment](#)
- [Health History and Emergency Care Plan](#)
- [Child Care Immunization Record](#) or an electronic printout of your child's immunization history
- [Authorization to Administer Medication Form](#)
(if you would like us to administer prescription or non-prescription medication to your child)
- Payment of fees

If we make any changes to our policies while your child is enrolled, we will inform you at pick-up time of any updates that we need and have you submit the updated forms at the next drop-off.

DISCHARGE OF ENROLLED CHILDREN 252.41(1)(f)1.

Policy Effective Date: June 20, 2022

A child may be discharged from the center for reasons, including, but not limited to:

Grounds for Immediate Termination without Advanced Notice

- Child poses a threat to themselves, other children, or staff.
- Failure to pay fees on time.
- Failure to complete and return required forms by the child's first day of camp.

Grounds for Termination with at Least One Day Notice

Parents/guardians will be given a verbal warning in the following situations at least one day in advance of a potential discharge from the program.

- Repeated failure of the child to meet camp expectations. Children will be given three strikes each day before being dismissed from camp for the day. A child who is dismissed from camp twice will be discharged from camp for the remainder of the summer. If a child is dismissed from camp, parents will be informed verbally that if their child is dismissed from camp a second time during the summer, they will be discharged for any future days they are registered.
- Inability of Hunt Hill Audubon Sanctuary to meet the needs of the child. We will verbally consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
- Repeated failure to pick up the child at the scheduled time. Children are to be picked up by 4:30pm. If a parent has not arrived to pick up their child and cannot be reached by phone within 15 minutes of camp ending, we will consider it a late pick up. If the child is picked up late more than once during the summer, they may be dismissed from the camp.
- Failure to comply with the terms of this handbook.

FEE PAYMENTS AND REFUNDS 252.41(1)(f)2.

Policy Effective Date: June 20, 2022

Payments

Fees, in full, are to be paid by the child's first day of camp. Families can pay for camp via credit card on the online registration form or by check or cash. Checks should be made payable to Hunt Hill Audubon Sanctuary and can be mailed to or dropped off at N2384 Hunt Hill Rd, Sarona, WI 54870.

With advanced notice a payment plan, third party payments, or copayments may be coordinated with the Office Manager at Hunt Hill. Children will not be allowed to attend days that are not paid in full by the start of the day. If fees are not paid by the child's first day of camp or a check is made out with insufficient funds, the parent/guardian will be required to meet with the Office Manager and set up a payment plan to ensure payments are made.

Rates

Rates are the same for all ages of children. Discounts of \$5 per child per day are available for Hunt Hill members and for families who register for five or more days per summer.

Camperships (scholarships for campers) are available for families who apply for financial assistance in advance.

Rates are as follows:

- Program Fee: \$50/child/day
- Hunt Hill Members Program Fee: \$40/child/day

There are no additional fees required at Day Camp. Families will have the opportunity to purchase camp t-shirts and other Hunt Hill merchandise at the Nature Store at the end of the day. T-shirts and other merchandise are not required for participation at camp.

Refunds - Staff Absence

In the unlikely event that we do not have enough qualified staff to lead Day Camp while maintaining an appropriate staff to child ratio, we will cancel camp. All families scheduled for that day will receive a full refund of their fees for that day.

Refunds - Child Absence

If your child will not be able to attend a scheduled day of camp for any reason, please let us know in advance by calling 715-635-6543 or emailing program@hunthill.org.

In order to cover related staffing costs, we are unable to provide refunds in some circumstances. Please see the refund matrices below for specific details about when we are able and not able to provide refunds.

Refund Matrix

Hunt Hill Initiated Events	Refund Amount
Day Camp is canceled.	Full refund.
Child is dismissed from camp for the day.	No refund for the day the child is dismissed.
Child is discharged from camp for the rest of the summer.	No refund is given for the day the child is discharged. See the “Parent/Guardian Initiated Events” matrix below for future days of Day Camp.

Parent/Guardian Initiated Events	Refund Amount
Withdraws 5 or more business days before camp.	Parents/guardians will receive a refund of the Day Camp fee minus any related processing fee. Credit card processing fee is 2.9% of the total + \$0.30
Withdraw <5 business days before camp.	If the child’s spot can be filled by another child, parents/guardians will receive a refund of the Day Camp fee minus any related processing fee. Credit card processing fee is 2.9% of the total + \$0.30 If the child’s spot cannot be filled by another child, no refund will be given.
Withdraw <24 hours before camp.	No refund will be given.

PROGRAM OBJECTIVES & ACTIVITIES 252.41(1)(f)5.

Policy Effective Date: June 20, 2022

Program Objectives

Statement of Purpose: Hunt Hill's objective for day camp programs is to foster appreciation, understanding, and protection of the environment for each child. Throughout the day, children will be having opportunities to engage with and learn about nature. In the morning children engage in environmental learning activities. In the afternoon children engage in nature-based play.

Camp Area

Hunt Hill Audubon Sanctuary consists of the main camp area as well as the surrounding nature sanctuary. children will enjoy many activities in the main camp area as well as enjoy walking around in the surrounding forest and prairie with their supervising Environmental Educators. Children will not be any more than ½ mile from the main camp area at any time.

Daily Activities

We plan activities according to the age and developmental level of each child in care and provide children with a variety of experiences. The daily activities include a flexible balance of indoor and outdoor activities, active and quiet play, and individual and group activities. The activities provided will expose the children to a variety of cultures and will encourage the children to use and develop language and literacy skills, use large and small muscles, think creatively, learn new ideas and skills, and participate in imaginative play. The activities are designed to provide protection from excess fatigue and over stimulation and to ensure children can be successful and feel good about themselves.

Some of the activities include:

- Language development: e.g. Reading & Writing, Talking & Listening
- Large motor skills: e.g. Outdoor Play, Walking, Choice Time
- Small motor skills: e.g. Arts & Crafts, Using Science Tools (like magnifying glasses and tweezers)
- Creative expression: e.g. Arts & Crafts, Choice Time
- Self-help skills: e.g. Dress Self for Outdoors Play and Swim Time, Be Responsible for Personal Items
- Literacy skills: e.g. Reading & Writing, Talking & Listening

Outdoor Play

Nature based play is the major component of our program. Enough time, materials, and space will be provided for children to actively explore the world around them, especially during our environmental education activities in the morning and choice time in the afternoon.

Children will be outdoors for the majority of the day, if weather permits, so dress your child appropriately for the weather. The children may be kept indoors during inclement weather such as any of the following:

- Thunder and lightning
- Heavy rain
- Strong winds
- Hail
- Severe storm watches & warnings
- Tornado watches & warnings
- Temperatures above 90 degrees F
- Wind chills of 0 degrees F or below

There is an outdoor play space on the premises called the Nature Playscape. The Nature Playscape is made of naturally occurring materials and includes a shallow (1-2 inch) running water feature where children can cool their feet, a sandbox, a mud kitchen, a fort made of sticks, and balance beams made of logs.

During Choice Time, children will have the opportunity for unstructured play at the Nature Playscape and in the yard. They will have play equipment such as sand tools, kitchen supplies, balls, and jump ropes available for them to play actively outdoors for an hour each day.

Trampolines and inflatable bounce surfaces on the premises may not be accessible to or used by children during Day Camp.

We want children to be engaged in nature. Therefore, we will not allow children to watch television, videos, or have screen time during regular camp hours.

Rest Period

Children will have 30 minutes of quiet time after lunch. They will not be required to nap, but encouraged to engage in a calm, quiet, independent activity to help protect them from fatigue. Quiet time will take place outdoors whenever possible.

Options for quiet time include:

- Resting
- Reading
- Coloring or drawing
- Watching nature such as bird watching or cloud watching

SCHEDULE OF DAILY ACTIVITIES

June-August, 2022

Time	Group A	Group B
8:00-8:30	Drop-Off/Check-In, Free Play, Coloring	
8:30-9:00	Welcome Circle, Sunscreen & Name Games	
9:00-10:00	Environmental Education Activity A	Environmental Education Activity B
10:00-11:00		
11:00-11:30	Wash Hands, Lunch & Sunscreen	
11:30-12:00	Craft Time/Quiet Time	
12:00-1:00	Swim	Group Game & Presentation Practice
1:00-2:00	Group Game & Presentation Practice	Swim
2:00-2:30	Wash Hands, Snack & Sunscreen	
2:30-3:30	Choice Time	
3:30-4:00	Pack Up, Clean Up, Free Play, Coloring	
4:00-4:30	Closing Circle, Presentation Practice & Group Games	
4:30	Parent Presentation & Check-Out	

Printable version of the schedule: [2022 Day Camp Schedule](#)

WATERFRONT ACTIVITIES 252.41(1)(f)8.

The center will be using a waterfront beach swimming area for the children. Whenever we utilize any of these water-oriented facilities, we will follow all safety and supervision requirements as specified by licensing rules from DCF 252.

Waterfront Rules

Before going down to the waterfront, all children will be reminded of the following waterfront rules:

1. Find a buddy. You must always know where your buddy is!
2. To swim in the deep end, you must take a deep end test.
3. Walk slowly on the dock. It is slippery!
4. Everyone must stay at the waterfront until a staff member leads you up the stairs.
5. No pushing people off the dock or the swim raft.
6. No splashing others.
7. Feet first jumps off the swim raft only. No flips or dives.
8. Stay within the swim area where the lifeguards can see you.

Whistle Codes

- 1 short whistle = stop, look, and listen
- 2 short whistles = everyone out of the water
- 1 long whistle + point = Activate EAP

Supervision Plan

Children will choose their buddy at the top of the stairs and will walk down the stairs behind a staff member. At the bottom of the stairs, they will wait on the shore with their supervising counselor and the waterfront supervisor while the lifeguards ensure the water is safe to enter.

Once the lifeguards have declared the water safe, the children will be able to check in with the waterfront supervisor and enter the shallow end of the water.

Lifeguards will be stationed on the dock in a location where they can see all of the swimmers easily and will be actively searching the water to make sure it is safe. There will always be at least one lifeguard for every 25 swimmers.

Age of children	Minimum # of On-Duty Lifeguards to Swimmers
All ages	1 Lifeguard : 25 Swimmers + Waterfront Supervisor. + Staff who can swim and count in the staff to child ratio listed below.

An additional staff member who can swim and can also be counted in the staff to child ratio will be in or near the water supervising children to keep track of all of the children in their group and to ensure that children are following the rules.

Age of children	Minimum # of Staff to children
5 & 6 Years	1:12
7-12 Years	1:18

In mixed-age groups, the staff to child ratio will be determined using the [Counselor-to-Child Ratio While Swimming Worksheet](#).

Checking In & Out of the Water

To enter the water, children must approach the waterfront supervisor with their buddy. The waterfront supervisor will note which swim area they will be in, together, on the buddy board. If buddies leave the water or go into a different swim area, they must inform the waterfront supervisor of the change.

Every 15 minutes, the waterfront supervisor will call a “Buddy Check.” All children must immediately go to a spot where they can stand and hold up their hand with their buddy. The waterfront supervisor will count each buddy before swimming can resume.

In the unlikely event that a person is missing during the buddy check or any other time during swim time, we will initiate the [Missing Swimmer Emergency Plan](#).

Determining Swimming Ability

We will assume that all children are non-swimmers until they have completed a deep water swimming test. Non-swimmers and weak swimmers will be restricted to the shallow end of the waterfront between the shore and the L in the dock. They should stay where the water is below their armpits when standing.

A child may choose to ask a lifeguard for a swimming test. Lifeguards must complete the swimming test while they are not responsible for supervising other swimmers. If only one lifeguard is on duty, swimming tests can only be done while the other children are out of the water. If two lifeguards are on duty, the deep water lifeguard must not have any swimmers in the deep water swimming area while conducting a swimming test.

To pass the deep water swimming test, children must do the following competency sequence:

1. Step into water above your head.
2. Swim three lengths of the dock (approximately 25 yards) on your front without stopping or holding on to anything.
3. Tread water for one minute.
4. Exit the deep end without assistance.

Children who pass the deep water swimming test will be allowed into the deep swimming area between the dock and the buoys. They may use the raft to jump into the water. The supervising lifeguard will note the child’s

swimming ability on a list kept in the waterfront shed. The waterfront supervisor will note the child's swimming ability in the child's file at the end of the day.

The supervising lifeguard has the authority to revoke any child's privilege to enter the deep water area if the child appears to be tired or at risk of endangering themselves or others.

Boating

In 2022, Day Camp children will not be using watercraft.

Changing for Swim Time

When children change for swim time, they will be using restroom facilities that are accessible to the public. To ensure the safety of the children, the supervising staff member will knock on the bathroom doors before children enter the facilities. If a member of the public is using the restroom at that time, children will have to wait outside the restrooms until the facilities are completely available.

Once the children are in the bathroom facilities, the supervising staff member will stand outside the entryway doors of the bathroom facilities and ask anyone from the public who needs to use the facilities to use the family restroom located on the side of the Recreation Hall instead.

When children have finished changing, they will stand outside the restroom facilities with the staff member until all children have finished changing.

CHILD GUIDANCE 252.41(1)(f)10.

Policy Effective Date: June 20, 2022

Children's behavior will be guided by setting clear expectations for children. We will talk with children about expected behaviors and model those behaviors consistently for them. We will state positively what children can do, using specific terms (e.g., "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem, and respect for the rights of others.

Setting Expectations

Hunt Hill has two overarching expectations for children:

- Be respectful
 - To other children: by using kind words & actions.
 - To leaders: by listening to directions.
 - To self: by keeping yourself safe.
 - To nature: by not harming plants or animals.
 - To property: by keeping things as nice as you found them.
- Stay with your group: by staying within the boundaries set by your leader and always staying where you can see your leader and your leader can see you.

Educators will review the expectations with their children daily and discuss how to meet expectations in new situations.

Educators will be firm and consistent with their expectations for every child. If children are not meeting expectations we apply the ladder of consequences calmly and firmly. Educators will be good role models for children by following the same expectations as the children.

Ladder of consequences

We apply a ladder of consequences when a child does not meet expectations.

- **1st Offense: Verbal Warning** - Tell the child what expectation was not met and remind them of the appropriate behavior. If possible, the child should fix the problem at this time (for example, if they were disrespectful to others they should apologize, if they were disrespectful to property they should clean up their mess).
- **2nd Offense: Time Out** - Tell the child what expectation was not met and have them take a break from the activity (3 min or less) to self-regulate. When they are in control of themselves, they should fix the situation and explain what the appropriate behavior is.
- **3rd Offense: Talk to a Leader** - The child will be sent to a Day Camp leader such as the Program Coordinator or Lead Educator. The leader will make a plan with the child to try to prevent the behavior from happening again. Parents/guardians may become involved at this point to apply any strategies that work at home.

- **4th Offense: Sent Home** - The child will be removed from the rest of the group for the day. The Program Coordinator or Lead Educator will call parents/guardians to pick up the child. The child will be allowed to return the next scheduled day of camp unless there are concerns about the safety of the child or others. If the child is sent home a second time, they will not be allowed to return to camp the rest of the summer (see the [Discharge of Enrolled Children](#) policy).

In the case that a child poses a serious threat to the safety of themselves or others, staff may choose to skip ahead to the 3rd or 4th step.

Time Outs

Time outs may be used to deal with unacceptable behavior. A time-out will be used to remove a child from a situation that has gotten out of control before a child can hurt themselves or others. Time-outs will never exceed three minutes. When used, the time-out will immediately follow the behavior. Staff will discuss the unacceptable behavior with the child, and discuss with them what could have been done or said instead. Rather than use a specific time-out chair or corner, we will have the child take a break near the others so the emphasis is on relaxing / cooling down rather than isolation and punishment. The child will be transitioned back to an activity following the discussion.

Prohibited Actions

In accordance with DCF 250 Licensing Rules for Family Child Care Centers, actions that may be psychologically, emotionally, or physically painful, discomforting, dangerous, or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing, or inflicting any other form of corporal punishment on the child; verbal abuse, threats, or derogatory remarks about the child or the child's family; physical restraint, binding, or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive, humiliating or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

EMERGENCY PLANS 252.41(1)(f)7.

Policy Effective Date: June 20, 2022

Staff will be trained in Emergency Action Plans during their staff training before working with children. We will regularly review Emergency Action Plans throughout the summer.

In the event that we need emergency responders, we will call 911. The Washburn County Sheriff's Department, Birchwood Fire Department, Lakeview Medical Center in Rice Lake, and the Long Lake First Responders are the responders for Hunt Hill Audubon Sanctuary. Additionally, our Health Supervisor is a certified Emergency Medical Responder (EMR) and onsite to respond to emergencies.

Communication with Parents

In the event that any of the below mentioned emergencies occur, all parents will be notified via phone call or email directly following the event. We call the parents of any children who are ill or injured as soon as possible after calling 911. We will notify all other parents once the emergency is resolved.

Ensuring Needs of Children with Disabilities

Staff will be aware of any needs of the children in their group. If a child has a limited mobility or a visual impairment and cannot get to a safe location as quickly as the other children, a staff member will carry that child to safety using a packstrap carry or a seated chair lift. If they are unable to lift the child independently, they will radio for assistance and the closest available person will assist.

Fires

Fire evacuation plans and tornado drills shall be practiced by the staff monthly with the Health Supervisor. Completion of all practice drills will be documented by the Health Supervisor.

Evacuation of a Building

In case of an emergency that would require an evacuation of a building, such as a fire or gas leak, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all parents notified. Children will be assembled at the Emergency Bell between the Farmhouse and Barn.

If we are unable to re-enter the building after a necessary evacuation, we will move activities to a safe place away from the building. In the unlikely event that multiple buildings are affected and we are unable to reenter any buildings, we will keep the children at the Emergency Bell between the Farmhouse and Barn and parents will be contacted to pick their children up within one hour.

Evacuation & Relocation

If necessary for the safety of the children, we will evacuate the camp facilities. Educators will lead their children to Audubon Road and we will gather by the Hunt Hill mailbox. The attendance form and emergency contact information will be brought along by a senior staff member and senior staff will call parents to let them know their location and to ask the parents to come pick up their children.

Shelter In Place

Shelter in place will be called when there is a particular threat such as dangerous weather conditions or a dangerous animal (such as a black bear or coyote) in the vicinity. Shelter in place will be announced on the radio with the specific threat and the location of the threat. Educators should quickly and calmly lead the children to the closest shelter and stay there until the threat has passed. In the case of a tornado watch or warning educators should bring the children to the Recreation Hall where the tornado shelter is located. Once the educators have the children safely in place, they will announce on the radio their shelter in place location and how many children they have.

Tornado Warning

A weather radio is kept in the Farmhouse Office, which will inform staff of any severe weather. When the weather radio has an announcement, a senior staff member will share that announcement via the walkie talkies. In the event of a tornado watch or other severe weather, all children and staff will move to an indoor location such as the Recreation Hall. In the event of a tornado warning, the children will be taken to the lower level of the Recreation Hall to a spot protected from windows such as the restroom. Blankets, a portable radio, a flashlight, and extra batteries are kept in the tornado shelter area at all times. The attendance form and emergency contact information will be brought along by a senior staff member.

Threats & Intruders

If the center receives a threat to the building or its occupants (e.g., bomb threat, threats with weapons, bodily injury threat, etc.), we will immediately contact law enforcement and the parents to advise them of the threat. Depending on the nature of the threat, evacuation and/or closure or lock down may be required.

Lock Down

Lock down will occur if there is a specific human threat such as an active shooter situation. Staff will calmly, quickly, and quietly lead campers to the closest building. If possible, they will go into a room without windows with a lockable door. Locations that fit this description are the showerhouse restrooms, the single stall restrooms and storage rooms in the Recreation Hall. They will remain quiet, turn off any lights that might give away their location, and turn off the sound on their radios and cell phones. Educators will text senior staff their location and the situation and a senior staff member who is far away from the threat will call 911.

Missing Child

In the event of a lost child, we will ring the bell and assemble all of the children at the Emergency Bell between the Farmhouse and Barn. Then staff members will check each of the locations around camp, starting with frequently used facilities, then moving on to the trails, roads, and waterfront. If the child cannot be found, the child's parents and / or emergency contact and the police will be notified immediately. We will notify the Department within 24 hours after the occurrence.

Missing Swimmer

In the event of a lost child who was last seen at the waterfront, we will call all swimmers out of the water and send runners to quickly check the frequently used facilities in camp. If the child cannot be found, the child's parents and / or emergency contact and the EMS will be notified immediately. All available staff who are not actively supervising children will begin a thorough waterfront search. Lifeguards will search the areas of the waterfront that are deeper than chest high. We will notify the Department within 24 hours after the occurrence.

Loss of Services

If the camp facilities should lose electrical service at any time before or during camp, a generator will be used to provide power to the system that provides water to the toilets, sinks and water fountain. If water cannot be supplied for toileting and hand washing purposes, families will be notified and requested to pick up their children.

Floods

In the event of a flood before the center opens, we will call families by 8:00 am to postpone or cancel camp until flooding can be cleared.

In the event of a flood while children are in attendance, we will evacuate children to higher ground and call families to pick up their children.

Medical Emergency

In the event of a medical emergency, we will contact emergency medical services (911) and the parents to alert them of the situation. Our staff and on-site first responder will provide first aid within the scope of our practice until more advanced medical care arrives.

Temporary Isolation

Children should not attend camp if they are sick or have a communicable disease. If a child begins developing symptoms while at camp, we will bring the child to the Health Lodge on the side porch of the Farmhouse Office. The Health Supervisor will take care of the child's health needs to the extent of their scope of practice following the camp's standing orders and keep the child as comfortable as possible. The Health Supervisor will stay within sight or hearing of the child and contact the parents/guardians for pick-up.

Allergic Reaction

To prevent allergic reactions due to food or other causes, we will have children only eat their own food from home unless we have gotten approval from their parents in advance to have a special treat. We will also take special care to avoid the hives of stinging insects.

Each child with an allergy should have a written care plan in the [*Health History and Emergency Care Plan*](#) that includes instructions regarding the allergen, steps to be taken to avoid that allergen, and a detailed treatment plan in the event of an allergic reaction, including the names, doses, and methods of prompt administration of any medications (such as an epinephrine auto-injector). The care plan should include specific symptoms that

would indicate the need to administer medication. We will immediately contact parents if we suspect an allergic reaction or contact with / ingestion of an allergen.

If a child has an allergic reaction that does not appear to be life-threatening, we will contact the parents and ask for consent to treat with Benadryl or a topical ointment in accordance with our standing orders.

If a child has an anaphylaxis reaction, we will immediately call 911 and the parent/guardians and administer epinephrine as outlined in our standing orders.

Abductions

Children should never leave the premises without a parent/guardian or someone from their approved transportation list signing them out first.

If a person who is not on the approved transportation list arrives to pick up a child, we will ask the person for identification and call the parent or guardian to verify whether the person is approved to pick up the child. During this time, the child will stay with their group.

If a child leaves with an adult who is not on the approved transportation list without being signed out, we will call the parent/guardian and 911.

Animal Attacks

We will take precautions to reduce the risk of animal attacks by doing the following:

1. Encourage respect for animals by keeping your distance and not touching wild animals.
2. Not feeding wild animals.
3. Placing trash in the dumpster.

If an animal does attack or act aggressively toward children, children will be directed to slowly back away from the animal. If that does not work, children will be directed to make themselves look big and loud. As a last resort, children will be directed to curl into the fetal position to protect themselves from the attack.

After an attack, Hunt Hill staff will call EMS and parents/guardians. All animal bites and scratches should be seen by a medical professional urgently, even if EMS does not need to be called.

HEALTH 252.41(1)(f)11.

Policy Effective Date: June 20, 2022

Contact with Animals Other Than Pets

Contact with wild animals or educational animals is discouraged except for the following animals:

- Arthropods (such as worms, non-biting/non-stinging insects, millipedes, isopods, etc)
- Amphibians (such as frogs, salamanders, and toads)

If contact occurs with any animal, children must thoroughly wash their hands with soap and water immediately following the interaction. If soap and water is not immediately available, children will wash with a water-based wet wipe and soap.

Treatment of Injuries

All staff who directly provide care to children have received training in first aid. We will follow standard emergency medical procedures for treating injuries. Parents will be notified immediately of a head injury. All day camp staff have a current certification in child cardiopulmonary resuscitation (CPR), including training in the use of an automated external defibrillator (AED).

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when the child is picked up at the center.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken by ambulance to Lakeview Medical Center in Rice Lake. Parents will be responsible for any costs for ambulance transportation. Parents will be contacted as soon as possible after contacting 911. If possible, we will ask that your child be taken to the emergency medical facility that you designated on the child enrollment form.

If a child needs urgent treatment but does not require transportation via ambulance, the parents/guardians will be called to transport the child to a local Emergency Room or Urgent Care center.

Special Health Needs

Any special health needs that a child has should be noted by the parents/guardians on their [Health History and Emergency Care Plan](#). All staff who will be caring for that child will be informed of any special health needs during the morning meeting. Child information will only be shared with the staff who need to know the information such as those directly supervising the child, the Camp Director, and the Health Supervisor.

In the case of an emergency, the Health Supervisor or Camp Director will share a copy of the child's health form with an EMS personnel.

Medical Log Book

The Health Supervisor is in charge of recording in the medical log book all medication administered and accidents or injuries occurring during the time the child is in our care. Any minor injuries such as small cuts, scrapes, and bruises that are treated by the educators in the field will be noted on injury reports and turned in to

the Health Supervisor at the end of each day to input into the medical log book. The medical log book will be kept on file for future reference.

Marked changes in behavior or appearance, and any observation of injuries to a child's body received outside of our care will be entered into the medical log book as well. As a licensed child care provider, we are required to report suspected child abuse or neglect to the local authorities.

Parents/guardians will be called immediately in the following instances:

- The child becomes ill.
- The child needs professional evaluation of an injury.
- The child experiences a head injury.
- The child has a seizure.
- The child consumes food or drink that may contain the child's allergen.
- The child consumes or comes in contact with poisonous materials.
- The child is given incorrect medication.
- The child is absent from the camp without prior notification.

Parents/guardians will be notified at pick-up for any minor or superficial injuries that occurred during camp such as small cuts, scrapes, or bruises.

Health Supervisor

The Health Supervisor, who is certified as an Emergency Medical Responder (EMR), is onsite any time that Day Camp is in session. The Health Supervisor receives standing orders from a Medical Director and provides any treatment within their scope of practice as an EMR. All illnesses and any injuries that require more than just soap and water and a bandage are referred to the Health Supervisor for care.

Child Illness

Children who are ill are not to be brought to day camp. The following are examples of children who are ill:

- A temperature of 100.4 degrees F. or higher
- Vomiting or diarrhea has occurred more than once in the past 24 hours
- A contagious disease, such as chicken pox, strep throat, or pink eye
- An unidentified rash
- Has a constant, thick, colored nasal discharge
- Symptoms of COVID-19 such as fever, sore throat, or cough

If a child should become ill while at the center, parents will be contacted immediately. Sick children will be isolated in the Health Lodge on the side porch of the Farmhouse Office within sight or hearing of the Health Supervisor and made as comfortable as possible. Children should be picked up as soon as possible, within a

maximum of three hours. If the child is not picked up within three hours, we will call an emergency contact person on the child's enrollment form to pick up.

Children may return to day camp when they are symptom free for 24-hours, have been appropriately treated, or have been given medical approval to return to child care. We will follow procedures on personal cleanliness and communicable diseases in accordance with licensing rules and the guidelines for exclusion of children from child care as adapted from the [Department of Health Services, Division of Public Health](#).

We will report all communicable diseases that are required to be reported under [WI DHS Ch. 118](#) to the regional licensing office of the **Department of Children and Families** (715-634-2299), to the **Washburn County Public Health Department** (715-635-4400), and to **parents/guardians of all enrolled children**.

Parents/guardians of all enrolled children will not be notified when their child has been exposed to an illness other than a communicable disease.

Toileting & Handwashing Procedures

Children will have the opportunity to use the restroom during the transition time between each activity and will have access to toilet facilities whenever they need them during the activities. children and staff will be required to wash their hands after each time they enter the restroom.

Handwashing is also required for both children and staff in the following situations:

- Before eating or preparing food and drink
- After blowing your nose, coughing, or sneezing
- After touching animals, their food, or their waste
- After providing care for someone who is ill or injured
- After removing gloves
- After touching garbage

Medications

We will administer medications under the following conditions: Prescriptive and non-prescriptive medication will only be given to children if parents have completed the [Authorization to Administer Medication](#) form provided. All medicine must be in its original container bearing the label with the child's name, dosage, and administration directions. We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. Blanket authorizations, such as dispensing pain relievers at our discretion, are not allowed.

Sunscreen & Insect Repellant

Parents/guardians are responsible for sending the child to camp with sunscreen and insect repellant if they would like them applied. On the child's [Health History and Emergency Care Plan](#) the parent/guardian will indicate whether they would like staff or the child to apply sunscreen or insect repellant. The authorization shall include the ingredient and strength.

First Aid Equipment

All staff who are responsible for caring for children are required to carry a first aid kit, which includes the following items:

- Nitrile gloves
- Bandages
- Gauze
- Roller gauze
- Instant cold pack
- Alcohol swabs
- Hand sanitizer
- Hand soap
- Hand wipes
- Breathing barrier
- Pen
- Injury Reports
- Plastic Bags

Additionally, the Health Supervisor has the following materials available in case of emergency:

- AED
- Epinephrine Auto-Injector
- Aspirin
- Glucose Tablets
- Bag valve mask
- Quikclot gauze
- Tourniquet
- Eye Rinse?

Glove Usage & Disposal

Staff will use universal precautions as a method of infection control and prevention. Staff will always wear nitrile gloves when providing first aid care or cleaning up blood and body fluids.

After using gloves, staff will remove the gloves without coming into contact with the body fluids and dispose of them in the garbage. Staff will never reuse gloves. Once the gloves have been removed and disposed of, the staff member will immediately wash their hands with soap and water.

Smoking

Smoking is not permitted on the premises of the center while children are in care.

However, visitors may smoke on the premises when children are not in care. Smoking is restricted to the kiosk by the lower parking lot.

EDUCATIONAL ANIMALS AND PETS

Policy Effective Date: June 20, 2022

Contact with Pets

Children may occasionally have contact with pets. When children have contact with pets, they will be closely supervised by a staff member. After touching a pet or its food, the children will wash their hands thoroughly with soap and water.

There are educational animals and pets on the premises. Some pets may be allowed in areas accessible to children during the hours of operation. The children will be closely supervised when the animals are accessible to ensure that both the children and the animals are protected from harm.

The owners of the animals have liability insurance that includes coverage for dogs and/or cats. All pets for which there is an effective vaccine against rabies have been vaccinated. Prior to adding new pets to the center, we will notify parents in writing.

Pets & Educational Animals on the premises

Animal Names	Type of Animal	Rabies Vaccine?	Accessible to children?
Chidi & Pepper	Dog	Yes	Yes. Occasionally under supervision
Ambrose & Hazel	Cat	Yes	No. Cats will be kept in an inaccessible section of the Farmhouse.
Pancake & Snappy	Turtles	Not applicable	No. Children may look through the tank but never touch.
Snickers	Insect	Not applicable	Yes. Occasionally under supervision

If your child has pet allergies, please inform us by writing them down on the [Heath History and Emergency Care Plan](#) under the non-food allergies section.

NUTRITION 252.41(1)(f)12.

Policy Effective Date: June 20, 2022

We do not provide food. All parents/guardians will provide their own children's lunch and an afternoon snack. Parents/guardians will be encouraged to review and follow the nutritional guidelines from the CACFP: [CACFP nutritional requirements](#).

No child will go without nourishment for longer than 3 hours. Meals are scheduled at the following times:

- Lunch @ 11:00 am
- Afternoon snack @ 2:00 pm

If your child has special dietary needs (whether due to a medical condition or personal choice) or has food allergies, parents should include that in the [Heath History and Emergency Care Plan](#).

Occasionally we might provide a small treat for children or families may bring in a treat to share. We will let parents know in advance if a treat will be provided during a day of camp. An alternative treat will be provided to children who cannot eat the provided treat due to special dietary needs.

Clean, safe drinking water will be available to children throughout the entire day. There are water fountains located at the edge of the Barn, at the Showerhouse, and inside the Recreation Hall. The Recreation Hall also includes a bottle filler. children should bring their own water bottles to refill and carry with them throughout the day.

Food will be stored in the children's cubbies during the day. They will be protected from the sun in a building that is approximately 70 degrees. Please pack food that can be left at room temperature or provide a cold pack in your child's lunch.

TRANSPORTATION 252.41(1)(f)6.

Policy Effective Date: June 20, 2022

FOHHAS does not provide transportation. Transportation between home and day camp is the responsibility of the child's family. Carpooling or transportation provided by others is allowed as long as the parent/guardian has listed those transporting the child on the child's [Child Care Enrollment](#) form under the "Authorized Persons" section.

PERSONNEL POLICY 252.41(1)(f)3.

Policy Effective Date: June 20, 2022

For additional employment details, review The Friends of Hunt Hill Audubon Sanctuary's Employee Handbook, made available to every Hunt Hill staff person.

Job DescriptionsExecutive Director (ED - year-round, salaried)

- Responsible for the administration and operation of Hunt Hill Audubon Sanctuary, including program operations, overall staff supervision, business operations, food services, health services and other supportive services.
- Responsible for coordinating and supporting development of long-range vision of FOHHAS
- Attend meetings and coordinate ongoing effective board communications and action
- Development Director for major gifts and fundraisers

Group Coordinator (GC - year-round, salaried)

- Solicits, promotes, coordinates all contracted activities and programs
- Maintains live animals, contracted program records, teaching materials, and interpretive displays
- Primary supervisor of waterfront, food and health services
- Volunteer Coordinator

Health Supervisor (seasonal)

- Adult, with minimum of current American Red Cross Standard First Aid certification who is on site at all times and responsible for health supervision of all children.
- Maintains records, handles injury and illness, stocks and safeguards medical supplies, ensures proper training of staff, trains and enforces safety rules

Program Coordinator (PC – year-round, hourly)

- Solicits, promotes, coordinates and oversees all aspects of public programs- including day camps
 - Day Camp specific tasks include: maintaining files in accordance with licensing rules, remain familiar with each child's medical and developmental history, maintain good communication with parents, lead staff meetings with EE that provide ongoing supervision and in-service training
- Hires, schedules and directly supervises summer environmental educators (EE)
 - Train EE and ensure staff compliance with license guidelines and rules, maintain daily attendance records for EE and children

Summer Lead Educator (seasonal, stipend)

- All responsibilities of summer environmental educators
- Assists Program Coordinator with additional day camp related tasks

Summer Environmental Educator (EE - seasonal, stipend)

- Child care providers for the Day Camp programs
- Plan, prepare and implement daily activities, ensures the safety and supervision of children, is familiar with medical history of children in their care, maintains good communication with Program Coordinator
- Assist with additional nature center responsibilities during non-teaching time, including interpretive displays and trails, nature store, maintenance, and kitchen assistance

Waterfront Supervisor (seasonal)

- Designated staff person, 18 years or older with a current certification as a lifeguard from a nationally recognized certifying agency
- Oversees all water activities whenever children are in the water at the beach
- Establishes and enforces methods for supervising children in the water, checking children in and out of the water, ensuring proper supervision of children engaging in fishing or other shoreline activities

Professional Conduct

Employees shall be physically, mentally, medically, and emotionally able to provide responsible care to all children, including children with disabilities, and shall be at least 18 years of age. The employee must always adhere to DCF 252: Licensing Rules for Day Camps for Children

Staff may not be under the influence of alcohol or any non-prescribed controlled substances during work hours.

Smoking is not permitted anywhere on the premises while children are in care. This includes the buildings and all surrounding property.

Employees must come to work in weather-appropriate, casual, professional attire. No alcohol, drug, violent, or sexual references are allowed on clothing.

Staff are always expected to conduct themselves in a positive and respectful manner. Staff are expected to come to work prepared to play, teach, and interact happily with the children and should always model positive behaviors.

Reporting Requirements

The employee is required to notify the camp director as soon as possible, but no later than the next business day, when any of the following occur:

- The employee has been convicted of a crime.
- The employee has been or is being investigated by any governmental agency for any other act, offense, or omission, including an investigation related to the abuse or threat of abuse or neglect, to a child or other client, or an investigation related to misappropriation of a client's property.
- The employee has a substantiated governmental finding against them for abuse or neglect of a child or adult or for misappropriation of a client's property.

- A professional license held by the employee has been denied, revoked, restricted, or otherwise limited.

Probationary Period

EE's are seasonal employees, typically hired for 10-12 weeks to cover the day camp season. The probationary period for these seasonal staff will be 3 weeks during which they will perform the regular duties of the position. At the end of the probationary period, the employee shall meet with the PC for a performance evaluation to determine whether continued employment will be offered through the end of the season.

Performance Evaluations

Performance evaluations are conducted by the employee's immediate supervisor at the end of their probationary period. Seasonal employees will have a final evaluation at the end of their employment term and permanent employees will receive an evaluation yearly. The results of the evaluations will be discussed privately between the employee and their supervisor. A written copy of the evaluation and future goals will be signed by both the supervisor and the employee and placed in the staff file. The evaluation will include the following areas:

- Fulfillment of job obligations
- Compliance with state standards
- Compliance with objectives and goals of the program
- Physical, mental and emotional competence to care for children
- Dependability and reliability
- Initiative in implementing the program
- Willingness to share the workload
- Relationships with staff, parents and children
- Attendance, promptness
- Appropriateness of appearance

Disciplinary Process

As an employee you are expected to accept certain responsibilities, follow acceptable business principles in matters of conduct, and always demonstrate a professional demeanor. This requires the employee to show respect for the rights and feelings of others and to refrain from behaviors that might be viewed as unfavorable. Whenever an employee violates a FOHHAS rule disciplinary action, appropriate to the circumstances, may be taken. The following are forms of disciplinary action arranged in degree of severity:

- Verbal Reprimand
- Written Warning
- Suspension from Duty

- Termination

Employees will be notified of any actions that do not meet behavior or safety requirements. The following are examples of actions that will result in a written disciplinary action.

- Excessive absence or tardiness.
- Exhibiting inappropriate language or behavior.
- Disregarding safety, security or facility rules.
- Insubordination.
- Failure to maintain company and client confidentiality.

A copy will be provided to the employee, and a copy will be placed in the employee file.

The following actions will result in immediate termination.

- Arriving for your scheduled work hours under the influence of alcohol or drugs.
- Endangering others.
- Criminal conduct.
- Other egregious misconduct involving a serious and obvious lack of judgment, insubordination, or disregard for the well-being of FOHHAS, its employees, its members or the public.

Termination & Discontinuation of Employment

Employment is at-will and may be discontinued at any time by either the employer or employee. FOHHAS or the Executive Director may discharge personnel for unacceptable performance, lack of funds or at their discretion. Notice of discharge must be made at least fourteen (14) days prior to date of termination; except that, in the event of gross misconduct (examples provided above) related to performance of his/her duties, discharge may be immediate for the good of the organization. Employees may resign without penalty by providing the Executive Board written notice - as our programs, reputations, and the children rely on our ability to serve. Two weeks notice (14 days) is the standard practice and courtesy.

Grievance Procedures

The following procedure has been developed to ensure fair and equitable treatment for all employees, and to resolve problems so that a constructive work environment can be maintained:

Discuss the matter with the ED (a second person will also be present, based on the individual's preference). The ED will provide the employee with an oral reply within three (3) working days. If the employee is dissatisfied with the response given or action taken by the Executive Director, it is recommended that they put

their complaint into written form and forward it to a member of the Board of Directors' Executive Committee. This should be done within five (5) days of their conference with the Executive Director. The employee will receive a written decision from the Committee within one (1) day after they meet. The decision of the Executive Committee is considered final.

Please remember that the purpose of this procedure is to give employees an opportunity to resolve any job related problem(s) that he/she might have. In order for the procedure to work, they must be willing to utilize it. The employee may proceed through each of the steps listed above with the guarantee that neither their job nor their future is in jeopardy.

Hours of Work

Employees are expected to be punctual and ready to begin work at their scheduled time.

Every attempt will be made to keep each employee's work schedule as consistent as possible; however, changes may be made to accommodate variations in camp schedules and sick days. Employees who are included for meeting the required counselor-to-child ratio may not provide care to children more than 12 hours in any 24-hour period.

Staff working with the Day Camp program typically work between 7:00am to 5:30pm. Weekday office hours are 8:30am - 5:00pm.

Scheduled time off for appointments, personal reasons, etc. is possible if the hours can be covered by other qualified staff. This means that sometimes they may not be able to be accommodated without substantial advance notice, so it is best to plan ahead. Employees should submit requests in writing to their supervisor.

Lunch and Breaks

EE's eat lunch with the children as part of the "family" experience to eat together. Lunch is generally from 11-11:30am. FOHHAS does not offer paid breaks. If an employee needs a break when counted in the counselor-to-child ratio, they should notify their supervisor for approval to ensure proper coverage is provided and ratios are maintained before they take a break.

Holidays

Holidays observed by FOHHAS include two (2) days each at Thanksgiving and Christmas with the addition of one (1) day each for Good Friday, Memorial Day, July 4th, Labor Day and New Years Day. Public services are not typically offered during these holidays.

Paid Time Off

In lieu of vacation, sick and personal days, FOHHAS provides qualifying employees with Personal Time Off (PTO). Each qualified employee is responsible for managing their PTO hours to allow for personal time and emergencies.

Employees qualify for PTO, at the multiplier rate, after 1 year of employment with a minimum of 600 hours worked. In the first year of employment, qualifying hourly staff earn ½ day off per month and qualifying salaried employees earn 1 day off per month. EE staff get 2 full days of PTO if they fulfill their full term of employment.

Sick Leave

In the event of illness, the employee must notify the licensee as soon as possible but no later than two hours prior to the start of the scheduled shift so that back-up caregivers can be contacted in time to cover the shift. It is optimal if the employee is able to provide a 24-hour notice. Employees are not paid for sick days.

Leave of absence

An unpaid leave of absence may be taken with a doctor's recommendation and approval from the direct supervisor. The details of the leave may vary from situation to situation. If it can be accommodated, it will be. However, if it is not feasible, the leave of absence will be denied.

Staff Meetings

Staff meetings will be held at least 9 times in a calendar year. The content and the dates of the staff meetings will be documented. Staff are required to attend. Any employee may request an item be placed on the agenda.

Continuing Education

Staff shall receive training in any of the following: prevention and control of infectious diseases; medication administration; prevention of and response to emergencies due to food and allergic reactions; identification of and protection from hazards; building and physical premises safety; emergency preparedness and response planning; handling and storage of hazardous materials; handling and disposal of biocontaminants; child growth and development; caring for children with disabilities; guiding children's behavior; physical activity; identification and reporting of child abuse or neglect; cardiopulmonary resuscitation; first aid; business operation; or any other topic that promotes child development or protects children's health or safety. This training will be provided on site by qualified staff or local resource people. Documentation of completion of the continuation education shall be kept in the staff file at the center.

Every employee shall maintain a current certificate of completion for a department-approved course in infant and child cardiopulmonary resuscitation including training in the use of an automated external defibrillator (AED).

STAFF PRE-CAMP TRAINING 252.41(1)(f)9.

All staff who are counted in the staff to child ratio will undergo a minimum of 24 hours of orientation and training onsite before beginning work with children. The pre-camp training will include:

1. A review of DCF 252
2. A review of camp policies and procedures.
3. Job responsibilities in relation to job description.
4. Training in the recognition of childhood illnesses and infection disease control, including hand washing procedures and universal precautions for handling body fluids.
5. Daily activity plans and schedules.
6. First aid procedures.
7. A review of emergency action plans including missing child, fire, tornado, and supervision when swimming.
8. The procedure to ensure that the number, names, and whereabouts of children in care are known to the assigned camp counselor at all times.
9. Training in the use of fire extinguishers and recognition of local poisonous plants, snakes, and other potential hazards on the premises, and procedures to be followed to protect the children from these hazards.
10. A review of child abuse and neglect laws and the camp reporting procedures.
11. Information on the care of children with disabilities enrolled in the camp and the procedure for sharing information related to a child's special health care needs.
12. Child management techniques.
13. Child and adult cardiopulmonary resuscitation and use of an automatic external defibrillator.

You may view the Staff Day Camp Training Handbook upon request and [training schedule](#) here.

PACKING LIST

Day Camps 2022

Please ensure your children are prepared for the day. Required items are necessary for a successful day at camp. Day Camp happens rain or shine, and we will be outdoors as much as we can as long as it is safe to do so.

If children are attending for multiple consecutive days, you may choose to leave some of their items (such as extra layers, jackets, spare shoes, spare masks, etc.) in their cubbies for the whole week.

<p>Required Items To Be Supplied By Child's Family</p>	<ul style="list-style-type: none"> ● Bagged lunch ● Snack ● Water bottle ● Sunscreen ● Close-toed shoes appropriate for running and playing (such as sneakers) ● Warm layers ● Rain jacket or poncho ● 2nd set of clothing (in case the first set becomes wet or excessively dirty) ● Swimsuit ● Beach towel ● Shoes that can get wet (such as water shoes or sandals) ● 2 Face masks (if community COVID-19 levels are high in Washburn County)
<p>Optional Items</p>	<ul style="list-style-type: none"> ● PFD (such as a life jacket or puddle jumper). Children who need the assistance of a PFD to swim will be restricted to shallow water. ● Insect repellent (highly recommended to repel mosquitos and ticks) ● Hat and/or sunglasses