

Shawnee Trails District presents

# DAY CAMP 2018



## Staff Manual

# **2018 Superhero Academy**

## **2018 SUPERHERO ACADEMY**

SHAWNEE TRAILS DISTRICT

### **Shawnee Trails Day Camp Mission Statement:**

The mission of Cub Scout Day Camp is to develop moral character and good citizenship, to encourage physical and mental growth, to provide opportunities for advancement, to learn new skills, to share old skills, to strengthen Pack and dens and to have FUN!! These goals will be accomplished in a communal outdoor living experience that is, above all, safe.

<b>District Executive</b>	<b>Laura Cooke</b>	<b>816-569-4918</b>
<b>Day Camp Director</b>	<b>Andrew Boyer</b>	<b>913-568-8813</b>
<b>Day Camp Program Director</b>	<b>Carrie Setzkorn</b>	<b>913-636-3282</b>
<b>Registrar</b>	<b>Janet Harkins</b>	<b>913-231-3477</b>

### **SUPPORT AREAS**

ADMINISTRATION: The Directors' Office

FLAG: Base of Operations

FIRST AID: Infirmary

### **CLASSES (ACTIVITY AREAS)**

ARCHERY: Hawkeye's Targets

BB: Rocket Raccoon's Rifle Range

SKITS: Secret Identity  
Development

CATAPULT: Batman's Batarang  
Practice

COOKING: Superman's Super  
Foods

CRAFTS: Edna Mode's Costume  
Creating

GAMES: Cap's Challenge

HIKE: Hiking with the Flash

## **DAY CAMP AIMS, PURPOSE AND PHILOSOPHY**

The Staff will try their absolute best to:

- 1) Provide every camper with a wholesome and safe camp experience that meets their expectations.
- 2) Help campers develop a keen awareness of and appreciation for the outdoor camp environment.
- 3) Help fulfill the basic Aims of the Boy Scouts of America – character building, citizenship training, and physical fitness.
- 4) Demonstrate enthusiastic Scouting spirit and good leadership.
- 5) Exemplify the principles of the Scout Oath and Law.
- 6) Promote a spirit of genuine friendliness, understanding of others, and cooperation.
- 7) Work toward a common goal of providing an atmosphere where Scouting is experienced at its best.

The aim of Scouting is to build character, foster good citizenship, and develop physical, mental and moral fitness among the youth who come under its influence. In the Boy Scouts, this aim is promoted by encouraging all Scouts and Scouters to conduct their lives on the principles expressed in the Scout Oath and Scout Law.

Therefore, the rules that govern this day camp are the Scout Oath and Law. As a member of the camp staff you will be expected to set the example, based on these principles, for all campers to follow.

## **STAFF QUALIFICATIONS AND REQUIRED TRAINING**

Den Chiefs are members of a Scout Troop and are not considered to be staff. These youth members are under the direct supervision of their unit leader.

Unit Walking Leaders are not considered to be staff.

Youth Staff members shall be at least 14 years old and be registered members of the Boy Scouts of America. Youth Staff members will be under the supervision of an Adult Staff member.

Adult Staff members shall be at least 18 years old and be registered members of the Boy Scouts of America.

Each Youth and Adult Staff member will complete a Staff Application.

Each Youth and Adult Staff member will complete a Job Description / Day Camp Volunteer Agreement

Each Adult Staff member shall have a certificate of Youth Protection and Weather Hazards (certificates are good for a period of two years and will need to be current at the time of camp).

Each Staff member will attend all staff trainings and complete specialized training as required for your camp position (this could include range training, etc). You will be told of any required training for your position.

### **POSITION RESPONSIBILITIES AND DESCRIPTIONS**

**Staff Advisor** is responsible for:

- Maintaining National Standards
- Maintaining Budget control
- Monitoring Emergency Procedures
- Insuring Youth Protection
- Advising Camp Director and Program Director
- Meets and Greets visitors and shows them the camp
- Makes sure no child leaves camp without signing out with parent or designated adult

**Camp Director** is responsible for:

- Be responsible to the Staff Advisor
- Oversee budget
- Supervise the personnel and operating details of the camp
- Recruit, interview and train staff
- Conduct training in coordination with the program director
- Maintain National standards for leadership, program activities and health and safety
- Provide backup to activity leaders
- Have a Plan B
- Makes sure no child leaves camp without signing out with parent or designated adult

**Program Director** is responsible for:

- Coordinate with the camp director
- Oversee program materials
- Recruit, interview and train staff
- Promote day camp attendance at roundtables, pack meetings and events
- Assist with supervision and trainings of staff
- Assist staff in planning and conducting successful day to day activities
- Provide backup to activity leaders
- Have a Plan B
- Makes sure no child leaves camp without signing out with parent or designated adult

**Registrar** is responsible for:

- Coordinate with the camp director
- Maintain daily attendance records
- Coordinate the use of day camp forms
- Assist the Health Officer with Health Forms
- Assist with keeping records of campers and leaders checking in and out of camp

**Physical Arrangement Manager** is responsible for:

- Coordinate with the camp director
- Assist with daily operation of the camp
- Provide backup to activity leaders

### **Health Officer**

The on-site health officer is a responsible adult holding a current certification required for the position. This person must also have a current certification in CPR. The camp health officer must be available at the day camp first aid station during camp operation each day. If the health officer is out of camp another adult with first-aid training must be available.

**Trading Post Manager** is responsible for:

- Coordinate with the camp director and Business Manager
- Receive and inventory trading post supplies and be responsible for stock
- Keep track of sales and count monies daily and have it verified by the Staff Advisor
- At the close of camp inventory and return all defective and unsold stock to the Staff Advisor for return to the council.

**Tot Lot Manager** is responsible for:

- Be qualified to oversee dependent youth
- Be responsible to the camp director and program director
- Insure safety of participants throughout camp
- Ensure each participant leaves only with his parent or guardian

**Range Director** is responsible for:

The range officer supervises and directs the archery, BB and/or other ranges. This adult must be at least 21 years of age and have been trained as outlined in Shooting Sports Manual, No. 13-550. The range director will check equipment and secure it when it is not in use on a range

**Program Staff** is responsible for:

- Be responsible to the program director
- Be responsible for district and council equipment
- Demonstrate and teach skills to Cub Scouts and Webelos

### **CAMP STAFF POLICIES, REGULATIONS, AND RESPONSIBILITIES**

- 1) No running or horseplay in camp except during supervised games in the game area.
- 2) Buddy System: No Scouts go ANYWHERE without a buddy (Including the bathroom)
- 3) The use of profane language will not be tolerated and will be cause for immediate discipline.
- 4) All discipline problems will be handled by the Camp Director.
- 5) Remember to leave no trace; keep the camp clean.
- 6) The points of the Scout Law are to be followed.
- 7) No personal weapons of any type are allowed in camp.
- 8) Wear camp uniform at all times (camp T-shirt and / or wristband)
- 9) Keep your designated area clean and properly store materials each day.
- 10) No tobacco products are to be used around campers.
- 11) Make sure everyone drinks enough water.
- 12) Know the program area and Emergency Procedures.

- 13) Program Area supplies and Equipment are for camper use only. Staff must have Director Approval if they wish to use an item or equipment.
- 14) Staff may visit the Trading Post throughout the day while on lunch or scheduled breaks during normal posted operating hours.
- 15) NO yelling. Do not lose composure. If Unit leader or parent has issues direct to Camp/Program Director or Staff Advisor.
- 16) Youth discipline is a walking leader responsibility. Point out issues to leaders to handle.
- 17) Always follow Youth Protection procedures, including youth staffers. Report concerns directly to Camp Directors and/or Staff Advisor.
- 18) **Only approved members of staff over 18 years old will be allowed to operate the Golf Cart or Utility Vehicles.**
- 19) Follow all other rules listed in Safety Rules and Regulations and Fire Safety.

### **Daily Schedule**

#### **Monday, Tuesday, Thursday, Friday**

- 8:00 – 8:15am Staff report to Administration to check in and set up
- 8:15 – 8:30am Walking Leaders check in at Administration and take attendance
- 9:00 – 9:20am Opening Ceremony
- 9:30 – 10:20am Session 1
- 10:30 – 11:20am Session 2
- 11:30 – 12:15pm Lunch
- 12:15 – 12:50pm Noontime Surprise and activity
- 1:00 – 1:50pm Session 3
- 2:00 – 2:50pm Session 4
- 3:00 – 3:15pm Clean Up
- 3:15 – 3:30pm Closing & Check out of Cubs
- 3:30pm Staff check in all equipment and depart for the day.

#### **Wednesday same basic schedule but check in at 10:00am and camp ends at 5:00**

#### **Wednesday Family Night:**

- 5pm – Staff eats and then returns to their program area. Areas that provide crafts or use “consumables” will not be open for family night.
- 7pm – Family night ends and all areas close.

#### **Security:**

- A. All staff and walking leaders check in & out through administration
- B. Campers – Shirt – must be worn every day
- C. Staff – Staff Shirts – must be worn every day and/or wristbands
- D. Walking Leaders – Wristband (may have shirt matching Scouts)
- E. Guests – Wristband
- F. Visitors (media, government, etc) – escorted by key staff.

## **EMERGENCY PROCEDURES**

### **EMERGENCY CAMP WIDE COMMUNICATION**

For camp wide emergency announcements, emergency gathering, and evacuation the announcement will be made over the camp PA, camp radios, and by 3 long blasts on an air horn. The designated gathering spot for all staff and campers in the event of an emergency will be the flag mall area. Once at the flag mall area walking leaders will confirm that all scouts in their respective units are accounted for.

If evacuation is required but not a possibility due to flooding, or blocked roads the Directors and DE will move the campers to higher ground and contact emergency services.

In the event that emergency services need to be contacted for medical emergencies, police matters, or other reasons **contact Camp Administration via phone or radio and they will make the call for help.** Camp Administration will notify the Directors and DE immediately if a call is made for help.

In the event that a camper needs to be sent home, or a parent needs to be contacted bring the camper to Camp Administration and the call will be made there by Camp Administration. Camp Administration will notify the Directors and DE if a camper is sent home.

Program areas that have specific emergency or safety procedures for that area will have these addressed in that Program Area Guide.

### **EMERGENCY PHONE**

This is an EMERGENCY PHONE ONLY!!! The number is **913-568-8813**. Backup phone number is 913-636-3282. NO PERSONAL CALLS, except for emergencies, will be permitted. Packs should know how to reach every Scout's parents or guardian in case of an emergency.

### **REVIEW EMERGENCY PROCEDURES!**

REMEMBER, IN CASE OF AN EMERGENCY, CLOSE YOUR PROGRAM AND MAKE SURE ALL ARE ACCOUNTED FOR WHO WERE THERE!! DO NOT PANIC!

### **IF YOU SUSPECT OR HEAR OF A PROBLEM**

Please report any suspicious activity (or persons) immediately to Administration. If you become aware of any news events that may impact the safety of our Scouts, please let us know.

### **IN CASE OF RAIN**

Each program area will have a "Rain Plan B" for the activity in the case of rain. Activities will continue to operate as planned under shelter if possible. Other activities will be altered for safety. Camp will not be dismissed and programs will not be delayed due to rain. The Program Staff under the direction of the Directors will instruct the walking leaders on changes in procedure due to rain.

### **IN CASE OF A SEVERE STORMS – LIGHTNING, FLOOD, TORNADO**

Directors and DE will maintain contact with the National Weather Service and use available technology to monitor for lightning and severe weather. In the event of thunder and lightning or a tornado warning, specific instructions will be issued by Directors or DE advising everyone to seek cover. All activities will stop and will not continue until the all clear is issued by the Directors. When programs resume, an amended schedule will be announced, if necessary.

In the event of severe weather, the administrative staff will direct scouts and staff into the buildings on site. Should tornado sirens sound, we will take shelter in the Bishop Miega Gym just North of camp. Other options would be under your campsite dining fly or a dining fly in an activity area taking care to remain clear of metal supports. In this event Program staff will assist in directing the campers to the appropriate area. The pack may leave camp as a group. Remember, however, Scouts must be cared for until parents pick them up and the pack must check out of camp if the pack decides to leave early.

### **TORNADO WARNING BEFORE CAMP BEGINS**

Day Camp will be delayed in the event a tornado warning is in effect at 8:30 a.m. Camp will begin one hour after the warning has been lifted

### **IF YOU SPOT A FIRE**

Report the fire immediately to the staff in the Administration Tent. Action to be taken will be determined by the Directors. Do NOT attempt to put the fire out yourself.

### **FIRST AID**

A first aider, camp nurse, or doctor will be on duty during Day Camp hours. The First Aid station is located inside the Director's Office.

### **ACCIDENT / INJURY / SICKNESS**

Take the person to the First Aid station. If the person should not be moved or cannot be moved have one adult stay with the injured person and designate another leader or staff member to go to the nearest radio or to the First Aid station for help. First Aid staff will come to you. If qualified in first aid or CPR administer appropriate care until First Aid staff arrives. First Aid staff, and Directors will work together to determine appropriate actions. Report all injuries and accidents to First Aid - no matter how minor they may be considered.

All injuries and illness requiring intervention beyond basic Scout first aid will be reported using MyBSA-Resources-Incident reporting.

### **FATALITY**

In the event of a fatality at camp the DE will institute the Crisis Communication Plan and be supported by the Directors.



## **MEDICATIONS**

Medications will be dispensed by walking leaders. Cub Scouts requiring medication while at camp must turn this medication in to the person in charge of his Pack, with written instructions. The medication must be in the original prescription bottle. The medication will only be dispensed by the walking leader. Should you have any questions or require assistance, please see the First Aid Staff.

## **ALLERGY/NUT ALLERGY REACTIONS**

Be aware that some Scouts or adults may have allergy reaction to nuts. If someone in your group has a reaction, be prepared to administer the appropriate first aid. Contact First Aid Staff immediately for assistance. Walking leaders should have an epi pen if prescribed.

## **INSECT STINGS**

Bring victim to the First Aid Station for proper treatment. If victim has a life threatening reaction to bee stings, administer medication from bee sting kit at once. Contact First Aid Staff immediately for assistance.

## **FAINTING**

Sit the victim down and place his head down between his legs. Contact First Aid Staff.

## **OVERHEATED**

Sit the person down in the shade. Rest at least 15 minutes. Contact First Aid Staff.

## **SNAKE BITE**

CARRY the person to First Aid IMMEDIATELY!! Or contact First Aid Staff if the person cannot be moved. Do not attempt to treat victim yourself. Keep the snake bite area lower than the rest of the body. Identify the snake if possible.

## **POISON IVY**

To help prevent, take a bath immediately upon arriving at home from camp with Fels-Naphtha soap. Wash clothes each day to prevent poison ivy rash.

## **CHIGGERS**

To help get rid of chiggers before a person scratches them enough to make sores, have the camper take a bath with ½ cup bleach added to the water. Spray on insect repellent before coming to camp. Other natural remedies can be found online.

## **TICKS**

Spray each child before coming to camp. Wearing a hat will help. Have parents check the Scouts for ticks when reaching home. If you find a tick on a child at camp, please take him to the First Aid Station. If one is found at home, remove the tick and tape it to a piece of paper and bring it to the First Aid Station the next morning. We will need to know your name, Pack number and location on your body where the tick was found.

## **WATCH FOR SUNBURNS**

Sun screen and a hat will help.

### **COMMUNICABLE DISEASES AND INFECTION**

The camp will follow the National Council guidelines regarding communicable disease. In the event of a need to use these guidelines the Directors and DE will decide the action to be taken.

### **HAZARDOUS MATERIAL**

The camp will follow the guidelines for treatment that are included in the MSDS sheets. A sheet will be maintained on site for each hazardous material provided for use in camp. When appropriate the Director and DE will contact Emergency Services as required.

### **ANIMALS**

Don't go near wild animals. Walking leaders keep the campers away and notify Camp Administration immediately. Do not bring animals to camp. Directors, assisted by Nature Staff will decide the action to be taken.

### **NATURAL AND MANMADE SITE HAZARDS**

All natural and manmade hazards that have been identified are marked with ground paint, orange flagging, or in other appropriate ways. The camp map indicates out of bounds areas that are off limits to all but Administration staff.

### **LOST CHILD**

Report to Camp Administration as soon as possible; necessary action will be taken by the Director and DE. Take a head count before leaving for camp and again in the vehicle before you leave the camp. A forgotten child could be a lost child. In the event of a lost child all units will be called to the flag mall area. Once at the flag mall area walking leaders will confirm that all scouts in their respective units are accounted for. If the child is not found at the flag mall a search will be started by staff under the direction of the Director and DE. If the child is not found promptly, emergency services will be notified.

### **EARLY CAMPER RELEASE**

Anyone leaving early needs to be checked out at administration and then cleared before leaving the camp at the gate. Do not let anyone out without checking with administration first.

### **CAMP ENTRY AND EXIT**

Parents are encouraged to take advantage of the Miege circle drive for dropping off, or picking up scouts. Those staying as Walking Leaders will park at Miege, with overflow parking at St. Agnes. The Camp area will be fenced off with signs directing foot traffic to designated gates for entry on the North and South sides of camp.

## **SECURITY AND UNAUTHORIZED VISITORS**

Every adult in camp is to wear the wristband of the day to indicate they are authorized to be in camp. Visitors or late comers are to report to Camp Administration to gain authorization to be in camp. Walking leaders and staff are instructed to notice if an adult is not wearing a wrist band and to direct them to Camp Administration.

Unauthorized visitors will be approached by a member of Camp Administration or Security to determine their purpose and to either authorize their presence or refuse them entry, and to escort them off premises if needed.

If the unauthorized visitor refuses to leave, emergency services will be called by Camp Administration and the Director and DE will be immediately notified.

## **EMERGENCY TRANSPORTATION AND CAMP VEHICLE**

The camp will designate one vehicle as the Emergency Vehicle. It will be posted with a sign and parked by the Camp Administration area for use in the event of an emergency. The DE will direct its use. The keys will be kept available, with First Aid Staff or in a need to know location for use by Camp Administration.

There will also be at least (2) small off road vehicles that can be used to get around camp quickly. Operation of these will be limited to Key Staff and others as approved by the Directors or DE. When these vehicles are in use the driver shall have a radio with them at all times to communicate with Camp Administration.

## **YOUTH PROTECTION**

Child abuse is a crime against youth. Child abuse can involve the mental, physical and sexual victimization of children. The Boy Scouts of America has made it a policy that the Scout Executive of each council, as well as key members of professional and volunteer staffs, become familiar with child abuse and its various manifestations.

If you suspect that a child in camp is a victim of child abuse, you **MUST** report this to the Professional at camp or call, 816-942-9333 and ask for the Scout Executive.

Heart of America Council Policy on Youth Protection states: Each unit needs to have at least one adult walking leader trained in Youth Protection in attendance daily.

## **SAFETY RULES AND REGULATIONS**

- Only 6-11-year-old registered Cub Scouts and the appropriate leadership are allowed in the Day Camp area.
- Whistles are restricted to camp staff only.**
- All cooking fires must first be cleared and approved at camp administration. **Follow all Fire Safety Rules listed below.**
- Smoking is not allowed while with Scouts - field strip and use trash containers for cigarette butts, only out of sight of Scouts. **NO SMOKING** in any tent or building at any time.
- Please instruct Scouts to use only the porta-pots designated for them.
- All glass bottles and containers are prohibited.
- DO NOT** honk car horns.

- ❑ QUIET SIGN (Cub Scout Sign) will be enforced through Opening/Closing Ceremonies. This sign applies to everyone.
- ❑ No alcoholic beverages are allowed on any Scout Reservation or at any Scout function.
- ❑ Everyone should be at the flag mall for opening and closing. However, if for some reason you are not quite at the flag mall when the flag is being raised, please stop, stand in place, and remain quiet until the flag is raised, then progress on to the flag mall quietly.
- ❑ Park in designated areas only.
- ❑ No vehicles, other than camp vehicles, will be allowed in camp from 8:30 am to 3:45 pm.
- ❑ Notify the administration of any late arrivals, early departures or no shows at camp.
- ❑ Buddy System - Scouts must always have a buddy with them. Any Scout found alone will be taken to administration until his/her leader (and ONLY THE LEADER) comes for him or her.
- ❑ Leaders will be responsible for their own Scouts. Know where they are always. A leader in front and a leader behind the group will help you keep track of your Scouts.
- ❑ If a Cub Scout is seen with a pocketknife, it will be confiscated and returned to his leader on Friday after the close of camp.
- ❑ NO SANDALS allowed in camp.
- ❑ NO SLEEVELESS SHIRTS OR HALTER TOPS allowed in camp.
- ❑ NO RUNNING in camp. Stay on established paths.
- ❑ RECOMMENDED - 1 adult leader for every 5 Scouts.

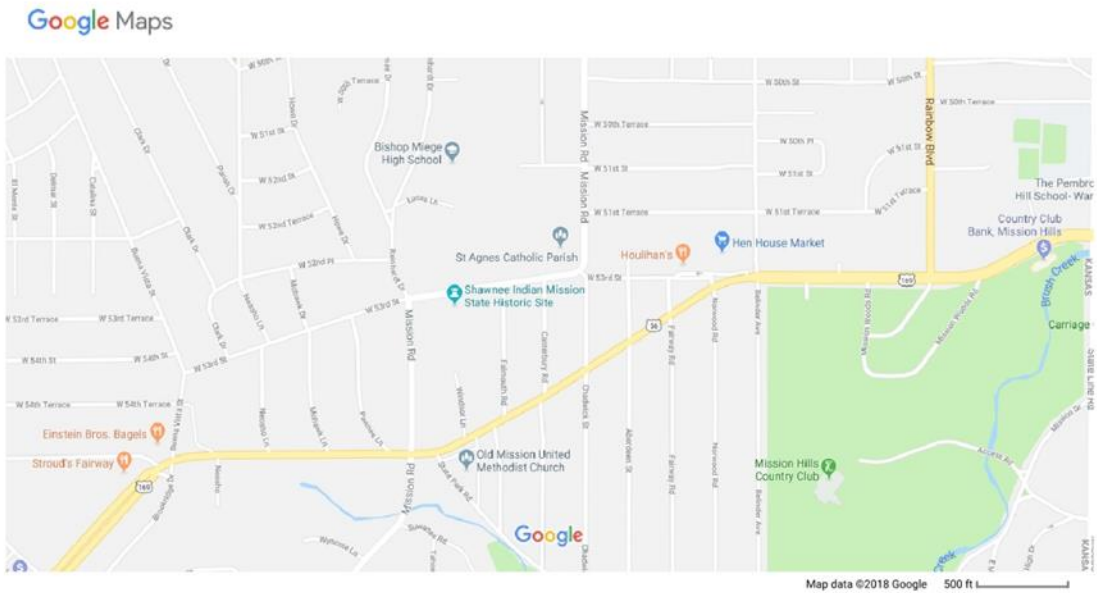
### **FIRE SAFETY RULES**

If you are going to follow our suggestion and have a "cook out", listed below are a few rules and regulations you must follow:

- ❑ You MUST notify the administration staff of your plans to cook out and identify your campsite location when you check-in the morning of the cook out.
- ❑ Cooking can only be done in portable grills you provide.
- ❑ Only Adults do the starting of charcoal & monitor cooking area.
- ❑ Groups are to furnish their own food and charcoal.
- ❑ **Charcoal is the only fuel permitted.**
- ❑ No running or horseplay around the fire.
- ❑ NEVER leave a fire unattended.
- ❑ **THE USE OF LIQUID FIRE STARTER IS PROHIBITED.** (Use Matchlite or a charcoal chimney found on Pg. 3-27 of the Cub Scout How To Book.)
- ❑ Extinguish the fire properly. Spread coals, sprinkle with water until fire is cool. Stir with a stick. Add more water. A fire is not out until you are willing to stick your hand in it!!! **Each Pack using a grill shall provide Water and Sand which is to be kept available and placed by each grill as it is being used.**

## How To Get To Camp

From Shawnee Mission Parkway, take Mission Road North to Bishop Miege High School one block North of 53<sup>rd</sup> Street. Camp is set up between the Miege Parking Lot and 53<sup>rd</sup> St on the Shawnee Indian Mission property. Administration and check in is in the North Building at 3408 W 53<sup>rd</sup> Street, Fairway, KS 66205.



**THINGS TO BRING TO CAMP**

**DAILY BRING LIST:**

Sack lunch  
Water Bottle  
Program Area Guide  
Staff Manual

**Optional:**

Hat  
Sun Screen  
Bug repellent  
Rain Poncho  
Snacks for yourself  
Camera  
Camp Chair

**STAFF PARKING PERMIT**

All staff vehicles in camp will have a parking permit posted in the window. All staff vehicles will be parked in the parking lot across the street from the Director's office.

**Parking spaces next to the administration area (in front of the Director's Office) are for the use of Key Staff and Emergency Vehicles only.**

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***STAFF***  
***PARKING PERMIT***  
***PACK \_\_\_\_\_ CELL***  
***# \_\_\_\_\_***

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