

METROPOLITAN CHINESE CULTURE CAMP – SAFETY PLAN

SAFETY PLAN - 2013

METROPOLITAN CHINESE CULTURE CAMP – SAFETY PLAN

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METROPOLITAN CHINESE CULTURE CAMP – SAFETY PLAN

CAMP INFORMATION

Permit #: H85-_____

CAMIS #: _____

Sponsors Name: CSC USA, Inc.

Name of Camp: Metropolitan Chinese Culture Camp

Campsite Address: 232 White Oak Road

City: Elizaville State: NY Zip Code: 12523

Description:

The Metropolitan Chinese Culture Camp is a one-week overnight camp. The program is designed to provide campers the opportunities to explore, learn and experience the Chinese cultures including Chinese Kung-Fu, Chinese Yo-Yo, dance, art & crafts, and various Chinese culture activities.

We believe that the camp days should not be provided just indoor Chinese programs, with this, we engaged the Camp Eagle Hill to provide various physical activities through either sports programming or optional activities including climbing tower, mountain biking around camp, group sports activities that are physical in nature.

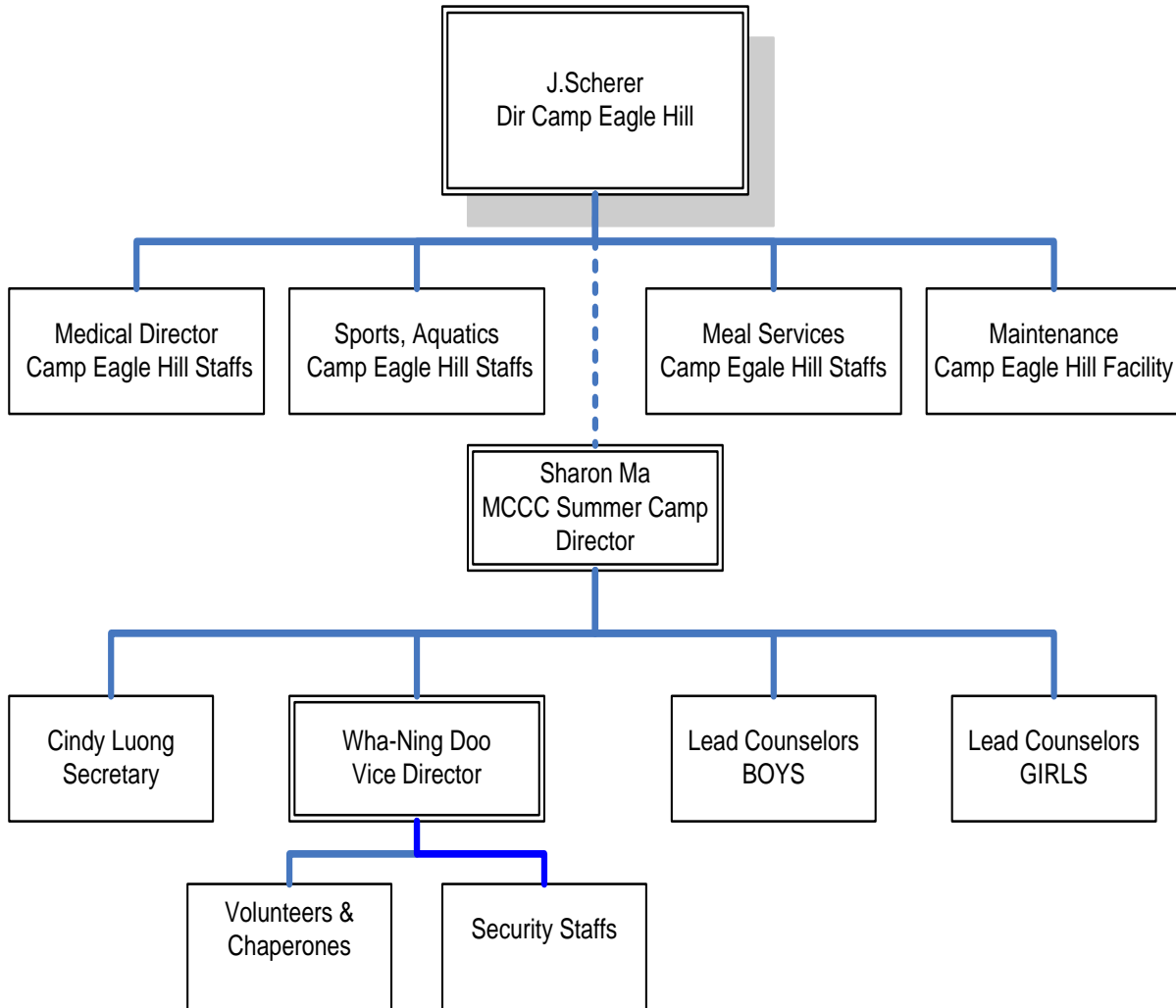
The Camp Eagle Hill is located at Elizaville, NY.

METROPOLITAN CHINESE CULTURE CAMP – SAFETY PLAN

I. PERSONNEL

A. PROVIDE A STAFF STRUCTURE

Metropolitan Chinese Culture Camp 2013 @ Camp Eagle Hill, Elizaville, NY



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B. JOB DESCRIPTION FOR EACH POSITION

Title: Camp Director

Supervisor: N/A

General Responsibilities:

The Director is responsible for the overall operation of the camp. To ensure the Camp is running with the best interest of the campers. The Director is to ensure the staffing requirements, employee screening, program development, scheduling, supervisions, etc.

Specific Duties:

- Serve as immediate supervisor of MCCC Summer Camp Director and Medical/Health Director.
- Prepare Camp Program permit and submit to New York State Health Department.
- Supervise the ordering of food, supplies, and equipment and arrange for proper distribution.
- Organize and supervise all sports/out-door/group activities.
- Ensure the camp ground and facilities are in proper usable condition.
- Ensure and monitor the safety plan and procedure.

On the camp site all-time during the program.

Qualification:

- 1) Must be at least 25 years of age
- 2) At least 24 weeks of administrative of supervising experience in camping
- 3) At least Bachelor's Degree
- 4) Must possess strong leadership, management, and organizational skills

Reference: Please refer to Camp Eagle Hill Safety Plan for additional details.

METROPOLITAN CHINESE CULTURE CAMP – SAFETY PLAN

Title: MCCC Summer Camp Director

Supervisor: Camp Director

General Responsibilities:

The MCCC Camp Director is co-director with Camp Eagle Hill Director to responsible for the overall programs of the camp. To plan, direct and supervise all MCCC camp programs and staffs. To ensure the Camp is running with the best interest of the campers.

Specific Duties:

- Ensure the staffs are compliance with Camp site safety plan.
- Overseeing all programming and scheduling, managing interpersonal relationships, and creating and running camp events.
- Prepare and conduct pre-camp and in-service staff trainings.
- Set and supervise office procedures.
- Develop routine, schedules, and procedures for camp operations.
- Supervise and evaluate all operations and program staffs.
- Maintain and review records and evaluations of all programs, operations, staffs, and facilities.
- Throughout the day the Camp Director monitor, participate, and lead activities with small or large groups (10-45 participants).
- On the camp site all-time during the program.

Help provide an atmosphere for development good morale and well-being among the camp family

Qualification:

- 1) Must be at least 25 years of age
- 2) Must be able to promote Chinese Culture
- 3) Must possess strong leadership, management, and organizational skills
- 4) Work effectively with people of different backgrounds, abilities, opinions and perceptions

METROPOLITAN CHINESE CULTURE CAMP – SAFETY PLAN

Title: Vice-Director

Supervisor: MCCC Summer Camp Director

General Responsibilities:

The MCCC Vice-Director is responsible for providing the guidance and leading the volunteers & chaperones. The Vice Director is responsible for the supervision at camp site to ensure the program is running accordingly. Ability to plan, organizes, and implements age-appropriate/developmentally appropriate program activities

Specific Duties:

- Carry out a system for recruiting campers and staff utilizing brochures, telephone calls, etc.
- Assist MCCC Summer Camp Director prepares and conducts pre-camp and in-service staff training.
- Set and supervise office procedures, opening- and closing-day procedures for staff and campers.
- Schedule and monitor time off for staffs, volunteers, and chaperones.
- Enforce and follow all camp rules and policies.
- Inform MCCC Camp Director of ethical considerations or issues or potential parental concern that affect the experience of MCCC campers or staffs.
- Assist MCCC Camp Director in design and implementation of Camp Program.
-
- On the camp site all-time during the program.

Qualification:

- 1) Must be at least 25 years of age
 - 2) To be able to Promote Chinese Culture
 - 3) Strong leadership skill
 - 4) Work effectively with people of different backgrounds, abilities, opinions and perceptions
-

METROPOLITAN CHINESE CULTURE CAMP – SAFETY PLAN

Title: Secretary

Supervisor: MCCC Summer Camp Director

General Responsibilities:

The Secretary is providing the assistants to the Camp operations, including provide any materials that required in the classes, communication and documentations. The Secretary will be on-site during the camp week.

Specific Duties:

- Assist with pre-camp preparations.
 - Assist Camp Director in all duties.
 - Contact campers' parents when necessary regarding the registration issues.
 - Provide the communication between on-site staffs and off-site staffs.
 - Read Staff Handbook and follow Camp Discovery policies and procedures at all times.
 - Assist the closing-day program materials. (markers, posters, program booklets, etc.)
 - Assist with pre-camp preparations, scheduling, communicate with other staffs.
 - Documenting the meeting minutes, setup meeting locations, or conference calls, if necessary.
- Coordinate with vendors prepare the supply/materials, such as sweatshirt, award/prize, etc.

Qualification:

- 1) Must be at least 18 years of age
- 2) Must able to work with people of different backgrounds.
- 3) Must be nice when communicating with staffs and other people

METROPOLITAN CHINESE CULTURE CAMP – SAFETY PLAN

Title: Lead Counselor(s)

Supervisor: MCCC Summer Camp Director

General Responsibilities:

The both GIRL and BOY Lead Counselors are responsible for the daily supervision and safety of a group of campers. Supervise the Senior and Junior counselors that are assigned to the group.

Specific Duties:

- Manage a group of 8-17 year olds including, but not limited to, walking long distances, running at times; assisting with personal hygiene needs; and participating in activities.
- Become familiar with campers prior to attending camp.
- Live in and help maintain a clean, safe and organized bunk area.
- Plan and supervise the daily activities of the group.
- Take daily attendance of the group and report absences.
- Bring health related issues immediately to Medical Director and Camp Director.
- Bring behavior related issues immediately to Camp Director.
- Escort the group to and from all activity areas and trips.
- Ensure campers have what they need for each activity and are dressed appropriately.
- Facilitate activities during free time.
- Responsible for the campers they are assigned to 24 hours a day throughout the week of camp. Teach and supervise organized games, team sports, and free play and assist the specialist.

Qualification:

- 1) Must be at least 18 years of age
 - 2) Must have experience in camping and supervision of children or have completed a training course acceptable to the Department.
 - 3) Must have the ability to conduct organized games, to teach and supervise staff and campers, and to schedule activities.
 - 4) Must have the energy, motivation and skills need to work with children out-of-doors, willingness to accept guidance and supervision, and a sense of patience and self-control.
 - 5) Be able to Promote Chinese Culture
-

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Title: Volunteers & Chaperones

Supervisor: Vice Director

General Responsibilities:

The volunteers and chaperones is to assistant in any way that during the camp programs. To supervise in various activities assigned by the Vice Director and/or the Camp Director. The volunteers and chaperones will be required on-site for most of the camp week.

Specific Duties:

- Physically able to keep up with and manage a group of 7-17 year olds.
 - Accompany campers activities based on assigned scheduled.
 - Facilitate a fun, educational and safe summer camp experience for campers.
 - Continuously monitor camper to ensure that their needs are met.
 - Assist cabin staff as needed by request of Camp Coordinator
 - Perform additional duties as requested by the Camp Director or Camp Vice Director.
 - Prepare material and assist classroom activities.
 - Read Staff Handbook and follow Camp Discovery policies and procedures at all times.
- Be flexible and assist in any and all areas of Camp as needed and directed.

Qualification:

- 1) Must be at least 18 years of age
- 2) Must be fun loving, patient and genuinely concerned for the welfare and development of young people.
- 3) Be a role model to campers
- 4) Must be able to work with young campers
- 5) Must have the energy and motivation on either in-door classes and out-door activities

The following job positions are provided by the Camp Eagle Hill, and please refer to Camp Eagle Hill Safety Plan:

Sports, Aquatics – Camp Eagle Hill Staffs

Meal Services – Camp Eagle Hill Staffs

Maintenance - Camp Eagle Hill Staffs

Health Director - Camp Eagle Hill Staffs

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C. EMPLOY A SUFFICIENT NUMBER OF QUALIFIED STAFF

- (1) *In each non-overnight camp there shall be at least one senior counselor for every:*
- (i) Six children less than 6 years of age;
 - (ii) Nine children six to seven years of age;
 - (iii) Twelve children eight years of age or over.
- (2) *In each overnight camp there shall be at least one senior counselor for every:*
- (i) Six children seven years of age or under;
 - (ii) Eight children eight years of age or over. (NYCHC Section 48.12 (c)(1))

D. SCREEN APPLICANTS AND VERIFY REFERENCES

The camp operator shall maintain a copy of each staff member's application, any records identifying staff qualifications, such as resumes, licenses or certifications on file for inspection by the Department. The Camp operator shall verify all employee's prior education, experiences, training and character references. (NYCHC Section 48.09(i))

The camp operator shall ascertain whether an employee or volunteer is listed on the New York State Division of Criminal Justice Services (DCJS) Sex Offender Registry prior to the day such employee or volunteer commences work at camp and annually thereafter prior to their arrival at camp. (State Sanitary Code, 10 N.Y.C.R.R. Subpart 7-2.5(l))

Your staff application will enable you to determine the eligibility of an applicant. Select all staff carefully. Conduct a personal interview, asking questions about prior employment history, including working with children. Ask if the person has been charged with or convicted of a crime involving children, and what they consider appropriate discipline. Check references. By law you must conduct a background check utilizing the NYS Division of Criminal Justice Services Sex Offender Registry prior to the hiring process. You must keep on file, a record of registry findings and references.

Outline your procedure for selecting staff:

We carefully select all staffs. It is required that applications interview by the Camp Director or Vice Director. Applications are also required to obtain and verify reference. References should be available by either telephone, or in-person discussion.

It is also required to perform the following background check:

1. Prior Employment background check – when verifying the previous employment, we will do the following:
 - a. Google the name of the previous employer to make certain that the employer exists. (always possible that we might be given a fake company and organization as well as a phony reference to speak with)

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- b. Call the reference and make certain that dates match up with what the person has in writing.
- c. Consider lapses in employment – here we ask what the person was doing at the time.

2. New York State Sex Offender Registry check

For other Staffs that listed as Camp Eagle Hill Staff, please refer to the Camp Eagle Hill Safety Plan

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II. FACILITY OPERATION

Metropolitan Chinese Culture Camp is contracted with the Camp Eagle Hill. Refer to Camp Eagle Hill Safety Plan for Detail.

III. FIRE SAFETY

Metropolitan Chinese Culture Camp is contracted with the Camp Eagle Hill. Refer to Camp Eagle Hill Safety Plan for Detail.

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IV. SUPERVISION & ACTIVITY SAFETY

A. PROVIDE ADEQUATE SUPERVISION

The camp operator shall provide adequate supervision. Adequate supervision shall mean that:

- (1) Each camper is protected from any unreasonable risk to his or her health or safety including physical or sexual abuse or any public health hazard; and*
 - (2) Each camper shall be under immediate visual observation of a senior counselor, and in verbal contact with a counselor, during all activities, and*
 - (3) Each camper's whereabouts shall be accounted for at all times.*
- (NYCHC Section 48.12)*

Inadequate supervision is a significant contributing factor in camper injury and death. Review all supervision requirements of camp activities, especially high-risk activities such as swimming. Address the supervision of campers between activities and during free time. Explain the ratios, policies, and procedures in place to supervise campers. Describe supervision practices, including:

- Routine activities in the camp day, including quiet times, travel between activities, meals, and the activities themselves.
- How senior counselors are to maintain visual and/or verbal communication with campers at all times.
- Unusual or emergency situations that modify the routine activity plan.
- In overnight camps, nighttime, including before and after lights out.

Indicate your plan to provide adequate supervision of all campers at all times.

At the beginning of each session, counselors will be given a list of campers under their charge for that camp session or activity. Counselors will take attendance frequently, including at the beginning of each day and activity, to account for all campers in their charge. If a camper is unaccounted for, the counselors will immediately notify the camp director.

At all times, the counselors will provide a level of supervision that shall protect campers from any unreasonable risk to their health or safety, including physical or sexual abuse. Counselors will actively supervise campers, maintaining visual or verbal communications capabilities at all times to ensure camper activities are safe and consistent with the safety plan and camp policies.

B. DEVELOP DISCIPLINE GUIDELINES

- A discipline policy should be established and carried out by staff.
- Discipline should address correcting unacceptable behavior.
- Staff response to expected camper behavior problems should be thoroughly addressed.
- Some discipline practices are unacceptable. Corporal punishment, humiliating treatment, frightening methods, punishment associated with food, rest or isolation and using foul or abusive language are considered child abuse or neglect; such practices are strictly prohibited.

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- When a discipline problem needs additional support beyond the group’s counselor, the supervisory chain of command is utilized.
- Discipline solutions could extend to involvement of the parent of the camper.

Indicate your policy for camper discipline:

Discipline will be aimed at addressing and correcting unacceptable behavior. Counselors who are unable to quickly, safely and effectively deal with a camper who is misbehaving will utilize the chain of command to address the situation. Forms of acceptable discipline may include:

- Talking to the camper about their behavior
- Discussion of the expectations the camp has of all campers
- Asking the camper to express his feelings
- Mediation of a dispute
- Notification of parents/guardians.

Discipline that is considered **unacceptable** and that will not be allowed includes but is not limited to:

- Corporal punishment
- Humiliating treatment
- Frightening methods
- Punishment associated with food, rest or isolation
- Use of foul or abusive language.

C. PLAN TO RECOGNIZE AND REPORT CHILD ABUSE

The camp operator shall provide adequate supervision. Adequate supervision shall mean that:

*(1) Each camper is protected from any unreasonable risk to his or her health or safety including physical or sexual abuse or any public health hazard;
(NYCHC Section 48.12)*

- Be certain all staff is aware of the possibility of child abuse at camp.
- Define what actions or activities constitute abuse of a child. Clearly distinguish between accepted disciplinary procedures to be applied to a disruptive camper and unacceptable abusive disciplinary procedures not to be used by staff. Give similar guidance regarding sexual abuse.
- Teach staff members how to react if they see a camper being treated in a way they or the camper feels is abusive, including when and to whom to report.

Definitions of Child abuse: Child abuse means harm or threatened harm to a child's health or welfare, which occurs through non-accidental physical or mental injury, sexual abuse or maltreatment. Child neglect means to harm a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including failure to provide adequate food, clothing, and shelter, emotional or medical care.

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What will staff be taught to do if they receive a report that is alleging abuse of a camper?

Any staff member who suspects that a camper has been abused or neglected will report the suspected case to the Camp Director and Medical Director. The Camp Director and Medical Director will document any bruises or cuts noted on campers. Information concerning any camper is confidential. Staffs should not to be discussed with anyone other than Camp Director and Child Protective Services.

What steps will the camp director take in response to a report of alleged abuse? Include who will be notified.

The suspected case will then be reported to Children’s Protective Services, MFIA, within 24 hours of first being informed by the Camp Director.

NYCHC Section 48.17(k) requires that you report all allegations of abuse to the New York City Department of Health & Mental Hygiene within 24 hours.

D. DEVELOP PROCEDURES FOR DAILY ROUTINES

Have a procedure for authorizing visitors

While maintaining security, you may want to preserve a policy of openness, which welcomes parents of children to visit. Therefore, develop procedures for screening all visitors, authorizing their presence, and identifying authorized and excluding unauthorized visitors.

Indicate your procedures for authorizing visitors:

- The camp is designed for a one-week camp. No visitors are allowed.
- At no time are parents allowed to visit campers. In the event that a camper needs to leave camp early, his/her parents will be contacted by a member of the camp administration and asked to pick their camper up at camp. As soon as needed paperwork is completed, the parent(s) and camper will be asked to leave.

Daily Attendance and Dismissal

- Designate staff to take record and transmit daily attendance to the program administration. Advise parents to inform the program if their child will be absent.
- Before the first activity begins, review the day's attendance for unexcused camper absences and contact parents immediately.

Indicate your procedures for obtaining and responding to attendance information:

At the beginning of each session, counselors will be given a list of campers under their charge for that camp session or activity. Counselors will take attendance frequently, including the following schedule, but not limited to:

- At the beginning of each day
- Before leave the classroom

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- After breakfast, lunch, and dinner
- After evening activity
- Before bedtime.

Unless a child is to walk home alone, be certain that every child is released only to his or her parent or to a person designated by his or her parent. The following is suggested:

- Have parents designate on the application how the child is to leave the program.
- If a child is not to walk home alone, have parents indicate in writing the names of those to whom the child is to be released.
- Designate staff to be responsible for insuring that children are released only to designated persons.

Describe the dismissal procedure of each camper (i.e. pick up, sign out, etc.):

If a camper is released during session, the following procedure will be used:

- When the camper's parent or guardian arrives on camp property, he/she will be escorted to the "Office". The Camp Director will be notified via the camp communication system.
- The parent or guardian must present formal identification that will be checked against the camper's registration form.
 - The camper will be released to the person only if information matches forms submitted prior to the camper's arrival. The person must then sign the camper "out" (using the camper release form) and leave property as soon as complete collect all the personnel belonging.
 - Any future contact made by the camper's parent or legal guardian with the camp will be referred to the Camp Director.

At the end of camp program, all campers will be located at "Big Red" Gym. The counselors and assigned staffs will to be responsible for insuring that children are released only to parents or legal guardians. If a child is not released, the counselors and staffs will report to Camp Director to contact parents immediately.

Picking Up and Dropping Off Campers

Does your program provide bus pick-up and drop-off service?

NO.

Buddy System (other than swimming)

Refer to the **Camp Eagle Hill Safety Plan**, to assist in the setup of a Buddy System and accountability systems for trips, hiking and other activities:

- Assign each child a partner buddy with whom he or she is to remain throughout the activity.

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- Assign partners who are compatible and will not present a problem of being accountable for each other.
- Activate the Buddy System after each rest and activity, and whenever potential problems concerning accountability for the presence of each child may arise. Utilize the Buddy System during traveling through streets, on subways and buses.
- Instruct counselors to carry a buddy roster to account for campers. When a camper is missing, use the roster to verify the name of the missing buddy. Tell campers to immediately tell the group's counselor when their buddy is missing.

Indicate your plan for finding a child who cannot be accounted for:

In the event that camper becomes unaccounted for, the Lost Camper Plan will immediately be active. See "Lost Child Plan" below.

Indicate your procedure for supervising and accounting for every camper at all times during trips and other activities:

The camp program does not provide off-camp trip. The counselors will take attendance before and after the activities to ensure all campers are accounted for.

Instruct children in what to do if they become separated from the group. For example:

- Proceed to a designated location, or
- Proceed to the nearest person in authority, tell him or her what has happened, and follow that person's instructions.

Indicate what you instruct children to do if separated from the group:

Instruct campers the procedure during the "Orientation" event at the first evening below:

- Be calm
- Proceed to the nearest person in authority; tell him/her the "Bunk" group.
- In case that there is no one nearby, proceed to the "Flag Pole" area and wait there.

Lost Child Plan

If a child has been separated from the group, immediately activate procedures for finding a lost child. The following is procedure:

- All campers are also divided into smaller groups (bunks) with each bunk headed by a specific counselor who is also responsible for and accountable for the whereabouts of his or her assigned campers at all times.
- If a camper is reported "missing", the counselor responsible for the camper in question must will then:
- Assemble children in a secure place under supervision.
- Notify the camp director and the camp director held a quick meeting with staffs who work directly with the camper in questions and campers who may have some insight into missing camper's whereabouts.

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- Interview staff and campers in an attempt to determine the last known place of the camper and nearby restrooms, and high risk areas.
- Institute a systematic search, beginning with high-risk areas (e.g., waterfront, streets);
- Camp director will notify local authorities after an agreed upon time has been reached for the search and the camper in question still missing.
- Maintain communication with the directors and staffs.
- The Camp Directors will then work with the local authorities to determine a course of action in search of the missing camper.
- Notify parents.

Traveling by Subway

Suggested procedures are:

- Choose a route with fewest changes of trains.
- Avoid traveling during rush hour.
- Instruct Senior Counselors to stand in the doorway until all children are safely in or out of the train.
- Instruct children:
 1. To stand away from the track and wait for everyone in the group to get on or off the train.
 2. If left on a train, to get off at the next stop, inform the clerk, and wait at the token booth until a Senior Counselor arrives.
 3. If left on the platform, to inform the clerk at the token booth and wait at the booth until a Senior Counselor returns.

Indicate the procedure you will follow when traveling by subways:

No traveling by Subway

Traveling by Bus

Orient staff members in procedures to be followed in an emergency, for example, a disabled vehicle or injury to a passenger or driver. The following is suggested:

- Provide adequate supervision in a secure area for all children.
- Provide appropriate first aid and medical care.
- Notify proper authorities and services as the situation indicates.
- Arrange for alternate means of transportation.

Indicate your emergency procedures when traveling by bus:

No traveling by Bus

Crossing Streets

An example of a suggested procedure for crossing the street is as follows:

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- Anticipate movement of vehicles with the right of way.
- Wait at the corner for the first full WALK cycle or at the STOP sign for oncoming vehicles to be fully stopped.
- Walk at a child's pace. Don't run.
- Adhere to traffic rules for pedestrian crossing the street.

In crossing streets, suggested precautions are to instruct counselors to:

- Senior Counselor #1 leaves the group, takes and holds a position facing potential oncoming vehicles having the right of way. Counselor waits until the last child has safely crossed the street.
- Senior Counselor #2 walks at the head of the group, crossing the street.
- Children proceed in two's, with their buddy.
- Senior Counselor #1 follows at end.

Indicate the procedure that you will follow for crossing streets:

The Camp Eagle Hill is a camp-site that does not have too much vehicles passing. But all campers will be instructed the following procedures:

- Anticipate movement of vehicles, staying alert while walking
- Counselors and staffs should stop the group prior to cross the street.
- Counselors and staffs should make sure to stop any vehicles approaching by takes and holds a position for vehicle to stop.
- Campers proceed in two's or threes', crossing street immediately.
- Staffs will follows at the end.

Remind campers that people backing out cannot see very well and don't always think to look for people passing by and sometimes don't even slow down. Always insist that campers stay alert and not expect drivers to be doing the same.

E. DEVELOP PROCEDURES FOR ACTIVITY SAFETY

For each activity that your camp provides, address the following items in your plan below:

- Supervision: How will the staff, counselors, and specialty staff coordinate the supervision of campers during each activity?
- What ratio of Senior Counselors to campers will be maintained?
- How, if at all, will Junior Counselors be integrated into the program?
- What safety equipment will be used? Describe the inspection and maintenance requirements.
- Include participant prerequisites, if any (e.g. training, skills, experience, age).
- What are the rules of the game or safety precautions to be taken during the activity?

Sufficient facilities and equipment appropriate to each sport activity and designed to protect the participants in such activity, such as masks, guards for eye glasses, shin-guards, chest protectors and non-hazardous playing fields shall be available and supplied. (NYCHC Section 48.13)

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When planning trips, consider the following:

- Maintain the required Senior Counselors to camper’s ratio. Do not allow any group to leave the site with fewer than two adult counselors, one of whom is certified in First Aid. If a high-risk trip is planned, the trip leader must possess or be accompanied by staff who possess a current certificate in RTE (Responding to Emergencies) First Aid or its equivalent and CPR for the Professional Rescuer or its equivalent.
- Before leaving, review safety procedures with the children.
- Assign each child a partner buddy with whom he or she is to remain throughout the activity.
- Activate the Buddy System after each rest or activity or whenever potential problems concerning accountability for the presence of each child may arise.

Be certain each child knows or has displayed the name, address and phone number of the program.

Check all activities available to campers:

- | | | | | |
|--|---|--|--|--|
| <input type="checkbox"/> Amusement Parks | <input type="checkbox"/> Camp Trips | <input checked="" type="checkbox"/> Go Carts | <input type="checkbox"/> Mountain Boarding | <input type="checkbox"/> Ropes/Challenge Course |
| <input type="checkbox"/> Aquatic Theme Park | <input checked="" type="checkbox"/> Classroom Instruction | <input checked="" type="checkbox"/> Gymnastics | <input type="checkbox"/> Nature Study | <input type="checkbox"/> Skate Boarding |
| <input checked="" type="checkbox"/> Archery | <input type="checkbox"/> Cooking | <input type="checkbox"/> High Adventure | <input checked="" type="checkbox"/> Organized Games (Play) | <input type="checkbox"/> Sprinklers |
| <input checked="" type="checkbox"/> Arts and Crafts | <input checked="" type="checkbox"/> Court Sports | <input checked="" type="checkbox"/> Hiking | <input type="checkbox"/> Overnight Trips | <input checked="" type="checkbox"/> Swimming – On-Site |
| <input checked="" type="checkbox"/> Bicycling | <input checked="" type="checkbox"/> Dancing | <input type="checkbox"/> Horseback Riding | <input type="checkbox"/> Petting Zoo | <input type="checkbox"/> Swimming – Off-Site |
| <input checked="" type="checkbox"/> Boating /Canoeing /Rafting | <input checked="" type="checkbox"/> Field Sports | <input type="checkbox"/> Ice Skating | <input checked="" type="checkbox"/> Rock Climbing | <input type="checkbox"/> Swimming – Wilderness |
| <input type="checkbox"/> Bowling | <input type="checkbox"/> Fishing | <input checked="" type="checkbox"/> Martial Arts | <input type="checkbox"/> Rollerblading/Skating | <input type="checkbox"/> Wood Working/Carving |
| <input checked="" type="checkbox"/> <u>Other Chinese Yo-Yo</u> | <input type="checkbox"/> <u>passive activities</u> | * | * | * |

As a reference, please use the table below when determining the counselor to camper ratios for activities.

Counselor to Camper Ratios	Normal Activities	Water Activities	On-Site Hi-Risk Activities	Off-Site Camp Trips	Passive Activities
1-5 year olds	1:6	1:4	1:6	1:5	1:25
6-7 year olds	1:9	1:6	1:8		
8-15 year olds	1:12	1:8			

Provide an Activity Safety Plan for All Activities

Complete the safety plan for each activity checked on the previous page:

Normal Activity: Arts and Crafts, and Classroom Instruction

Supervision Ratio: 1-5 years: N/A 6-7 years: 1:9 8-15 years: 1:9

Safety plan: Before the classes begin, counselors will take attendance to be sure all campers are accounted for. In addition to the counselors, there will be one class instructor, assigned 2 staffs/volunteers/chaperons assist in the classes. The Arts and Crafts class is located at the “LITTLE RED” building; the other classroom instruction type of activities will be at either the same building or

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the classroom in the Sleeping Bunk area. All campers included counselors are assigned a group and sit at the same table before classes begin.

Prior to leave the class, the counselor is instructed to take attendance and line-up the campers for next activities.

Normal Activity: Dancing

Supervision Ratio: 1-5 years: N/A 6-7 years: 1:9 8-15 years: 1:9

Safety plan: Before the classes begin, counselors will take attendance to be sure all campers are accounted for. In addition to the counselors, there will be class instructor, assigned one staff/volunteer/chaperon assists in the classes. The Dancing class is located at the “DANCING HALL” building.

Prior to leave the class, the counselor is instructed to take attendance and line-up the campers for next activities.

Normal Activity: Martial Arts (a.k.a KungFu)

Supervision Ratio: 1-5 years: N/A 6-7 years: 1:9 8-15 years: 1:9

Safety plan: Before the classes begin, counselors will take attendance to be sure all campers are accounted for. In addition to the counselors, there will be class instructor, assigned one staff/volunteer/chaperon assists in the classes. The KungFu class is located at the Gymnastics court.

Prior to leave the class, the counselor is instructed to take attendance and line-up the campers for next activities.

Normal Activity: Chinese Yo-Yo

Supervision Ratio: 1-5 years: N/A 6-7 years: 1:9 8-15 years: 1:9

Safety plan: Before the classes begin, counselors will take attendance to be sure all campers are accounted for. In addition to the counselors, there will be class instructor, assigned two staffs/volunteers/chaperons assists in the classes. The Chinese Yo-Yo class is located at the “BIG RED” building.

Prior to leave the class, the counselor is instructed to take attendance and line-up the campers for next activities.

Passive Activity: Passive activities include, but are not limited to, viewing movies or drama, singing, and Orientation.

Supervision Ratio: 1-5 years: N/A 6-7 years: 1:9 8-15 years: 1:9

Safety plan: The counselors will take attendance to be sure all campers are accounted for before any the activities. For viewing movies, the counselors will provide the camper counts and names to the instructor who is responsible for the activity. In addition to the instructor, there will be one assigned 3-4 volunteers/chaperons assist in the classes. For other group orientation, all staffs, volunteers, and chaperon will be in the same building. The orientation is located at the “DANCING HALL” building. All campers included counselors are assigned an area before event begins.

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Prior to leave the event, the counselor is instructed to take attendance and line-up the campers then exit the building.

Sleeping and rest hours;

Supervision Ratio: 1-5 years: N/A 6-7 years: 1:20 8-15 years: 1:20

Safety plan: After 9:00pm, the counselors will take all campers back into their bunk be ready for the bedtime and take attendance to be sure all campers are accounted for. At 10:00pm, all light-out except the washroom area. In additional, there will be 4-6 staffs, volunteers, and chaperons assigned at nearby outside bunk areas to ensure no campers are running outside the bunk area until 11:00pm or later when most of camper are quiet and no additional noises.

In the event where the camper required reporting to Medical Director, the staffs will take the camper to the infirmary. Counselors and other staffs will be reminding on the area for security purposes.

Notes: The following activities are provided by the Camp Eagle Hill. Please refer to Camp Eagle Hill Safety Plan for additional details.

- Archery
- Bicycling
- Boating/Canoeing/Rafting
- Court Sports
- Field Sports
- Fishing
- Go Carts
- Gymnastics
- Hiking
- Organized Games (Play)
- Rock Climbing
- Swimming – On-Site

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V. SWIM SUPERVISION & SAFETY

Metropolitan Chinese Culture Camp is contracted with the Camp Eagle Hill. Refer to Camp Eagle Hill Safety Plan for Detail.

VI. MEDICAL SAFETY

Metropolitan Chinese Culture Camp is contracted with the Camp Eagle Hill. Refer to Camp Eagle Hill Safety Plan for Detail.

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VII. STAFF TRAINING

A Staff training: training curriculum outline; tour of camp; description of camp hazards; chain of command; procedures for camper supervision and discipline; child abuse recognition and reporting; provisions for first aid and emergency medical assistance; reporting of camper injury and illness; buddy system; lost swimmer plan (if camp has an aquatics program); lost camper plan; lightning plan; fire safety and fire drills; camp evacuation procedures; activity specific training for assigned activities; camp trips (if provided); and process to document attendance at staff training. (NYCHC Section 48.11(b)(6))

The camp director shall develop a written staff-training program appropriate to the specific needs of the developmentally disabled enrolled in the camp. (NYCHC Section 48.25(a)(4))

A. STAFF TRAINING INCLUDES:

Tour of Camp, Description of Hazards, Designating Off-Limit Areas

Staff members should tour the camp facilities and the community. Include off-limit areas, hazardous areas, and areas not routinely used, to familiarize staff with the area if a lost camper search becomes necessary. Familiarize staff with the surrounding community. Know where the local park is located and the best way to travel to the subway or bus stations.

Indicate the areas of the campsite and community that will be included in your tour of the camp, including off-limit and hazardous areas:

The following buildings, facilities, and activity areas will all be a part of the tour:

- Campers' sleeping bunks
- Flagpole
- "BIG RED" Gym
- "LITTLE RED" Building
- "FLAG POLE"
- "DANCING" Hall – Registration area
- Office Building
- Dining Hall
- Picnic and Barbecue Area
- Sporting/outdoor activities areas
 - softball field,
 - Go-Kart Track
 - Mountain Bikes Shack
 - Archery Area
 - Golf Driving Range
 - Trails into the Woods
 - Tennis Courts
 - Hockey Rink
 - Climbing Tower

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- Basketball Courts
- New Soccer Field
- Waterfront and fishing area
- Infirmary

The following are hazards that will be pointed out along the way:

- camp road
- waterfront – when open and closed/describing depths of all areas
- Power Lines – at the very edge of camp property
- Swampy areas
- Wooded areas where people need to dress for Lyme prevention
- Water Supply Tanks and Wells
- Propane gas Tanks at all Buildings

Provision of First Aid and Emergency Assistance

Identify the staff trained in First Aid and CPR. Determine and describe the proper location and use of first aid equipment, first aid kits, and CPR masks during orientation. Refer to the section on Medical Safety (page 47-56) for additional procedures that should be taught at the staff orientation session.

Buddy System

Train staff members in implementing the Buddy System, which must be fully described in this Plan.

Fire Drills and Evacuation

Give staff complete instructions on how to exit assembly areas and sleeping areas. Instruct staff on the location where campers are to assemble after exiting a building. Explain the purpose of fire drills and required camper conduct. Refer to Section III, Fire Safety (page 17-20), for further instruction.

Additional Topics

In addition, address the following areas at the Staff Orientation meetings:

- The chain of command in the camp.
- Supervision of campers (ratios, methods, etc.).
- Acceptable and unacceptable methods for disciplining campers.
- Recognition and reporting of child abuse allegations.
- Reporting of injuries and illness, and sick call.
- Waterfront supervision.
- Lost swimmer and lost camper plans.
- Thunderstorm and lightning safety.

Provide an outline of the training curriculum for the staff orientation program, including topics and times. Explain how you will verify attendance of staff at these sessions.

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Prior to Camp start, all staffs will required to participate 4 hours staff training programing held in one Saturday (or Sunday) in July.

The topics covered are:

- Medical – Safety, prevention, management protocols
- Understanding diabetes and common allergies.
- Job responsibilities.
- Chain of command/ reporting medical situations
- Prevention/management of a first aid incident
- Introduce programs and building locations maps.
- Review Safety procedures including fire drill, evacuation, lightning, and waterfront procedure.
- Review illness and injury incidents procedure, medical emergency procedures.
- Review Lost Camper Plan
- Intruders, missing persons, “buddy system”, procedures and protocols.
- Abuse: verbal, physical, sexual, emotional
- Privacy and confidentiality

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VIII. CAMPER ORIENTATION

Camper orientation: orientation curriculum outline; tour of camp; description of camp hazards; reporting illness, injury and other incidents; buddy or other accountability system approved by the Department; lost camper plan; fire drills and evacuation; lightning plan; camp trips; and process to document attendance at orientation. (NYCHC Section 48.11(b)(7))

A. CAMPER ORIENTATION INCLUDES:

Tour of Camp, Description of Hazards, Designating Off-Limit Areas

All campers must receive a tour of camp. In addition to camp facilities such as bathrooms, office and eating areas, identify potentially hazardous areas to all campers. These areas may include the storage area, kitchen area and boiler room and custodian's supply area. Make campers aware of off limit areas. Along with identifying the hazards, give reasons why these areas were determined hazardous.

Reporting of Illnesses and Incidents

Encourage campers to report to camp staff any illness or injuries they may arrive with, or which occur at camp. Make campers aware that any form of physical or sexual abuse must be reported to the health director, counselor or other staff member. Explain to campers that if they feel uncomfortable telling a particular staff member about an incident, there is other staff willing to listen and assist them.

Buddy System

Explain the method of bather accountability (Buddy System) to the campers. Explain all of the rules such as properly entering and leaving the swim area and pairing up with a buddy of similar ability, and staying in the assigned swimming area.

Lost Camper Plan

Supervision and utilizing a Buddy System are excellent measures to prevent lost campers. Explain to campers what to do if someone is missing or if they become lost. Discuss typical situations in camp and on off-site trips.

Fire Drills and Evacuation

Instruct campers how to exit assembly areas and sleeping areas. Instruct campers about where to assemble after exiting a building. Explain the purpose of fire drills and required camper conduct.

Out of Camp Trips

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Prior to leaving on any trip, give campers a description of the area to be visited and what to do if they become lost. Discuss rules of conduct that may apply to the trip.

Thunderstorm and Lightning Plan

At the first sign of an approaching thunderstorm and lightning, instruct campers to seek shelter in a nearby building. If at waterfront, instruct campers to get out of the water and seek safe shelter such as a car, bus or large building. In the building, stay away from windows and open doors facing large trees. Avoid taking a shower or bath or touching large metal objects such as refrigerators, metal bed frames, stoves, sinks or bunks. Avoid handling or using telephones unless necessary.

1. List the areas that will be included in your tour of the camp for campers:

- Campers' sleeping bunks
- Flagpole
- "BIG RED" Gym
- "LITTLE RED" Building
- "FLAG POLE"
- "DANCING" Hall – Registration area
- Office Building
- Dining Hall
- Picnic and Barbecue Area
- Sporting/outdoor activities areas
 - softball field,
 - Go-Kart Track
 - Mountain Bikes Shack
 - Archery Area
 - Golf Driving Range
 - Trails into the Woods
 - Tennis Courts
 - Hockey Rink
 - Climbing Tower
 - Basketball Courts
 - New Soccer Field
- Waterfront and fishing area
- Infirmary

2. List the areas that will be identified as hazardous during the camper orientation:

- camp road
- waterfront – when open and closed/describing depths of all areas
- Power Lines – at the very edge of camp property
- Swampy areas
- Wooded areas where people need to dress for Lyme prevention
- Water Supply Tanks and Wells
- Propane gas Tanks at all Buildings

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3. How will a camper report any illness or injury?

- Any camper(s) who feel illness or injury should inform counselor and/or nearby staffs.
- Counselor and/or staffs should report to the Medical Director and/or Camp Director immediately.

4. What will be told to campers reporting an alleged incident of physical or sexual abuse?

Anyone who feels that they have been sexually harassed should report the incident to the Camp Director immediately. If the complaint is against the Camp Director, the incident should be reported to Vice Camp Director.

5. Indicate your plan if thunderstorms and lightning were to strike:

If, during an outdoor program, thunder is heard or lightning is seen, all outdoor activities will be suspended immediately. The Counselors & staffs will move all the campers from the activity and taken to nearest building for 20 minutes of no thunder or lightning. Campers will be kept away from windows and open doors. Outdoor activities will not resume sooner than twenty (20) minutes subsequent to the last thunder roll or lightning.

6. Provide an outline of the camper orientation curriculum, including topics and times. Explain how you will verify attendance of campers at these sessions:

The first evening of Sunday session is devoted to orientation. The orientation will start at 7:30pm. The counselors will take all campers to the “DANCING” Hall and keep the camper in groups. Before the orientation begin, counselors will take attendance to be sure all camper are present.

The topics covered in the orientation are:

- Introduce Camp Director, staffs, volunteers and chaperones.
- Introduce programs and building locations.
- Review Safety procedures including fire drill, evacuation, lightning, and waterfront procedure.
- Medical Director will review illness and injury incidents procedure, medical emergency procedure and collect all medical items.
- Intruders, missing persons, “buddy system”, procedures and protocols.
- Abuse: verbal, physical, sexual, emotional
- Animals: procedure for certain type of animals
- Privacy and confidentiality

Campers who miss the first day will be given an individual orientation on the first day they arrive.

METROPOLITAN CHINESE CULTURE CAMP – SAFETY PLAN

IX. CAMPS SERVING THE DEVELOPMENTALLY DISABLED

A. ADDITIONAL GUIDELINES FOR PROGRAMS WITH ENROLLMENTS OF 20% OR MORE DEVELOPMENTALLY DISABLED PARTICIPANTS

The following sections address the specific needs and additional requirements for camps serving developmentally disabled participants.

A developmental disability is a severe, chronic disability of a person which is attributable to mental retardation, cerebral palsy, epilepsy, autism or neurological impairment, or is attributable to any other condition of a person similar to mental retardation cerebral palsy, epilepsy, autism or neurological impairment because such condition results in similar impairment of general intellectual functioning and or adaptive behavior and requires treatment and services similar to those required for such persons; originates before 18, is likely to continue indefinitely. (NYCHC Section 48.03(f))

Are 20% or more of your enrolled campers developmentally disabled?

Yes No

METROPOLITAN CHINESE CULTURE CAMP – SAFETY PLAN

Name of Camp: **METROPOLITAN CHINESE CULTURE CAMP**

Name of Person Preparing Plan: **MRS. WHA-NING DOO**

Title: **VICE DIRECTOR**



Signature: _____

Date: **JUNE 4, 2013**

After completing all sections of the Safety Plan, make a copy for your records.

Return the original Safety Plan to your borough office: