

Elevate My Chess & Oakville Chess Club

CHESS & FUN SUMMER CAMP POLICY AND PROCEDURES MANUAL

Our Chess & Fun Summer Camp

Oakville Chess Club in partnership with Elevate My Chess is hosting a full day Chess & Fun camp for boys and girls born between 2005 and 2013. Minimum age is 5 and maximum age is 14. Although the primary focus of the camp is chess for all levels of players including those that have never played chess, there will be time for basketball in the gym, play in the park and Money management for kids.

The full day program combines both the morning and afternoon session. The morning session focuses on chess lessons and play time in the gym or at the nearby Park. Breaks will be incorporated for water, snacks and bathroom. The afternoon session will include more chess lessons, interactive money management lessons for kids and some additional play time.

The full day camp will run from 9:00am – 5:00pm. However, with an additional fee, parents may drop off the campers as early as 8:00am and pick them up as late as 6:00pm.

Worker Conduct & Expectations

- **Workers are required to arrive and be in position at least 20 minutes before the camp begins.** This allows for the meeting room to be opened on schedule and set up on time before the arrival of the kids.
- Workers are asked to place all personal items in the designated space provided in each meeting room.
- When contagiously ill, Workers are asked to refrain from working and should notify the Camp Director of their absence as soon as possible prior to the day of the camp.
- Workers are responsible for remaining in the meeting room or camp location until all children have been picked up by their parents, and the meeting room has been cleaned up and things put away.

Camp Director is responsible for:

- Opening the meeting room at the camp location 20 minutes before the camp begins
- Greeting and interacting with parents and children in a friendly, warm, and welcoming manner
- Overseeing check-in/check-out procedures
- Overseeing meeting time, leading the campers through the various activities in the lesson plan or delegating leadership to capable workers.
- Deciding when parents need to be notified about their children
- Ensuring that the camp policies and procedures are being followed by all Workers
- Completing Incident Reports upon occurrence
- Ensuring that the meeting room is cleaned and tidied before and after the camp
- Communicating information about physical incidents and behavioural issues with involved parents
- The Camp Director may delegate some of his/her tasks to other workers who are capable and as needed

Camp Workers are responsible for:

- Assisting the Camp Director in whatever ways that are needed
- Interacting with children and developing relationships with them
- Setting an example for the children by participating wholeheartedly in camp activities
- Encouraging appropriate behaviour throughout the duration of the camp
- **WELCOME** - warmly welcome each child into the camp meeting room, direct them where to sit, chat with them
- **WITH** - sit with the children during Large Group Teaching Time and participate with them
- **WATCH** - be continually scanning over the children, making sure they are engaged, behaving, and not distracting to other children who are trying to learn or participate

Camp Procedures:

A) Check-In Process:

- Upon arrival, the Camp Director or delegate will turn on all lights, open doors, and ensure that the meeting room is in proper order. He/She will prepare the meeting room for the day
- The Camp Director or delegate will position herself/himself for check-in and the other Workers will prepare to receive children into the meeting room.
- As families arrive, the Camp Director or Delegate will follow these steps:
 - Step 1: Greet**
 - The Camp Director/Delegate greets parents and children as they arrive.
 - Step 2: Sign**
 - The Camp Director/Delegate will get the parents to sign in for dropping their kids, noting the date and time of arrival.
 - Step 3: Confirm**
 - Confirm that the child has come prepared with water and packed lunch by asking the child or parent

B) Camp Time

- **Chess lessons:** The Chess lessons will be conducted in the meeting room indoors. Where applicable, the kids will be group according to their playing strength for lessons. Chess lessons will include teaching time for openings, middle game, end game, strategies and tactics; chess puzzles and quizzes; and game analysis.
- **Play Time:** Play time will include both indoors and outdoors activities such as basketball, soccer, skipping, etc. For both indoor and outdoor activities, ratio of Worker to Kids must be minimum of 1:10. Workers are expected to watch and monitor all kids at all time during play time.

C) Lunch Break

- During lunch, the goal is to have every child sit, rest and eat their packed/provided lunch. The Workers will gather their group of kids around them and help them unpack their lunch as needed.

D) Check-Out Process

- The Camp Director/Delegate will position himself/herself for check-out and the other Workers will continue interacting with the children in the classroom.
- The Camp Director/Delegate will follow these steps

Step 1: Receive

- The Camp Director will receive and greet the parents as they arrive for pick up.
He/She is to warmly and calmly call children to the door to meet their parents, or ask the present Workers to bring each child as they are called.
- If there have been any discipline/behaviour/medical problems during the camp, parents should be notified in a discreet, loving, and professional manner, with the hope of seeing improvement the next time the child is in camp. If an Incident Report has been written up, the parent should be asked to read and sign it. The report can then be returned to the Camp Director/Delegate.

Step 2: Sign

- Parents must sign the sheet against their child/children's name(s) to indicate they have picked up their kids. Date and time of pick up is to be noted on the sheet. If someone other than the parent is picking up, the ID must be confirmed by requesting for a Driver's license or other appropriate identification and confirming that the person is listed as an authorized person to pick up the particular child.

Step 3: Release

- The Camp Director/Delegate will release the child to the parents with a friendly farewell.

E) Clean Up

- **Tidy & organize equipment and supplies:** Workers are asked to return all Activities/Games, pencils, and other supplies to their proper locations, and position the tables and chairs as they were originally placed according to the instructions provided.
- **Disinfecting wipe-down:** Workers are asked to wipe down any surface in the room that needs it (counters, tables, chairs, etc.) with disinfectant wipes, provided in the classroom.

- **Lights & Doors:** Once all children have been picked up, and all clean up duties have been performed, the Camp Director/Delegate is asked to turn off all lights and close all doors.

Washroom Procedures

- All children in the Chess & Fun Camp are required to be accompanied by a Worker when going to the bathroom or getting a drink. No child is allowed to be outside of the classroom (in the hallway) alone during the camp.
- “You plus two”: Workers must take two or more children to the bathroom at a time. One Worker should never be alone with one child for any reason. This is for accountability, and the safety of the Worker and child alike.
- For accountability purposes, the Worker should stand outside the washroom so that he/she remains visible to those in the hallway.

Discipline

It is our goal to do all we can to PREVENT behaviour problems at Chess & Fun Summer Camp. Having strong group dynamics within the kids, keeping the activities exciting, and having a good relationship with each child will help with this. However, if a child is making poor choices in behaviour during a quiet instructional time, the workers are to follow these nonverbal steps to re-focus the kids on what they should be doing.

1. Gently place a hand on the shoulder or back of the child causing the disruption. Sometimes feeling this touch is enough to stop the unwanted behaviour.
2. Place one finger to lips to signal the need for silence or give a slight shake with your head to signal that the behaviour in question is not appropriate.
3. After two reminders have been made to any one particular child, give them the signal (a finger point) to leave their seat quietly and to come directly to you. Have the Camp Director take over from here.

***Children who repeatedly need this redirection will be permanently placed under the care of the Camp Director/Delegate, and parental contact will be made.*

Lost Child

If a child in your group is suddenly not present and you cannot find them do not leave your group or location to go find them. Instead follow these steps:

1. Notify the Camp Director/Administrator of the location aware of the situation
2. Once proper arrangement is made to take care of the remaining kids, you and other camp workers/Administrator or the camp location will go search for the lost child.
3. Upon finding the child, you and the Camp Director should have a serious talk with the child to communicate the seriousness of the situation and to find out what went wrong. Depending on the severity of the situation, the parent/guardian may need to be made aware of what happened.

Injury

1. Always report any injury to the Camp Director, even if it is minor. This may include small scrapes, cuts, etc. Typically the injury can be treated with a little loving attention. The Camp Director has a small First Aid Kit containing band aids and Polysporin. More first aid equipment can be found in the camp location building or by asking the administrator of the building.
2. Fill out an Incident/Behavior Report after you're done treating the child. Once the report is completed, please give this to the Camp Director.
3. Serious injury involving seizure, head or eye injury, broken bones, loss of consciousness, excessive bleeding, allergic reaction, etc., should be treated as follows:
 - a. You must decide if the injury is serious enough that you should call 911 immediately. If you don't have a phone, call to someone for help and tell them to call for 911. Keep calm and keep the child as calm as possible. Remove other children from the immediate area.
 - b. Do not move the injured child.
 - c. If the parents/guardians cannot be found and the child needs to be transported to the hospital, a Worker must accompany the child.
 - d. All Workers and Camp staff members involved in the emergency must fill out Incident/Behavior Reports immediately
 - e. The Camp Director/Delegate will follow-up with the parents/guardians of the child.

Emergency Evacuation Procedures

If an emergency occurs at the camp that requires children to be evacuated (fire, electric sparks, pipes bursting, etc), the following procedures will be followed:

RESPONSIBILITIES OF THE CAMP WORKERS

1. Leave the Fire Area immediately, removing any person in immediate danger.
2. Activate the building fire alarm system by operating the nearest fire alarm station as you leave the fire area, and yell "FIRE"!
3. Instruct children and adults to leave building using the designated exits. If you encounter smoke in the exits use the alternate exit. (take the camp roster with you)
4. Ensure all windows and doors are closed (to confine the fire)
5. Congregate outside the building at the nearest field.
6. Once outside the building ensure that every child in your group is accounted for.
7. Each Worker will be responsible for the children in their group. Children will line up in single file for an attendance check.
8. Do not allow children back into the building until the Fire Department has responded and the cause of the alarm has been determined.

General Security

During the Chess & Fun Camp, all children are to be in the appropriate meeting room/activity space or with their parent/guardian. In general, no one is allowed to be within the Camp unless they are an approved Worker indicated most obviously with a camp shirt and name tag.

We want to encourage the Camp Workers to keep general security in the forefront of their minds at all times. Be observant. If you have any questions or suspect anything suspicious, please notify an authorized staff person immediately.