

SCAMP STAFF POLICIES ANE PROCEDURES

Program: SCAMP is a recreational based program that provides opportunities for individuals with disabilities to enhance their social skills, expressive language, fine and gross motor skills; thereby improving their self-esteem. When attending specials such as swimming, music, art, or physical education, all staff are required to attend to help support the specials teachers.

Attendance: Daily attendance must be taken for all campers and staff. Please have the small attendance sheets filled out and placed near your door no later than 9:45 am. If you have a special at 9:30, make sure attendance is taken before you leave! Staff who needs to take a day off for personal reasons must clear it with their Supervisor at least one week in advance. Staff who takes 2 or more consecutive sick days may be required to provide a Doctor's note excusing the absence.

Uniform: To maintain a professional environment, staff are required to wear a SCAMP shirt when in the classroom. Each new fulltime staff member will receive 2 shirts and a returning SCAMP staff will receive 1. Additional shirts may be purchased for a minimal cost. Sweatshirts will also be ordered the first week if employees are interested. Hats may not be worn at SCAMP unless it is a SCAMP hat. Hats will also be available for order.

Swimsuits: It is a district policy approved by the Bloomfield Hills School board that all female staff must wear a one-piece bathing suit at all times. This is a nonnegotiable item.

Lunch: All volunteers under 18 must be given a 30 minutes lunch break. All staff must take their lunch break in a staff break room. Staff are NOT to eat in their cars or in the parking lots. All staff are asked to bring a sack lunch or personal coolers to keep their lunch cold if necessary.

Valuables: SCAMP is not responsible for lost or stolen items. We encourage staff to leave all valuables in their cars or at home. It is recommended that jewelry be kept to a minimum. Staff should be careful when wearing dangling earrings or necklaces as campers my accidently grab onto them and break them.

Teachers

Classroom Set Up: We realize that this is a short summer program; nonetheless, campers love a fun and colorful environment. Feel free to use butcher-block paper to create colorful bulletin board displays. All classrooms are required to have a schedule out in open view. Writing it on a chalkboard or large sign will help campers with their transition at SCAMP and assist other staff members in finding your class if necessary.

Activity Outlines: Throughout the day, teachers are required to program 1-2 hours of activities on any given day. We encourage staff to create activities that students can engage in. Most activities can be viewed as learning opportunities as most provide social interaction for the campers. Formal lesson plans do not need to be turned in by the teacher; however a weekly activity outline will be requested weekly by the Assistant Coordinator.

Extended School Year Services: All campers who attend camp benefit from extended school year services as all of your activities will focus on one of the ESY areas outlined. A weekly

outline will be provided by each teacher to the Assistant Coordinator detailing what areas of ESY were met during the week.

SCAMP-O-Gram: This is a newsletter that goes out to all parents. A whole camp SCAMP-O-Gram will go out from the Coordinator and Assistant Coordinator on a bi-weekly basis to highlight special events and activities. Teachers need to create their own SCAMP-O-Gram specific to their class that needs to go out once a week detailing to upcoming weeks events. It should be no longer than one to two pages. SCAMP-O-Grams should be submitted to the Assistant Coordinator for her approval weekly.

Supplies: SCAMP will provide general supplies such as paper, crayons, markers, glue ect. There are also books and a few other classroom activities that you can check out from the office. Teachers are encouraged to send a note home the first week requesting any classroom snacks and drinks for the campers. If special item/items are needed, please discuss your request with the Coordinator for approval.