

Example Staff Manual

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Mission Statement

To enrich the lives of all learners and produce lasting impact through outstanding educational camps and services.

Summer Academy Goals

programs are designed to:

- Explore interesting and educational subjects in a dynamic and hands-on environment that encourages future independent exploration of the subject matter.
- Expose students to new topics or further develop their talents in the sciences, arts, technology and other fields.
- Connect students with professionals and experts in the field, as well as other students who share their interests and talents.
- Promote a positive experience.

We accomplish these goals by:

- Hiring instructors who are experts in their field and have extensive knowledge to share.
- Developing exciting curriculum that keeps students interested in learning.
- Being responsive to the needs and interests of individual students whenever possible.
- Using the highest-quality equipment and supplies possible.
- Providing resources and advice regarding future study of the subject matter.

History

Summer Academy originally began in 2001 as a two week day program for 7th-9th grade students. All students took a morning exercise class, American Sign Language courses, and were CPR certified. The camps were not specific to a topic, but students could choose courses such as drawing, Spanish language and culture, and drama.

Since 2001, Summer Academy has continued to grow and now utilizes facilities across campus, especially in ongoing partnerships with several colleges and schools. Today SAUGA operates for six weeks, has over 37 unique camp pathways for a total of 58 camps, and over 1,000 students aged 11-17. Our overnight program was added in 2012 and facilitates camp participation from students all over the United States and around the world.

Leadership Team

Youth Programs Director: _____

Camp Director: _____

Morning Assistant Director: _____

Morning Assistant Director: _____

Afternoon Assistant Director: _____

Evening Assistant Director: _____

Resident Director: _____

Staff Responsibilities

To the student and parents

1. To provide a safe and respectful environment for all students.
2. To help each student learn and achieve as much as possible.
3. To express sincere interest in each student, and help ensure that s/he has a positive and enjoyable experience.
4. To be a positive role model who is upbeat, encouraging, welcoming, and engaging at all times.
5. To help foster a sense of community that allows students to develop their social skills, build self-esteem and appreciate the other people around them.
6. To provide and share applicable information and feedback to parents regarding their child's experience, progress, and schedule in a timely manner.

To the program and the team:

1. To be on time and prepared for each day you are working.
2. To keep a professional, positive, and encouraging attitude at all times
3. To understand your specific responsibilities and to effectively communicate any changes or issues that may occur.
4. To be responsible regarding the use of program supplies and equipment, by your students and yourself.
5. To complete tasks thoroughly and to the best of your ability.

Summer Academy Basic Daily Schedule:

7:45am – 8:15am	Breakfast for overnight students
8:00am – 8:30 am	Student drop-off at Georgia Center
8:30am – 11:30am	Instructional time (With short restroom breaks throughout the program)
11:00am – 1:00pm	Lunch at Georgia Center or other location (40 minute shifts)
12:30pm – 3:15pm	Instructional time (With short restroom breaks throughout the program)
3:15pm	All camp gathering in the Check Out Location for check-out
3:30pm – 3:45pm	Student pick-up at Georgia Center
Or 3:30pm – 5:15pm	Legion Pool/Georgia Center extended-day option (for pre-registered day students & overnight students)
5:15pm	Overnight students prepare for dinner
5:45pm – 6:30pm	Dinner for overnight students
6:30 – 7:00pm	Overnight students prepare for evening activities
7:00 – 10:00pm	Evening activities
10:00 – 10:30pm	Evening wind-down/showers & cell phone time – students on their own halls
10:30pm	Room checks & Lights out!

Staff Policies

Timesheets, Time Off and Paychecks

1. Program Assistants must keep a timesheet on file in the Camp Office. Residential staff should use timesheets during Prep & Training weeks, but their hours will be automatically logged once camp begins.
2. When using a timesheet, you are responsible for correctly recording your time in and time out each day. Timesheets are collected every Friday evening; if your timesheet is missing or filled out incorrectly, you will not be paid correctly.
3. You should not sign in or out more than 10 minutes before your shift begins or ends, unless you are specifically asked to do so by a Director.
4. Time off should be requested **before camp begins**, and should be made in writing to the Program Coordinator. After that, time off is generally only granted for family emergencies or other extenuating circumstances.
5. Paychecks are issued every two weeks for all summer staff. Staff members who do not use direct deposit will be responsible for picking up their paychecks.

Sick Days

1. Summer staff members are not eligible to receive paid sick days.
2. **STAY HEALTHY** this summer. The students and staff are counting on you! While we understand that people catch colds, we expect that you will monitor your own health to be sure you are getting enough rest, water, etc. An excessive number of sick days may affect your scheduled hours for the rest of the summer.
3. Please don't come in if you are contagious – we don't want everyone getting sick. If you feel like you may be getting sick, notify the **Camp Director or Resident Director** as soon as you realize illness will prevent you from making it to work.

Dress Code & Personal Cleanliness

1. Staff should arrive to work each day clean and neatly dressed, and in staff uniform (if required that day).
2. All staff will be provided with **two staff shirts**, which must be worn on the first day of each program session, and on any field trips designated by the Directing Team. In addition, **RAs** should wear their **staff shirts** on the last day of camp during check-out. It's important that the students, parents and public can easily identify you during these times.
3. Shorts and pants should be free from stains, holes, etc., and shorts must be of appropriate fit and length (mid-thigh or longer).
4. Shirts should not be overly revealing or tight-fitting, and should not feature suggestive or inappropriate comments or graphics.
5. Staff are welcome to wear bathing suits and appropriate cover ups for pool shifts. **Flip flops are not allowed**, unless you bring another pair of closed toed shoes with you for traveling to and from the pool.
6. The definition of appropriate clothing and personal cleanliness is left to the discretion of the Program Coordinator.

Alcohol, Drugs & Tobacco

1. Anyone found to be at work under the influence of alcohol or drugs will immediately be terminated and not eligible for rehire.
2. The University of Georgia is a non-smoking campus, and the Georgia Center strictly adheres to that policy. Furthermore, the smell of smoke can trigger allergies, and should never accompany a staff member to work.

3. Be thoughtful about your downtime. Athens is a small town, and you may see campers and parents outside of camp. From this point forward, you will be representing our programs, even when you aren't in your staff shirt, so be sure to keep that in mind.

Lunch Breaks & Meals

1. Program Assistants who are eating lunch with students at the Georgia Center, or anywhere else that allows food to be brought in, should plan to either purchase their own lunch or bring a packed lunch with them. There is a refrigerator available next to the Camp Office for lunch and snack storage. Pay close attention to the camp schedule and be sure to bring packed lunches on field trip days!
2. Resident Assistants (and other staff members) who are required to accompany students into a UGA Dining Hall will be provided with a meal ticket or wrist band. Meal tickets, wristbands and lunch vouchers are not available for staff who are not required to eat with the students.

Trash/Recycling

1. Large amounts of trash accumulated in the camp office or other parts of the Georgia Center must be taken out manually. You may use the hotel carts found in the camp office. Dumpsters are located across the Kellogg Garden and through the double door gates.
2. Trash left in Boggs Hall must be disposed of in the dumpster following move-out. RA's are responsible for making sure their students' rooms are clean as well.

Laundry

Residential staff are welcome to use laundry in the dorms during the day free of charge, but the laundry room will be off-limits while students are in the building to restrict access to the vending machines.

Requisitioning of Supplies

If any supplies are needed during camp, notify the morning assistant camp director (Callie Hagerman). They will work with the program coordinator to properly purchase supplies.

Social Media

1. Staff members are **not allowed to friend/follow/interact with students** on Facebook or other social communication sites while employed by the program, other than on the official Summer Academy pages and sites. If you choose to connect with students after your employment ends, we **highly recommend** you restrict what they can see on your site to only appropriate content (i.e. no photos of drinking, smoking, etc.)
2. Do not share or send photos or videos of our students to others. You should never post photos of a camper to any social media site or sharing app (including Snapchat). If you want to share a photo of you with a camper, please send to the Afternoon Lead by uploading it to the google drive. She will review it, and post it to Facebook (tagging you) and/or SmugMug if it's appropriate.
3. Do not use names of students or parents on any personal social media site or app, or refer to them in any way that could lead to their identification.
4. We have a Facebook page for Summer Academy where you will be able to interact with students through posts, photos, and videos. The page will be monitored by the Program Coordinator and the Directing Team, so please make sure you represent Summer Academy well if you use it!
5. Tone matters. Even if you are sharing a photo of our students on the staff-only GroupMe, it should never be accompanied by negative words or a harsh tone.

Cell Phones

Cell phones are not to be used during your shift unless the use is directly for work purposes, like pertinent information about camp. Employees need to be engaged with students and staff during their workday. For example, the staff group messaging app, checking the weather, an emergency, etc.

Problems or Concerns

1. Any problems or concerns regarding students or parents should be immediately communicated to a member of the **Leadership Team**.
2. The Leadership Team and the Program Coordinator have an open door policy regarding any job-related issues you would like to discuss. Problems regarding staff members should be reported as soon as they occur.

Important Numbers & Addresses

When calling 911 from a university or house phone, you must dial 9-911. The first “9” is to get off-campus.

GTPD: 404.894.2500

SAUGA Duty Phone:

Summer Academy Office:

PPD Admin Office:

UGA Center for Continuing Education

Office 193

1197 South Lumpkin Street

Athens, Georgia 30602

Legion Pool:

Located off S. Lumpkin Street next to Hill Hall and across from the Tate Student Center.

Georgia Center Hotel Front Desk:

Hill Community Desk:

Located in Hill Hall, off of S. Lumpkin Street next to Legion Pool and across from Clark Howell Hall

General Camp Guidelines

All staff will be expected to know and enforce the camp guidelines. In addition, you should practice presenting them, as you may be called on to do so at any time.

1. **Safety.** Safety is our number one priority. A lot of our camp guidelines and procedures are put in place to keep you safe. Please listen and abide by all guidelines.
2. **Commitment.** Commit to your program, your group, and yourself. In your program you may get frustrated at times and want to quit, but remember your commitment to being the best you possible.
3. **Respect.** Please respect your peers, SAUGA staff, and other UGA guest and employees. Bullying of any kind will not be permitted. Have respect for the equipment. Summer Academy is not the only program on campus or in the Georgia Center please be quiet and respectful in all facilities.
4. **Lead.** Lead by example. We expect all of our students to be trustworthy and responsible for their own actions. If you are unsure, please ask clarifying questions.
5. **Fun.** Keep a positive attitude, be flexible, and try new things. If something or someone is bothering you tell a staff member. Our main job is to keep you safe and to make sure you are having a positive experience.

We expect that you will behave like responsible young adults.

- If you prove us right and show us you are trustworthy, we will allow you more privileges.
- If you prove us wrong, your privileges will be revoked and consequences may need to be given.

As we progress through the summer, it will become necessary to modify these rules and add new ones. You all will be notified of any adjustments. These guidelines are discussed on the first day of each program, at the Monday morning Welcome Session. The residential staff is responsible for making sure the guidelines are posted in the residence halls and discussed on each new check-in day.

Cell Phone Policy

1. Students will **not** be allowed to keep their cell phones during the academic day. We want to encourage our students to focus on the interaction with their instructors and fellow students during their academic camps, as well as encourage them to interact with each other during meals.
2. Day students are highly encouraged to not bring a cell phone with them to Summer Academy. Any phones brought by day students will be collected and held by Summer Academy staff during drop off. Assistant Instructors will have boxes with them in the Check In Location during arrival; students will give their phones to the AI's and write their name on the bag. Phones are then held in the camp office for the day. Parents who need to contact their child for any reason will call the Summer Academy staff phone (numbers are provided in pre-camp information emails).
3. Phones will be returned to day students at the end of the camp day immediately before pick up. Phones will be handed out by camp by Program Assistants. Overnight and extended day students will receive their phones either when the RAs arrive to hand them out, or when their parent picks them up, respectively.
4. Residential students will also have cell phones collected by Summer Academy staff. Upon entering the Georgia Center, students will hand in their phones to their Assistant Instructors to be placed in appropriately labeled bags for safe keeping throughout the day.
5. If any student is found with a cell phone that has not been turned in during the academic day, the phone will be collected and held with the rest of the phones. Ensure the Leadership Team is made aware of this if it occurs.

Medication Policy

Overview: All students will turn in prescription and over-the-counter medications upon arrival for either the residential program or the day program. Staff will hold the student Medication Bags and provide the medications to the student as they need them. This policy will describe how the medication plan will be implemented by the Summer Academy at UGA staff.

Critical information: Since no members of the Summer Academy at UGA staff are licensed to prescribe or administer medications, **we will only hold the Medication Bags and provide the bags to the students when they need to take a medication.** At no time will a Summer Academy at UGA staff member handle a bottle of the individual student's medication directly; nor will any staff member provide guidance on how or what medications to take. If the student is unsure of the medication to take or correct dosage, we will contact their parent for clarification.

Any time a student is given an over the counter medication (**only given by a leadership team member**), ensure this is recorded on a Medication Administration Record (MAR). In two hours, that leadership team member will follow up with the student to see if the medication has alleviated the symptoms; this information is recorded on the MAR. If the student's condition has not improved or has worsened, notify the Program Coordinator to determine the next actions to be taken.

Terminology:

Lead Medication Resident Assistant (RA): This RA will be assigned to be the lead member of the RA team all summer for the medication. He/She will handle medication turn in on first day of camp and medication return on last day. He/She will be responsible for transfer of medications needed during the day in the Medication Carry Bag. He/She, working closely with the Resident Director, will ensure all members of the RA team understand and follow the medication policy.

Student's Medication Bag: This is the individual student's plastic bag of his/her medications. This bag will be labelled with the student's name and room number and camp name (for residential students) or name and camp name (for day students) on the outside of the bag.

Medication Carry Bag: This is the backpack that is used to transport individual student Medication Bags. **Three Medication Carry Bags will be used**, a Residential Medication Carry Bag for overnight students, a Day Student Medication Carry Bag, and an Extended Day Medication Carry Bag.

Medication Roster: The complete roster for the week of all students who have medications listed on their registration information.

Medication Administration Record (MAR): The form used to record all medications taken by students during Summer Academy. All staff members will maintain copies of the MAR with their clipboards and record all medications they give to students.

Who is responsible for medication?

Breakfast Meds: Lead Medication RA

Day Meds (not lunch): Assistant Camp Director

Lunch Meds: Assistant Camp Director

Dinner Meds: Floor RA

Night Meds: Floor RA

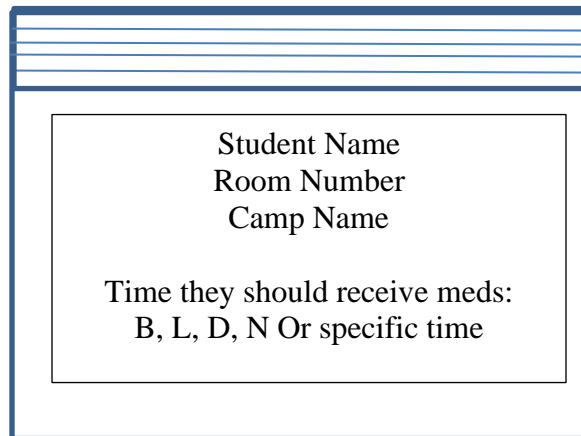
Plastic bag example:

B: breakfast

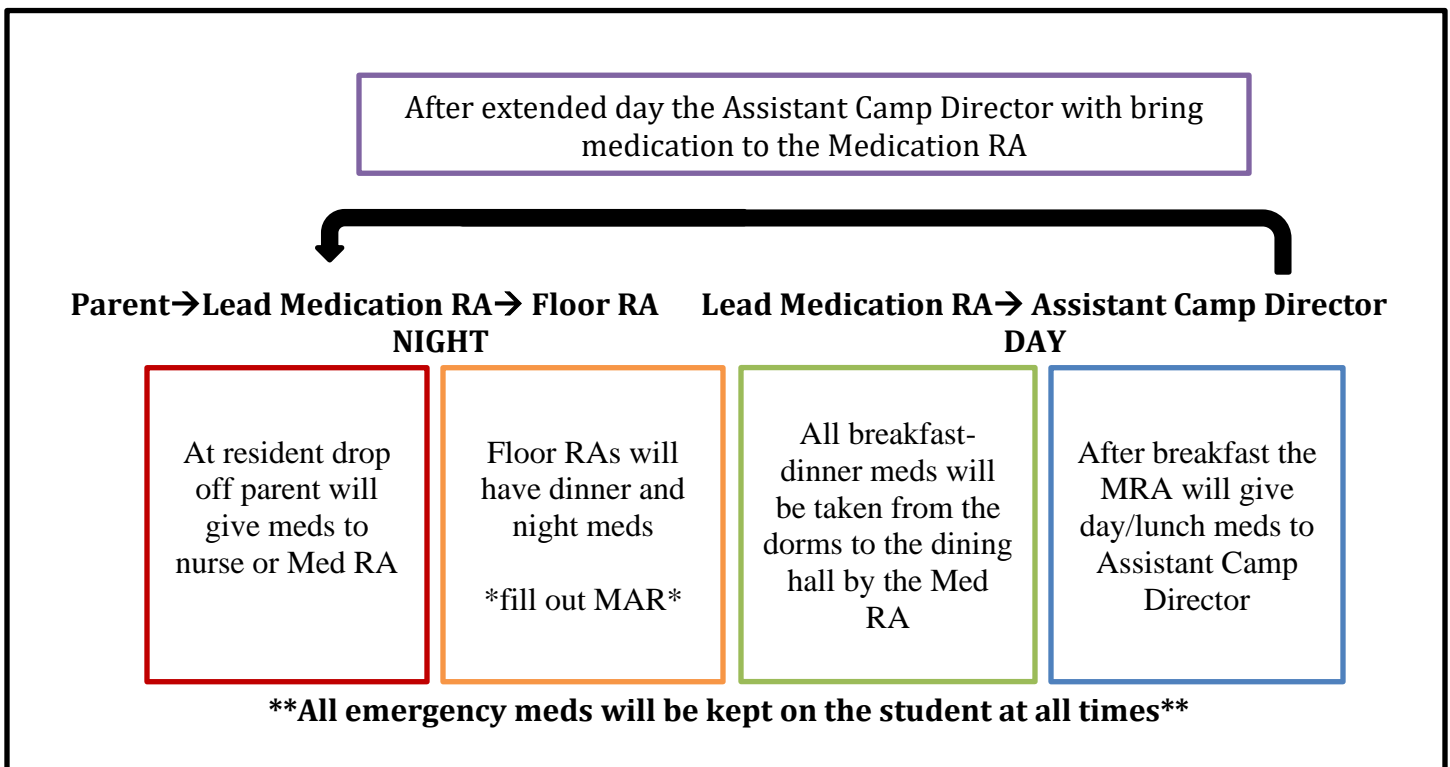
L: lunch

D: dinner

N: Night



Residential Student Process:



1. Parents and students will be advised in pre-camp communications that we will be taking up all medications this summer. The only exceptions will be for inhalers and epi-pens, which students are allowed to keep on them. All other over the counter and prescription medications will be placed in one plastic bag per student with the student's name written on the outside of the bag and turned in at drop off on Sunday.

2. Medication Turn in during Check-in with Lead Medication RA

The Medication RA will:

- A. Review medication roster and make sure it matches the medication received from parent
- B. Add camp name, room number, and sticker to indicate the time of day they receive medication to their medication bag. (example above)

- C. place the bag in the correct container for the student's floor
- D. Once all students have checked in, the Lead Medication RA will pass the container for each floor to the RA responsible for each floor.

If parents wish to discuss either medication or medical issues in a private setting, please refer them to the program coordinator and/or nurse.

3. The Floor RA's will
 - A. Immediately take the containers and lock them in their rooms. RA rooms must be locked at all time when the RA leaves the room to maintain the security of the medications.
 - B. Floor RA's should review their floor's students to be familiar with when medications are needed. It is the student's responsibility to come to the RA to get their medications
 - C. Giving medication to students
 - i. The RA will give that student's Medication Bag to the student. Ensure that the student and Medication Bag match. **At no time will the RA handle the medication directly.** The RA will never give any guidance on what medication to take or dosages.
 1. If the student is unsure of what medication to take, the RA will notify the Resident Director, or acting Resident Director. The Resident Director will call the parent if needed to clarify medication for the student.
 - D. Record the information on the Medication Administration Record (MAR). Keep MAR till end of the week
 - i. All over the counter medications must be reviewed and approved by the Resident Director or his/her replacement on night off.
 - ii. For prescription medications, the RA just needs to record that the Medication Bag was given to the student.
 - E. Any students who will need medications from the time they leave each day before breakfast until returning to the dorm after dinner will be taken from the RA to the Medication RA and placed in the Medication Carry Bag.
4. The Medication RA will take the Medication Carry Bag to the Georgia Center. **This bag will be given to the Assistant Camp Director each morning.**
5. The Medication Carry Bag will be taken by the Assistant Camp Director at 3:30PM each day to Legion Pool/Afternoon Activities. The Medication Carry Bag will be given to the Medication RA when the residential team picks up the students from the pool.
6. The student Medication Bags will be returned to the Floor RA's upon return to the dorm prior to dinner. If any medications must be taken by a student with food at dinner, those bags will remain in the Medication Carry Bag and taken to and from the dining hall.
7. If any medications must be taken by a student during **evening activities** outside the dorm, the Floor RA's will bring the Medication Bags to the Lead Medication RA. The medications will be placed in the Medication Carry Bag and taken with the group. Upon return to the dorm at the end of the evening, all Medication Bags will be returned to the Floor RA's.

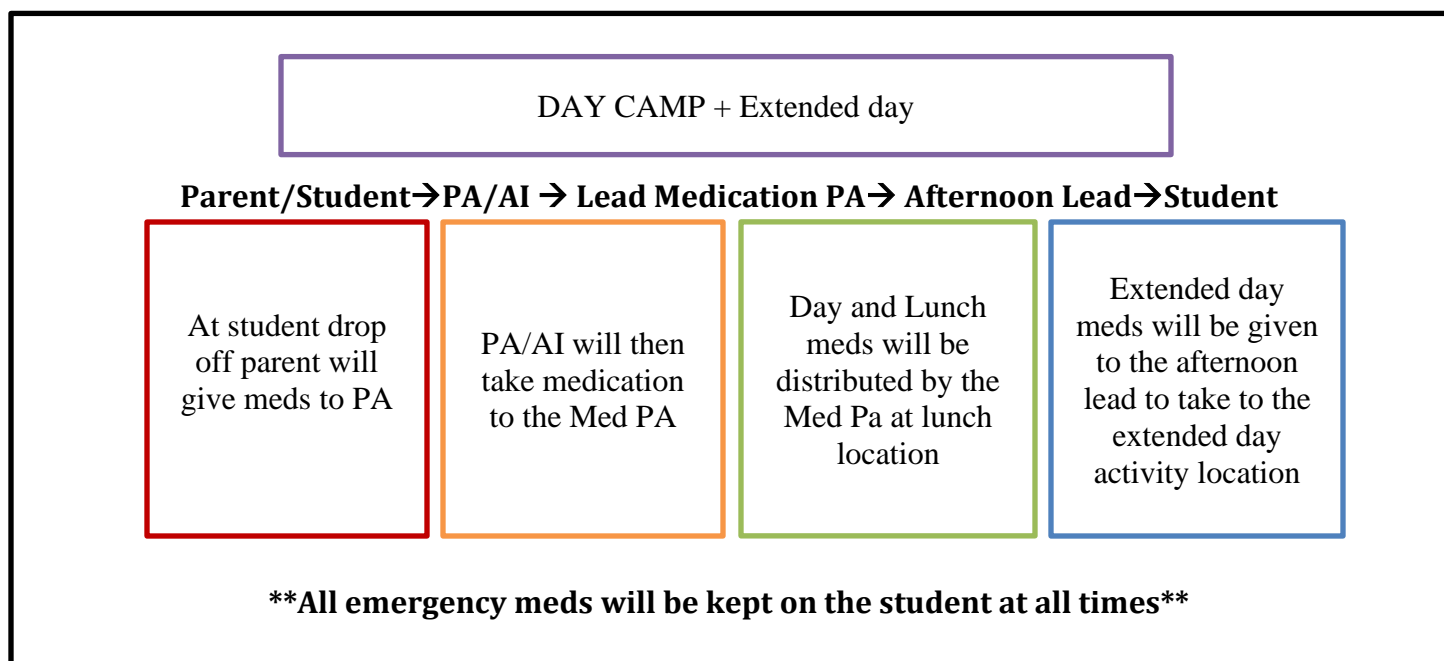
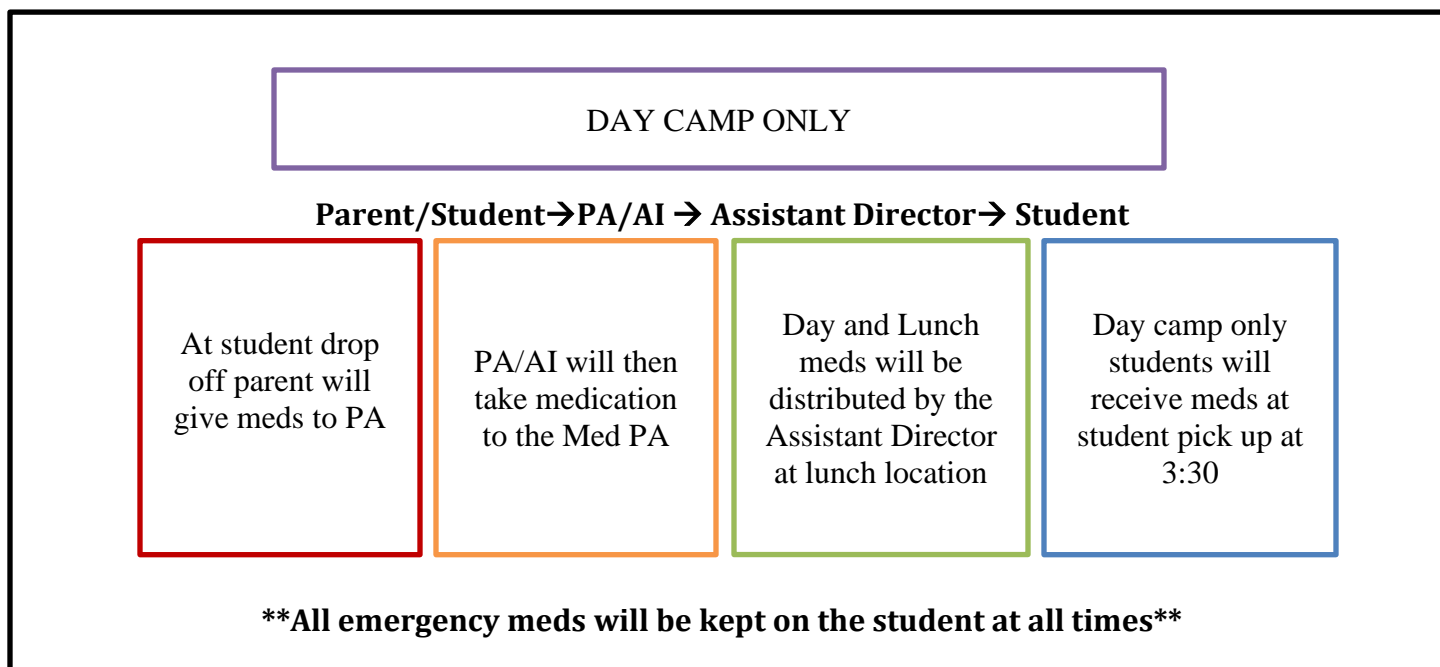
Saturday Only:

8. Before leaving for breakfast, all Floor RA's will bring Medication Bags to the Lead Medication RA's room. If any medications are needed during breakfast, these Medication Bags will be given to the Lead Medication RA

who will place them in the Medication Carry Bag and take them to the dining hall. Upon return from breakfast, the Lead Medication RA will bring all medications to the lobby of the dorm. The Lead Medication RA will position next to the housing staff handling key turn in. The RA will return the Medication Bag to the student after key turn in.

- The Resident Director will turn in all residential MAR's to the Program Coordinator on Saturday morning. Any Medication Bags left behind will be taken by the Program Coordinator. Families will be contacted the following week by day staff members.

Day Student & Extended Day Student Process:



1. Parents and students will be advised in pre-camp communications that we will be taking up all medications this summer. The only exceptions will be for inhalers and epi-pens. All other over the counter and prescription medications will be placed in one plastic bag per student with the student's name written on the outside of the bag and turned in at arrival at the Georgia Center each day.
2. The leadership team will review the medication information for all students, day and residential. If students will need medications at times other than lunch, it will be noted on a spreadsheet. Camp locations will be noted and a plan devised prior to the week of camp to have PA's bring medications to the camp location.
3. Drop off check in
 - a. Assistant Instructor (AI) or a Program Assistant (PA) will ask if they have any prescription or over the counter medications.
 - b. AI/PA will ensure the student's Medication Bag has their name and camp on the outside.
 - c. Medications will be placed in appropriate containers.
 - d. Once morning check in is complete, AI/PA will give medication containers to the Assistant Director.
4. The Assistant Director will ensure all medications brought are on the Medication Roster and will secure all medications in the camp office.
5. If a day student needs medication at any other time or has a field trip a plan will be developed to ensure student Medication Bags are taken to the camp location (for off-site camps, this plan needs to be developed the week prior).
6. If medications are needed at lunch, those student's Medication Bags will be brought to the lunch location. The Assistant Director will provide the bag to the student to take their medications and then take the Medication Bag back. Ensure that the student and Medication Bag match; double check to make sure you do not give a student another student's Medication Bag.
7. Whenever a student takes a prescription or over the counter medication, it must be recorded on the Medication Administration Record (MAR). All over the counter medications must be reviewed and approved by a member of the Leadership Team. All MAR forms for the week of camp will be kept till end of camp and then turn in to the Camp Director (**Alyssa**) on Friday afternoon (or Resident Director on Friday evening). The Camp Director will turn in all day student MAR's to the Program Coordinator by Monday morning.
8. Prior to afternoon pick up time, medication will be sorted into regular day pick up and extended day pick up. Regular day pick up Medication Bags will be taken in a container to the pick-up location. As students are dropped off by their AI's, the PA's will return Medication Bags to the students. Extended day student Medication Bags will be placed in the Extended Day Medication Carry Bag. The Extended Day Medication Carry Bag and the Residential Medication Carry Bag will be taken by the Assistant Director or designated PA's to the afternoon location. Once extended day parents arrive, the Medication Bags will be given to extended day students. The Assistant Director will return the Extended Day Medication Carry Bag to the camp office at the end of each day.

Drop-off and Pick-up Procedures

Release List

The only people expected to pick a child up from camp are the parents and those individuals named on the release list. If a parent wants to add someone to the release list during the week, they should write a note or email the morning Assistant Director(s) prior to the new person picking them up. People who do not have the correct Pick-up Pass (for day students, see below) or a photo ID matching a name on the release list will not be allowed to remove a child from camp. Overnight students must be signed out by the parent on the check-out sheet before they leave the residence hall on Saturday morning.

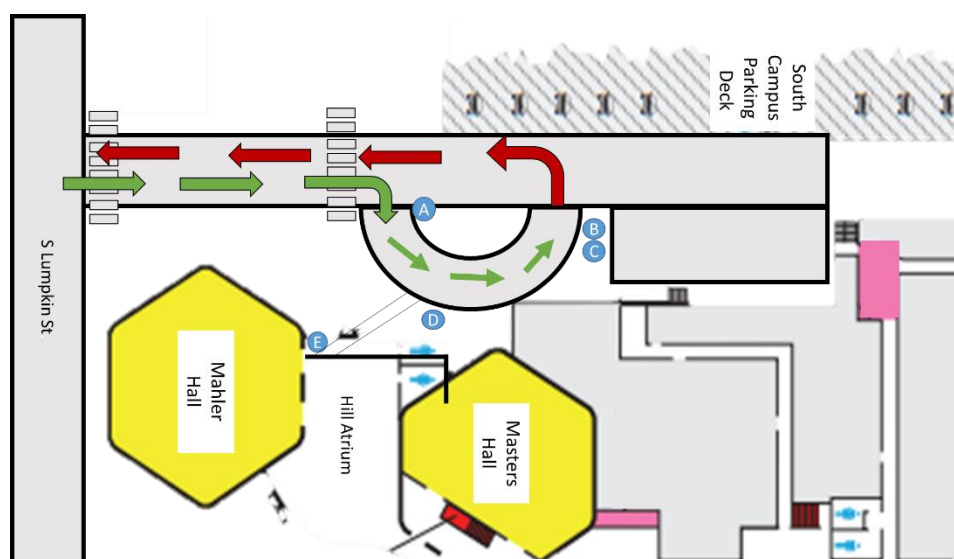
Pick-up Passes

At Monday drop-off, parents of day students are given two colorful pick-up passes with a car number on them by the assistant camp director at point B. Parents must display their pick-up pass on the driver's side dash of their car for 3:30pm pick up, or bring it to extended day pick up location.

Check-in/Drop-off Procedures

Check-in runs from 7:30am to 8:30am. Parents should display their pick-up pass on the driver's side dash of their car for Drop-off.

Parents should not drop students off until they have spoken to a Summer Academy staff member. Parents are directed by the person at point A and B to pull through into the circle and come to a complete stop. Campers should be let out on the passenger's side, so they can walk through the path to the front entrance of the building by point D. Staff members at point D and E are to greet and talk to students making them feel welcome and comfortable.



Check-out/Pick-up Procedures

The number one priority is the safety of the students. At the end of the day (and no later than 3:15pm), all camps and students should be gathering at the Check Out Location in the Georgia Center. Staff are expected to refer to their rosters to determine who should be:

- Checking out at 3:30PM - send them to the designated location to get their cell phones; they will eventually be led outside to the pick-up car circle
- Going to extended day (overnight students included) - send them to designated location; they will get organized and then head to the pool

The Pick-up Circle

All students/camps must be present before any students are released for check out. The person at point A will call our pick-up pass numbers over the radio as the car drives to the assistant camp director at point B for check out. Please ask parents to pull forward as far as possible into the pick-up circle and come to a complete stop. By having each car pull as forward as possible, we can fit 3-4 cars in the circle at a time. Once we have all 4 students

ready, the staff member at point D will double check traffic is stopped and release them to get into their vehicle. This process repeats as fast as possible.

Pick-up Times and the South Parking Deck

The check-out period is from 3:30 – 3:45pm, and we specifically ask parents NOT to arrive before that. When they do, it causes a line-up of cars, one that sometimes extends out blocks S. Lumpkin Street. The South Deck problem persists all summer, though, even with the availability of the other deck entrance on Sanford. At least once a summer, someone from the South Deck has issues with the traffic congestion. Please direct that person to the Program Coordinator, who will assist. The fact remains that the driveway and circle are ours, and our camp students are guests of the Georgia Center. The deck attendants will just have to be patient with us for 20 minutes a day for six weeks each summer.

Early Check-Out Procedure

Residential

For residential students, parents have the option of an early check-out on Fridays.

1. Students and parents will let the Resident Director know if they are checking out early at check in on Sunday. We will have three different times for check-out. (One at the Georgia Center at 3:30, at 5:30, and one at evening recreation time at 7:00, or before bed at 10pm.)
2. On Monday morning, a list of parents who indicated an early checkout will be given to morning Assistant Director (AD) so that they may follow up and confirm with the parents.
3. On Wednesday evening, floor RAs will follow up and ensure that no other students think they are checking out early. If someone says they are, that floor RA will get that name to the Resident Director for confirmation from AD.
4. The Early Check-out list should be finalized by Thursday morning by the morning Assistant Director and passed on to the Resident Director.
5. When Friday comes, all students checking out that day need to have their bags packed and left in their room.
6. An Assistant Director and PA will escort all 3:30PM departing residential students to Boggs Hall. They will have the students bring their bags down to the lobby, take them to turn in their key at the Hill Hall desk, will hand them their medication bag, and sign them out to their parent.
7. **No child is allowed to leave the Georgia Center with their parent unless a member of Leadership Staff is notified.**

Day Students

1. If a student must be picked up early from camp, they will notify the assistant instructor in the morning at drop-off. They will call the camp cell phone upon arrival and we will assist with check-out. **No child is allowed to leave the Georgia Center with their parent unless a member of Leadership Staff is notified.**

Legion Pool Policies

Legion Pool Rules (set by Student Life):

- Obey all lifeguard and staff instructions.
- Clean and appropriate swimming attire is required.
- Students under the age of 16 must be accompanied by an adult.
- Legion Pool reserves the right to close the pool due to weather conditions.
- No diving is allowed. Swimmers must enter the water feet first.

- Adult swim will take place for 10 minutes each hour. At this time, anyone under the age of 15 must leave the water.
- Students are prohibited from playing in the swimming lap lanes.
- The following are prohibited at Legion Pool: Glass containers, Chewing gum, Tobacco products or smoking, Alcoholic beverages, Pets, Running, Rough play, Excessive noise, Spitting or spouting of water, Diving, Plastic inflatable flotation devices (rafts, water wings, rings).

Extended Day:

1. Parent Pick-up and Sign Out:

- Must check in with Legion Pool attendants prior to entering pool area. If they say they're coming to pick up a student from Summer Academy, they will be allowed in.
- Must pay a separate fee to Legion Pool attendants if they or another of their children (non-camper) wish to use the facilities. Payment of SAUGA pool fee is valid only for the student's participation.
- Students and/or parents must sign out with a SAUGA staff member prior to leaving. A **pick-up pass or photo ID** must be presented at check-out. Afternoon Lead will be primarily in charge of check-out, but if you notice a parent leaving with a student, double-check to make sure they cleared it with the Afternoon Lead.

2. Schedule:

- 2:00pm: Afternoon PAs arrive to the camp office.
- 3:15-3:30pm: As camps arrive to the Georgia Center, the afternoon/evening Assistant Directors and evening PA's will take groups of students to the pool or other afternoon location.
- 3:45pm: Around this time, you will begin making the walk to Legion Pool or Extended day activity.
- 3:50-4:00pm: Once you arrive at the pool, the students will use the locker rooms to change into their swimsuits. All students will store their backpacks and belongings in one area underneath the covered pavilion inside the pool area.
- 4:00-5:15pm: Play time! You will get your instructions from the Assistant Directors regarding your duties during this time. You may be stationed at a specific point around the water-front or on the picnic tables with kids who aren't swimming that day.
- 4:30-5:30pm: Check-out. Parents can come at any time for pick-up. Refer to the check-out section for instructions. ****While we are not responsible for student's personal belongings, staff should do their best to make sure no one leaves anything behind.**

3. Important notes

- Lifeguards are there to supervise the swimmers and ensure their safety, but the SAUGA staff is responsible for the students' behavior at all times. Please help the lifeguard by ensuring that you and your students are obeying all pool rules.
- Staff members should have prepared activities for students who do not wish to swim. You will have a backpack or tote with supplies and games. **BE ENGAGED**- teach them a game, a song, tell jokes, etc.
- While you are on observation duty, **BE ALERT**. Of course, we want you to interact with the kids, but you also need to keep a sharp eye on any kids in the vicinity. If there is a group of kids huddled in a separate area of the pool, occasionally drop by to check on them. It is imperative that students *know* there is someone monitoring them.
- The Assistant Directors will be your main points of contact for extended day related questions, suggestions, concerns, etc.

Pool Closings:

1. We reserve the right to cancel a visit to Legion Pool due to weather conditions, independent of the Pool's closure decisions. In the event that the Pool visit is cancelled by either Legion Pool or SAUGA, an alternate activity will be provided, and parents will be notified to pick up their students at the Georgia Center and a plan for make up pool time.
2. All pool cancellations will be announced by 3:15 p.m. on the day of the visit, and will be dependent on conditions at that time.

Field Trips

1. Field trips are high alert times, and safety is of utmost importance. Staff must always:
 - Be aware of where each student is at all times.
 - Make sure each student knows what to do if they become lost. Pick a safety spot that is easy to see and get to, where everyone can meet if someone becomes separated from the group.
 - Be constantly aware of possible concerns at field trip locations, including entrances and exits, restrooms, equipment, land features, and suspicious persons.
2. Staff should wear their staff shirts on field trips if possible, especially if they occur at the beginning of the week. In addition, we may ask students to wear specific colors on field trip days, to help identify them to staff.
3. Make sure behavior expectations are clear before you leave.
4. Depending on the field trip location and type of activity, staff may need to stay with a group of students throughout the day or station themselves in an area to monitor student behavior and movement. Be sure you discuss the best options for your location with the Leadership Team, and the other staff working the field trip BEFORE the day of the event.
5. Do your best to help students keep an eye on their personal belongings and make sure no one leaves anything behind. In the end, however, it is the student's responsibility to make sure they have all their personal items.
6. Remember to be a good role model. Listen to our hosts when they're speaking, thank them before you leave, and encourage your students to do the same.

Emergency Procedures

There are going to be instances where emergency actions will be needed for the camp. Listed in the manual are various numbers for certain circumstances, however, the following are plans for when unexpected circumstances arise.

Rule #1- Keep yourself safe at all times!

Rule # 2- In the event of an emergency, call the lead staff member on duty In the event that none of the lead team members are available, call Brian immediately. The numbers for each of these people are available on your contact list.

- The Leadership Team should have a consistent schedule as long as no extenuating circumstances persists:
 - 7:30am-3:30pm → Call Callie or Savannah
 - 10:30am-6:00 pm → Tristen, Callie, or Savannah
 - 5:15pm-until → Emily or Catherine

Rule #3- Stay calm in any situation. If you panic, the students will panic as well.

Where to Find Emergency Contact Information for the student

Emergency contact information is provided to you on your roster. This typically includes:

- Primary and Secondary Parent names and phone numbers
- Release List (who the student can be released to)
- Medical Information (allergies, conditions, etc.)

In addition, the Leadership Team and the Lead Pool Staff will have an extended emergency contact sheet that includes addresses, birthdates, and other important information.

In the case of any incident and/or emergency, all questions from the public should be directed to the Camp Director.

Missing Student

General Procedure:

1. Alert the leadership team member on duty about the situation.
2. Tell the leadership team member on duty the last time that you saw the student, as well as any other circumstances
3. Notify the rest of the group on the group message and tell them to check off names on rosters so that we are able to narrow down which child is missing.
4. Search the perimeter of the dorm for the child. Until the situation is resolved, ensure that the other students remain in their current location with staff member
5. Relay any other questions to the lead staff member on duty. Your priority is the missing student.

Fire - Do not enter a building if you suspect a fire.

General Procedure:

1. Remove all students from the building and move them to a designated safe location.
 2. Count the students and check rosters to ensure that all of the campers are there.
 3. If no one has done so, call 911.
 4. Notify Leadership Team of the situation.
 5. Keep students calm and away from any emergency vehicles that may be trying to reach the building.
- If possible, call GTPD at _____. If you are evacuating from the Georgia Center, call the hotel front desk _____ to tell them where the fire is located.
 - In the event a fire occurs in a building during an **off-center trip**, listen to on-site staff on where is a safe place to meet.

Tornado - If you suspect a tornado, DO NOT go outside. Keep students indoors and away from any windows.

General Procedure:

1. Move all students to the lowest level of the building and keep away from windows
 2. Check roster and ensure everyone is present
 3. Keep the leadership team member on duty updated on any situations.
 4. Keep the students calm.
- In the event a tornado happens during an **off-center trip** listen to on-site staff on where is the safest location.

Injury - In the event a student is injured or sick during camp, follow these guidelines

- **non-life threatening injury**
 1. remove the child from the situation
 2. Report it to the Leadership Team.
 3. They will take it from there.
- **life-threatening injury**
 1. Immediately call GTPD and report the situation and location. They will contact 911.
 2. Report the situation to the Leadership Team by calling or direct communication.
 3. Perform first aid/CPR if necessary. Follow all first aid/CPR procedures.
- If EMS has been called to the Georgia Center, the Assistant Director(s) or Camp Director should notify the Hotel Front Desk _____ so they can direct medical help to the proper location within the building.
- If a child is transported to the hospital before a parent or guardian arrives, one staff member will accompany the child to the hospital with the appropriate roster information or medical forms and medical release (if available).
- Students **cannot** be transported in staff member's personal vehicles. If no vans or cars have been rented for the day, the use of the Georgia Center hotel vans may be required.
- When administering first aid where blood or other bodily fluids are present, be sure to wear the gloves provided.
- All head, eye or joint injuries, and any injury that results in bleeding or a bruise, should be **reported to the Leadership Team** as soon as possible. This is important – the Directors need to be able to fully report injuries to a parent before they hear it from the student!
- Whenever First Aid is administered, the staff member treating it is required to **fill out an incident report** and submit it to the Assistant Director(s) (for day students) or the Resident Director (for overnight students). The AD's and RD are required to notify the Camp Director of any incident reports that are filed.
- The Camp Director will determine if it is necessary to contact a parent before pick-up. In the absence of the Camp Director, the AD or RD will make that decision. *PAs: Please make sure the AD or Camp Director is notified **BEFORE** you allow an instructor to contact a student's parent.*

Active Shooter

With Students:

1. You must stay with the students.
2. You have 3 options.
 - a. Run- exit the building as quick as possible, leave your belongings behind, keep your hands visible
 - b. Hide- find or stay in a secure location, keep quiet, turn off all lights, and silence your cell phone
 - c. Fight- as a last resort, attempt to disrupt/confuse/or incapacitate the shooter by yelling and throwing items

Without students:

1. Immediately run, hide, or if your life is in danger fight. Your safety is number one priority. Do not run back into the building.
- In the event an active shooter happens during an **off-center trip** listen to on-site staff on where is the safest location.

Mandatory Reporting- Child Abuse

Child abuse is defined as any recent act or failure to act on the part of the parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation; any act or failure to act which presents an imminent risk of serious harm.

Summer Academy staff members are considered child care workers, and as such are required by law to report any suspicions of child abuse. The University of Georgia Legal Affairs memo is below:

Child Abuse Reporting Requirements Georgia Mandatory Reporter Law

Effective July 1, 2012, Georgia law (O.C.G.A. §19-7-5) expanded the definition of mandatory reporter to specify a wider range of people required to report child abuse. This updated law covers all University of Georgia faculty, staff, students, and volunteers involved in programs serving children and/or minors under the age of 18 years old.

The revised statute requires that all persons who have “reasonable cause to believe that a child has been abused shall report or cause reports of that abuse to be made.” If you know or have a good-faith reason to suspect someone has committed child abuse, immediate action is required by law and is essential to protect children we work with both on and off our campus.

If you suspect child abuse, or simply have an idea or uneasy feeling about a possible abuse situation, immediately report to:

- 1) GTPD at 404.894.2500; AND
- 2) Your program director.

Please report promptly and do not attempt to investigate a matter further or gather additional information before reporting.

While the presence of a single sign does not prove child abuse, it may warrant a closer look at the family’s situation.

Some signs of possible physical abuse are:

- Recurring or unexplained bruises or marks on the child’s body
- Drastic changes in a child’s behavior, which parents or the child are unable to explain
- Child seems frightened of the parent(s) or protests/cries when it’s time to go home
- Child shrinks at the approach of adults
- Parent(s) give conflicting or unconvincing explanation for child’s injury
- Talks about the child in a negative way
- Uses harsh physical discipline with the child

Some signs of neglect:

- Child lacks needed medical or dental care
- Child is consistently dirty or has severe body odor
- Child lacks appropriate or sufficient clothing for the weather or season
- Child begs or steals food or money

- Parent appears indifferent to the child
- Parent behaves irrationally or in a bizarre manner
- Parent is abusing alcohol or drugs

Some signs of sexual abuse:

- Child refuses to change clothing for activities or participate in physical events
- Child has difficulty walking or sitting
- Child reports nightmares or bedwetting incidents
- Child experiences a sudden change in appetite
- Child demonstrates overly sophisticated or bizarre sexual knowledge or behavior
- Child runs away
- Parent is unduly protective of the child and limit's their contact with others
- Parent is secretive and isolated
- Parent is jealous or controlling with others

Appendix A: Guide to Working with Students

Developmental Characteristics of Students Ages 11-17

Middle Childhood (Ages 9-11)

- Form stronger, more complex friendships and peer relationships.
- Experience more peer pressure.
- Become more independent from the family.
- Become more aware of his or her body as puberty approaches.
- Face more academic challenges at school.

Early Adolescence (Ages 12-14)

- More concern about body image, looks, and clothes.
- Focus on self, going back and forth between high expectations and lack of confidence.
- Moodiness
- More interest in and influence by peer group.
- Less affection shown toward parents. May sometimes seem rude or short-tempered. Mixed feelings about breaking away from parents.
- Anxiety from more challenging school work.
- More ability for complex thought. Pushing limits, asserting independence.
- Better able to express feelings through talking.

Middle and Late Adolescence (Ages 15-17)

- Increased interest in the opposite sex.
- Increased independence from parents. Deep desire to be accepted by peers.
- Deeper capacity for caring and sharing and the development of more intimate relationships.
- Stable interests.
- Greater emotional stability.
- Decreased time spent with parents and more time spent with peers.
- More defined work habits and pride in one's work.
- More concern about future educational and vocational plans.
- Identification with admired adults.

Tips for Interacting with Adolescents

- Be as patient and understanding as possible. The students may feel awkward or be shy at first.
- Take the time to talk with the students. Ask questions about their lives, and share appropriate stories from yours.
- Give a little leeway in the rules when possible, unless they prove they cannot handle it. Let students have some freedom and responsibility.
- Respect the students and their opinions, and help them learn to do the same.
- Encourage creativity, self-expression and independence whenever possible.

Working with Students

- The reason you are here is for the students. They come first, so please give them 110% every day.
- Safety guidelines have been established to protect the students, so it is very important that staff remain firm when enforcing them. Students may test the boundaries, **so remember to be fair and consistent.**
- It is important that students feel like they have some control over their time at camp, so try to give them choices and let them express their individuality whenever possible. Make them a part of the decision-making process when it's appropriate, and be prepared to deal with their choice if you let them make a decision.
- Students want to do what the staff wants to do. If you are excited about your activities they will be much more willing to participate, and everyone will have a better time. This applies to classroom activities, games, field trips, and everything else.
- Remember that it's not only what you say to campers, but how you say it. So please watch your tone – sarcasm, condescension, and anger are not acceptable.
- Students respond better when you ask them to do something, rather than tell them. Always use please and thank you, and expect your students to do the same.
- It is important to recognize students for positive things and take time to get to know each of them. You don't want all of your one-on-one contact with them to be negative.
- Try to use “we” or “I” statements, instead of “you.” Students will respond better.
 - Ex: “I need everyone to stay in one place for one minute so I can make sure we have everyone,” or “We need to clean-up before lunch” are more motivating statements than “You need to stop goofing off and get ready for the next lesson.”
- Don't make promises you can't keep. Your students will not be easy to deal with if they don't trust you. Do what you say you will; this goes for positive and negative actions. If you promise they can play cards later, make sure they'll be able to. If you say you're taking away 10 minutes of swimming as a consequence of their behavior, don't let them off the hook later.
- Above all else, please remember – **you are the adult, so act like it!**

Conflict Resolution Strategies

- Our ultimate goal is to help students make good choices so that they can avoid unhappy consequences. If you see a problem in the making, help the student find a way to avoid it. This may mean choosing another activity, hanging out with a different student, etc.
- Make an effort to hear both sides of a disagreement between students. They want to feel like they've been heard. Sometimes you may need to speak to each student individually before you talk to them together, but most of the time it is best to sit them down together and help them work it out by speaking to each other. This method also fosters more honesty in each student's recounting of the situation.
- Sometimes the best way to get a student to cooperate is to let them decide what they want to do. Give them choices whenever you can, but make sure you can follow through on the options you give!
- If necessary, staff can take away a privilege (ex: 10 minutes of swim time, removal from a game or activity) as a consequence for poor behavior. Just be very sure you give adequate warning, and present the loss as a consequence of their actions, and not as an arbitrary punishment being handed down by you. Try to make sure the consequence is naturally-related to the poor behavior.
- Don't scold or discipline a student in front of the group; take them aside and explain the situation and the consequence. Maintaining face in front of their peers is especially important to this age group, and you may have a bigger problem on your hands if you try to confront them in front of other people.
- Forms of discipline that are never acceptable include:

- any type of physical, verbal, or emotional abuse
- isolation – a student can sit to the side of the class or activity, but is never to be left alone out of sight or hearing of a staff member
- deprivation of food or water
- Try to discourage tattling by students. Encourage them to work out their disagreements without your intervention if possible, as this is a good life lesson. Otherwise, you will have students coming to you all day, every day to settle their disputes.
 - Note: *That does **not** mean you ignore the problem. They will still need your guidance to handle the situation.*
- Never discuss problems with students or their parents outside of work, or with anyone other than our staff.
- Use each other for suggestions on dealing with challenging students. Another team member may have a great idea or previous experience in a similar situation. You can always go to the directors; they are here to help you with any problems that arise.
- **When dealing with challenging students, remember to let them know that you disapprove of their behavior, and not their person.** This is an important distinction.
- Always “circle back” and talk with a student after they have been spoken to about a problem. Be sure they understand the consequences of their actions and have a plan in place to do better next time. This also gives you the chance to start over on a positive note.

Leading Activities

- When planning your activity, be sure it’s appropriate for the size, age, and physical/mental capabilities of the group.
- Know what you’re going to do **before** you assemble a group of students together. If they have to stand around and wait for the staff to figure out what they’re doing, you’re going to lose them.
- Always have a **back-up plan**. In fact, have a few! Sometimes, the activity just doesn’t go the way you plan, and sometimes the students just don’t like it. Don’t take it personally – just try something new.
- Make sure that you can clearly explain the directions and rules for the games to the group. Speak in a clear and loud voice, and keep the age level of the group in mind.
- Keep your eye out for kids who are being left out. Find a way to bring them into the game; give them a task or a “special power.”
- This is an opportunity to **mix your students up** a little bit, so they get to know other campers, when appropriate. Pick different people to be partners, or split up the teams so that different kids are together. If the students really want to pick their own teams, try to help them make their decisions as fairly as possible.
- Require that kids play **by the rules**. Fairness and sportsmanship are important lessons to learn, but remember that it is a game. It is your job to keep things light and fun, while teaching skills and fairness.
- **Play the games with the kids**. One or two staff members should facilitate, and the rest should be out there with the kids. Remember – *if you’re not having fun, they’re not having fun!*
- Know when it’s time to switch to a new activity. When kids start complaining (more than usual) or getting into trouble, it’s usually a sign of boredom. The best time to switch to a new activity is **before** that happens.
- Activities can be just for fun, or they can be a tool used to accomplish something else; get a group motivated, quiet a group down, help them get to know each other or get along better. Knowing which game or activity to use when is half the battle.

Appendix B: Summer Camp Sessions

All green spaces are located outside the Georgia Center.

Week 1: June 3rd-7th

Comic Book 1	T/U
Film Basic A	V/W
Mini Med 2A	Y/Z
Intro Robotics A	Computer Lab H
Mini Med 1A	Press Box/550 Connector
Tabletop	F/G
Advanced Engineering A	Driftmier
Environmental Science	Botanical Gardens
Creative Writing A	Warnell Room 1-307

Week 2: June 10th-14th

Comic Book 2	T/U
Film Basic B	V/W
Fashion A	Y/Z
Screen Writing	Computer Lab H
Intro Engineering A	Mahler
Advanced Engineering A	Driftmier
Creative Writing B	Warnell Room 1-307
Legal A	Law School
Ocean Discovery	Science Learning Center Room 351
College Preview	No space needed

Week 3: June 18th-22nd

Mini Med 2B	T/U
Intro Engineering B	V/W
Fashion B	Y/Z
Photography A	Computer Lab H
Mini Med 1B	Press Box/550 Connector
Acting	Fine Arts Rooms 51 & 115
University Prep A	Warnell Room 1-304 / Boyd Room 220
2D Animation A	Fine Arts Room 255
Legal B	Law School
Creative Writing C	Warnell Room 1-307

Week 4: June 24th-28th

Mini Med 1C	Press Box/550 Connector
Intro Robotics B	Computer Lab H
Culinary	Dawson
Video Game Basics A	Aderhold Rooms 409 & 412
National Security	Warnell Room 4-517
Fibonacci Math	Warnell Room 1-307
Music Production	Fine Arts Room 255
University Prep B	Warnell Room 1-304 / Boyd Room 220
Musical Theatre	Fine Arts Room 51 & 115
Cyber Academy	Driftmier Room 312

Week 5: July 8th-12th

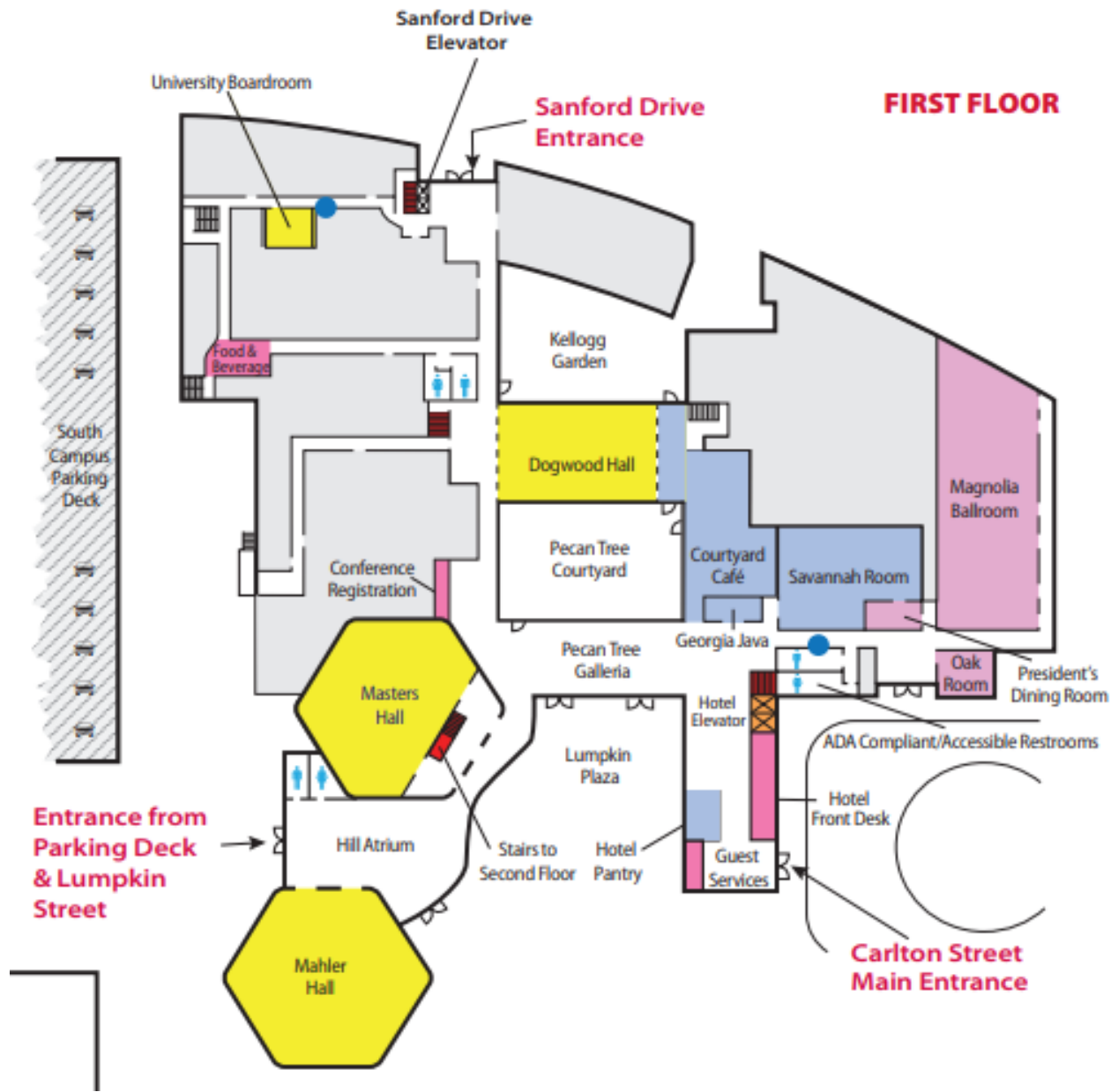
Mini Med 1D	T/U
Mini Med 2C	V/W
ASL	Y/Z
Photography B	Computer Lab H
Advanced Engineering C	Driftmier
Architecture A	Warnell Room 1-307
3D Animation	Fine Arts Room 255
Video Game Basics B	Aderhold Room 409 & 412
Culinary B	Dawson

Week 6: July 15th-19th

Money Dawgs	J
Advanced Film	T/U
Mini Med 2D	V/W
Intro Eng: Electricity	Y/Z
Mini Med 1E	Press Box/550 Connector
Hacking	Computer Lab H
Advanced Video Game	Aderhold Room 409 & 412
Architecture B	Warnell Room 1-307
2D Animation	Fine Arts Room 255
Cyber Academy B	Driftmier Room 312

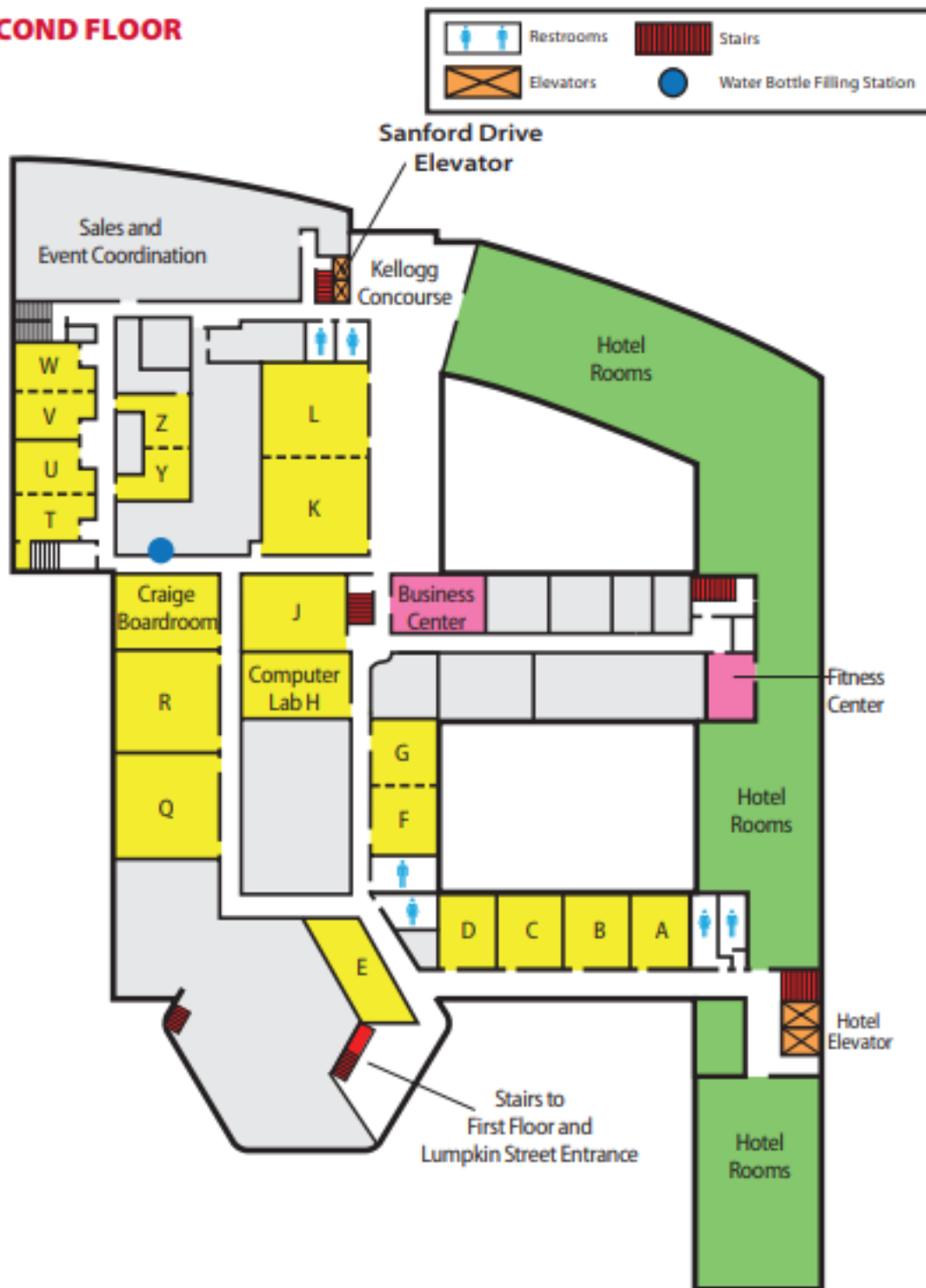
Appendix C: Maps

The Georgia Center

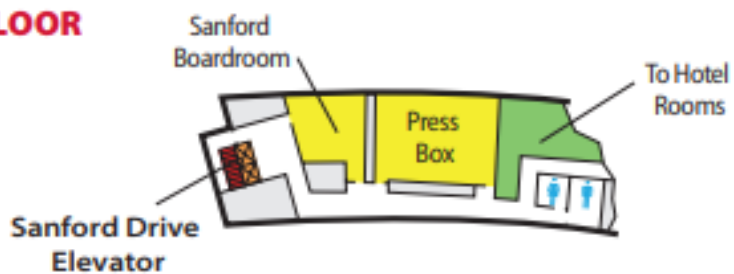


	Restrooms		Meeting Space
	Elevators		Banquet Dining
	Stairs		Restaurants
	Water Bottle Filling Station		Registration & Service Areas
			Hotel Rooms








SECOND FLOOR



FIFTH FLOOR

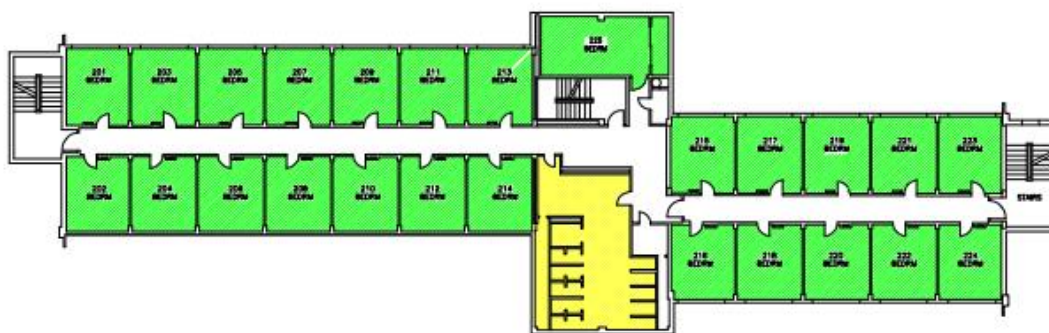


Boggs Hall: 1st Floor

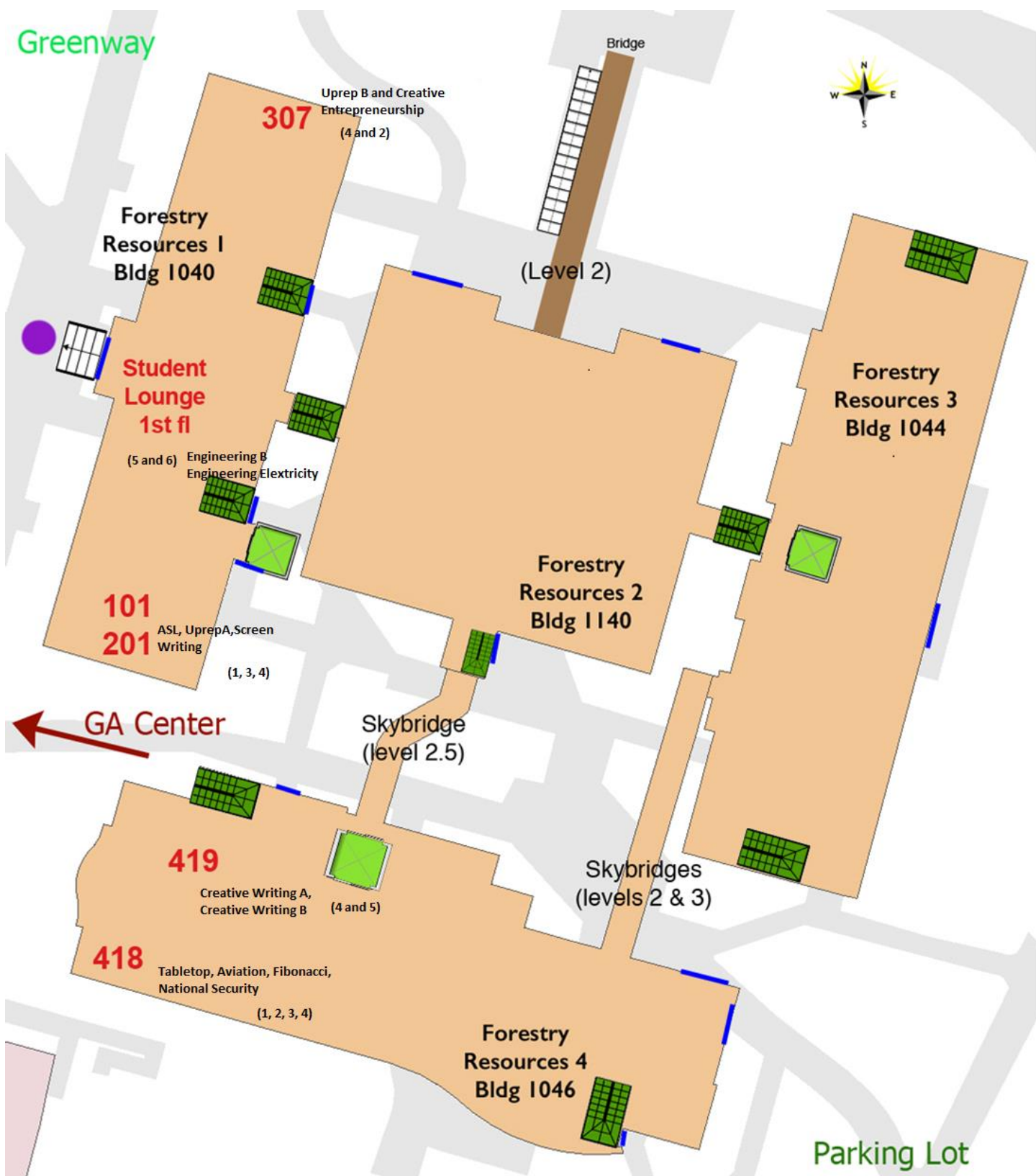
Bedroom		Staff Apt	
Office Space		Laundry	
Bathroom/Shower		Mail Room	
Kitchen			



Boggs Hall: 2nd-4th Floors



Warnell



Questions

Notes