



## **MOUNTAIN VIEW COMMUNITY CENTER**

# **Summer Camp Safety Information**

### SECTION 1:

#### 1A. Arrival and Departure Procedures

##### **MVCC policy:**

**MVCC will have established clearly marked areas, with signage for drop off. All youth attendees will need to arrive between 8:45am-9:00am and a parent/guardian must be present at check in each day. Late arrivals will be required to check in with the staff in the MVCC building or with camp director, Amanda Goetz.**

**Pick-ups will require an authorized parent/guardian to be onsite. Children will not be released to any unauthorized individual for pickup. Anyone picking up a camper will need to have ID.**

#### 1B. Limiting the Number of Youth Participants

##### **MVCC policy:**

**MVCC will be limiting the number of youth attending summer camp. All youth attendees must be registered for summer camp in advance. In order for the youth to attend camp, the parent/guardian must review the waivers and sign the documents on the first day of camp. By signing the documents parents/guardians are agreeing that the youth attendee, as well**

as their parent/guardian, will abide by the MVCC safety policies outlined in these documents.

Each camper will be placed in a small group of campers of the same approximate age/grade and will remain with that group for the entirety of the camp.

1C. **Assigned Grouping**

**MVCC Policy:**

Youth participants will stay with their assigned group for all summer camp activities. MVCC staff and trained volunteers will be on site with youth attendees at all times to ensure camp activities are supervised. MVCC staff will accompany youth attendees to the church buildings, the MVCC building, and on the outdoor campus.

For each activity, MVCC will have an assigned coordinator. The coordinator will stay at their designated activity site and will be responsible for sanitizing each station between sessions.

Each group will have an individually labeled bin available to store their personal belongings.

1D. **Food Safety Guidance**

**MVCC Policy**

A snack will be provided by MVCC. Youth will eat snack as part of their planned daily activity. *If youth have food allergies, it is the responsibility of the parent/guardian to provide a snack each day.*

1E. **Responding to suspected illness**

**MVCC policy**

Quarantine area –There will be a separate designated area on site to accommodate any youth attendees that report or are observed to be showing symptoms of illness. As a precaution MVCC will limit interaction

of campers and individuals who are ill or suspected to be ill until they can be sent home.

MVCC staff will separate the youth attendee and supervise them from a safe distance until the youth attendee can be picked up by an adult/guardian.

MVCC is not authorized to dispense medication to participants.

## SECTION 2:

### 2A. Youth Safety On Campus

#### CHILD ABUSE PREVENTION POLICY

(MVCC screens volunteers to ensure they can safely fulfill volunteer duties and be in volunteer leadership position responsible for the supervision of minors as well as vulnerable persons.)

In our role as an advocate for children and our responsibility for enhancing the personal growth and development of children and adults in all of our programs, we reserve the right to inquire as to a person's criminal background and to screen applicants for past incidents of child abuse to the extent permitted by law.

This policy covers the required steps involving the training and supervision of volunteers; appropriate conduct related to the supervision of children; reporting responsibilities regarding suspected abuse(s); and recommendations for good practices related to the above.

This policy also pertains to people over age 18 who are physically or mentally unable to protect themselves or require adult supervision. These individuals are identified as vulnerable populations and defined as those who are at risk for abuse, coercion, or intimidation.

Volunteers must pass a background check if they will be directly working with children or vulnerable populations.

#### Volunteer Relationships with Children and Supervision:

- At no time may a volunteer be alone with a child, other than their own, where others cannot observe them.

- **Volunteers shall never leave a child unsupervised; this includes bathroom areas, to prevent an adult or another youth from abusing the child.**
- **Any type of abuse will not be tolerated and may be cause for immediate dismissal. This includes but is not limited to the following:**
  - **Physical Abuse – strike, spank, shake, slap, or excessive exercise.**
  - **Verbal Abuse – humiliate, degrade, or threaten.**
  - **Sexual Abuse – inappropriate touch or verbal exchange.**
  - **Mental Abuse – shaming, withholding love, cruelty.**
  - **Neglect – withholding food, water, basic care, etc.**
- **Volunteers will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement. Physical restraint is used only to protect the child or other children from harm, is only administered in a prescribed manner, and must be documented.**
- **Rest-room supervision: Volunteers will make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Volunteers will stand in the doorway of the rest room while children are inside the rest room. This policy allows privacy for the children and protection for volunteers (not being alone with a child). If volunteers are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone. Children will be taken to the restroom in groups whenever possible.**
- **When traversing the parking lot area or going to restroom facilities youth attendees will be accompanied by a staff member and or a volunteer.**
- **Volunteers will respect children’s rights to not be touched or looked at in ways that make them feel uncomfortable, and their right to say no.**

#### **Responsibilities of Parents:**

- **Under no circumstances should a volunteer release a child to anyone other than the authorized parent, guardian or other adult authorized by the parent/guardian.**
- **Volunteers will be aware, noting any bumps, bruises, burns, etc. Questions or comments will be addressed to the child or parent in a non-threatening way. Any questionable marks or responses will be documented. Any staff who suspects that a child is being abused or neglected must report their suspicion to the Washington State Department of Children, Youth, and Families: 1-888-713-6115**
- **Confidentiality will be maintained if there is an instance of suspected abuse or neglect. Discussion regarding the incident will only take place with those involved in the incident.**
- **Volunteers may not contact children or parents involved in an alleged child abuse incident.**

**Requests for Accommodations for youth attendees can be made by contacting Camp Director, Amanda Goetz at [amandag@mtviewcc.org](mailto:amandag@mtviewcc.org) or (253)307-1187.**