



ST. ANDREW'S SCHOOLS

AdventureCamps
Summer • Winter • Spring

Intern Handbook

St. Andrew's Schools

Adventure Camps

Revised February 2019

Welcome to the 2019 Adventure Camps Internship Program!

This handbook is designed for prospective student interns (and their families) to familiarize them with procedures, expectations and guidelines and answer any questions you may have. The policies set forth in this handbook are to be adhered to at all times, under the direction of the program director.

Internship Program

Our internship class/program is a big part of our camp experience. As an intern, you will learn professional development skills, communication skills, critical thinking and problem solving. Most of all, you will learn to collaborate with others for the same goals.

There is a program fee of \$100 for either program which includes lunches, admissions, class instruction, shirts and snacks.

Program Hours

Programs hours are Monday-Friday 7 a.m.-4 p.m. with extended care until 5:30 p.m.

Freshman interns will be a part of our internship class and activities during the hours that are convenient to your family.

Sophomore interns will advise us family schedules and we will schedule around them. Once scheduled, you will be expected to follow the schedule. You will have instruction for part of the day (including activities) and you will work part of the day as an employee.

Hiring Information

In order to be accepted into the program, you must:

- Fill out general application.
- Meet with director for interview.
- Have a background screening appropriate to your age.
- Obtain a work permit from the State of Hawaii and payroll papers must be turned in (sophomore interns only).

Freshmen interns will learn leadership skills from all staff. Your time at camp will be as a volunteer. Sophomore interns, your time will be split half and half. You will be a volunteer for half the day, learning many skills to use at camp. You will also work as an employee for four hours per day. All paychecks will be provided to you on or about the 10th and 25th of each month.

Illness

If you are ill, you may check with our health care assistant, or we can also call our nurse to ask health care questions on your behalf.

Work Hours

All interns are to report to the Adventure Camps sign-in/sign-out table at their assigned start times and end times. Please sign in your hours on the timesheets provided. You are responsible for signing in and out every day. If you are not able to work on your assigned day, please let the director know ahead of time. Please remember that you can only sign in for the hours you have been assigned. For example, if you arrive at the camp at 7 a.m. but you are assigned to work at 9 a.m., please don't sign in until 9 a.m. You are, however, welcome to volunteer for the additional time.

Telephones

The Adventure Camps phone number is 808-532-2464. This number is available at any time during the day. If you are ill and not come in to work, please call or text the camp scheduler.

Cell phones are not to be used by staff and children unless it is an emergency regarding late pick up, calling the director or calling another staff member. Please do not talk story on your cell phones. If you need to use your cell phone, please remove yourself from the children only if there is additional supervision to do so.

Remind children that cell phones are not to be used during the program and if they need to contact parents, they need to use the office phone.

Communicating with the Media

No employee/parent of St. Andrew's Schools may speak to the media on behalf of, about, or concerning St. Andrew's Schools without the prior consent of the director of marketing & communications. All media inquiries should be directed to the head of school and director of marketing & communications.

Employee Dress Code

Workers should dress appropriately for the weather and the camp. Please dress comfortably and wear your staff shirt at all times with shorts/skirt/pants. Wear comfortable shoes as you will be on your feet most of the day.

Clothing that is not allowed at Adventure Camps:

- Backless tops, halters, or strapless shirts or blouses (except swim suits).
- Clothing which exposes the midriff or undergarments.
- See-through clothing.
- Appropriate alterations – such as cutting sleeves and collars – should be approved by staff.
- Girls must wear board shorts on top of swim suits.

Time Off, Absences, Leave of Absence

If you need time off for any reason, please let the camp scheduler know as soon as you are aware of the absence. If you are ill, please do not come to work.

Performance Evaluations

Your performance as an employee of the Adventure Camps includes performance evaluations. These will occur frequently, and feedback will be given to you often. All this information will be kept so that we can give you great job references in the future.

Safety and Health

The Occupational Safety and Health Act of 1970 clearly states our common goal of safe and healthy working conditions. The safety and health of our employees continues to be the first consideration in the operation of the schools. Without question it is every employee's responsibility. It is the intent of St. Andrew's Schools to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he or she knows is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

The avoidance of accidents and injuries is of critical importance to all of us. Consequently, you are required to:

- Wear school-issued safety devices and proper personal protective safety equipment on all job sites.
- Personal protective safety equipment includes safety glasses, earplugs and gloves.
- Report all accidents.
- Observe all warning and no smoking signs.
- Keep aisles and walkways clear.
- Report any unsafe equipment or conditions to your supervisor immediately.
- Inform your supervisor if you are taking any medication which could affect your responses (i.e., cause drowsiness, slow reflexes, numbness).
- Make every effort to keep your work place neat and clean.
- Know the safety and accident prevention practice and/or procedures which are applicable to your job.
- Report any injuries or illnesses to your supervisor as soon as practical and on the same day they occur.

Safety and Health Program

St. Andrew's Schools is dedicated to providing a safe and healthy environment for all employees. In recognition of this, a guiding principle is that safety shall not be

compromised and will be given precedence over operating productivity. St. Andrew's Schools ensures compliance with all government regulations pertaining to safety and health and takes care to maintain a safe work environment. The Safety and Health Program is aimed towards preventing accidents and providing safe working conditions.

The Safety and Health Program's goal is to control hazards and risks that will minimize employee injuries and property damage. All employees are responsible and accountable for implementing this policy, including compliance with all rules and regulations, reporting accidents and/or unsafe conditions and practices, and continually practicing safety while performing their duties.

If an employee is injured on the job, ProService will administer claims for workers' compensation and has workers' compensation insurance that will pay medical expenses and wages. ProService will thoroughly investigate claims and will fight fraudulent claims with all available resources.

In the event of a work site injury, first-aid or other emergency treatment should be administered, as necessary, and immediate transportation to a medical care facility will be provided for serious injuries. Whenever possible, a supervisor or a school representative, should accompany the injured worker to the medical care facility to ensure employee safety and that the drug and alcohol screening is administered. **You are required to notify your supervisor immediately of any work site injury/accident.**

Accident Reporting

Employees who are injured on the job, regardless of how minor the injury may appear to be, must immediately report the injury to their supervisor. Such reports are necessary to comply with laws and ensure immediate medical attention to the employee if necessary.

Accident Investigation Procedure

An accident investigation shall be conducted for all accidents involving a doctor's care and/or first-aid cases that might have resulted in more serious consequences. Investigations are necessary to determine the cause of the accident and to develop the necessary corrective action to ensure that the accident doesn't recur. The investigation shall be conducted on a timely basis, as soon as possible after the occurrence of the accident. All employees must cooperate with the investigator(s) during all phases of the investigation. Do not move or disturb any objects or material at the accident site until investigation is completed unless absolutely necessary.

Emergency Planning

Interns are responsible for familiarizing themselves with the guidelines outlined in the Emergency Procedures posted throughout the school. Please request a copy of these procedures if one is not clearly posted in your classroom or office.

Always know the evacuation routes should an emergency arise. See a supervisor or member of the Adventure Camps staff for evacuation routes. The situations listed in the procedures are not intended to cover all emergencies. For questions about specific situations, see your supervisor or a member of the Adventure Camps staff.

In the event of a security concern you can contact campus security using the following numbers. Please input these numbers to your cell phone now so that they are readily available if needed.

- Campus Security – 440-7411
- Chief Financial Officer, Mike Curtis – 292-6862

In the event of an urgent threat to people or property you should call 911. You will be asked immediately what type of emergency assistance is needed – police, fire or ambulance. Provide the operator with your identity and campus address. Please notify a member of the security team above or another member of the Adventure Camps staff immediately after completing your call for emergency services.

Professional Conduct of Interns

The use of profanity, drinking alcoholic beverages, smoking or taking any illegal drug is strictly prohibited at St. Andrew's Schools.

Information pertaining to an individual child or parent shall not be disclosed to persons other than the facility staff prior to the discretion of the director. Do not post pictures of campers on your own social media account.

Information pertaining to an individual child or child's parents is to be considered highly confidential. If there are issues or concerns, please inform the director and refrain from discussing issues with other staff members. Be aware of your surroundings at all times and conduct yourself in a professional manner.

Using a Classroom

Please do not sit at any teacher's desk in the classroom. This is their private space and we need to respect their room at all times. Children should not draw or write on the whiteboards.

Please do not use anything in the classroom. If you need any supplies, please get them from our Adventure Camp supplies, stored in Sellon 201.

Clean up and leave classrooms in better condition than how you found them. Put up chairs in each classroom so the cleaning staff have an easier time on their part. Also, if desks are messy, please wipe tables down prior to putting chairs up on the tables. Turn off the air conditioner, turn off the light, and lock the door behind you when you leave each day. Please return borrowed equipment back to Sellon 201.

Inclement Weather

Summer is hurricane season in the Pacific. If there is a hurricane warning, we do our best to continue to follow our regular activity schedules; however, if the State of Hawaii issues notice to stay home, we will need to cancel camp. Should that occur, we will let you know through social media, notes home and every way that we are able to do so.

Bathroom

Interns can accompany campers to the bathroom and should inspect the facilities before allowing campers to enter the facility. Supervise campers from the doorway, ensuring the safety of campers at all times.

Walking Outside of Camp

When walking off the property, you are required to:

- Walk in pairs and on the right side of the crosswalk, allowing others to pass comfortably.
- Have a staff member lead and another follow (in most instances).
- Set the pace to the slowest person.
- Keep the group together.
- Cross streets as a total group at designated crossings only.
- Obey traffic signals.

Student Supervision on Playground

Be sure that the entire playground can be seen by staff. Interns should spread out on the playground while monitoring children. Areas to be supervised are the play structure, the basketball courts/tetherball area, and the umbrellas/tables. Children are not allowed to play in the halls of Sellon. If you see children playing there, please send them to the playground.

Please keep in mind that we want to enhance a safe play atmosphere for all students and to monitor the playground at all times. When sending children out to play, please make sure that you go with them unless there is someone already out there to supervise children.

At 5:25 p.m., the playground is considered closed and all remaining students are to be sent to the sign-out table for pick up. Please have students help you pick up all playground equipment. We want to encourage students to be responsible participants on the playground.

Positive Guidance and Discipline

Adventure Camps advocate a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention and the development of self-discipline. Remind campers that camp rules are established for safety and to ensure that we have a common standard of behavior. As staff members, we need to show the

campers that we see the need for following the rules ourselves. Please do not contradict the established guidelines.

Children's behavior may have many roots. It is not expected that one week at summer camp will correct all behavioral problems. As a counselor, understand that children bring their past with them in their behavior. If you can determine the root of the behavioral problem, it will give you clues on how to deal with it.

Keep these two things in mind:

- Your campers are not mini-adults, expect them to want to have fun and be active.
- Expect your campers to test their limit; however, they still want and need limits.

Strategies

Here are some strategies you can try out with your campers:

- Be the kind of person you want your campers to become – obey the rules yourself.
- Know as many campers as possible by name and know something about them. This helps to build relationships
- Be friendly and always show interest in what individual campers are doing and their progress.
- A sense of humor is extremely valuable. Use it frequently.
- Maintain your poise at all times. Don't let the campers "get to you."
- Don't take misbehavior personally. It is a choice the camper is making.
- Keep in mind that misbehavior is seldom willful. Try to find the cause.
- Try to see the camper's side of the situation. Discuss it with them until you understand.
- Distract, distract, distract! One of the best methods to control behavior is to keep campers busy.
- Show your disapproval of behavior through your speech, facial expressions and actions.
- Being close when you note a potential problem can keep it from actually occurring.
- Enlist other leaders (peers or staff) to provide role models for campers.
- Allow natural consequences to occur if the results are not too severe.
- Sending a child for a time out allows time to cool down and think about behavior change.
- Have a group meeting to discuss and resolve generalized problems.
- Remain with your campers during meals and free time.

- Avoid getting campers over-tired, keyed-up or tense.
- Be willing to admit when you're wrong and ask for forgiveness.

Sometimes it is best to simply ignore behaviors rather than reward or punish, which may actually provide attention to encourage the behavior. Ignoring behaviors usually works best for campers who seek attention by clowning around.

Sometimes giving the child attention or affection, which has been lacking, may solve the problem. Giving the child some form of responsibility or encouraging a special interest or talent may result in improved behavior. Often the activity – if it is at his/her own physical, emotional and intellectual level – is enough to correct the situation.

Safety

Poisons, medication, sharp objects, glue guns or anything potentially dangerous to children must be kept entirely out of reach at all times.

Sunscreen and Hydration

Please walk your children by the hydration station several times a day and be sure that they drink water. You will also need to re-apply sunscreen each afternoon to your campers.

Acknowledge

I certify that I have read the information contained in the Intern Handbook _____
(please initial)

I understand that this is a real job, and that I will be professional in how I handle myself. I will handle all problems pertaining to this job by going first to the person who can fix the problem. I will help make this camp a better place.

Print Name _____ Date _____

Signature _____