

CAMP JAMES PROFESSIONAL AIDE POLICY

This information is for parents, Organizations providing Aide Support, and professional aides working on the Camp James site.

Parents: It is vital that you share this information with both the agency providing the aide support and the employee who is performing the on-site aide support.

If you have any questions about this form, aide support, camper experience questions please contact our office as we are happy to assist.

Email or call us at (949)729-1098 or directors@campjames.com

In consideration of our families and campers who may need additional support while at camp, we allow professional aide support on site, provided they can provide the required documents before June 1st.

It is important to note that family members or babysitters are not allowed to serve in this professional aide role unless they meet the following criteria below.

In order to be on site as an outside support professional for a camper with special needs, the following documentation is required:

Required Documentation from the Agency

1. Notice from the parents that professional aide support is required, including the camper's diagnosis (the diagnosis must also be listed in the health form in the parent's online account).
2. Written documentation that the aide is an adult, from a licensed agency that will provide:
 - Proof of worker's compensation insurance, naming Camp James, James Event Productions, and the Newport Dunes Resort as an additional insured.
 - Proof of fingerprinting and a successful background check completed.
 - Aide Information Notice that is *signed by the aide* who will be on site at camp (policies, procedures and expectations for aide presence at camp)
3. Aide support documentation should be emailed to the attention of Scottie Roach to directors@campjames.com
4. Aide support Agencies must provide the contact information for the aide, the supervisor, the agency phone number, and agency location.

Aide Info Form (sign and return to the office)

Information to be Shared with Your Agency and the Professionals Supporting the Camper

Professional Aides must check in and check out at the First Aid station daily, where they will get a camp visitor badge (the badge needs to be returned at the end of the day).

Camp Rules Regarding Aide Support on Site:

1. **Role Focus:** The aide support role is to support the special needs camper the aide is assigned to, and that does not extend to other campers or telling other campers or staff what to do. The aide is welcome to seek and discuss issues with the camp director if needed.
2. **Dress Code (Footwear):** Closed-toed tennis/hiking shoes that allow for running and traversing the sandy/rocky camp terrain are required for the safety of all. No sandals allowed. Be prepared that you will walk approx 3-5 miles daily on site.
3. **Dress Code (Attire & Piercings, etc):**
 - G-rated clothing is required. Clothing with adult themes (alcohol, political/religious, weapons, etc.) or skimpy/adultish attire is not allowed.
 - If your agency has logo shirts, this is encouraged to wear.
 - Ripped or torn clothing is not permitted unless it is Survivor Theme Week.
 - No belly shirts, short shorts, septum piercings that hang out of the nostrils, large piercings anywhere else on the face, or extreme makeup/attire.
 - Facial piercings are limited to:
 - Ears (tiny studs only, to prevent injuries).
 - One nose ring/stud only.
4. **Personal Visitors:** Not allowed to be on camp property unless they have official business or prior authorization. No hanging out with friends/significant others on property. Professional visitors from the agency must check in at the First Aid Station.
5. **Parking:**
 - The parking area for support professionals & camp staff is near the go kart track (marked by large orange barriers).
 - Enter the guard gates at the Newport Dunes Waterfront Marina and take the first left. You will see the go kart track in the corner.
 - Park towards the **left** of that entry of the parking lot. The landlords (the Dunes) will tow if you park on the right.
6. **Physical Contact & Behavior:**
 - Campers may not sit on laps, even if you are a support aide. If needed, hand holding is acceptable to help comfort a child, or you can go to the camp office where we have stuffed animals that can be hugged by a child. This is for your safety and theirs.
 - Campers cannot be carried unless it is an emergency or a dangerous situation.
 - Physical contact must be kept to an appropriate or professional minimum.
 - Campers who become violent or hit others (including professional aides) are not

allowed to be at camp.

- Professional aides may not use physical or verbal punishment. We are mandated reporters at camp and will act accordingly.
- Physical restraint can only be used when there is elopement and/or a clear and present danger. If a child is having a behavior episode, please seek a director to help if possible as a backup observer/support.
- Professional aides need to keep their contact with other campers to a minimum. You are not in charge of other campers, the counselors are.

7. **Communication:** When an aide needs to take their camper to the restroom, a camper needs a cool down break, or if the aide is assigned to take a camper home (with parent approval), it shall be communicated to the counselor in charge of the group. All children who are being picked up or taken home, must sign out with the counselor **and** at the general camp sign out which will be either at the front of camp, or the First Aid station.

8. **Cell Phone/Tech Use:**

- We are striving to manage the goals of creating a screen free vibrant outdoor camp and the battle of technology with both children and adults is a modern day challenge. Consider that Camp James allows everyone working here to take a break from screens in order to help build true human connection. Cell phone/tablet use is **not allowed by aides/campers/staff** unless it is an emergency. Please do not have your tech visible.
- If there is an emergency, the counselor or camp administration must be notified.
- No photos allowed to be posted. We are a tech-free zone for campers, staff, and professional aides. We understand that sometimes you may need a photo of the child you are supporting for parent assurances of participation. Please keep that to a minimum, and absolutely no photos of other campers are allowed as well as posting photos of Camp James on personal social media is not allowed.
- We are aware that tech may be a part of an aide's job for logging behavioral/progress trends or issues when guiding a child. Please use a paper and pen then transfer your log notes into your tech device when you are not with the group.
- If you need to text or call, go to the camp office *deck or outside tables* to make the call or use your device.

9. **Tech as a Calming Tool & Cool Down Zone:**

- If a camper needs to use tech *as a calming tool only*, this must be kept to a **minimum of 5 minutes** and only on the **deck of the office**, not other locations at camp.
- There will be a cool down zone available to use, it can be used occasionally as a temporary cool down zone for a camper experiencing overstimulation, with a **5-minute limit**. The deck is not the place for loudness if possible. Our office has phones and to be able to communicate with parents all of the time. If a camper is screaming or yelling for any long periods of time you will be asked to relocate or we may have to call the child's parent.
- If a camper is found to be at the deck more than four times in a day, parents may be called to pick up the camper. Everyone has a bad day every now and then,

but our office requires business to happen. The cool-down zone is a tool, not a hang-out spot.

10. One-on-One Visibility & Restrooms:

- An individual, including a professional aide, cannot be one-on-one with a child unless they are **visible to another staff member** who can see them. This is a hard and fast rule at camp. One on one is not ok. We use the rule of three at camp.
- Professional aides may not enter the community camper changing huts but can remain outside to monitor the activity. The child must be able to dress and undress themselves as listed in the expectations for camp readiness.
- These same policies apply to the restrooms.
- **Restrooms:** Adult or camp staff restrooms are located behind the rock climbing wall for Professional Aides to use. Restrooms for campers are located near the gaga pit.

11. Restroom Use Separation: Professional aides only may use the staff restrooms. Kids may only use the kids' restrooms.

12. Aide Dress Code: Closed toe shoes are required daily, sandals while participating in aquatics on the beach only are allowed, Piercings, tattoos that are not G-rated or have political, religious, or other messages must be covered up.

13. Aide Supplies: Sunscreen, a water bottle, and a backpack are recommended for Aides to bring. It is often helpful to bring a deck of Uno cards or a coloring book to help the child with socializing or start up a game when appropriate.

14. Camp Lunch: If you want to purchase a camp lunch, you must do so in the morning with cash at the camp office before 9:00 a.m. You are welcome to a Capri Sun beverage at lunch and an otter pop at the end of the day when the kids are getting one.

15. First Aid Visits: Any visits to the First Aid station for your camper must be logged in the First Aid log. The First Aid attendant will be there to assist.

16. Engagement: Camp is loud, fun, and tiring. Get ready to play and engage when possible. We have dress-up days, and you are welcome to dress up too.

----We look forward to providing campers and those who walk the sandy land here a positive experience, connecting with the outside and in nature, playing, and learning. If you have any questions, please contact our office.

directors@campjames.com (949)729-1098-----**Parent/Guardian Signature Form**

This form below must be signed and returned by the parent or guardian of the camper.

- I have read and understand the policies in the Professional Aide Support Policy Form.
- I understand that documents are required from my child's aide support company and the aide themselves.
- I understand that I must provide this document to the Agency and the Professional Aide themselves for review.
- I understand that it is my responsibility to provide the required documentation to Camp

James via email at directors@campjames.com a week prior to my child attending camp.

Aide Name _____ Initials _____ Aide phone number _____	Return this form to the camp office along with the Aide Support Form
My child's name	<input type="text"/>
Camper group name	<input type="text"/>
Name of Agency providing One On One Support (provide additional document that shows proof of insurance, workers compensation coverage and verify that a background check has been completed on the employee) This proof must be attached to this form	<input type="text"/>
Agency supervisor name and phone number	<input type="text"/>
Parent Name and phone number	<input type="text"/>
Parent initials that the aide support document was reviewed by both the aide and agency	<input type="text"/>
Date Submitted	<input type="text"/>
Email this and the insurance documentation to directors@campjames.com Thank you	<input type="text"/>