

Safety Procedures

All JA staff, the camp manager and camp counselors will use sound judgement, always keeping camper safety as the top priority and in all situations.

General

- A camper to staff ratio of a maximum of 15:1 will be maintained
- JA Camp staff will immediately notify the proper authorities and emergency safety personnel when a situation warrants it.
- JA Camp staff will immediately notify JA office staff of any and all safety and emergency situations.
- An appointed JA staff, CPR/First aid certified will remain on the camp site at all times and handle first aid needs of all campers and staff as needs arise
- All camp staff will clear background checks, including criminal background checks and professional/personal references.
- All campers will remain under direct supervision of staff at all times
- Camp counselors will account for all campers at the start of every group session
- Volunteers will never be left alone with students

COVID-19 Safety

- JA Biz Camp Alaska will comply with local COVID-19 current required mandates and protocols
- Campers, staff and volunteers exhibiting COVID like symptoms are asked to stay home
- If a camper exhibits any COVID like symptoms while on the camp site, the camper will socially distance from other campers and staff, will be provided with a mask to wear until the camper can be picked up by an approved person.
 - The parent/guardian will be called and asked to pick up their camper immediately
- Shared spaces and equipment will be disinfected daily

Outdoor Safety

- Prior to the start of camp, a JA staff member will conduct a playground and field check every morning, ensuring that playground equipment is safe and grounds are free of any harmful materials or situations
- Campers will remain within safe distance and sight of JA camp staff at all times

Food

- All food distributed by JA staff will be prepackaged. No food will be homemade or made on site.
- Allergy friendly space will be provided to those who need/request it

Fire Safety and Evacuations

- Prior to the start of camp each week, all staff will do a walk through and identify the closest exits to each space used and a safe designated meeting place will be established.
- In case of evacuation, the camp manager is responsible for ensuring that the following is brought to the designated meeting space:
 - Student emergency forms
 - Daily Student Check-in/out sheet
 - The camp cell phone
- Camp counselors are responsible for ensuring that all campers are evacuated safely
- At the designated meeting space, each camp counselor will take a roll call of their group to ensure that all students are safe and accounted for.

Bathrooms

- Staff and campers will have separate designated bathrooms
 - Staff will not use camper bathrooms
- Staff will not enter camper bathrooms while they are in use
 - Exception will be made for safety purposes only and with additional staff present

Check-In and Out

- Campers must be checked in and out according to their registration form.
- If a camper does not check in within 30 minutes of camp start time, the camp manager will attempt to contact the camper's parent/guardian
- All campers must be checked-out by a parent/guardian approved person
- All campers approved to check out by themselves will be released from the program promptly at the designated closing time of camp.
- All people checking students out must show picture ID to JA Camp Staff when checking campers out for the day.
- No campers may check in prior to the designated camp start time for any reason.
- No campers may stay on the camp premises after the designated camp close time for any reason.

I have read and understand the JA Alaska Biz Kids Camp Safety Procedures. I understand and am prepared to fulfill my safety responsibilities as a member of the Camp Staff Team.

Staff Signature _____

Date _____