

AGES 3 - 5TH GRADE

SIGN UP AT: [DHDC.ORG](http://DHDC.ORG)



# SUMMER CAMPS

## JUNE 2 - JULY 25



**WELCOME TO CAMP DISCOVERY!** We are so glad to have you as a part of our teaching team to provide a safe and fun experience for campers!

*Don Harrington Discovery Center Mission: At the Don Harrington Discovery Center, our mission is to create moments of discovery that reveal the inner workings of our world to learners across the High Plains. The Discovery Center's innovative programs spark curiosity, inspire lifelong learning through play, and coax the individual genius within each of us to engage confidently in our world.*

*Wildcat Bluff Discovery Center's Mission: At Wildcat Bluff, our mission goes beyond education; it's about inspiring the next generation of nature enthusiasts, environmental stewards, and outdoor explorers. The Bluff is ever-changing with the seasons, and our Center provides programming and experiences year-round. Every visit promises a fresh perspective and new insights into the wonders of the natural world.*

# Camp Discovery Details

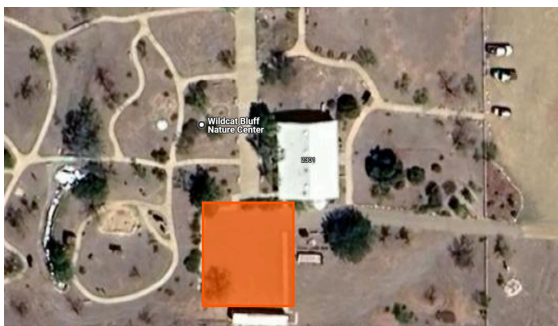
## What to Bring and What to Expect

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- **Uniform:**
  - DHDC Staff Shirt
  - comfortable closed-toe shoes.
  - Shorts or skirts should be fingertip length or below
  - Pants should have no rips.
  - A class apron will be provided.
- **Meals:** Bring your own lunch or snacks and a refillable water bottle.
- **Wildcat Bluff (summer only):** Prepare for a day outdoors. Wear season-appropriate hiking clothes/shoes, and bring a water bottle, sunscreen, and bug spray as needed.
  - **Warmer weather:** Light color and light material clothing. DCC-branded hat if needed outdoors.
  - **Cooler weather:** Light or heavier jacket, depending on the weather. Rain gear as needed.
- **Parking and Entry:**
  - **DHDC:** Park on Streit Drive near the north corner of the outdoor park. Enter through any staff entrance and proceed to your assigned room. If you have questions or need assistance, contact Emily through the Google Chat “Camp Discovery - Teacher Space”, or go through Door A into the administrative offices and ask for help. You will receive codes during training. If there is a room you need to be in and the code is not working, please contact your supervisor for assistance.



- **Wildcat Bluff:** Employee lot is South of the Visitors Center. When arriving at Wildcat Bluff, **call your supervisor to turn off the HQ alarm and unlock the door.**



- **Timekeeping:** The ConnectTeam app will be used to track your hours. Download the app to your phone so you can start and end your shift at appropriate times.

**Absences:** If you are unable to work your scheduled shift, message your supervisor as soon as possible to allow time to cover your shift. Last-minute cancellations will leave children without necessary staff. Excessive absenteeism can lead to disciplinary action up to or including termination.

### Day Camp Hours

- Half Day Camp: 4+ Years Old – 9:00 am - 12:30 pm OR 12:30 - 4:00 pm

- Full-Day Camp: 5+ Years Old – 9:00 am - 4:00 pm
- Pre-care: 7:45 am - 9:00 am
- After-care: 4:00 pm - 5:30 pm

## Summer Camp Hours

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- Half Day Camp: 3 & 4 Years Old – 9:00 am - 12:00 pm OR 1:00 - 4:00 pm
- Full-Day Camp: 5+ Years Old – 9:00 am - 4:00 pm
- Pre-care: 7:45 am - 9:00 am
- After-care: 4:00 pm - 5:30 pm

## Teacher Expectations and Requirements

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**Attendance:** Be on time. It's crucial to be ready in your classroom BEFORE students arrive. Arrive at 8:30 am.

**Cell Phone Usage Prohibited** - You must be present and observant in the classroom and on the exhibit floors. Playing on or looking at cell phones is prohibited. Radios will be provided for communication between camp staff. **Staff members should NEVER show videos, photos or other content to campers on their devices, or read or share unapproved information with campers. You are required to have a radio on you at all times.** Maintain appropriate communication with other camp staff and administration.

You are approved to use a cell phone ONLY to contact leadership when children are supervised by two additional adults. **In an emergency where 911 needs to be called, please do so immediately.**

**Camp Schedule / Agenda** - You are required to follow the camp schedule provided to you. Do not deviate from the schedule or take an extra floor break unless specifically told by a supervisor. If you need to bring the class out of the classroom unexpectedly, like for excessive mess, radio leadership to ask where to take your class and call for help. It is crucial that we stick to the schedule so that front desk staff can direct parents to their children.

## Pro Camp Teacher Tips and Tricks!

**Bring the science to DHDC! These fun activities encourage these kids to explore and ask questions. Be ready to entertain and educate. No boring allowed! This is experiential learning at its finest!**

Be flexible and give grace. Campers are spending their summer with us, and everyone wants to be a little more laid back during the summer. Also, everyone is entitled to a bad day, be prepared to show grace and model what you want to see from your campers.

Encourage your kids to complete the work. These kids are capable of so much. Have them clean up and help prep supplies as much as possible!

Treat parents with respect! Parents are the customers. We should always deliver top-tier customer service. If you need assistance in dealing with a situation, please radio or call a member of Leadership.

## **Discovery Day Camp Policies**

### **At a Glance**

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Supervision and Safety Policies

Medication and Medical Policies

Personal Items Policy

Media Policy

Behavior Policy

Boundaries with Students Policy

## Supervision and Safety Policies

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You are required to have a walkie *at all times*. If you do not have one, please request one from the Manager On Duty or a member of Leadership.

You must supervise and observe your campers at all times. A minimum of two staff members must be present to supervise children in the wings, theater, or auditorium. Do not leave the designated area to clean or prepare your room unless there are at least two staff members present with campers.

Campers are required to inform a camp staff member before going to the bathroom or getting a drink. When in the classroom, theater, or auditorium, a teacher or assistant must accompany them to the bathroom or water fountain. In the wings, older campers may notify a staff member and walk independently as long as they remain within sight of the staff member, while younger campers must be escorted to the bathroom or water fountain.

Check the roll every time you move to a new location, ensuring not just a head count but that *every student is accounted for*. For younger children, it is recommended to have them sit down and then stand up when their name is called, as they are unlikely to raise their hand. A roll sheet will be included in the class binders and will be reviewed to ensure that all protocols are being followed.

### Extra Security Measures:

- Pre-K campers must always travel using the rope when outside of the classroom. Additionally, the classroom should be equipped with a baby gate at the doorway.
- When leaving the classroom as a group, ensure the door is closed for security. When leaving the building at either DHDC or WBNC, please ensure that all outside doors are closed behind you to maintain the security of the building.
- At Wildcat Bluff, please keep the inside bathroom doors locked throughout the day when not in use.

- **Always CHECK IDs at Pickup** - Please verify parent IDs to ensure they are listed as a parent/guardian or on the authorized pickup list. Authorized pickup persons are REQUIRED to sign campers in and out each day, without exception.
- Wristbands - Ensure every child has a colored class wristband, along with allergy or photo release wristbands if applicable. Each class will have a distinct colored wristband, and the teacher and assistant in that room will wear matching aprons. Wristbands serve to identify campers by class when they are on the exhibits, prevent exposure to allergens, and inform our marketing team about photography permissions. Our security guard will also monitor wristbands for added safety.
  - Additional wristbands:
    - RED - May not photograph.
    - YELLOW - Allergy alert, allergen written on band.

## Medication and Medical Policies

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**Camp Staff MAY NOT administer any medication to campers except in emergencies, such as using a child's personal epinephrine to stop anaphylactic shock.** Parents are welcome to come to the Discovery Center, AISD campuses, and/or Wildcat Bluff to administer medication as needed. Any concerns can be addressed with the Camps Coordinator.

Due to licensing, DHDC staff are unable to assist with toileting or personal care.

**In the event of an injury, camp staff will notify the emergency contacts and take appropriate action as needed. Please alert your supervisor to the situation as soon as possible. For serious injury, call 911 and alert the Camps Coordinator and/or DHDC administration as soon as possible. (Emily's cell is 806-474-7308)**

An incident report should be filled out for every incident, even if you do not see a mark or bruise on the child at the time.

## Personal Items Policy

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**The Discovery Center is not responsible for any valuables or lost personal items.** You are welcome to ask campers to put away personal items from home. There is no need to have cell phones or toys that they wouldn't want to lose. If campers have a cell phone out, politely ask them to put it away in their lunchbox or backpack. We have so many fun activities planned that they won't even miss their toys from home. Please do not take personal items from campers. Ask them to put them away themselves.

## Media Policy

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Teachers MAY NOT show campers any media without approval. Media must be approved by management prior to the camp day starting. Media includes videos, electronic games, photos, stories, etc

Teachers MAY NOT show campers anything on their own personal phone or device. All media will be shown using a DHDC-owned device.

Any staff member deviating from this policy will be subject to disciplinary action.

## **Behavior Policy and Classroom Management**

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Effectively managing your classroom is an essential part of maintaining a safe, fun, and educational environment. Teachers will actively monitor their classroom and to provide positive behavioral support to proactively prevent behaviors.

- Set clear expectations!
- Provide redirection and restate expectations if a student is off task.
- Address dangerous, disruptive, or unkind behavior.

### **Under no circumstance is a staff member to physically punish or restrain a**

**camper.** Should a camper's behavior become a danger to others, the other campers should be removed from the room and the Camps Coordinator and other Leadership will be notified. The teacher should remain with the camper who is having the behavior and the other campers should go to another camp room with the assistant. Leadership will advise where to take other campers. For all other behaviors, use the guidelines below. If you are unsure of what is appropriate, contact the Camps Coordinator or other Leadership for guidance.

### **Unacceptable Behaviors:**

- Bullying
- Fighting
- Threatening others
- Using profanity or slurs
- Defiant or disrespectful behavior or actions to teachers
- Stealing or damaging property
- Leaving a program or activity without permission
- Endangering anyone's health or safety
- Using cell phones without permission

### **Behavior Consequences:**

1. Verbal Warning
2. Time out (1 minute for each year old)
3. Teacher or camp staff call parent
4. Camps Coordinator involvement



- a. Suspension for the remainder of the day
- b. Suspension for the remainder of the week
- c. Expulsion from camps

Should a camper be suspended or expelled, a refund will not be issued. DHDC reserves the right to begin disciplinary actions at any step deemed necessary according to the severity of the behavior.

### **Teacher - Student Boundaries**

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To ensure that all campers and staff are able to work effectively with each other while also maintaining appropriate boundaries, follow the following guidelines.

Staff may NOT:

- **Be alone with campers out of sight of cameras or other teachers/staff.** Staff, employees of contracted service providers and volunteers/interns should not be alone with students in a non-public space.
- Discipline students in any physical manner.
- Have intimate or romantic relationships with students.
- Lavish inappropriate attention on a particular student, *including giving gifts to individual students*.
- Have conversations with campers about anything of a sexual nature or to reveal details about their personal lives.
- Provide alcohol or drugs to a student, nor permit one to drink or use drugs in his or her presence.
- Have extended affectionate physical contact with a student. Contact should be limited to a supportive, congratulatory, or quick side-hug, high five, or pat on the back. Patting of the buttocks with a hand even in an athletic context is prohibited. If a student engages in repeated and/or prolonged physical contact with a staff member, the employee should disengage from contact, inform the student that this behavior is not appropriate and should report this behavior to Leadership.
- Engage in any type of behavior that might have the appearance of impropriety if observed by others.
- Engage in physical horseplay, roughhousing, or other inappropriate physical games with students.
- Direct a student to keep a secret from, or not share information with, their parents/guardians or other employees.
- Allow campers to ride in the employees' personal cars without direct and explicit permission from parents or guardians.
- Be present at a student's home when a parent/guardian is not present, whether for a social gathering or otherwise. In addition, employees should not invite campers to their homes for holidays or other occasions without approval from the employee's division heads.

- Enter a restroom stall with a student or help with any personal care. Staff will supervise restrooms, as necessary, to prevent misbehavior and injury, and should do so by announcing their presence as they enter.
- Use any form of restraint.

## **REPORTING OF INAPPROPRIATE BOUNDARY CROSSINGS**

Anyone who believes a boundary has been crossed should bring such information to Leadership immediately.

# **Discovery Day Camp Procedures**

## **At a Glance**

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- Pre-Care
- Check In
- Introductions
- Activities
- Floor
- Space Theatre
- Lunch
- Demos
- Check Out
- After-Care
- Wildcat Bluff Day

## **Pre-Care Procedures**

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- When scheduled for pre-care, arrive at work at 7:30.
- A roster will be printed to check attendance and pre-care enrollment. If not already present, move a table in front of the front desk for the rosters, name tags, and wristbands.
- Pre-care will be held in the West Wing. Two staff members will supervise the West Wing and one will manage the front.
- Campers may begin arriving for pre-care at 7:45. At 8:45, campers will be transferred to their classroom for the day. Be sure to give each class their individual roster to know which kids have already been checked in.

## **Check-In Procedures**

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- At 8:45, campers in pre-care will be transferred to their classroom for the day. After this point, teachers will be monitoring campers in their classrooms.
- Assistants will stay at the front desk until 9:20 to check in campers and then guide them down to the basement.

- If parents arrive after this time, front desk staff will radio for admin to come to the front to direct parents to where the class is located, as opposed to asking on the radio where the campers are.
- **Once teachers have their binders for the day, they should always have it on them.** The binders contain all of their campers' important information including allergies and parent contact details. Extra wristbands and name tags will be in the binders as well.

## Classroom Introductions

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- While campers are arriving, set out activities such as building blocks or coloring pages for the campers to work on.
- Most campers will have arrived by 9:20. At this time, the teacher and assistant should introduce themselves and have each camper introduce themselves as well.
- An icebreaker activity is also highly encouraged for the beginning of the week.
- The teacher and assistant will also go over expectations for campers, including our SCIENCE acronym. Ask campers for examples and nonexamples of following our SCIENCE expectations.
  - **S**afety first
  - **C**are about others
  - **I**nclude everyone
  - **E**verybody's hands and feet to self
  - **N**ice words
  - **C**lean up after yourself
  - **E**ngage in the activities

## Activity Procedures

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- Activities write-ups will be in the class binder.
- Many of the materials needed for the activities will be already stored in the classroom. For other materials, the Camp Coordinator will prepare the week in advance and place the items on tables in the hallway of the basement to be picked up by teachers when needed.
- The activities in the binder are designed to be suitable for the classroom, but adjustments can be made by teacher discretion based on student capability and behavior. For example, a painting activity could be revised to a marker activity for a class that demonstrates misbehavior with paint.
- Backup activities will also be in a separate binder that stays in the classroom, which will contain activities that can be done exclusively with the materials standardly stored in the classroom.

## **Floor Procedures**

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- Before taking students out on the floor, describe the boundaries of the play area. For example, older campers playing on East wing should not cross over into the Space Gallery or into Kinder Studio. Campers should be reminded to use 1. Walking Feet, 2. Safe Hands and Feet, and 3. Use exhibits appropriately. Teachers should point out some appropriate and inappropriate ways of playing. Ex: Campers should look out the Sun telescope in Outdoor Park, they should not climb on it and have their friends spin them in a circle. (Yes, that happened).
- Camp staff should be actively monitoring while campers are on the floor. This means walking around to check blind spots, engaging with campers, and stationing themselves in multiple places around the floor.
- Sticking to the schedule is absolutely essential. Do not take an extra floor break unless specifically told by a supervisor, such as when the classes went to see the trucks. If you need to be out of the classroom for excessive mess, ask one of us before you go anywhere where the best place to camp out is. It is crucial that we stick to the schedule so that front desk staff can direct parents to where their kid is.
- Before leaving the exhibit floor, have your campers clean up the area. Our staff will really appreciate the assistance.

## **Space Theatre Procedures**

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- Before going to the Space Theatre, set the camper's expectations for behavior. Campers should be quiet during the show, have still feet (not kicking chairs), and raise their hand if they need something from a camp staff member or to go to the bathroom. It is recommended to take a group bathroom break before the show to limit the number of campers that need assistance during the show. Campers should also not bring food into the space theatre.
- When entering the Space Theatre, have campers sit with their class, on the same row if space allows. The staff member running the show should go to the front of the room and remind the campers of the expectations of remaining quiet and keeping their feet off of the chairs. They should also tell the campers that they can raise their hand to request help from a camp staff member if needed. During the show, there should be no fewer than two camp staff in the room supervising at all times.
- When leaving the show, campers should check to ensure they didn't leave any items such as jackets behind. After all of the campers have exited the theatre, a staff member should double check that all campers and items have been collected.

## Lunch Procedures

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- Please check that our full-day campers bring a sack lunch and drink upon arrival so they don't go hungry. Should a camper show up without a lunch, make every attempt to reach their parent and then contact the Camps Coordinator.
- DHDC provides morning and afternoon snacks, or parents may send their child snacks if there are dietary restrictions. In an emergency, we have food alternatives in our West Kitchen.
- Campers will eat lunch in their classroom. For the first 15 minutes, campers should only be eating and talking. This is to ensure campers don't skip lunch in favor of playing. After the first 15 minutes, campers may play games or complete a coloring page. Campers will be supervised by their teacher and floating staff.
- If a camper does not want to eat lunch, please document this in the binder as an incident report.

## Half Day Sign Out

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- At 12:15, during day camps, one admin member will set up a table or cart between East 1 and East 2 and one admin member will set up a table or cart outside of Fishbowl.
- During summer camps, at 11:45, one admin member will be outside Fishbowl. These admin members will check parent/guardian IDs and have them sign out their camper(s). Then, the admin member will let the teacher know that the camper is ready to be picked up and the camper can gather their belongings and leave with the person.
- **Under no circumstances should a camper leave without being signed out by their parent/guardian or alternate pickup person listed on Active Works.**

## Demo & Guest Speaker Procedures

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- Before going to the auditorium for the demo, set expectations for the campers. Campers should remain quiet unless they have raised their hand and been called on, keep their desk tables in the stored position, and keep their feet still (not kicking chairs). Encourage campers to be curious and ask questions. If the demo show has a specific theme, teachers could even have campers brainstorm questions before the show.
- At the beginning of the show, the staff member performing the demo should remind campers of the expectations. The staff member should not keep talking over the campers if the campers interrupt.

## Check-Out Procedures

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- Full-day camp ends at 4:00 pm, but campers are often picked up anywhere between 3:45 pm and 4:15 pm. During this time, campers should be in their classroom. They can finish up projects from earlier in the day, clean up from activities, play with toys, color, or talk to their peers.
- At 3:40, during day camps, one admin member will set up a table or cart between East 1 and East 2 and one admin member will set up a table or cart outside of Fishbowl.
- At 3:40, during summer camps, one admin member will be outside Fishbowl and one admin member will be in the foyer of the basement.
- These admin members will check parent/guardian IDs and have them sign out their camper(s). Then, the admin member will let the teacher know that the camper is ready to be picked up and the camper can gather their belongings and leave with the person.
- **Under no circumstances should a camper leave without being signed out by their parent/guardian or alternate pickup person listed on Active Works.**

## Aftercare Procedures

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- At 4:30, aftercare staff will pick up the campers and take them to the appropriate aftercare location (Outdoor Park or West Wing depending on weather).
- At this time, teachers and assistants can finish tidying up their area and preparing for the next day, as needed. If in West Wing, campers can play with toys or complete a coloring page.
- All parents/guardians must have a photo ID to pick up their camper. Campers will be picked up by 5:30 pm.
- If campers are not picked up by 5:30 pm, parents/guardians can be charged \$10 plus \$1/minute after. After all campers are picked up, tidy up the area and prepare for the next day if needed. Admin should remain in the building until after-care has concluded to ensure the building is fully closed and locked for the day.
- **Under no circumstances should a camper leave without being signed out by their parent/guardian or alternate pickup person listed on Active Works.**

## Wildcat Bluff Day Procedures

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During full week camps, 1st grade through 5th grade campers will attend one day per week at Wildcat Bluff Nature Center. The campers will be dropped off and picked up by their parent/guardian at Wildcat Bluff in the Gilvin Education Building on the days scheduled for that grade.

### Scheduled Wildcat Days:

- 1st & 2nd Grade — Tuesday
- 3rd through 5th Grade — Thursday

## Emergency Policies and Procedures

### At a Glance

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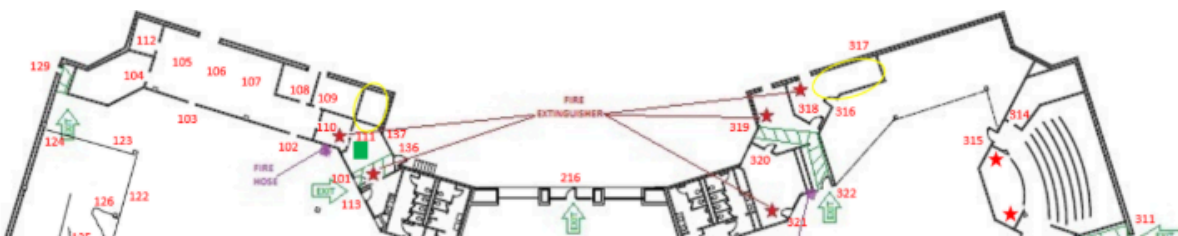
- Safety Gear Locations
- Fire Evacuation
- Suspicious Person
- Intruder
- Severe Weather
- First Aid & Medical Emergencies

## Safety Gear Locations

### Eyewash Stations Locations:

- DHDC ground floor demo lab, East Wing
  - DHDC Workshop Basement by laundry machines, East Wing Basement
  - Directions for Use: These stations are easily identifiable and accessible via large green signs; the units are bright yellow. One simply pulls the green platform down and water immediately begins to flow. All areas surrounding eye wash stations must be kept clean and free from debris or obstructions.
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- Fire Safety - Fire extinguishers are located throughout the building(s).
  - Intruder Safety - Every classroom is equipped with security equipment to enable staff to barricade the doors.

**If You See It, Say It!** Staff is required to report any missing or damaged safety features. Radio Leadership for safety advice or demonstrations. Please do not use equipment if you are not properly trained.





The picture above is of door locations, labeled by number. Fire extinguishers, labeled by red stars. AED, labeled by yellow box (only in Cafe). Stair locations, labeled by yellow circles. First Aid locations, labeled by green squares.

If an evacuation from the building is required due to an emergency such as a fire alarm, gas leak, natural disaster, or any other reason, occupants should always remember to Stay Calm, Do Not Rush, and Do Not Panic.

### **Fire-Emergency Evacuation Plan**

1. Activate the fire alarm via a pull station.
2. Call 911 immediately and provide information.

Use the '**Emergency & Safety**' chat on Google Chat to notify all staff.

3. Use the PA System or Walkie Talkies to ensure the entire facility is aware of the evacuation and to meet at the Helium Monument located in the South Parking lot of the facility if exiting through any doors on the South side or front of the building. If exiting from the North side or back of the building the reunification location will be the statue near the fishing dock at the lake.
4. Assist injured personnel or notify emergency responders of the medical emergency.
5. Exit the building following emergency maps (attached) and meet at the Helium Monument. Do not use elevators.
6. Ensure all personnel and visitors are out of the building.
7. Use a fire extinguisher only if safe to do so and you have been trained.
8. Assemble personnel at the Helium Monument.
9. Report hazardous conditions.
10. Stay low if confronted with smoke. Check closed doors for heat before opening.
11. Stay away from the building until it is safe to return.

## Suspicious Person

Heighten your security awareness and remain vigilant and aware of your surroundings.

Know your surroundings and who or what should or shouldn't be there. If you see something suspicious, don't be afraid to report it immediately. Don't make judgments about what may or may not be a serious situation and don't assume that someone else has called the police. Safety and security is everyone's responsibility.

In the event the front desk or staff have a concern of guest(s) who they feel could be suspicious, take note of their appearance.

1. Notify - Use the Walkies to let staff know that "Tom is Here"
2. Drop a note '**Emergency & Safety**' chat noting the suspicious person, location, and description.
2. Communicate and Be Aware - Staff will go to the front desk or identified location to discreetly keep an eye on the guest.

## Intruder

Workplace threats and violence are defined as any situation in which there is a perceived threat of violence or a situation where violence is occurring or has occurred, and may be reported by staff or visitors.

If a situation involves a weapon, such as a knife or gun, *do not attempt to remove the weapon from the individual*. At no time should any employees put themselves at risk in an attempt to diffuse a situation. Always attempt to remove yourself and seek local law enforcement assistance.

1. Employees and patrons go to a room that can be locked or barricaded.
2. Lock and barricade doors or windows, turn off lights, close the blinds.
3. If communication is available, call 911.
4. Don't stay in the open hall or room.

5. Evacuate the building only if it is safe to do so.

### **Severe Weather and Natural Disaster**

1. Be Weather Aware- If a severe weather, tornado, or hurricane watch is issued, information from the National Weather Service will be monitored via internet, radio, television, etc. \*Weather radios are located in the basement workshop, Education Office, Front Desk, Back Office, Gilvin Education Building (WBNC) & Visitor Center (WBNC).
2. Communicate -The MOD on Duty will notify ALL staff of potential significant weather and be prepared to move guests and staff to shelter if needed.
3. Take Shelter - If a warning is issued or sirens go off, all persons within the facility will immediately move to the designated 'shelter in place' area in the interior of the building.

Discovery Center 'shelter in place' areas:

- East Basement
- West Basement (only use as secondary if you cannot reach East basement)

Wildcat Bluff 'shelter in place' areas:

- Visitor bathroom in Headquarters – First choice
- Gilvin Men's Restroom or Storage Closet – Second choice

## **First Aid & Medical Emergency**

If you find someone in need of aid, radio for assistance and request the MOD or available staff to assist. Then assess and start to render aid.

First Aid:

1. Stay calm...do not panic.
3. Always use Gloves when handling bodily fluids including blood. If there is blood spilled, please barricade area until it can be cleaned.
4. First aid kits are available in the following locations at DHDC: Front Desk, West Dock, Basement/workshop. (See EMERGENCY RESPONSE: for locations)
6. Complete an Incident Report and turn in to Chief Operating Officer.

Medical Emergency:

Medical emergencies are situations that require assistance and may include, but are not limited to, the following:

- Any life-threatening situation
- Loss of consciousness
- Chest Pain
- Excessive bleeding
- Seizures
- Head injury
- Compound fractures
- Allergic reactions with shortness of breath, excessive swelling
- Ingestion or inhalation of a toxic substance

1. Dial 911 - State that medical aid is needed and provide the following information:
  - o Location of injured person (eg. which building, room, number, etc.).

- o Type of injury or problem.
  - o The individual's present condition.
2. Do not move the victim unless safety dictates.
  3. If trained, use pressure to stop bleeding. Always use gloves when handling bodily fluids including blood.
  4. Use CPR if there is no pulse and no breathing.
- \*AED Machine is located in the Café at DHDC.

### **Summary**

Professional conduct is required for all Camp Staff at all times. We are entrusted with the most important responsibility, the care and education of someone's child. Please never forget the gravity of that responsibility. Each of these children is a unique individual who is looking to you to guide and protect them. We take that responsibility seriously and strive to have each camper leave our camps with a full heart, an improved sense of self, and with a little more wonder about how the world works. You are the key to making that happen and we are so grateful to have you on our team!

### **Teacher Agreement**

I have read and understand the Discovery Center Camp Teacher Handbook. I agree to abide by Discovery Center policies as outlined in this document.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_