



Enriching Lives & Connecting Communities

Camp Sunshine

Adaptive Recreation
Policy No. 4020

Revision Date: December 16, 2013

Policy Statement

Richland County Recreation Commission annually offers a camp opportunity to Richland County's children with mental and physical limitations.

Guidance:

The Adaptive Recreation Supervisor shall be the spokesperson for Camp Sunshine. If any problems arise, they should be directed to this person. The Adaptive Recreation Supervisor shall be assertive and respectful with staff, parents, and clients.

All staff and volunteers are directly responsible to the Adaptive Recreation Supervisor who shall carry out guidelines of Camp Sunshine (examples: confidentiality, abuse/neglect.). The Adaptive Recreation Supervisor or designee is responsible for the upkeep and completion of the following paper work:

1. Client Applications
2. Group Assignments
3. Group Information Sheets
4. Medication Logs
5. Incident Reports
6. Accident Reports
7. Attendance
8. Time Cards
9. Contracts
10. Receipts
11. Fees and Charges
12. Written Evaluations of Camp and staff
13. Staff & Clients' Name Cards
14. Proper Filing
15. Bus Description

The Adaptive Recreation Supervisor shall plan and organize three field trips for the camp (to be approved by the Camp Coordinator). The Adaptive Recreation Supervisor may seek donations on behalf of Camp Sunshine. The Adaptive Recreation Supervisor shall make all possible attempts to recruit sincere, interested, reliable volunteers. Any volunteer that does not adhere to rules and regulations may be dismissed by the Camp Coordinator or Adaptive Recreation Supervisor. The Adaptive Recreation Supervisor or designee is responsible for medication and must be the only one to administer medication to a client. The Adaptive Recreation Supervisor shall screen and approve all visitors and volunteers prior to their coming to the camp. The Adaptive Recreation Supervisor shall be "on call" from 7:00 a.m. (when the first client is picked up) until 4:00 p.m. (when the last client is returned home), and should be the first person at the camp site and the last one to leave. Staff meetings may be held at the discretion of the Adaptive Recreation Supervisor.

SPECIALIST (College degree in related area or at least 3 years experience working with Disabled individuals)

Responsible for developing and implementing specialized programs.
Turns in two 10-day lesson plans (and/or supply list) by June staff meeting (or earlier).
Conducts camper-participation activities.
Helps with lunch (set-up and clean-up).
Evaluation of camp (reads and signs all confidential papers).
Cooperates with fellow staff members.
Performs other related work as required.

COUNSELORS (college degree in related area or at least 3 years experience working with Disabled individuals)

Supervises campers (cares for special needs).
Keeps attendance records. Reports all incidents to the Adaptive Recreation Supervisor (minor and major).
Participates in all activities with assigned group.
Helps with lunch (set-up and clean-up).
Evaluation of camp (reads and signs all confidential papers).
Cooperates with fellow staff members.
Performs other related work as required.

COUNSELOR AIDES

Supervises campers (cares for special needs).
Participates in all activities with assigned group.
Helps with lunch (set-up and clean-up).
Evaluation of camp (reads and signs all confidential papers).
Cooperates with fellow staff members.
Performs other related work as required.

BUS DRIVER

Currently employed by the South Carolina Department of Education as a State Approved School Bus Driver.
Picks up and delivers clients.
Holds a current driver's license and bus license.
Is a driver for the Disabled during the regular school year.

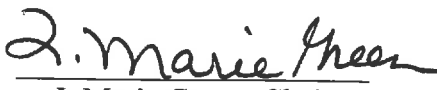
BUS DRIVER AIDES

Assists with the loading and unloading of clients.
Picks up paper on bus.

NOTE: NO ALCOHOLIC DRINKING AND NO SMOKING IN CAMPERS' PRESENCE DURING CAMP HOURS!

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOAR

BOARD MEETING DATE: December 16, 2013
(Date Approved)

APPROVED: 
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.