

# Improve the Risk Management & Overall Quality of Your Day Camps

## Explore the Advantages of American Camp Association Camp Accreditation

- To Improve Risk Management Analysis
- To Provide Guidance/Motivation to Enhance Quality in Many Aspects of Your Day Camp Operation
- To Prepare a “Handbook” of Systems, Policies, and Procedures About How your Day Camp Operates.....for You OR the Next Director.

# Session Overview

- Consider Who Has Consulted With You About Your Camp(s)
- Look at the Basic Premises of the Accreditation Program
- Take a 1 Minute Look at the APG
- Take a Longer Look at Several Standards in Each Area
- Discuss Use of the APG Without ACA Accreditation
- Find Out How To Get Involved

# HAS YOUR CAMP HAD THE BENEFITS OF CONSULTATION BY:

- A Personal Injury Attorney
- A Risk Management Specialist
- An Insurance Co. Inspector or Underwriter
- A Pediatrician
- An OSHA Inspector (Occupational Safety & Health Administration)
- A Trained, Experienced Camp Visitor From Outside Your Organization. A Person(s) Who, Using a Comprehensive Set of Standards, Can Help You Analyze All Aspects of Your Day Camp Operation and Program

# Haven't Had All of These Consultations?

Most camps have not! However, the suggestions and risk warnings these experts would most likely make are incorporated in the ACA Accreditation Process Guide (APG).

# BASIC PREMISES OF THE ACA CAMP ACCREDITATION PROGRAM

- Safety & Risk Management Preparation for an Occurrence You Hope will Never Happen But If It Does... You Must be Ready to Respond Appropriately, Confidently and Without Hesitation
- Goal of Guided Self-Education
- Approach With the Attitude That You Will Try to Do Everything Feasible to Protect Campers and Staff

# A ONE MINUTE LOOK AT THE ACA Accreditation Process Guide...3-Ring Binder

- Pages 11-15...Background & Eligibility
- Pages 16-18...Visit Process (The Steps)
- Pages 18-23...How To Use the APG
- Pages 25-29...Foundational Practices
- Pages 31-37...Mandatory Standards
- Pages 41-298...The Standards (in 10 Sections)
- Pages 299-304...Glossary
- Pages 305-315...Appendix A & Index
- Back Cover Pocket...Resource CD-ROM

# Let's Look At Several Standards That Affect Day Camps

- The standards are divided into ten sections; SF-Site & Food Service; TR-Transportation; HW-Health & Wellness; OM-Operational Management; HR-Human Resources; PD-Program Design; PA-Program Aquatics; PC-Program Adventure/Challenge; PH-Program Horseback Riding; PT-Program Trip & Travel...You are only scored for the ones that directly apply to your operation
- The following standards are a few that are particularly relevant to day camps...but there are many others that could apply.
- For much more info check the multiple links at:  
[www.acacamps.org/accreditation/learn-about-accreditation](http://www.acacamps.org/accreditation/learn-about-accreditation)

# HEALTH AND WELLNESS

## HW-2 Health History\*\*\*MANDATORY (ALL)

Does the camp receive from each camper and seasonal staff person a current, signed health history, requesting all of the following information in relation to the activities in which the camper/staff may participate in camp

- Description of any camp activities from which the camper/staff should be exempted for health reasons,
  - Record of past medical treatment, if any,
  - Record of allergies, dietary restrictions,
  - Record of immunizations including date of last tetanus shot,
  - Record of current medications, prescribed and over-the-counter, and
  - Description of any current physical, mental, or psychological conditions requiring medication, treatment, or special restrictions or considerations while at camp?
- YES NO

# HUMAN RESOURCES

## HR-1 Director Qualifications

Does the on-site director for day and resident camp programs have the following qualifications:

- A. A bachelor's degree or appropriate professional certification?  
YES NO
- B. At least two prior seasons of administrative or supervisory experience in an organized camp?  
YES NO
- C. Has assessed personal needs in core areas of accepted camp management practices and has attended a professional development workshop, institute, seminar, or course within the past three years to address that need(s)?  
YES NO
- D. Is at least 25 years old?  
YES NO
- E. If the camp primarily serves campers with special needs, at least 24 weeks of experience working with that special population?  
YES NO

# HUMAN RESOURCES

## HR-10 STAFF AGE REQUIREMENTS

Do written camper supervision policies specify that staff used to meet staff-to camper ratios (in Standard HR-9) meet the following requirements:

- A. At least 80% (100% for camps primarily serving persons with special needs) of the staff are 18 years of age or older? YES NO
- B. All staff are at least 16 years of age and at least two years older than the minors with whom they are working? YES NO

# HUMAN RESOURCES

## HR-11 PRE-CAMP STAFF TRAINING

Does the camp have written evidence of pre-camp training for all camp staff directly involved in camp programming and camper supervision that includes at least the following topics:

- Camp purpose/focus/mission/intended outcomes, and how implemented in camp structure and program activities,
- Developmental needs of campers to be served and the resulting differences for program, structure, and behavior management,
- Objectives, safety considerations, skills progression, operating procedures, and competencies required for program activities,
- Behavior management and camper supervision techniques to create a physically and emotionally safe environment,
- Clear expectations for staff performance and conduct, including sexual harassment policies,
- Recognition, prevention and reporting of child abuse, child-to-child, as well as adult-to-child, both outside of and during the camp setting, and
- Emergency procedures and the role of staff in implementation?      YES NO

# PROGRAM DESIGN AND ACTIVITIES

## PD-6 Program Goals and Outcomes

To help provide a quality camp experience has the camp:

- A. Established a written statement of overall goals for participants?  
YES NO
- B. Identified, in writing, specific observable behavior outcomes that address the developmental needs of campers?  
YES NO
- C. Provided materials and training strategies for staff to help campers achieve established outcomes in the camp program?  
YES NO
- D. Informed parents and campers of the goals of the camp experience?  
YES NO

# PROGRAM - AQUATICS

## PA-15 Swim Lifeguard Skills

MANDATORY(ALL)

Does the camp have written documentation that every camp lifeguard has demonstrated skill in rescue and emergency procedures specific to the aquatic area and activities guarded?

YES NO

# USE OF THE APG WITHOUT BECOMING ACA ACCREDITED

Ask the following questions:

1. If we are not doing this, why aren't we doing it?
2. What are we doing instead to meet this need?
3. How will we document that we are following any Standards for day camping?
4. Who will credibly assert that we comply?
5. What is our responsibility to support professionalism and public credibility in the field of camping?

# YOUR QUESTIONS ABOUT...

Any Standards we have covered?

Any Standards we haven't covered?

About the process of becoming Accredited?

Other resources OR Anything else?

PLEASE Call/Email Gordie Kaplan OR Michael Hoffenberg;  
(312) 332-0833 Ext. 22 or 24 ... [gordie@acail.org](mailto:gordie@acail.org) OR  
[michael@acail.org](mailto:michael@acail.org)

# HOW DO WE GET INVOLVED?

1. How much does it Cost? Paying Camp Fees covers cost of Accreditation PLUS a membership with all benefits: Camp Fees based on Gross Operating Revenues OR Gross Expenses for all day camps (whichever is higher):

## Camp Fee

## Revenue/Expense

\$538 for a budget from \$0 - \$25,000

\$642 for a budget from \$25,001 - \$50,000

\$803 for a budget from \$50,001 - \$100,000

\$1,100 for a budget from \$100,001 - \$200,000

\$1,565 for a budget from \$200,001 - \$300,000

# HOW DO WE GET INVOLVED?

## 2. What else is required?

Attend a five hour Standards Course before May  
(No additional Charge)

## 3. How long will it take us to prepare?

Enough time to gather or prepare documentation of policies &  
procedures most likely already in affect.

## 4. Is there someone who can help us prepare?

**YES!!**

# HOW TO OBTAIN ADDITIONAL INFORMATION

Contact: Gordie Kaplan or Michael Hoffenberg

ACA, Illinois Section

5 South Wabash Avenue, Suite 1406

Chicago, IL 60603-3104

Phone: (312) 332-0833 Ext. 22 or 24

FAX: (312) 332-4011

Email: [gordie@acail.org](mailto:gordie@acail.org)

or [michael@acail.org](mailto:michael@acail.org)