

Name:

Current Mailing Address:

Email Address:

Cell Phone #:

Staff Manual Test

1. Name three things a **Super Counselor** would **DO** to make him/her a super group leader. _____

2. Name three ways to put adult "coolness" aside in order to connect with campers.

3. List two or three "key phrases" to use in order to be an excellent communicator. _____

4. Explain five ways a Super Counselor would handle difficult behavior in positive ways. **Put it in your own words.** _____

5. What time is staff **required** to arrive at camp each day?
What time on the **first day** of a session?

6. When is orientation and is it mandatory to attend? _____

7. What are the grounds for termination of employment? _____

8. Which staff members are mandated reporters of child abuse?

9. What are **five** instances of sexual harassment? _____

10. **In your own words**, please explain (in detail) the 911 System. _____

11. In the case of an emergency situation while out on a field trip, what is the proper sequence of phone calls? _____

12. What are the various locations of the **AED's**? _____

13. **In the case of a fire**, campers in the West Building report to what field? Campers in the PEP/Extended Day building or the pool report to what field?

14. What are the various locations for the fire alarms? _____

15. **All swimmers** must follow what procedures before entering the pool? _____

16. Are staff allowed to take a break during morning swim lessons? **Yes or No**

17. Under what conditions would the pool be closed? _____

18. What are the responsibilities of NON-swim staff when his/her campers are swimming? _____

19. During free swim, the counselors are to do what with their campers upon entering the pool area? _____

20. A staff member should always be present in the locker room when campers are changing. **Yes or No**

21. What is required for a child to be allowed to swim in the deep end of the pool? _____

22. What time should staff be at morning carpool? _____

23. What time is staff dismissal and what must staff do before leaving the campus? _____

24. What is the **first** step to take prior to dismissal of campers at any location? _____

25. What time is afternoon carpool? _____

26. What must ALL campers do with their Program Director or staff before leaving the campus and/or the bus stop in Brookline Village? _____

27. What are the steps in the morning attendance system? _____

28. If a child is being released early from camp, what is the proper procedure for staff? _____

29. Explain the procedures to be followed upon discovering an unauthorized person on campus. _____

30. If a camper is deemed missing, who is contacted first? What are the following steps to take in locating the child? _____

31. **Fill in the Blank:** While on a field trip, the _____ system should always be used for campers

32. Should a child ever go to the bathroom alone while out on a field trip?

Yes or No

Please Explain your answer. _____

33. What are staff members **ALWAYS** required to have with them while out on a field trip? _____

34. What are the bus safety rules? Please list them below. _____

35. Under what circumstances must staff wear latex gloves? _____

36. Describe the process for cleaning up any spills of bodily fluids. _____

37. **Fill in the Blank:** If a camper shows signs of a communicable disease, a counselor should bring that camper to _____. The second step is to contact _____ and then the camper is _____.

38. What are the most common communicable diseases?

39. What signs would a child display if he/she were suffering from sunstroke?
What action should be taken? _____

40. What are some of the signs and symptoms of heat exhaustion and what is the proper treatment? _____

41. Explain in your own words, the head lice policy. _____

42. **Fill in the Blank:** If a camper has an allergic reaction to an insect bite, medication or food, the reaction they could have is referred to as _____.
Some of the *symptoms* of this reaction are: _____

The appropriate *treatment* for this is _____

43. In the case of any accident or injury, what forms need to be completed? Who is responsible for this and where are they submitted? _____

44. In the case of a broken bone, seizure or serious injury, what is the correct protocol? _____

45. **Fill in the Blank:** In the event that any person loses consciousness and is not breathing, _____ trained in CPR should begin rescue techniques. A _____ or nearby _____ instructed by a _____ should contact 911.