

Netta Day Camp Policy Collection

Reviewed July, 2023

Directive

Massanetta Springs Mission Statement

Massanetta Springs Camp and Conference center and its programs are a ministry of the Presbyterian Church (U.S.A.) with the mission to provide “A place for all people to experience God through renewal, discovery, and hospitality”.

As a program of Massanetta Springs, Netta Day Camp acknowledges the rights and dignity of all people regardless of race, sex, orientation, gender, faith or non-faith, and encourages respectful conversations and interactions between all individuals connected with the program.

Netta Day Camp Goals and Outcomes

- The Goal of Netta Day Camp To provide an introductory faith-based, outdoor camp program that welcomes participants and promotes renewal, hospitality, and discovery for campers and staff.
 - Welcome: To feel accepted and included, regardless of identity, faith, or background
 - Renewal: For Campers and staff to feel encouraged and excited to engage with the Day Camp program
 - Hospitality: To facilitate a safe community that meets participants where they are, but promotes empathy, kindness, honesty, and overall morality.
 - Discovery: To present the chance for participants to try and to practice new skills and activities
- Some ways we do this
 - Welcome
 - Greeted by staff each morning during arrival
 - Name games at the beginning of each session
 - Convenience/flexibility, families feel that the program is accessible to them
 - Scholarships available
 - Inclusive pricing (all camp activities included in cost)
 - Renewal
 - Each camper is encouraged to engage with each activity (fun)
 - Rest time is built into each day
 - Water time available each day (it's hot!)

- Hospitality
 - Safety. Efforts to minimize all foreseeable risks and respond appropriately to injuries and emergencies. All staff first aid/cpr certified
 - Counselors have a meaningful interaction with each camper in their group daily
 - Families are easily able to communicate with camp staff during the program
 - Staff encourage friendship and familiarity within their camper groups
 - Bible study with activity daily that welcomes a range of views but promotes empathy, kindness, honesty, and overall morality.
- Discovery
 - Camp activities each day/Introduction to a camp experience
 - To be a part of a small group and larger camp community

Goals Evaluation

Campers are provided with an appropriate evaluation form at the end of each session. Camper families are provided with a full online evaluation form at the end of each session through an end of week email and qr codes.

Camp staff are provided with evaluation forms upon completion of their seasonal employment.

Administrative

Hiring

The NDC hiring process consists of an application, subsequent interview with applicant, and confirmation of role suitability with at least 2 provided references. Positions are dependent on a confirmed background check. Policy to be reviewed at least every 3 years.

- [Interview and Reference questions](#)
- [Application](#)

Checklist

- Application
- Interview with manager
- Reference contacts
- Background check
- Hiring paperwork

Reviewed by: _____

Date: _____

Background Checks

As part of Massanetta Springs Camp & Conference Center Policy, all first-time and returning summer season staff are required to clear a background check each season prior to beginning work during the summer. The current company used for these checks is One Source which provides searches for “a history trace, statewide criminal history, multi-court jurisdictional database, nationwide federal criminal, national sex offender registry, and global reports”. These results are delivered by email which are then included in our records.

Background Checks- Year Round Staff

In addition to the background checks upon initiation of employment, all year-round employees (part time and full time) will undergo additional background checks every five (5) years.

Protection of Minors

[See linked document](#)

Financial

Payments

Most program payments are made online through the Campwise registration system. Payments made by cash or check are documented in Campwise and passed to the Massanetta Springs office.

Up to \$75 in petty cash may be kept in a locked strongbox for use on days that the Day Camp store is available. Cash over this amount will be deposited with a cash receipt into the wall mounted safe located in the main office. .

Purchases

Purchases may be made by Day Camp staff solely at discretion of the Day Camp Manager or Program Director.

Camp Store Inventory

Camp store inventory is automatically updated through the use of the square point of sale system. Manual inventory should be done at the beginning and end of each summer system.

Medical

Special Health Concerns

Netta Day Camp's philosophy of healthcare aligns with our goals to welcome campers as they are to the best of our ability, and working together to keep them safe and healthy while in our care. See "[Camper Medical](#)" section below for more information about healthcare and first aid practices, and separate "[Netta Day Camp Healthcare Procedures](#)" document for more information about responses to particular illnesses and injuries that may arise during day camp, as well as protocols for managing certain chronic conditions (such as asthma or major allergies).

Netta Day Camp takes place at Massanetta Springs Camp and Conference Center, a historic and hilly site that may not be readily accessible for those who are disabled (physically, cognitively, intellectually, etc.). Knowing that each person and disability vary greatly, we're open to having conversations with the participant, their guardians, our staff, and camp's licensed prescriber/consultant to see if reasonable accommodations can be made for their safe participation. Parents and guardians are expected to disclose this information in advance to ensure the safety and experience of the camper. Accommodations may include a 1:1 aid to be provided by the family to ensure supervision and support needs are met. Massanetta Springs, after conversation with those listed above, reserves the right to decline a registration if/when we

determine that we cannot safely/effectively meet the needs of a camper whose special health concerns are beyond our scope of care.

Recordkeeping

Camper health forms and included documentation of parent communications, medications given, and medical care received will be archived in a box labeled with the appropriate year and a “keep until 1 January, (current year + 15 years)” or equivalent.

Programmatic

Program Eligibility

The Netta Day Camp program is available for ages 6-12 (6 by the end of the week they are attending and cannot start a new week once they turn 13). Registration is available on a first come, first serve basis. Attendance numbers are limited to the number of participants we can safely accommodate.

If given written permission to participate, all campers are allowed to participate in all regularly scheduled camp activities.

The Day Camp *Ignite!* Program week repeats annually and is restricted to female campers. Girls of all backgrounds are welcome during this week.

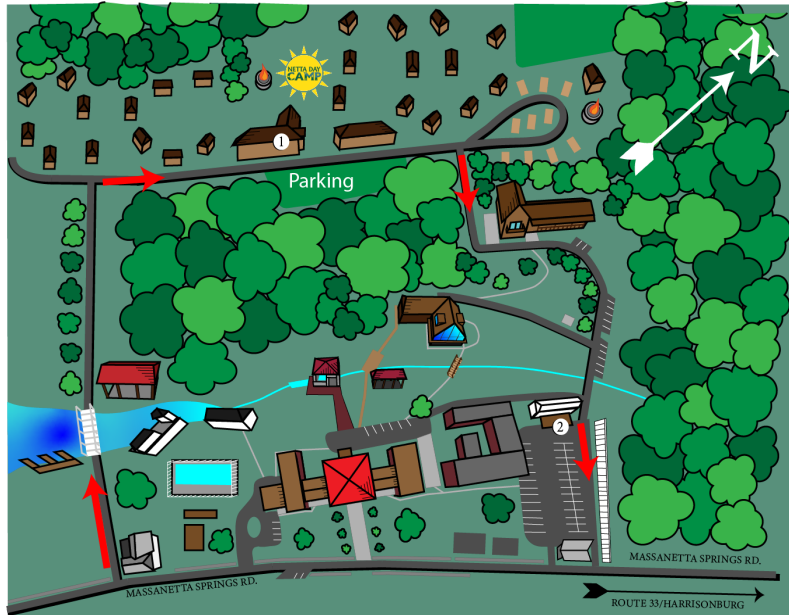
The Thursday Overnight option is available to all Day Camp participants ages 10-12.

Arrival/Drop off

Campers should arrive during their scheduled drop-off time. Day Camp staff will be ready to receive campers for regular care at 8:15am. There is an early care option beginning at 7:30am for an additional fee.

In most cases, Day Camp traffic should enter Massanetta Springs property through the lakeside entrance. Signs are placed to guide the flow of traffic to the Day Camp space at Bell Auditorium (labeled “1” on map below). Vehicles can be parked in the field on the right side of the road. There will be staff present to greet Campers and Parents and to provide direction. Signs will then point drivers to continue down the road to exit through the Massanetta parking.

Early care drop off takes place at Carolina (labeled “2” on the map below).



Departure

Camper pick-up follows the same procedures as arrival. Vehicles will enter from the Lakeside entrance and follow the road to Bell Auditorium (1). Staff will meet arriving vehicles to check identification and provide further instruction.

NDC will only release campers to individuals who have been Pre-approved to pick up a camper.

Please have proof of identification, preferably picture ID, available during pick-up. Staff may ask for ID during any pick-up. Pre-approval may be provided during registration or communicated with the Day Camp Manager in person, through email, or over the phone.

Campers are instructed and supervised to remain within a designated space during the supervised free time during scheduled departures. They must stay within this area until they have been called for by the staff member coordinating ID verification.

If a camper has not been picked up 10 minutes after the expected time, staff will begin trying to contact individuals listed in a camper's contact information to connect them with their ride as soon as possible. Campers will be supervised by Camp staff until released into the care of an individual pre-approved to pick them up.

Communicating with Netta Day Camp Staff

Day Camp Counselors are overseen by the Day Camp Manager who is supervised by the Program and Executive Directors.

Parent concerns and feedback should be directed to the Day Camp Manager. Concerns or updates may be communicated either in person or by the email or phone information below.

daycamp@massanettasprings.org

540-434-3829, ext. 1118

Following the conclusion of each week, [families](#) and [campers](#) are provided with appropriate evaluation forms to help improve the Netta Day Camp program and NDC's efforts to meet its objectives.

Program Equipment

General Equipment

General program supplies (anything that doesn't fall under specialized program equipment) are to be inspected prior to the start of each camp season, and prior to each use. Any supplies that are unfit for use should be documented and retired.

After supplies have been used they should be returned to the storage area where they were originally kept.

Specialized Activity Equipment

Specialized program equipment must be inspected and documented prior to each use. Checklists for these activities are linked below.

[Archery](#)

[Canoeing](#)

[Campfire Cooking](#)

[Team building](#)

[Blank Activities Log](#)

Specialized Activity Areas

Program participants, staff, and all other individuals are only permitted to access specialized activity areas and use the appropriate equipment with the approval of the Day Camp manager. Such activities must be led by a staff member who has been previously approved and authorized to lead such activities.

Staff members leading specialized activities should review the provided rules and expectations with participants prior to each activity session.

Archery
Campfire cooking
Canoes

Emergencies in Specialized activity areas

In the event of an medical or other type of emergency taking place during canoeing, archery, or campfire cooking activities, Netta Day Camp staff should:

- 1) Bring the activity to a halt and ensure the safety of participants
- 2) Follow the appropriate training and procedures (i.e. appropriate healthcare procedures, emergency procedures, missing camper procedures, or active threat procedures, etc.)

Program Safety

All activities carry some risk, and we do all we can to mitigate it. Some of the known risks in our specialized activity areas include, but are not limited to:

Campfire Cooking

- Fire risks, including burn injuries and damage to environment and structures
- Food safety issues, including safe preparation, handling, and consumption of foods
- Injuries related to horseplay and running around the stone and brick fire circles

Archery

- Injury due to misuse of equipment
- Injury due to negligence (using archery range without supervision or disregarding instructor's directions)

Canoeing

- Injuries from misuse of equipment, including water accidents such as drowning
- Incidents related to interacting with wildlife such as snapping turtles, swans, and geese

To mitigate the risks of incident or injury, safety practices include, but are not limited to:

Campfire Cooking

- Campfires are only allowed in designated fire spaces under the direct supervision and instruction of authorized camp staff who have been trained in their proper use.
- All participants and staff should only drink water obtained from proper designated water sources.
- Foods used for campfire cooking snacks are stored in appropriately refrigerated locations or in properly secured storage. Meats and other foods that have high potential for becoming hazardous are not permitted in this activity.
- Food utensils and supplies are cleaned with the dining services dish machine in accordance with dining services protocols.

Archery

- All equipment is locked up when not in use during summer season, and put away in storage when camp is not in session.
- Archery range may only be used under the supervision of an approved instructor
- Arm protection is provided, as well as careful instruction to only aim bows and arrows down range, and only retrieve arrows once the range is declared “cold” (all bows are down).
- Closed toe shoes are worn to protect feet and reduce the risk of tripping and falling.

Canoeing

- Canoeing is always supervised by a certified lifeguard.
- Participants wear personal flotation device at all times.
- Basic instruction is given to all participants (how to enter and exit the canoe, how to paddle and navigate, basic safety information, not to tip canoes).
- Lifeguards have practiced canoe rescues in our lake.
- Generally, wildlife moves away from canoe participants. As needed, lifeguards will instruct campers to avoid animals.

Camper behavior

Our aim is for all participants to feel safe and welcome at Massanetta Springs. We recognize however that in the course of all human interactions there is the potential for conflict to arise. When this occurs with campers, staff will intervene to manage and redirect that conflict through these general steps. Appropriate interventions will include redirection and discussion with campers about what specific actions are unacceptable and why.

Staff are instructed to handle conflict in the following ways:

1. Redirecting harmful or potentially harmful behavior (harmful as determined by Massanetta Staff)
2. Discussing with campers the effects of their behavior on others
3. Temporarily stepping away from an activity
4. Campers having a conversation with the Day Camp Manager
5. Contacting camper parents to let them know about the behavior and previous actions, asking for collaboration and potential recommendations
6. If behavior continues, Massanetta reserves the right to ask campers not to return.

Corrective actions will never involve corporal punishment or the withholding of food, water, or rest.

If staff intervention reaches the 3rd step (stepping away from an activity) staff will make written documentation to be included with a camper's forms and the camper's family will be provided with a record of the incident or circumstance.

If a camper's repeated actions make an activity unsafe for themselves or others, the Day Camp Manager may make the decision that they cannot continue with the activity. This will be documented and communicated with a camper's family.

Netta Day Camp staff are trained on how to manage camper behavior during their staff training. These exercises include discussion of camp policies and how to generally apply them as well as practicing general scenarios that could take place at camp.

Missing Campers

Campers should always travel between activities as part of their groups. If deemed appropriate, campers may be trusted to travel to nearby locations such as a bathroom in groups. Counselors are responsible to keep track of the campers in their group.

If a camper's location is unknown, follow these steps

- Radio or connect in person with each camper group
- Check nearby bathrooms
- Double check that camper was not picked up early

If a camper has not been located by this point, they are considered "missing". Take the following steps:

- Gather all camper groups at a centrally convenient and accessible location. Either Bell or a portion of the historic hotel. The appropriate location should be determined by either the Day Camp or Assistant Day Camp Manager, or Program or Executive Director.

- 1 counselor from each group should stay with their campers as the other staff coordinate to search the following locations in this order:
 - Pool
 - Lake
 - Nearby buildings
 - The woods between the Spring house and Bell
 - The wooded trails behind

If after exhausting this list a camper is still missing, either the Day Camp manager, program director, or Executive director will reach out to that camper's emergency contacts and inform the police.

A missing camper is an emergency and only Massanetta's Executive Director or Board President may speak with the media about the situation.

Camper Medical

All Day Camp staff will be CPR/First Aid certified. First aid kits will be available in Bell and the Hotel Lobby. Camp staff may handle small injuries, cuts, scrapes, bruises, etc. Any situations that fall outside the scope of 1st aid care or require more advanced or specialized medical care must be passed either to the campers parent/guardian or EMS. All injuries, accidents, and near misses must be documented and included with a camper's medical forms.

"Examples of "incidents" and "accidents" include fires; natural disasters; danger from intruders or trespassers; crises arising out of camper, staff, or rental group behavior (e.g., fighting, serious emotional outbursts, threatening others); or other situations posing serious safety threats. Examples of "near misses" and "emergencies not resulting in injury" may include lost campers, near drownings, or the use of drugs or alcohol by staff or participants." (ACA, 24)

A medical professional will be present at Netta Day Camp's Monday drop offs to collect and review medical forms.

Any medication that a camper needs to take while at camp will be administered at the signed direction of this professional by the Day Camp Manager, Assistant Day Camp Manager, or Program Director. Medications will be locked away at all other times. Access to camper medical forms is also restricted.

There will be a space set aside for campers to rest in a cooled part of Bell Auditorium in case a camper feels ill during the Day Camp program. Emphasis will be placed on drinking water while they are resting. If resting (up to 30 minutes) does not improve a camper's condition we will contact their parent/guardian to have a conversation and consider scheduling an early pick up. Campers must be supervised while resting.

Healthy campers must remain under the supervision of their group.
Campers who are feeling ill may rest under supervision for up to 30 minutes.

Parents will be notified and provided with a written note about the event any time documentation is made to be kept with a camper's medical forms. Additional documentation will be included with these forms about when contact was attempted and when this information was shared.

Absent Campers

Please attempt to let Day Camp staff know if your camper will not be attending a day of camp. It is also helpful if you anticipate a later drop off time than usual. This will help staff to know who to expect each day.

When a camper unexpectedly fails to arrive for a day of camp we will try to make contact through their registration contacts to determine whether they will be arriving late or will not be attending that day. Staff will begin to reach out starting after 9:30 am.

Late arrivals

Campers who arrive late will be checked in as normal by Day Camp Staff and will join the rest of the campers at their current activity. Counselors will make every effort to help and include these campers.

Camper Lunches

With enough notice, at least a week before a program, we can handle most dietary requests (gluten free, allergies, vegetarian, vegan, etc.). If you have questions for our dining staff, please call us or email and we will be happy to help you.

Camper Supervision

Netta Day Camp serves campers ages 6-12 in groups that include a general mix of these ages. We seek to adhere to the following American Camp Association camper to staff ratios:

Camper Age	Number Staff	Day Campers
6-8 years	1	8

9–14 years	1	10
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During special activities, ratio guidance is as follows:

- General activities and supervised free times: 1:8

Specialized activities should always have at least two staff members present, at least one of whom is approved to lead the activity and one to supervise participants not actively participating in the activity.

- Archery: 1 staff member to 4 active participants
- Canoeing: At least one lifeguard and two additional counselors for 18 camper participants
- Campfire cooking: At least 2 staff for at most 16 campers

Additionally, in an effort to protect both children and staff, the “Rule of 3” is always observed. A camper is never alone with an adult at camp; they may be accompanied by one adult with fellow campers, or two or more unrelated adults. Two adults to one camper is preferred, but not always possible. Some areas in the program and schedule bear an increased risk or opportunity for misconduct, such as changing before and after swimming. Staff do not enter the changing area while campers are changing, but remain nearby to keep an ear out for supervision and emergencies. Ordinarily, two or more staff members are near the changing area.

Policies

Transportation policy

Campers will remain on Massanetta Springs Property for the full length of the Netta Day Camp program, from the time they are signed into Day Camp to the time they are signed out by pre-approved individuals. In the event of an incident or injury or that does not warrant calling emergency medical services, staff will contact a camper’s guardians or emergency to arrange an early pick up.

Keeping your child safe at camp

It is the aim of all Netta Day Camp and Massanetta Springs staff to provide facilities and programming that keeps children safe physically, emotionally, and spiritually. Lifeguards are present for all pool and lake activities. Staff members

complete a comprehensive background check and are required to attend training for the protection of minors. All Day Camp staff is First Aid certified and staff training includes aspects of how to lead and teach campers based on developmental stages. Massanetta Springs staff are mandated reporters in the Commonwealth of Virginia. Massanetta Springs and Netta Day Camp additionally enforces a “Rule of 3” policy that never allows camp staff and adults to be in one-on-one situations with a minor.

If you wish to see our full Protection of Minors Policy please contact Christian Deen.

Emergency Equipment

The following first aid and health items are available on site, secured in first aid kits in several locations. This is not an exhaustive list, but at minimum includes the options listed on camper forms granting permission to treat minor injuries and illnesses:

- Alcohol prep pads
- Allergy medicine (Diphenhydramine)
- Aloe
- Antibiotic ointment
- Automated External Defibrillator (location: Historic Hotel)
- Bandages
- Bug spray
- Calamine lotion
- Cotton rounds
- Cough drops
- Disposable external anesthetic wipes/swabs (Sting Kill)
- Epinephrine autoinjectors (adult, child doses both located with Day Camp Manager and Program Director)
- Face masks
- Gauze
- Gloves
- Hand sanitizer
- Hydrocortisone ointment
- Menstrual products (tampons and pads)
- Naloxone
- Pain and fever relievers (ibuprofen, acetaminophen)
- Rubbing alcohol
- Sunscreen
- Supportive bandage wrap (ACE bandages)
- Thermometer

Any staff member with access to first aid or emergency equipment who notices any kit or location running low/out of supplies listed above should contact the Assistant Day Camp Manager, Day Camp Manager, or Director of Programs to be sure items are restocked in a timely fashion.

In case of Emergencies

Internal and Emergency Services

Camp staff will communicate with one another to provide ongoing appropriate care for all participants and staff even during emergency situations. Day Camp administrators may use radio communication to coordinate groups and staff to care for campers or to direct emergency services.

Massanetta Springs Staff at large can be contacted and coordinated through the *Slack* phone application and through the main Massanetta Springs office number: 540-434-3829.

EMS Coordination

This information was shared and set in collaboration with the Harrisonburg Rescue Squad as of April, 2023.

Buildings with addresses

Carolina/main parking lot: 712 Massanetta Springs Rd.

Hubler Lodge: 3817 Bobby K. Lockridge Ln

The Gatehouse (Claytons house): 768 Massanetta Springs Road.

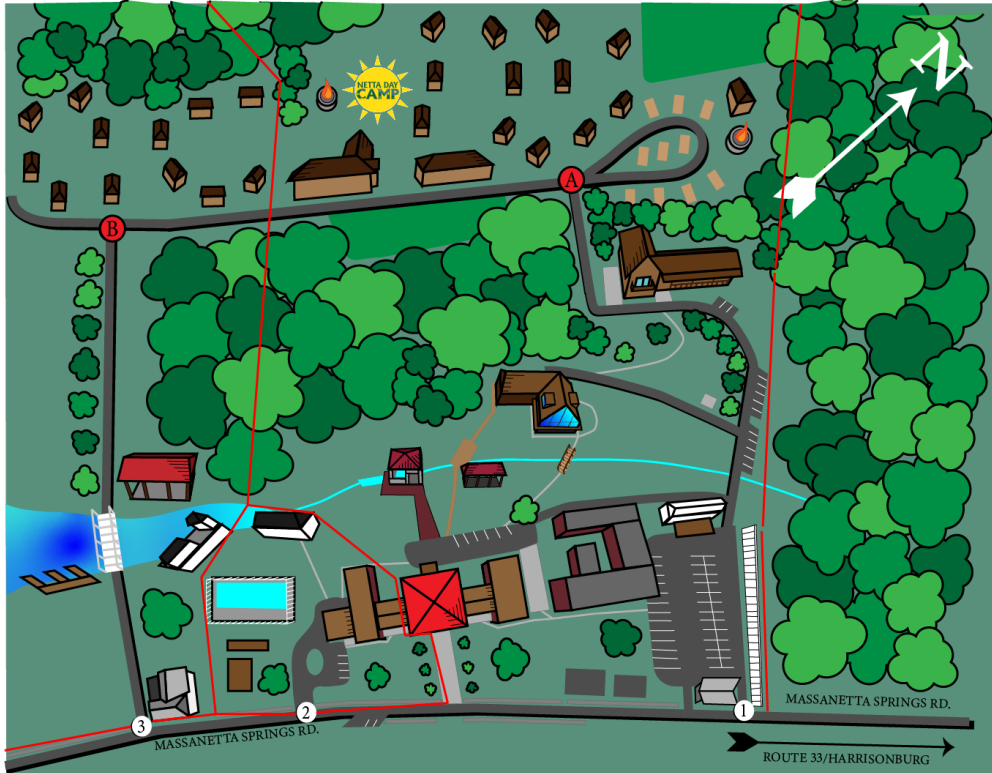
Procedures

Once 911 has been called, staff must coordinate to establish a chain of direction for EMS. One staff member should move to the designated nearest entrance to the emergency (Numbered 1, 2, & 3, numbered from north to south).

Refer to the table below for which entrance to use for each location.

If the emergency has taken place on the upper portion of camp (Bell or cabin areas) a second staff member should wait at the intersections labeled A or B to provide further direction.

These staff members should have a camp map on hand to help visually indicate where to go.



Entrance 1

Parking lot
 Carolina
 Front lawn (North side)
 Historic Hotel
 The Springs
 Richardson

Hubler Lodge
 Stewart/Knox/Calvin
 Bell Auditorium
 Village C
 Village D
 Directors Cabin

Entrance 2

The pool
 The playground
 Hotel Addition

Front lawn (South side)
 Virginia Cottage

Entrance 3

Lake Campbell
 The boat house
 Lake fields
 Challenge course

Rosser Pavilion
 Village A
 Village B

Parent/Guardians

In case of emergencies, the camper families of the campers involved will be contacted by either the Day Camp Manager, Program Director, or Executive Director. These individuals will attempt to contact camper families by phone. These attempts will include 2 back-to-back phone calls followed by a voicemail message with a request to contact us when possible. Contact will be attempted with provided contacts starting with guardian 1 then guardian 2 then an emergency contact.

If an emergency takes place on your end that will affect the drop off or pick up of your camper, please contact the Camp office: 540-434-3829. Extension 1118 will connect you with the Day Camp Staff. Please ensure that anyone who may arrive to pick up a camper has been pre-approved in documentation. We cannot release campers to unapproved individuals.

Media

Should an emergency generate inquiries from media outlets or any other source, the Executive Director and/or President of the Board of Trustees are the only authorized persons to release any information or make any statements except where the law requires others to release information, such as to a CPS investigator or police officer.

During or in the aftermath of an emergency, staff should refrain from making social media posts (including texts, Snapchat, or other platforms that communicate with limited groups) before being released to do so by the executive director.

Cancellation policies

Cancellation of 30 days or more before your camper's session will result in a full refund. Cancellation between 3-29 days before your camper's session will result in a full refund minus the \$50 deposit. Cancellation less than 3 days before your camper's session will result in no refund.

You may transfer to another session of camp up to the Friday before your camper's session starts without penalty (if space is available). If you transfer to a later camp session and need to cancel again, the cancellation date from your initial reservation will be used to apply our cancellation policy.

No Shows

There are generally no refunds for campers who have begun their week of day camp.

Massanetta Social Media

When campers are registered, their parent/guardian may sign a media release form. Parents may opt out of the Media Release and Massanetta Springs will abide by their wishes not to use their camper's image. It is Massanetta Springs policy not to identify campers under 18 years of age by name in marketing or on social media. Signing the Media Release form gives Massanetta Springs permission to use their child's image. Staff members are not allowed to use images of campers or any camper information on their own social media. Photos taken of campers by the Camp will be available for viewing through Netta Day Camp's Facebook page and instagram.

Hand washing guidelines and procedure

Netta Day Camp Counselors will oversee mandatory handwashing before traveling to the Dining Area for lunch. Campers will use Netta Day Camp designated bathrooms in the Hotel. Counselors will also provide hand sanitizer or hand wipes for campers before passing out snacks.

Immunizations

Camper families must indicate during the registration process that their camper has vaccinations required by the Virginia Public School system and the date of their most recent Tetanus shot. In lieu of this, families may sign a waiver accepting the risk of their camper not being fully immunized.

Personal Property

Massanetta Springs Camp and Conference Center and the Netta Day Camp program is not responsible for the loss, damage, or theft of any possessions. Day campers do not need money while they are at camp and should leave valuable items and electronics at home.

Alcohol and drugs

Participants are not permitted to have alcohol or cannabis, tobacco or nicotine products, electronic cigarettes, or similar while at Netta Day Camp.

Cell Phones and other electronic devices

We believe that the camp experience has the best chance to leave a lasting impression and encourage growth when campers are able to be 100% engaged where they are. To this end we ask that camper cell phones (and similar electronic devices) be left at home. If you still wish for your camper to bring a cell phone, we ask that it is left with the Day Camp Manager at drop off and will be returned to them at the end of the day. This will help all campers avoid outside distractions and minimize the risk of property loss.

Animals

Guest pets are not permitted anywhere in Massanetta Facilities or on the grounds unless they operate as a service animal. Emotional support animals are not considered service animals under ADA guidelines.

This policy includes during camper drop off and pick up.

Prescribed Medications

Camper prescribed medications are to be kept under direct supervision, or locked in a separate location, to be distributed at scheduled times.

Emergency medications (such as inhalers or epipens), in most cases, are entrusted to a camper's group leaders while participating in the program.

Staff members with prescribed medications are instructed to keep them in their possession or locked in their housing locations.

Over-the-counter medications

Netta Day Camp has a few over-the-counter medications that may be used in appropriate situations, if prior permission has been given on the camper's medical forms. These medications are kept in secure locations to be distributed by the Day Camp Manager, Assistant Manager, or Program Director and should be given in accordance with the manufacturers guidelines.

If families provide their own over-the-counter medications they will be handled in the same way as those provided by the program.

Any medication that is given to campers must be documented and kept with the camper's health forms.

Money

Campers should not bring money with them to camp. All regular camp activities are included in the Day Camp registration fees.

Extended care and Thursday overnight options can be paid for separately through the registration system.

The in person Netta Day Camp store is only available on Fridays after our closing ceremony. An online vision is available through our website at any time.

Weapons

Massanetta Springs does not allow firearms on campus with the exception of law enforcement. Campers and staff should never have firearms while on-site.

Campers should not bring knives, toy guns, or any similar items that may be construed as weapons to NDC.

Archery equipment is provided for this activity and campers are not permitted to bring their own.

Additional possessions

Campers should additionally not bring anything to camp that they would be worried about being lost or damaged.

This may include:

- Trading cards
- Stuffed animals
- Family heirlooms
- Etc.

If possessions are causing conflict or distractions, staff may require campers to leave those things in their cubbies and talk to camper families about not bringing those items in the future.

Sunscreen/bug repellent

Netta Day Camp directs parents to provide their own sunscreen and bug repellent for their campers. It is recommended that bug repellent is DEET free and that sunscreen be at least 30 SPF.

Staff members may assist with applying sunscreen or bug spray but will not directly apply products. This may be through using spray-on style products or dispensing

product into a camper's hands then directing the camper to apply it directly to their own skin.

Flotation devices

Parents should provide flotation devices if a camper requires one for swimming. If campers bring flotation devices to Camp they are required to wear them while swimming.

Social media for staff

[See linked Social Media Policy](#)

Power Tools

During staff training, summer staff will be introduced to any applicable power tools that are regularly available to the staff. At this point that includes: 1 drill. Staff must complete the following skill checklist before being allowed to use these tools.

Staff must demonstrate the ability to:

- Change a drill bit
- Drive a screw
- Remove a screw

Any other tools that staff may be asked to use during their employment will be introduced and trained on an as needed basis by maintenance staff.

Massanetta Vehicles

If in the course of their work around Massanetta a summer staff member is given permission to use a vehicle, they must drive slowly and use the vehicles appropriately.

For golf carts and similar sorts of vehicles, seasonal staff and volunteers must participate in a golf cart training facilitated by Massanetta Springs staff members.

Passengers may only ride in designated seats of vehicles and golf carts.

Aquatics

Access

Only Massanetta approved guests are allowed to access either the pool or Lake Campbell.

Roles

All staff who are present at the pool are responsible for camper safety but not everyone is certified to fill the same roles.

Lifeguards

At least one certified lifeguard (with CPR/AED/First Aid) must always be present and actively monitoring while the pool or canoes are in use, including when being used by Massanetta staff.

Ratios:

- 1 lifeguard may serve up to 50 participants in the pool
- 1 lifeguard may serve up to 12 canoes in the lake

Lifeguards are specifically trained to be able to monitor and rescue swimmers when necessary. The responsibilities of lifeguards are those as laid out in their certification training. Lifeguards should rely on their training to appropriately monitor and respond while keeping in mind the specific characteristics and expectations of our facility.

Lookouts

Non-lifeguard certified may be designated as “lookouts” to help with pool monitoring

Look out responsibilities may include:

- Removing unused toys
- Enforcing pool rules
- Helping lifeguards to monitor the pool
- Calling 911 in an emergency
- Retrieving and using a backboard for extraction
- Assisting with CPR

[Aquatic Procedures](#)

Risk Management

Risk management charts are reviewed annually post-summer to evaluate existing risks and current management methods. Incident and close call reports from the season should be reviewed to discuss existing or emerging risks and how to mitigate.

[Risk identification and mitigation chart](#)