

## **Procedures for Monitoring Cabin, Sleeping & Restroom Areas:**

PM Cabin Ratios: employee-to-camper cabin ratios shall be 1:14, at minimum. Kimball Camp Outdoor Center strives to maintain a 2:14 ratio for sleeping areas. At least one adult staff member shall be present throughout the overnight hours to supervise campers and assure appropriate physical and verbal interactions.

Day Time Cabin Monitoring: even while campers participate in other activities, cabin villages are to be supervised whenever campers are present. Campers shall travel in buddy pairs and remain within eyesight of supervising staff at all times. All staff and campers shall adhere to the Rule of 3 if staff must accompany campers back to the villages during day time programming.

Day Time Restroom Use: throughout the day, campers will primarily utilize The Lodge bathrooms; these are private, single-person, and gender neutral bathrooms. Campers must travel in a buddy pair and remain within eyesight of supervising staff at all times. All staff and campers shall adhere to the Rule of 3 if staff must accompany campers to the bathroom. Staff shall not enter the restroom with campers and remain outside.

Shower Supervision: cabins in each village shall be assigned AM or PM shower times. Campers shall travel in buddy pairs between the bathhouse and their cabin while adult co-counselors monitor the cabin and bathhouses concurrently; One adult in the cabin and one adult outside in the village while auditory supervising the campers utilizing the bathhouse and visually supervising campers moving between cabins and the bathhouse. Adult staff shall not enter the bathhouse with campers present unless necessary. Primarily, counselors shall utilize auditory supervision. If an adult must enter the bathhouse, a second individual must be present to both observe and listen to the interaction. There are two sides of each bathhouse. Counselors shall send campers as showers become available. Campers not showering shall be supervised in the cabins. Document any camper behavior that violates appropriate interaction policies.

## **Procedures for Monitoring Night Games and Evening Events:**

- Where possible, require age groups to be separated.
- Assign counselors to supervise specific areas during both night games and the transition time before the activity begins.
- Require counselors to conduct randomly scheduled head counts. For example, at some point during the night game, each counselor should formally ascertain that all of his or her campers are present. During some activities, consider stopping the game to make sure that all campers are present.
- Designate specific counselors to monitor the restrooms and access to cabins or sleeping areas during night games and activities.