

# River Tree Arts Summer Safety Guidelines

Hello Faculty & Staff of River Tree Arts. We have put together some basic procedures for this upcoming season of Summer Camps. We are really excited for such a full line up and want to ensure the community that we are taking every precaution to safely watch over any students. Please read through each point and sign the sheet at the end. Please return to Kym at the front desk when completed. *THANK YOU and let's have a great summer!*

1. **Off premises procedures:** Camps will often take an afternoon break and walk to the local playground. Also, we offer an Outdoor painting class that walks to scenic locations.
  - a. 2 Chaperones: There should always be 2 chaperones present when a group travels off premises.
  - b. Cell phone: Each chaperone should have their cell phone with them and ensure that it is charged. Their phone number should be listed at the front desk.
  - c. Red backpack: The chaperone in charge will take the red backpack (that hangs on the wall at the front desk) and carry it at all times when off premises. This pack contains a first aid kit.
  - d. Student list: A student list with the contact information must go in the red backpack when off site.
2. **Consent forms:** All students must have a consent form filled out prior to the start of camp. This form contains emergency and medical information. Please look over all consent forms prior to camp starting and take note of any specific medical conditions.
3. **Nut free policy:** We are now a nut-free facility. This will help ensure the safety of all who use the facility. If a camper has a snack that contains nuts, please direct them to Kym for a nut-free snack alternative. If a camper has a nut product for lunch they can eat the lunch but please then include a note (you will be given these) to put in their lunch box reminding the parent about the policy. Please make sure the area they eat the nut product is cleaned and that they also wash their hands. If the incident keeps happening, please inform Kym and she will contact the parent.
4. **Location of fire extinguishers:** We have at least 1 fire extinguisher on every level of RTA. Please take specific note of where the closest fire extinguisher is to where you will be teaching.
5. **Location of first aid kits:** We have at least 1 first aid kit on every level of RTA. Please take specific note of where the closest first aid kit is to where you will be teaching. There is also one at the front desk.
6. **Accident Reports:** Any incident (above and beyond a simple band-aid) needs to be documented in an Accident Report and given to the person at the front desk. Accident Reports can be found on a clipboard in the art room or at the front desk.
7. **Sign In/Sign Out:** Each parent must sign in and sign out every camper, every day. Each teacher will receive a clip board and sign in sheet at the beginning of camp. There will also be emergency contact info on that list.
8. **Pick Up:** It is the teacher's responsibility to stay with students until all are picked up at the end of the camp session. All students should remain in the classroom until picked up. No students should be in hallways or lobby areas waiting for pickup.
9. **Emergency Exits:** Each level of RTA has a different emergency access door. In case of emergency evacuation, please take your students and exit the nearest emergency exit door. Leave belongings. Our meeting place is outside of Mekhong Thai. Please make yourself aware of your closest emergency exit before the beginning of your first camp session.

**I have read and understand the statements above.**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_