

Staff Handbook

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Co-Founding Directors Share about MBC



Founding Directors Heather Mitchell & Stacy Raye Meadows site Tilden Park in 2004

Heather's Blog Post How I Camp

Top 10 Things To Know About Monkey Biz

List created by Stacy Raye around 2007

- It's all about the love and appreciation for all that we have
- Respect – each other for all that we are, the environment, the equipment
- Fun
- Really be with and pay attention to the kids, each other, and the group dynamics
- Conflict resolution through non-violent communication, redirection, "I" statements, and reparative justice
- Learning through play
- "From there to here, from here to there, funny things are everywhere" – Dr. Seuss
- Multiple intelligences are fostered through our curriculum
- MBC thrives only through the skills, talents, and dedication of our amazing staff
- We can do our part to make the world a little bit better

Our Values

We started Monkey Business Camp in 1998 to nurture the creativity & individuality of each child in a loving & magical environment.

We develop programs with a balance of activities, hire incredible and kind staff, and then co-build a community each camp session.

Our values:

- FUN and RESPECT
- Being Outdoors Is Something We All Need More Of
- Self-Care, Community Care, & Care For Our Planet
- Positive Guidance & Being Friendship Coaches
- We are Similar & Different – Diversity, Equity, Inclusion
- Play Makes Everything Better
- Intergenerational Connection

To learn more, check out Our Philosophy





Camp uniquely benefits children by increasing*-

- social comfort, with increased social skills & ability to make friends
- independence & leadership qualities
- willingness to try & adventurousness
- Confidence & self-esteem
- environmental awareness
- understanding of one's own values









*Findings from an American Camping Association national study

These findings seem to be true for youth leaders and staff too! We are in this together and influence one another.

About Us

- Monkey Business Camp has been around since 1998, and whether you're new to camp or returning, we have many resources to support you—built from over 29 years of experience.
- We encourage you to explore our website—monkeybusinesscamp.com—for helpful information, including Camp Basics to deepen your understanding of how we operate.
- Camp continues to grow and evolve over time. Each season reflects what we've learned along the way.

We're glad you're here & part of our ongoing story.

"I think this camp is one of the best in the nation. Gosh I really wish there was a Monkey Business Camp in the San Jose area. Keep up the great work!" - parent

"MBC is amazing on so many levels–fun, professional growth, and building lasting relationships. I will never forget what I experienced this summer; everyone is a huge family–campers and workers are invested in this camp!" - staff





Scholarships

- $20,000+ given each year
- Supports camp being accessible to more families.
- Funded by:
  - Merchandise sales
  - Parents rounding up to higher payment tier. We have 3 payment tiers.
  - Camp general fund
  - Donations - Individuals can donate unused funds from their FSA work accounts or donate in general, to support inclusivity.
- Families getting a scholarship receive a coupon toward any in person purchases.

Groups: Ages, Abbreviations, Tape Color



SB = Strawberry Banana- ages 5-6, yellow

SME = Smoothie- ages 6-7, blue

- Share Meadows site at Tilden, Combined to "Meadows" group at some break camps

FS = Fruit Salad- ages 7-9, orange

MC = Mango Coconut- ages 8-10, green

- Share Big Leaf site at Tilden, Combined to "Big Leaf" group at some break camps

Each group uses its own area or gate for drop-off and pick-up.

- In Summer most sessions have 4 groups. Break camps have 2 or 3 groups.
- Clipboards, bins and equipment are labeled in color tape for each group.

What to Bring to Camp

Read Prep Guide for more info

- **Water bottle-** Bring every day & refill at water fountains.
  Bring to snacks and lunch for group “toasts.”
- **Lunch and two snacks-** Bring every day!
  Plan ahead - camp tends to make people hungrier.
  Some groups may be nut-free, but mostly nuts are allowed.
  Packing a lunch can make your 1 hr. break more relaxing.
- **Hot drinks** – keep out of reach and safe near campers.
- **If you get food delivered**, get before camp or on your break & outside of camp area.
- **Masks-** Surgical masks are available in the 1st Aid pack.
  We recommend a higher-quality mask (N94/N95) in your bag or car for air quality or illness.
- **Sun protection (optional)-** Hat, sunscreen, lip balm,
  Sunglasses with lighter lenses so people can see your eyes





Take care of yourself

- **For you:** You're giving a lot at camp! Taking care helps you stay steady, healthy, and present.
- **For your team:** It allows you to show up reliably and support each other

Burning yourself out doesn't help anyone.

Ways Staff Help Make Camp a Kind, Fun Space for Learning and Connection

Get to know campers, YLs, and each other

- Welcome, smile, share stories, and ask questions.
- Play name games and use name tags during the first two days to help everyone know each other.

Play and build connection

- Engage with kids to help channel their energy in positive ways.
- Lead games, create spaces to gather, and support connection & respectful interactions.

Use everyday moments

- During meals and transitions, connect through conversation, storytelling, and time together.



Tips from former Staff Director Ashkon Davaran



Don't sweat the small stuff.
Be patient. Kids may talk out of turn. Rather than reprimand them, think of other ways to get their attention or change their behavior.

Staff and YL placement/General awareness:
Know where the kids are and what they are doing.

BE where the kids are. Engage with the kids. Especially during free time. At MBC, it's about playing with the kids, not supervising from the sidelines.

Reinforce rules and support each other.
We may be strong when we're leading songs, games, activities... Let's have that same sense of commitment to the kids and each other even when we are not the one leading the activity, and especially during free time.

It's everyone's responsibility to be there for each other and reinforce the rules.

Helpful Practices at Camp

Transitions:

- Check in with your staff/YL team before making calls to change activities.
- Give 10 and 2 minute reminders each time so kids can know a change is coming.
- Use daily check-ins & team meetings to reflect and adjust together.

Positive re-direction:

- Share clear boundaries by focusing on what *to do*.
- Try “Come sit down here,” or “Let’s keep the benches cleaner,” instead of “No standing on the bench.”



It’s important to be on time at Camp

Start of Day	Be ready to start work on time, not just arriving. Plan to come a bit earlier so you’re settled in first.
Staff Breaks	Leave and return on time. Check in/out with your Site Director so breaks flow smoothly. Refer to the Staff/YL Schedule.
Special Guests	Plan activities around guest timing. Wrap up games a few minutes early and gather your group to start engaging with the Guest.
Oops, timing off…	Things may run a few minutes off at times— That’s okay. Stay aware and adjust as needed.
End of Day	Complete your closing tasks thru the end of your shift. Then connect with others or head out as needed.



Working as a Team: Communication & Problem Solving



- **Communication matters**—it supports everyone's experience at camp.
- Expect a mix of **fun and challenging moments** as part of working on a team.
- **Share roles and stretch a bit**
  Try different roles (games, art, etc.) to support the team and keep things fresh.
- **Address questions/issues early**
  Talk things through the day they come up, rather than letting them build.
- **Assume good intentions**
  We're all working toward a positive camp experience and are doing our best. Open communication helps us get there.

Daily Schedule

Our goal is to have..

A Mix of :

- active and mellow activities
- time in shade and sun
- activities for different intelligences

Times when:

- kids can choose from lots of choices – **free play**
- choices are more limited – **snack, lunch, circle**



More info in the YL Handbook that you already read.
Go check it out if you have questions.

We love a mix of emergent and planned activities.

We plan a schedule with time to do what comes up in your group.











The Basic Daily Schedule

Honor the structure of camp AND
Bring your own inspiration to activities.

- There is a basic structure to our day, and it really supports us all when staff follow it.
- Pay attention to your group and notice where you can shift in the moment.
- Just because kids say *"I'm bored",* doesn't mean you should change the plan.
- We note endings. We do appreciations at closing circle daily. At the end of sessions we share camper bracelets to hold memories, give youth leader appreciations & gifts, and appreciate our amazing staff!
- See the youth leader handbook for more details about the schedule



Activity Times







Supplies & equipment support with a mix of new & familiar options.

- Some are out each day, while others come out during the week based on staff ideas and kids' interests.
- Staff share ideas at team meetings, morning set-up, or in the moment so the Site Director can weave them into the day.

Board games, card games, Legos & Blocks

Nature Bin – bandanas (Meet a Tree), animal guessing games, fairy house, nature journals, magnifying glasses

Sports Equipment – soccer balls, footballs, rec balls, ball catchers with tennis & whiffle balls, Beamos, field game ropes/cones, soft balls for Monkeyball/Medic. Break Camps – stilts, climbing structure, swings.

Movement/circus – hula-hoops, double jump ropes, luna stix and diabolo (older kids only), parachutes. Break Camps – dancing ribbons, wings, scarves for inside play.

Art Activities – beading, watercolor, kumihimo, lanyards, friendship string, cootie catchers, paper airplanes, mini clay, drawing, face/wrist painting

Book of the Day & Journals - Chill Time

Mid-day calm time - Site Director –> Admin time during Book of the Day

Books

- Staff/YL read aloud to kids

Options:

- Listen to books being read
- Look at their own book or one from camp book bin
- Relax, close eyes, look around

Jokes of the Day- Campers take turns to tell a joke or riddle.



Older Groups do Chill Time - a more open time with journals, books, & then table games. Still Chill.

Journals

- Everyone sitting with a clipboard and paper or puzzle/coloring sheets
- Fun to work and talk together at the tables
- Table games & blocks can start after 10 mins or so.
- Even if there's resistance at first, kids end up getting busy and connecting in new ways.

3 Anchor Points for Meal Times

These 3 roles help the transitions run smoothly and safely.



Handwashing- Your team works together so all Staff/YLs are anchoring different areas for a smooth transition.

1. **Handwashing at Bathrooms** – 1-2 YLs per bathroom

2. **Backpacks Area**- 1 Staff/YL helps kids get food and water, then directs them to where the group is eating

3. **Field/Yard**- 1 Staff/YL stays in the eating area; YLs sit to model and welcome kids
Keep kids close enough that conversations can be heard and food sharing is prevented

- **At Lunch (12:30):** some staff may be heading out for their scheduled break
- **At PM snack (3:30**): some staff may be beginning end-of-day cleanup





Wacky Wednesday

- New themes each week—see Daily Schedule, clipboard, or Google Drive
- No need to stay on theme—having fun is the goal! Costume bins at each site
  (To avoid lice they are rotated weekly; no shared hats or headbands)
- Staff/YLs offered a tutus, wings, socks, etc. to support participation
- SD announce themes Tuesday at closing circle & pick-up; parents receive a text reminder.

Friday Fun



We do something festive each Friday and on the last day of camp to build community, celebrate the week, and create memories.

Special Activities include –

Summer: scavenger hunt, edible campfire, carnival, large field game, messy skit, or a variety show with acts kids prepare & share, and more

Break Camps: bubble dance parties, monkey shark tank, food projects, and more



In Summer, the office will text group phones with logistics & timing info (e.g., to end activities a bit early, to remind Big Leaf 3:30 pick ups about where you'll be, etc.)

Special Guests







MBC staff and other guests will come to camp regularly to lead activities with your group. (Nature, art, movement, food, games, and music!)

- Please support them—show interest & appreciation to create a positive experience.
- Ask what they might need– introduction, space, materials, timing
- Your group may have other activities happening at the same time so kids can rotate in with the guest.

Connecting to Nature at Camp



- In summer we are outside all day at Tilden Park.
- At break camps we are outside as much as possible.

You don't need to be an "expert" to inspire people to think about nature and want to learn more.

Start a conversation with campers-

- ***I notice……*** (Say what you see & ask what they see.)
- ***I wonder….*** (Ask questions & imagine.)
- ***It reminds me of ….*** (Connect to what you know.)

No need to correct anyone, just keep the interest and conversation going.
We will all want to know more and keep learning.

We use tools we've learned from Naturalists who've worked at MBC. (Link to Nature Connection Handbook)

Music on Site



We love music at camp.

- Spotify is loaded on each phone. Brad and staff have made different, fun playlists for all kinds of moods.
- Text any playlist links to the group cell phone, so we can add them
- Please turn speaker power & phone Bluetooth off when not using to save battery.
- Personal cell phones are okay for music. Keep out of personal phone business until your break.





Cell Phone and Speaker Storage-
Put in your 1st Aid pack's net side pocket at the end of the day.



Per park rules, please keep the music audible at the site, not out into the surrounding areas.

Help Take Care of Equipment

- Notice equipment (marker tops, board game pieces, screws, etc.) left on the ground and **save them.**
- If something is damaged or lost, let Brad or Samantha know ASAP
- Use equipment as intended.
  No fighting with Lunastix or bending hula-hoops.
- **Try:** *"That looks fun—AND we want our equipment to last, so let's try something else."*
  "What can we throw here, let's look."
- If it's hard for a camper to stop, have them take a break from that equipment



Sustainability & Daily Leave No Trace





- Staff set the example to keep a clean site. The park rangers notice and appreciate us.
- After meals everything gets put back in the lunchbox or garbage/recycling/compost.
- Beads, yarn, paper, and nametags must be picked up off the ground daily.
- ***"It's time for Leave No Trace! Pick up 3 (or 5) pieces of trash or recycling off the ground and meet Dylan at the bins to get your stamp before you wash hands for snack! We can do it quickly together."***
- We use Ridwell for recycling plastic bags, so you might see notes to save them for Brad.

1st Aid Pack

- Each group will have their own 1st Aid Pack. **This pack is with your group at all times.**
- In the Youth Leader slides you see some parts that they might help with at camp.
- For this, we'll show parts of the 1st Aid Pack that the Youth Leaders won't be getting into.

IMPORTANT:

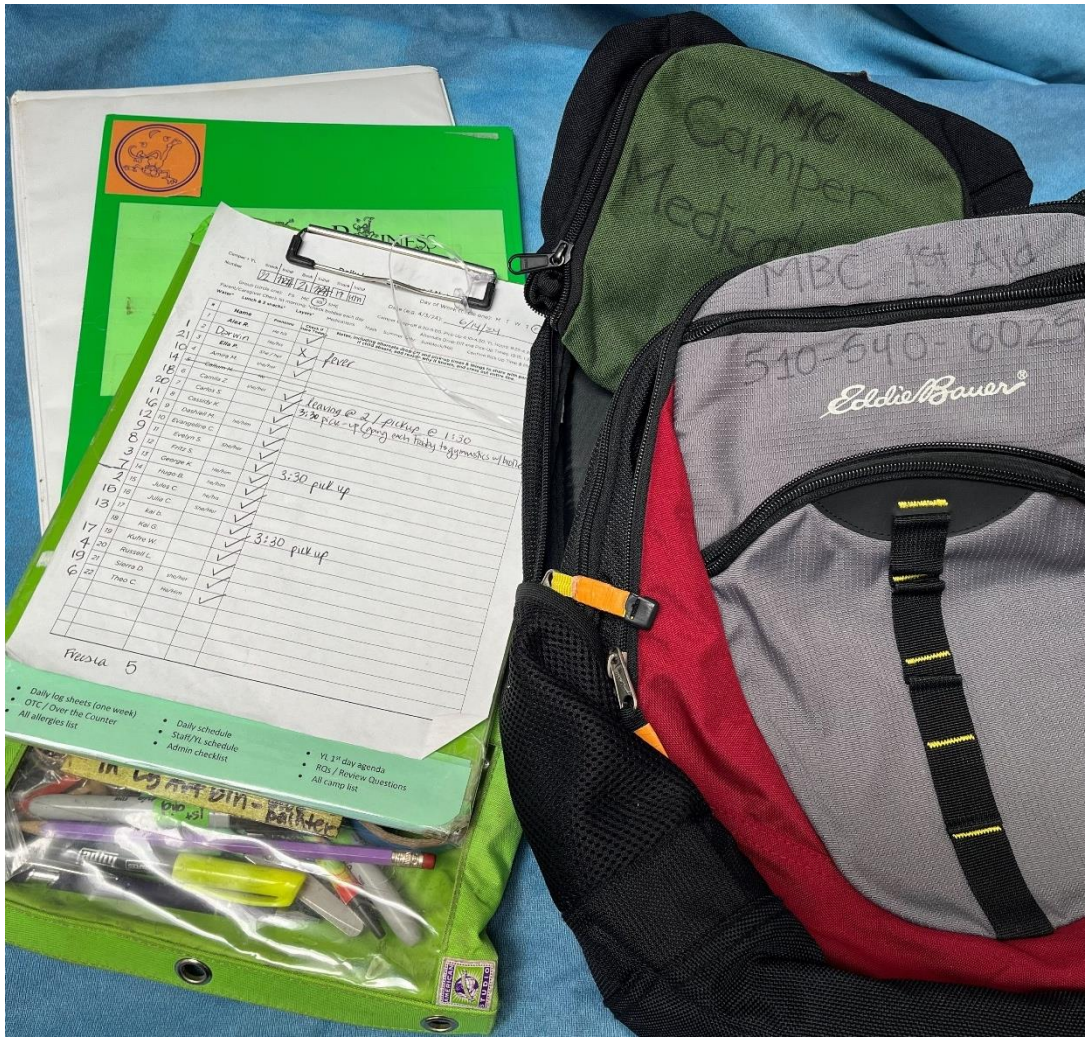
Please return all items to where you found them so others can find them later.

It can feel hectic when you need 1st Aid, and it's great to be able to find what you need quickly.



1st Aid: Admin Area

In the thinner of the two large zipper pouches. Lanyard on the zipper.



Admin Area Holds -

- Camper Binder with medical & behavioral info, emergency numbers & plans, 1st Aid protocols

- Paperwork folder for used & upcoming Daily logs

- Daily log Clipboard with Daily logs, schedules, lists

- Pens, pencils, clips, tape, etc., in a zipper pouch

- Medications pouch connected to the pack for meds brought to camp (usually epi-pens & inhalers).

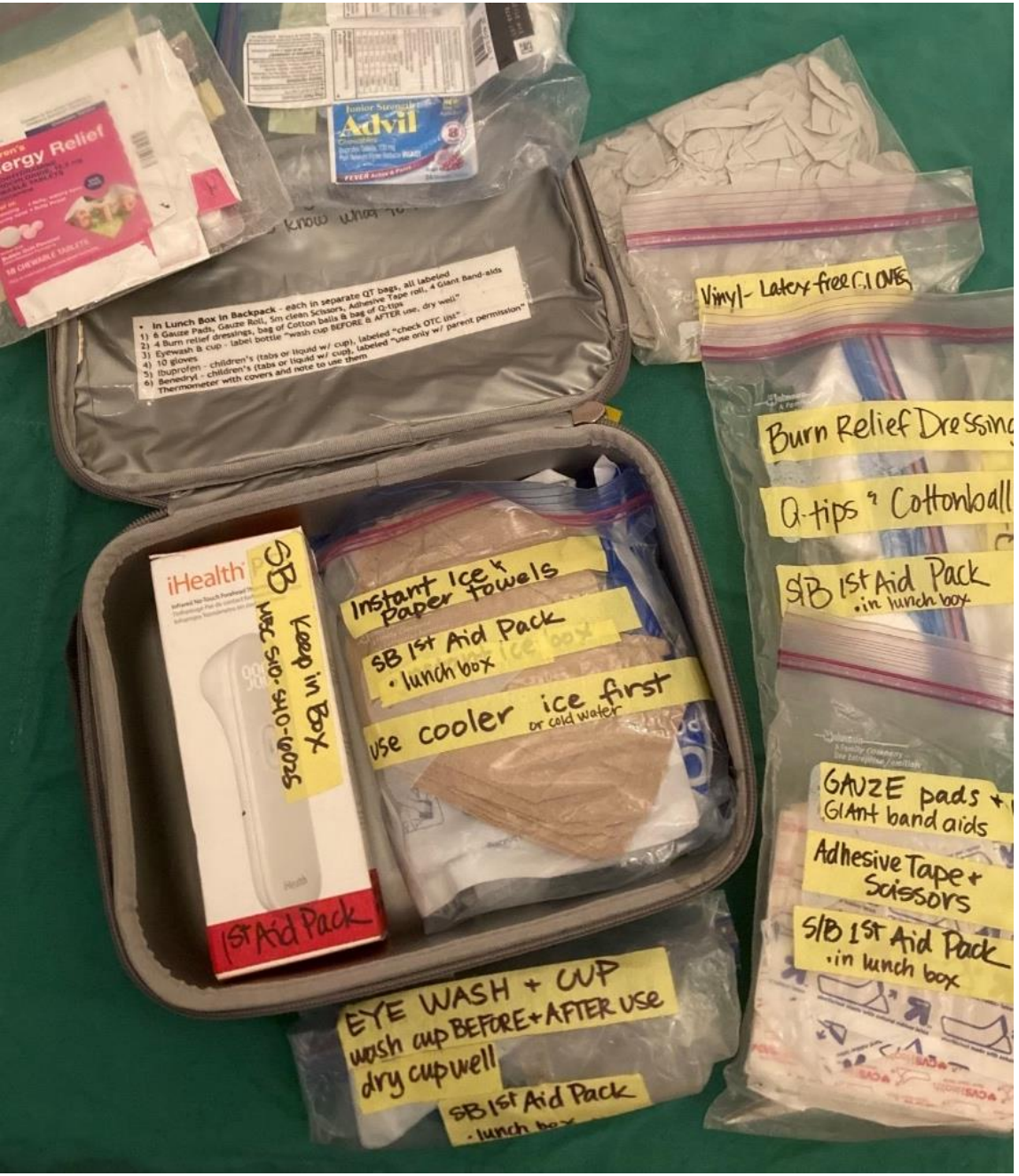
☐ At 1st day drop-off, **SDs** will show caregivers a Meds bag to fill out, put meds in the bag, put the bag in the Meds pouch for the duration of camp. **Please give Meds back on the camper's last day.** Make a reminder note on Daily Log!

1st Aid: Band-Aid Pouch Area

1st Aid is in the wider of the two large zipper pouches, marked “Bandaids”

1. **Pink Band-aid pouch -** tweezers, gloves, paper towels (to dry around wounds after washing so the band-aids stick,) band-aid variety (all latex-free,) and Neosporin (check OTC before use)
2. **Saline Wound Wash spray** - when soap & water hard to get to, or camper is resistant to washing a wound. Good if campers spray it on themselves with staff right there.
3. **Tecnu –** upright and in a bag so it doesn’t leak
4. **Surgical Masks** in a bag if someone needs or wants one.
5. Info about the **Blue lunchbox** on the next page.





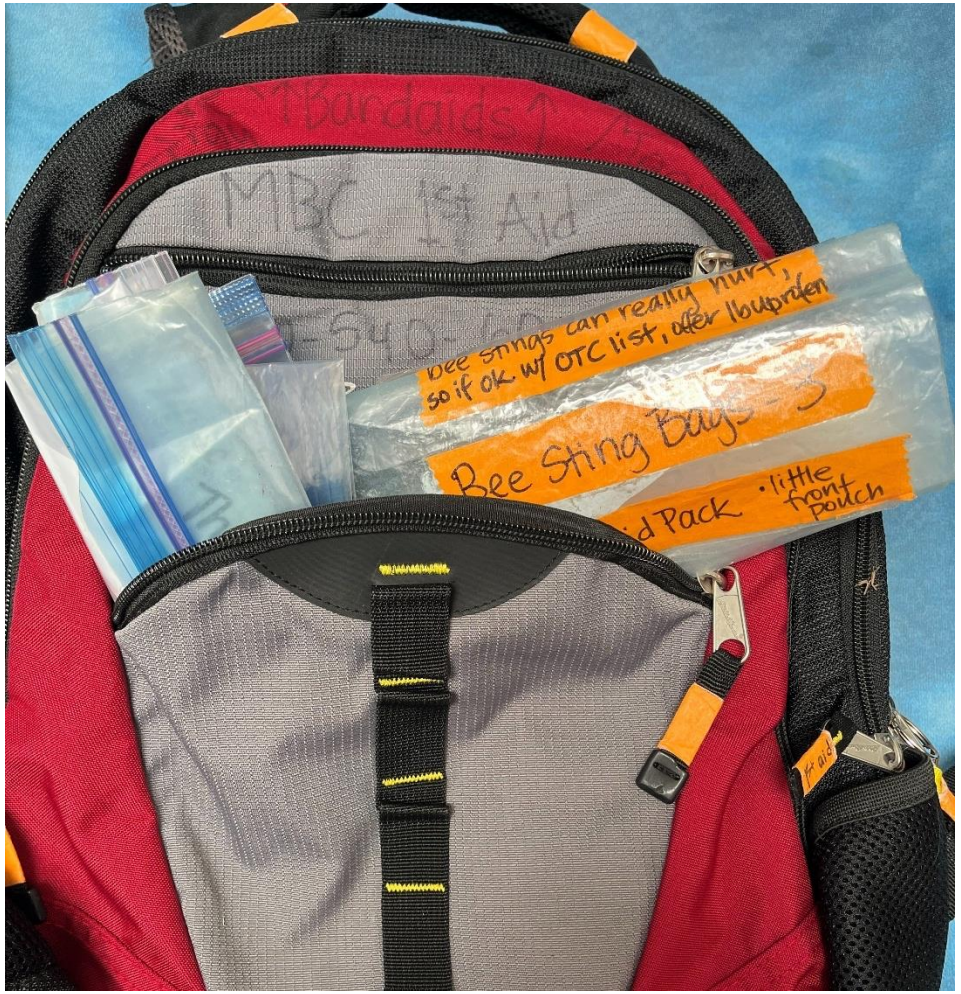
Blue Lunchbox in 1st Aid Area of pack

Lunchbox contains more serious 1st Aid:

- ☐ Eye wash & cup
- ☐ Ibuprofen-check OTC before administering
- ☐ Benadryl (or generic)
- ☐ Thermometer
- ☐ 2 Instant ice packs
- ☐ Large gauze pads with tape, scissors
- ☐ Burn pads
- ☐ Cotton pads & Q-tips
- ☐ More Gloves

Keep all the labeled bags in the lunchbox, so we know what to refill.

1st Aid: Bee Sting Bags & Empty Qt. Bags



The flat and most front zipper area holds-

- **Bee sting bags** with baking soda to mix with water to soothe and a note to use ice & check about Ibuprofen. Stings can be painful.
- **Stings/bites Protocol –**
  - All staff, make sure SD knows when anyone gets one.
  - SD, stay with camper for first 15 minutes to make sure no allergic reaction.
  - Reactions can get serious, as airway can be impacted.
  - Usually, an allergic reaction will show within minutes or up to an hour. Leadership staff keep an eye on the person for the next hour.
- **Empty Qt. bags for misc. items to send home** like a camper's broken jewelry, or a tooth that falls out naturally.

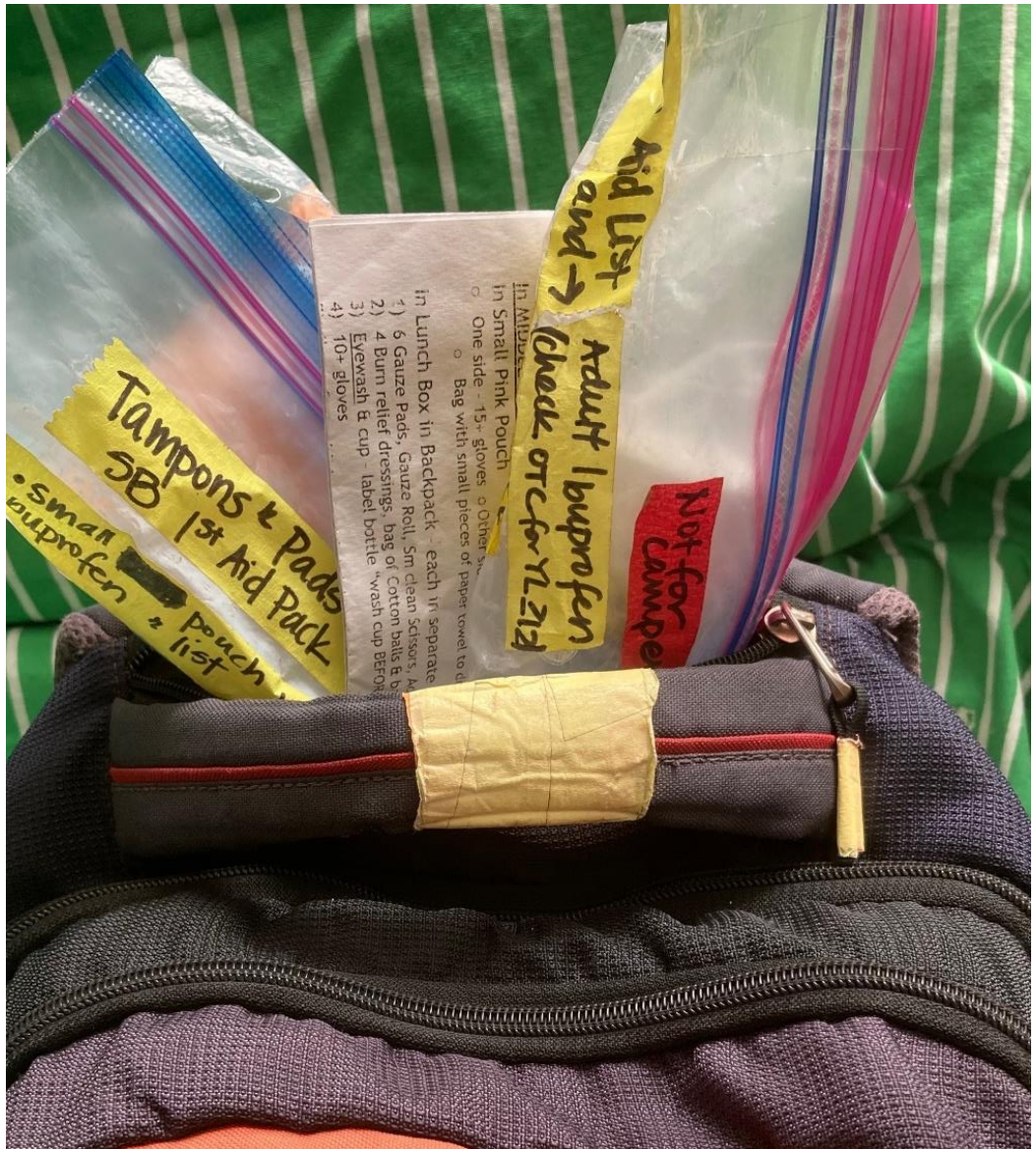
1st Aid: Nut-free Bars

The smaller front zipper area that has the **Kleenex**, **Wipes**, & **Hand sanitizer** also has **Nut-Free Bars.**

- Bars are for if you discover a camper has no snacks or lunch for the day at AM snack and needs food until someone from their family **(Call them now)** brings them snacks and lunch to the site. 1 bar is not enough for the whole day.
- SDs ask about “Lunch & 2 Snacks” at Drop-off each & every day to help avoid this.
- If someone doesn't have a PM snack encourage them to drink water and kindly remind their caregivers at Pick-up that their camper needs a bit more food. They are going home soon!
- ***The bars are to be used rarely, not to hand out to campers who don't like their own food.***



1st Aid: For Staff



The smallest zipper area either in the top back or middle holds-

- ☐ **Pads and tampons**
- ☐ **Ibuprofen** for Staff and YL over 12 years old (if OK on OTC)
- ☐ **Ankle wrap bandage**
- ☐ **Poop bags** for messes or scat near site (gloves in band-aid pouch & more in lunchbox)
- ☐ **Sunscreen for staff**. For campers only in cases of imminent sunburn. Remind parents to bring their own if a camper doesn't have any. Shade till then!
- ☐ **List of 1st Aid Pack** contents

1st Aid - COOLER AND ICE PACKS

- Each group has a small cooler with ice packs.
- Ice is helpful for bumps & bonks, not open wounds.
- If ice packs are very cold, wrap them in a paper towel.
- Keep the cooler in the shade & with your group at all times



Break camps – We have a freezer onsite. Staff get the ice each am & put it in the cooler, then return it to the freezer daily.

Summer – One staff member per group brings the cooler home after camp to wipe & refreeze the ice packs, bringing them back to camp cold each morning. This staff is paid extra for managing the cooler.



- We have instant ice as a backup in blue lunchbox.
  It's not earth friendly, so please help remember the cooler!

SAFETY

At Monkey Business Camp, staff uphold high standards to keep campers and themselves safe.

We focus on

- Site Safety,
- Health & Safety,
- Emergency Plans & First Aid Protocols



SITE SAFETY

Staff scan the site before campers arrive in the morning.

- Dispose of any sharp items or trash
- Be aware of wasp ground nests, broken branches, toilet/sink not working, or the bathrooms being locked. Please call the non-emergency Ranger # to report or tell Brad/Samantha.
- Use gloves/poop bags to clean up any animal scat near site.
- Put cones on any holes in the ground to avoid ankle twists



At Tilden we share public bathrooms. Campers wait by the cone & may not enter the bathroom until staff/YLs knock on the door and look inside to confirm it's empty first.

- Model safe use of all MBC equipment.
- If it's hot- water reminders, shade, water play, & breaks from active play to keep cool
- If it's cold- remind parents about layers at drop-off & keep active (e.g. standing circle)
- If you see an adult near camp you don't recognize - approach, greet, and ask if you can help them. Sometime people are looking for another camp, get lost in the park, or have rented the site for the weekend. If a guest is coming to camp, you'll be told.



HEALTH & SAFETY

- Staff review health details for each camper in the **Camper Binder (1st Aid pack)** before each session
- **Nut policy:** Nuts/nut butters are usually OK. If a camper cannot be around them, the group will be nut-free
- **First Aid/CPR training** is required for Staff.
- **EpiPens** from caregivers are kept in the Meds pouch in the 1st Aid pack, which stays with the group
- **Reduce illness spread:** Wash hands before meals and keep materials out of campers' mouths

HYDRATION

- We do toasts and reminders to drink water all day (snacks, lunch, field games, hikes)
- Campers refill water bottles at fountains
- We have extra bottles to label if a camper forgets one—then remind parents to bring
- Staff and YLs also bring water bottles and drink water with campers

Sunblock in Summer



- We ask caregivers to apply sunblock before camp, and to put in their campers' packs if they want campers to reapply mid-day.
- If campers say they cannot find theirs, check, it's often there. If you can't find it, ask them to stay in the shade more, and remind their caregiver at pick-up. If sunburn seems imminent use the staff sunscreen in the 1st Aid pack.
- Site Directors track daily at the 1:30/1:45 pm SPF time to make sure each child listed on the OTC list gets support. **This is more than a verbal reminder - stay present to confirm** they have gotten it on all exposed skin.

- Coach kids to do it themselves, even if it takes longer. You might need to step in, saying *"Can I help you?"* and rubbing in an area that is hard to reach.
- SB campers, our youngest, will usually need more help, so enlist YL help to assist as needed before their 1:45 break time.

1st Aid Protocols & Emergency Plans



- 1st AID PROTOCOLS for nose bleeds to seizures
- EMERGENCY PLANS include details for earthquakes or evacuations
- Find hard copies of above in the front of each camper binder in the 1st Aid pack.
- Links above are also e-mailed to the group cell phones, copies on google drive.
- These documents are not to memorize but to skim, and know where to find if needed.

In case of an urgent scenario, the default is for the following staff to manage these aspects. If a specific person is better with injuries or with the other campers, you can adjust that part. The SD (Site Director) always does the parent communication.

- **SD**: Assesses situation, Determines with S2 best plan or 1st aid;
  SD Communicates with parents/caregivers and emergency personnel
- **S2:** Helps SD assess, if an injury, S2 stays with the camper while SD communicates
- **S3**, **Floater, & YLs**: play with other campers, to keep away from the scene

Parent Communication about Illness, Injury, or Safety Details



If a Camper Isn't Feeling Well…

1. Start with RWFB → Rest • Water • Food • Bathroom

2. Check in + Observe

Stay with the camper, see if things shift, and have them check back before the next transition

3. Loop in your Site Director (SD)

Share what you're seeing—SD will decide next steps and contact parents if needed

Important Notes

- Site Directors contact parents and emergency personnel
- Pain/injury - **SD contacts parent before giving OTC meds**
- When communicating, share what you've done, what you observe, and your recommendation ***Do not diagnose*** — photos can help if a rash or skin issue
- When texting parents, include your name and offer a call

Lice & Nits at camp

This may come up once a year—helpful to know what to do.

- In General - Avoid sharing hats/headbands and keep your hair away from campers' hair

If you notice lice or nits:

- If possible, take a photo or save a sample on paper
- Help the camper keep hair contained (hat or braid if long)
- Ask them to keep a bit of space from others while you check in about what's next

Next steps (check with Heather/Samantha):

- May include texting a parent for pick-up
- Office will share lice policy with the family before returning
- Office will notify families to check at home
- Have someone check your hair as well



BOUNDARIES TO KEEP KIDS SAFE

- **Campers ask permission** before leaving the group
  Staff/YL accompany to the bathroom or keep eyes on them at their packs
- **Bathrooms (Tilden):**
  Always check public bathrooms before a camper enters
  You wait outside—others should be able to see you
- **Rule of 3:**
  No camper is ever alone with a single Staff/YL.
- **Set clear boundaries**
  Show where it's okay to be and what's off-limits
- **Headcounts (SDs):**
  Count campers 3x daily and before/after leaving areas
- **Pick-up safety:**
  Only release campers to adults on the authorized list
  SDs confirm any changes with a parent, call if needed



Sexual Abuse Prevention Guidelines

Strong prevention practices help keep campers safe and support a healthy camp community.

Rule of 3:
Never be alone with a camper
Stay in groups of 3+ or within eyesight of other staff

Use group systems
Call for group bathroom/water runs whenever possible

If you need to help change someone's clothes:
Bring a YL or another staff member as a witness/helper
In a pinch, ask nearby staff for support

Stay visible – wait by the cone when campers use the bathrooms
Do not be out of sight with a camper

Protect yourself and others
Following these guidelines protects campers, staff, and MBC

If unsure, ask
Check in with your SD, Heather, or Samantha



Placement of Staff at Camp





- **Campers sit next to you, not on your lap**
  You need to be able to move and support others
- **Position yourself to see camp**
  Face campers and scan the area frequently
- **Lead transitions**
  Stay ahead of campers and guide line-ups clearly
  (e.g., line up behind a person or at a spot with space)
- **Watch ratios** - If you have only a few campers, check if another staff needs support
- **Spread out -** Ensure coverage across all areas (Staff + YLs)
  YLs do not supervise the Meadows field or BL woods alone
- **Stay with your area** until the transition, or check in with your team before switching, Notice if YLs move & adjust (Plan bathroom use for breaks/slower moments if possible)

If Campers Want to Call Home

We make every effort to support campers at camp before reaching out to parents.



If a camper asks to call home:

- Stay with them and help them feel supported
- Ask what's going on and how they're feeling
- Offer connection or a simple activity together

- **You might say:**
  - "Do you want to tell me what's going on?"
  - "Want to sit together or draw for a bit?"
- **If support is still needed:**
  - Check in with your Site Director

★ *This is a key moment to support campers and build connection. We want all campers to know we can keep them safe at camp.*

Levels of Engagement

There are 3 levels of engagement with campers – **Individual**, **Small group**, and **Whole group**.

The amount of time you'll spend at each level roughly tracks with your staff role in your group:

- **Counselors, Floater/S3** will mostly spend time in the individual and small group level
- **Group leaders, Counselors, Floaters /S2** will run Small groups and Closing circle. They also have their eye toward the whole group and timing.
- **Site Directors/SD** will always have the Whole group on their mind, even while they are talking to individuals or running smaller groups. They will keep track of details like early pickups, the daily schedule, and timing throughout the day.





Social Emotional Aspects

With longer sessions, we have the chance to build relationships over time.

- **Welcome and include all campers and YLs**
- **Connect with kids' strengths**
  Many kids bring joy, creativity, flexibility, & curiosity—help it grow
- **Stretch beyond your preferences**
  Show up for the group, even when it's not your first choice
- **Support a full range of emotions**
  Help kids express feelings and address hurtful behavior directly.

  "It's okay to be angry. We're not going to push people."
  "Do you need some time? Let's walk over here and talk."
- **Take care of yourself**
  If you feel emotional - pause, breathe, and ask for support
- **Challenges are part of camp**
  Stay with it—things shift over time



Conversations with Campers

Build connection from the start

Play, talk, get to know them, notice positives, have fun

Address behavior calmly and directly

“Oh, what do you want them to know? Let’s tell them.”
“That could hurt feelings, let’s try again.”
“You seem worried about something, what do you want them to know about your (game, building, turn)?”

Help campers reflect and try again

“What could we do next time so people understand?”

If behavior is unsafe

Slow things down and reset, Offer space or a break

“Let’s pause. This doesn’t feel safe right now.”
“Do you want to take a break or try again now?”
“You’re good at …., sorry it’s not something we can do at camp safely.” (climbing high, throwing big sticks, etc.)









Setting Boundaries: Be Clear & Kind

- Kids often test limits. We aim to stay calm and consistent
- Be **clear and kind** about what is okay and not okay
- Use simple, direct language
  “I’m not okay with that right now.”
  “Let’s try this instead.”
  “Hold on a sec, what’s happening? You seem upset.”
  “Please ask first.”
  “Be gentle with … or it might break. You are very strong.”
  “If you want to throw, let’s find something ok to throw.”
- Redirect behavior positively
- Remind campers about consent & checking in with others





Supporting All Campers

- We aim to include and support all campers
- Some campers may need extra help to feel comfortable and successful at camp, know your SNA info for campers
- Camp won’t be a good fit for everyone, and we try our best to find a way WHILE ALSO keeping the whole group in mind
- Set clear, kind boundaries
- Ask for help if you’re unsure what to do
- Follow guidance from your Site Director for specific camper and whole group needs

★ *Inclusion, support, and clear boundaries go together*











Halfway done!
Photo Break





Thank you!

Wonderful staff like you make Monkey Business amazing!

(Can you find the 4 people who are in both photos??)

Welcome to Camp

- Camp is better with both new and returning staff
- It’s okay to feel unsure at first—there’s a lot happening
- Use the schedule as your anchor
  → it helps you know what’s happening now and what’s next
- At camp, you may be asked to take on more leadership and support than you’re used to
- Not everything will make sense right away
  → ask questions and stay curious

We’re glad you’re here



Stepping into the Staff Role



- Campers are here to have fun—and you are here to hold the experience for the whole group
- Step back at times to see and support the full group
- Notice - What's happening now & What's coming next
- Now YLs & campers look to you for leadership



Help Youth Leaders:

- Stay on track
- Understand expectations
- Get support from staff

- Hold clear, kind boundaries with youth leaders you used to be peers with. It's different now.

Growth Mindset

Don't be afraid to ask for help
Try things, reflect, and adjust
Learn from your team



Youth Leadership at Monkey Business Camp

Youth Leaders are a main part of each team!

- We’re grateful to have a strong YL program. Youth Leaders enrich our program in so many ways.
- Welcome, get to know, thank, and mentor your YLs so you can work together.
- Support YLs with chances to lead and with setting boundaries with campers.
- YLs can spend time with each other, if it is working out for the group. They could play a board game together if kids are engaged and doing well. Campers often enjoy watching YLs play each other.
- Staff usually need to remind YLs to spread out when we need their help to be more involved with campers. It’s a practice not a perfect.











Youth Leader Basics

- CITs are ages 11-15; JCs are ages 14+ who have attended before & can help mentor CITs.
- YL Hours: 8:25-4:35 are not flexible, since they help the team, with a half hour break mid-day
- We ask YLs not to miss camp, but at times they do. Please check in with them to see what's up and welcome them back. If parents don't seem to be aware of our expectation that YLs will attend all the camp hours they signed up for, SDs please talk with them. Also please mention in End of week survey or text office about YLs being out.
- Youth Leader families pay to attend camp and we are responsible for them throughout the day. YLs need to stay within sight of staff and follow camp rules.

Youth Leaders- Transitions and Assigning Tasks

- Remind YLs to take their breaks and keep track of the time they're due back with the group.

- YLs help with handwashing at snacks & lunch. They stand inside the bathroom to help with soap, keep the lines orderly, and remind campers to shake those hands dry. If it's cold – use only 1 paper towel.

- Assign YLs solo tasks that they can handle and support them when they are trying for the first time.

- Before giving a YL direction, check in with them to see if someone else on the team has told them to do or be somewhere else.



YL Orient & Check-Ins



- **SDs lead a 1st morning 20 min. orient** with each YL group. SDs also give daily feedback during camp sessions.
- **S2 staff meet with YL team each day from 4:30-4:35pm.** Sharing Rose & thorns, relaying info from staff, or playing a game together all help support YLs.
- **Help JCs take on leading games and making calls** as they get closer to staff age. Discuss challenges & what they'd like to do.
- If needed, find a time other staff and YLs are engaged with campers and step aside to talk with a YL alone during camp. **Be clear and supportive.**
- **Please do not compare youth leaders with one another.** They are all different and bring their gifts. Help each find their way.
- **In Summer**: Heather and Samantha lead Tuesday afternoon meetings for YLs to talk & process camp. YLs get "connecting goals" sheets to help guide them to lead & connect with kids.

Youth Leader End of Session Details





Before the final day of a camp session:

- Staff sign YL thank you cards with the campers during the Tuesday YL meeting of the last week. Blank cards are in a Journal Bin folder.
- Staff fill out diplomas for Summer sessions that are one week or longer.

On the final day of camp at closing circle:

- SDs make time to share thank you cards and a few verbal appreciations from campers & staff.
  Each group appreciation is enthusiastic & positive.
  If Diplomas were made, they are read aloud now.
- Camp provides end of session gifts for staff to give to each YL that they can open at home.
  Staff, please do not supplement these gifts with gifts of your own. You can share your thanks by making the appreciation circle special.

Tilden Park: How We Use the Space

Care for the Park

- Daily Leave No Trace with kids & S2 staff check site end of day
- Stay on the trails
- Do not pick plants or disturb wildlife
- Protect trees - No digging at the base of trees, no “tree forts”
- Conserve water – Water fountain to refill or drink, not play
- Drive Slowly and Safely in the park

Nature Awareness - Watch for poison oak

- If campers touch, wash with Tecnu (first check the OTC list for permission); If balls or hoops touch, same. Use gloves.
- Wash hands before eating
- Let staff know about any ticks, rashes or bites

Staff

- Use bathroom when campers are engaged (circles, snack)
- Take breaks away from group

East Bay Regional Park District

Healthy Parks Healthy People



MBC has been hosting camps in Tilden Park since 1998!

Tilden Park Daily Operations

Mowing

- Rangers may arrive at unpredictable times
- Shift activities as needed when they are working

Garbage & Recycling

- Toward the end of the day, watch for trucks and keep kids clear
- Recycling available: paper, cans, glass, plastic bottles
- Big Leaf also has compost
- If compost isn't available, suggest campers take it home

Park Rangers

- Most communication goes through the office/operations team
- If something is urgent, rangers may speak directly with staff
- Be friendly—say Hi and thank them
- Check with the office/operations if you're unsure about anything



MBC team will interface with park rangers most days

Froggy Flats (FF) & the Creek





- Redwood Fairy/troll houses
- Tables for card games you bring
- Creek exploration

Creek Boundaries

- Explore by the creek and play by (not in) the water. Shoes on.
- Rangers' views may change. If asked to stay away from creek, say we've had permission in the past, and will stay out now. Text office.
- 3 safety rules that have worked well with campers–
  1. Walking only in creek area (no running or chasing)
  2. You can throw rocks that fit through your OK sign finger circle
  3. You can carry sticks as long as your arm



Staff Spread out to see everyone

- Do regular head counts, for sure when arriving & leaving area
- One staff +YLs at Creek & One staff + YLs in the central Redwood woodsy area can also watch the tables.
- Send groups of 3+ up to Meadows bathrooms with an older YL/JC

Summer Water Play

When it's hot, we may use spray bottles, sprayers, buckets, and sponges

Set Up & Boundaries

- **Clearly define areas**
  "I want to get wet" & "I do not want to get wet"
- **Some equipment is for staff/YLs only**
  Please reinforce that limit to protect the equipment & other campers



Safety & Group Awareness

- **Water play can get campers & YLs very, very excited**
  Stay especially aware and keep checking in
- Make sure kids can hear and respond to a **"stop"**



Water Use

- Do not leave water running
- Avoid dumping large amounts on the ground

Summer Rainy Day Procedures



If rain is in the forecast

- Admin will contact you with the plan
- This may include a location change or alternate plan

If rain starts during the day

- Use nearby forested areas or canopies for shelter
- Keep the group together and engaged
- Shift to: storytelling, games, drawing, quieter activities
- Check in with Admin/Operations as needed

If rain is heavy

- Move to a covered area (e.g., Nature Center or shelter)
- Check in with Admin team asap to confirm/make plan. They can send messages to parents.

★ *Stay flexible—plans may shift based on weather*





Tree Climbing

We allow tree climbing at camp when it is done safely

Safety Guidelines

- Campers are able to get up & down on their own
- Check that branches are strong and stable
  - Hang (branches thicker than arm)
  - Sit (branches thicker than thigh)
  - Three (3) body parts touching the tree
- One climber per section of tree, avoid crowding

Staff Role

- Stay close and actively supervise (spot/support)
- Help campers make safe choices

★ ***When in doubt, prioritize safety over continuing***

Blue = OK to climb/sit
Red = Not for camp use

The Mystery Tree







Blue Area

- Campers can climb/sit here
- Staff stays close (within arm's reach)

Red Area

- Not allowed at camp
- Too high and hard to safely spot

Staff Role

- Stay close and actively supervise
- Help campers make safe choices

Language to Use

- "Does that branch feel strong and stable?"
- "Take your time"

→ Support thinking about safety (not just saying "be careful")

What We Value in Our Team

Staff shared these qualities matter most:

- Kind
- Creative
- Reliable
- Flexible
- Communicative
- Silly
- Assertive

→ Show these to your team in small ways each day



Team Reflection & Support









We learn best with positive feedback and connection.
Discuss strategies together at team meetings.

Situations to think about:

- Transitions or Routines that feel rough and need attention
- Campers who are new or on their own
- Campers who are not engaged (at circle, activities)
- Campers who aren't listening or following group expectations
- Youth Leaders who may need support
- Parents who need clear boundaries at drop-off

☆ *Use time with your team to think through what support and strategies might help your group*

Guiding Principles for Meetings & Orients at Monkey Business Camp

- Maintain Confidentiality
- Take a small risk, Give and Receive Support
- Step Up/Step Back; Honesty-speak your truth, ok to pass; Ask for clarification; Acknowledge feelings
- Respect differences
- Honor time, Accept/expect lack of closure
- Take care of yourself
- Team meetings are tech free times. Put phones on silent/airplane. Exception: *If you want to take notes on your phone, please name that at the meeting.*



Staff Roles: SD (Site Director), S2 (Staff 2), S3 (Staff 3), & Floater

MBC is grateful to all staff! Each role has different responsibilities.

- **S3** engages with kids and supports the group. S3 leads circle games, songs, or transition calls, checks with SD or S2 first.
- **S2** leads smaller sections of the group or the entire group when **SD** away, like at drop-off, pick-up, lunch or chill time.
- **SD** leads the entire group for most of the day and deals with admin details & parent communications.

Floater supports overall at one site, visiting both groups. Will also sub if a staff out (might shift break time) Admin team may text about subbing, or you'll find out once at camp. You know all the campers at a site!

Time of Day	Site Director Jobs	Staff 2 Jobs
Greet & Check-In	Welcome & check in kids, talk to caregivers, Respond to texts & Looksee mgs., track timing	LNT site each am, esp Mon Oversee area & campers (when SD at drop-off area)
Pick-up	Greet caregivers & check out; respond to texts & Looksee messages	Lead closing circle, help campers take all their stuff home, LNT site end of day
Special Guest	Be ready for them to start when planned. Engage timers if you need, ask S2 for support.	Help get special guest situated, and make sure campers thank at the end.

Photos at Camp

We send photos out to families most days of camp to give them a window in & keep us all connected.









Staff & YLs take photos

- Take photos of different parts of the day
- Capture real, engaged moments
- Invite campers into pics with staff & YLs
- Get all campers over a few days of pics
- Check SNA for rare opting out of photos

Group Phones

- Use the group phone when possible
- If using a personal phone, pls text or airdrop to group phone the same day

SD Admin Time/End of Day

- Delete duplicates, crop pics, narrow down to 5-20 great pics by the end of the day

Camper Portraits for Future Camps

- If no photo in LookSee, take a close-up “driver’s license” pic early in session, save to Looksee & leave on phone for us to save to our database

Camper Documents and Resources





Hard-Copy Resources

MBC uses three (3) main hard-copy resources to help staff access camper and parent information, follow daily schedules, and respond to first aid needs, illness, injuries, and emergencies:



1. **Camper Binder**
2. **Clipboard**
3. **Folder**

See the following pages for details and examples of each.



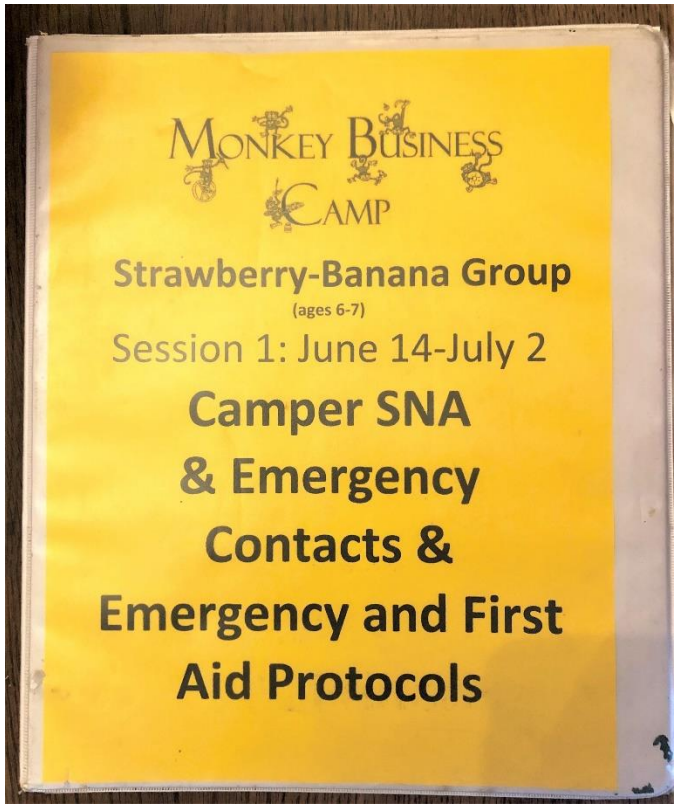
Digital Resources

Each group cell phone provides access to:

1. **Staff Google Drive:** Digital copies of camp documents and resources.
2. **Notes:** Parent communication templates.
3. **Looksee App:** Camper and Youth Leader names, parent/caregiver information, and authorized pick-ups.

Camper Binder

Always return to 1st Aid Pack



See following pages for examples of many of these documents

Binder contents:

- ☐ Camper Reports-reviewed at pre-session team meetings
  - ☐ OTC- Over the Counter Medication permissions
  - ☐ SNA- Special Needs & Allergies
  - ☐ Family Contact Info w/ Authorized Pick Up & Emergency Contacts
- ☐ Contact sheet with phone numbers for emergencies.
- ☐ Protocols for emergencies, first aid, illness, lice, rain, air quality
- ☐ Medication Carrying Waivers

Last-Minute Registrations or Group Changes

When paperwork has already been printed:

- Office uploads medical form with OTC and SNA information to the Staff Google Drive. A hard copy is usually delivered to the site; the Site Director files it in the binder's front pocket.
- Site Director handwrites name on all the daily logs and writes OTC permissions on the clipboard, communicates important details to staff.
- Office adds the camper to Looksee for check-in/out.

OTC Medication & Sunscreen Report

ACM-025 OTC Medication & Sunscreen Report

of records: 26

Key: Blank-parents did not comment, staff need to ask; NOT OK-permission not given; OK-permission given
Sunscreen-for Summer only, YES=support child applying own sunscreen at mid-day SPF time
Session Key: A=Autumn,W1=Winter Week 1, W2=Winter Week 2, F=February, SP=Spring
Summers listed as s1,s2,s2w1,s3,s4,s5,s5w1,s5w2,s6,s6MT
CIT=Counselor in Training; CITO=Counselor in Training Older; JC= Junior Counselor

Protocol Notes:
For ingestible medications, only senior staff can administer.
For neosporin, technu, sunscreen-all staff can apply ONLY if parents okayed below.
Before ibuprofen administration of childrens or adult (12+only):
1) try hydration, food, bathroom, rest, unless more immediate need like sting, injury or brace tightening.
2) Ideally text parent before administering, unless they specifically oked that morning for something.

#	Camper/YL	Age	Ibuprofen	Neosporin	Tecnu	Sunscreen Reapply	Sessions	New this Season
1	**Anna Boardman**	11	OK	OK	OK	YES	ACIT/YLOrient/s2CIT	
2	**Judah Forglone**	12	OK	OK	OK	YES	FCIT/YLOrient/s2CIT/s5CIT	
3	**Leif Duncan**	11	OK	OK	OK	YES	SPCIT/YLOrient/s2CIT	
4	**Toby Mummert**	14	OK	OK	OK	YES	YLOrient/s2JC/s4JC	
5	Alexander Ioffe	6	OK	OK	OK	YES	s2	✓
6	Aria Estis	6	OK	OK	OK	YES	s2	✓
7	Beatrice Bean	6	OK	OK	OK	YES	s2	
8	Dash Unger	7	OK	OK	OK	YES	s2w1	
9	Ellie Clark	5	OK	OK	OK	YES	s2	✓
10	Elly Ambler	6	OK	OK	OK	YES	s2	

IMPORTANT NOTES:

1. **YLs are listed first** in bold, then campers. Both are in alpha order by first name.

2. **"New"** indicates someone is new to this camp season (fall–summer), not necessarily this camp. Check the **Sessions** column to see which camps they've attended or will.

3. **Abbreviation key** is at the top of the page (e.g., F= February)

IMPORTANT NOTES:

1. YLs are listed first in bold, then campers. Both are in alpha order by first name.

2. Sessions attending are below name, after pronouns,
Sum = Summer, A = Autumn, CIT = Counselor in Training.
See OTC list for key to abbreviations

2) If a YL or camper is coming more than one session, think about how to keep camp fresh for them & help them get more involved.

SNA – Special Needs + Allergy Report

Special Needs + Allergies

of campers: 25

Camper/YL	Age	Notes	Special Needs		Details	New (this season)
Felix Reischutz	12:2	Mom and dad live separately and are coparents	Medical Condition	Asthma	Mild case only one incident trigger was illness	
Pronouns: He/him		**Sessions:** ACIT / W1CIT / SPCIT / YLOrient / Sums2CIT				
Soren Robinson Lewis	12:8					
Pronouns: he/him/his		**Sessions:** YLOrient / Sums2CIT				
Vivian Walsh	12:2					
Pronouns: She/they		**Sessions:** YLOrient / Sums2CIT				
Averi Zitomer	8:6	Out M, T 6/8-9; okayed to arrive Wed 6/10 1-1:15, with friend Samara.				
Pronouns: She her		**Sessions:** W1 / W2 / Sums2				
Camila Zajdband	8:11	Friends w/Mackenzie K, Sierra D				
Pronouns: she/her		**Sessions:** Sums2 / Sums3				
Eli Gholson	10:4	Eli has an older half brother Wesley, who splits his time between our household and his mothers.	Medication	Albuterol	AsNeeded - Asthma, usually triggered by a cold. If he feels chest tightness, he can take 2 puffs of inhaler and sit to allow it to take effect. Approved to carry and self-administer inhaler/spacer.	
			Medical Condition	Other	ADHD; camp's active setting helps him manage it well.	
			Medical Condition	Asthma	Seems to only struggle with when has an upper respiratory infection.	
Pronouns: He/him		**Sessions:** Sums2				

ACP-200 Family Contact Info

Oct 9, 2026 9:42 PM

Adele Paige

Age: 12 **Date of Birth:** 10/21/13 **Pronouns:** she/her

Parent/Guardian 1 **Daniel Paige** (he/him)

danieljpaige@gmail.com

Phone	Number
Cell	+1 510-292-8793

Parent/Guardian 2 **Christine Manoux** (she/her)

manoux@berkeley.edu

Phone	Number
Cell	+1 510-697-1076

Family Structure: Two Parents, one kid in a small house in Albany.

Pick-Up Authorization: **David Paige, Kim Paige, Lynn Paige, Philipe Manoux, Hillary Tyree**

Emergency Contact Name	Relationship	Home Phone	Work Phone	Cell Phone
David Paige	Uncle			415-370-5532
Kim Paige	Aunt			415-370-5531
Philipe Manoux	Uncle			415-846-8252

Adria Veroff

Age: 6 **Date of Birth:** 2/3/20

Parent/Guardian 1 **Danielle Kassouf**

daniellekassouf@gmail.com

Phone	Number
Cell	+1 614-832-8742

Parent/Guardian 2 **Dan Veroff**

Phone	Number
Cell	+1 415-918-0160

Family Structure:

Pick-Up Authorization: **Brian kassouf, Ali and Jonah Ross**

Emergency Contact Name	Relationship	Home Phone	Work Phone	Cell Phone
Brian Kassouf	Uncle			614-832-4847

Contact Parent/ Guardians first, then Emergency contacts after.



Waiver for Medications Being Placed in On Site First Aid Backpack

I give permission for my child _____,

to carry their own (please enter in all details about medications/equipment on this line)

_____

while at any Monkey Business Camp program so that they can administer it themselves if needed. I understand that if my child needs staff assistance to administer the medication, this may delay the time it would take, therefore I relieve Monkey Business Camp and its employees of any responsibility or liability in such a situation. This will be in force until I contact Monkey Business Camp to tell them otherwise.

Printed Name: _____

Signature: _____

Date: _____

Usually medications from families are kept in our 1st Aid backpack, but sometimes a parent wants to give their child, usually older, permission to carry themselves.

In this case:

1) There will be a note on the SNA OR
2) SD needs to have parent fill out this form in camper binder on the first day of camp, then file in rear pocket of binder.

Daily Log Clipboard & Paperwork Folder

Daily Log Clipboard – Delivered with the team meeting bin and includes one week of logs. The SD fills in basic info at the team meeting and during camp (see later slides for examples).



Additional Clipboard Paperwork:

- **OTC Medication list** (also in camper binder)
- **Allergy list** (allergies & dietary restrictions only-see sample next pg.)
- **Daily Schedule** (one copy per staff member & one on clipboard)
- **Staff & YL Schedule** (group assignments, work hours, & breaks)
- **SD Mid-Day Admin Time and End-of-Day Checklists**
- **YL 1st AM Orientation Agenda** (20-minute SD-led meeting with intros, teamwork & ways YLs can help at camp)
- **YL RQs** (interests, excitement, nervousness & photo-taking prefs)
- **All-Camp List** – Lists all attendees and group assignments.
  SDs: Check on Day 1 if a camper isn't on your log—might be another group.

Paperwork Folder holds- 1. Daily schedules, 2. Daily logs for upcoming days of session, 3. Completed logs, and 4. Break Camp Staff Set-Up & Clean-Up Checklists to post.

Storage – Keep Folder & Clipboard in 1St Aid pack when not in use.

All Allergies

of records: 5

Camper/YL	Age	Allergies		Details	Sessions	New this Season
Soraya Magged	13	Food Allergy	Rasberries	Contact reaction to rasberries. Unsure severity of the allergy, but she avoids them.	YLOrient/s5JC	
Aanya Jhangiani	10		Dietary Restriction	Vegetarian (eggs and dairy ok)	W1/W2/SP/s5w2/s6MT	
Arohi Shah	10	Food Allergy	Pecans, Pistachios, Cashews, Hazelnuts	Ok to eat food processed in a facility with nuts and around other people eating nuts. Peanuts and almonds are fine for her. Typically results in hives, and if you notice, please give 1 chewable benadryl tablet. If breathing affected, administer Epipen, call 911 + parents. Epipen and benadryl in her backpack.	W1/W2/s5/s6MT	
			EpiPen	Never had to use the epipen, reactions usually mild - doctor prescribed as a precaution.		
Hazel White	10		Dietary Restriction	Can have a reaction to artificial red dyes (e.g. Red 40), don't serve, thx.	s5w2/s6MT	✓
Rosie Naze	9		Dietary Restriction	vegetarian	s5w1	



Allergy List – Includes allergies & dietary restrictions only. Printed for the clipboard & available on the Staff Google Drive. **This is a sample.** Current versions of this and other camp documents are typically posted to the Staff Google Drive two weeks before each session.





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Thank you

for your kind attention to this information about camp.

We all contribute our individual strengths to create something greater than any of us could alone.

Camp is the product of our love, care, and amazing selves.

Here's to having an incredible camp, and many more to come!

MONKEY BUSINESS CAMP

Extra Details for Site Directors (Group Leaders also Reference)



Site Director Role: Mindset & Leadership



- You are holding the **big picture of camp** (campers, staff, youth leaders, families, & systems)
- You are the **bridge between the office and on-site experience**
- Hold **clear, kind boundaries** with campers, staff, youth leaders, and families
- **Consistency matters**—across staff, groups, & days
- **Support your team:**
  - Invite ideas and participation
  - Keep alignment with the plan
  - Expect bumps—communicate, adjust, and ask for support
  - Your presence sets the tone for camp

Leading the Day: Flow, Safety & Oversight



Be on time:
You are the leader of your group

Maintain group flow:
Help campers stay connected to staff & the group

Ensure coverage and safety:
Staff & YLs are spread out, ratios held, you know where everyone is

Support operations:
Clean-up, care for materials, edit & delete photos, take portraits, do your end-of-day prep for the next day

MONKEY BUSINESS CAMP

Daily Log and Check In & Out for Site Directors



Daily Log Check-In and Out details

Review at team mtg

Add notes to first day daily log

- To get medication
- To confirm you know of serious allergies
- If camper getting dropped-off or picked-up at a different time than usual times. We have 3 alternate times: 10:15, 1:30, and 3:30.

Confirm Identity

At pick-up, ask person their name: "Hello, I'm Phoebe, and you are?"

Cross check against authorized pick-up list if someone new to you

If person is not on list, text or call parent to check in; ask person to wait to the side while you wait for response.

Sick or Out

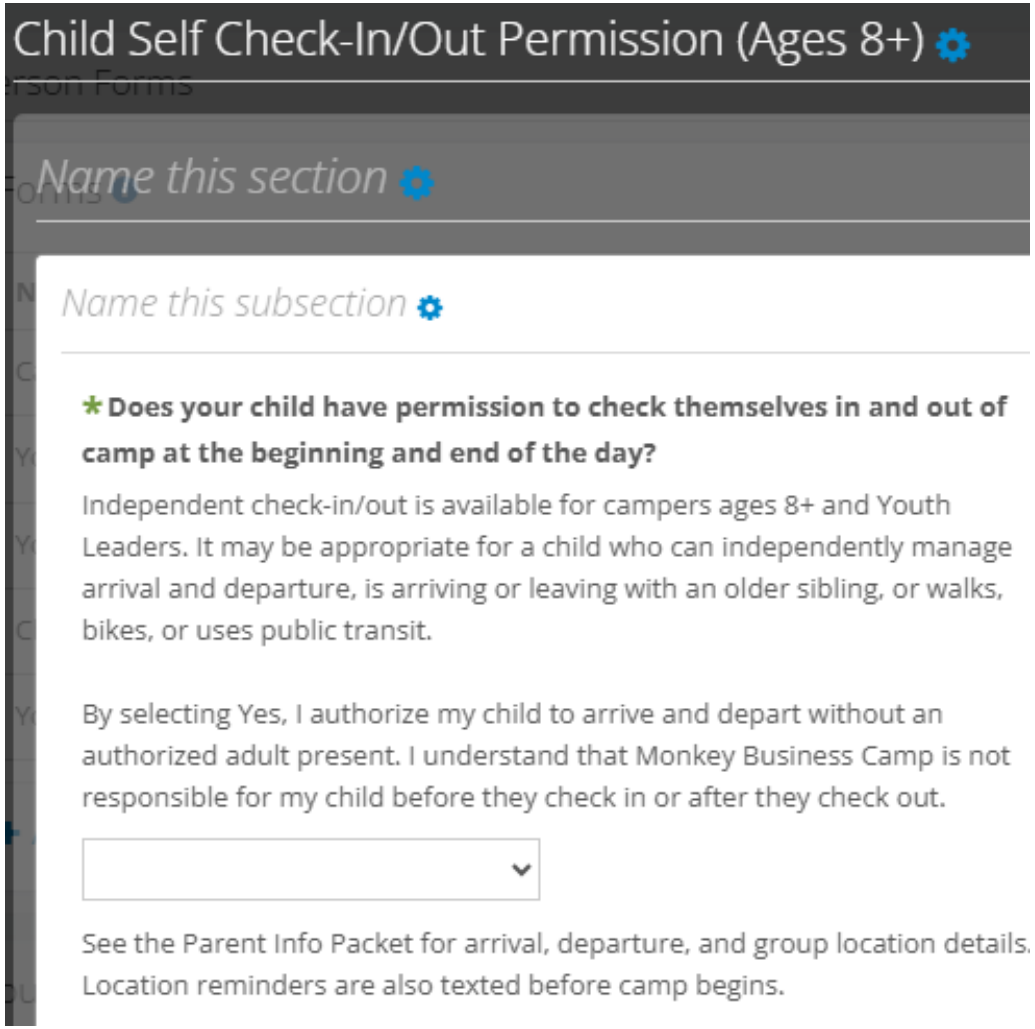
If the office or parent contacts you that a camper will not be coming, add in note area if you know why they are out, so others who look can know if its due to sickness or something else.

Notes

Add reminders of info to share at pick-up (do at admin time)

- Making friends with camper named ___
- Bee sting, applied baking soda
- Bumped knee, iced
- Accident, used extra shorts in backpack

Self Check-In/Out: What Staff Need to Know



Screenshot of permission that parents agreed to for self check-in/out

Some age 8+ campers/YLs may check themselves in & out. Parents authorize this during registration.

How to confirm permission: Check Looksee → "Approved Pick-Up List" (listed by camper full name or "self")

Permission changes: Parents must text the camp thread to add permission after camp starts. This also applies to changes in authorized pick-ups.

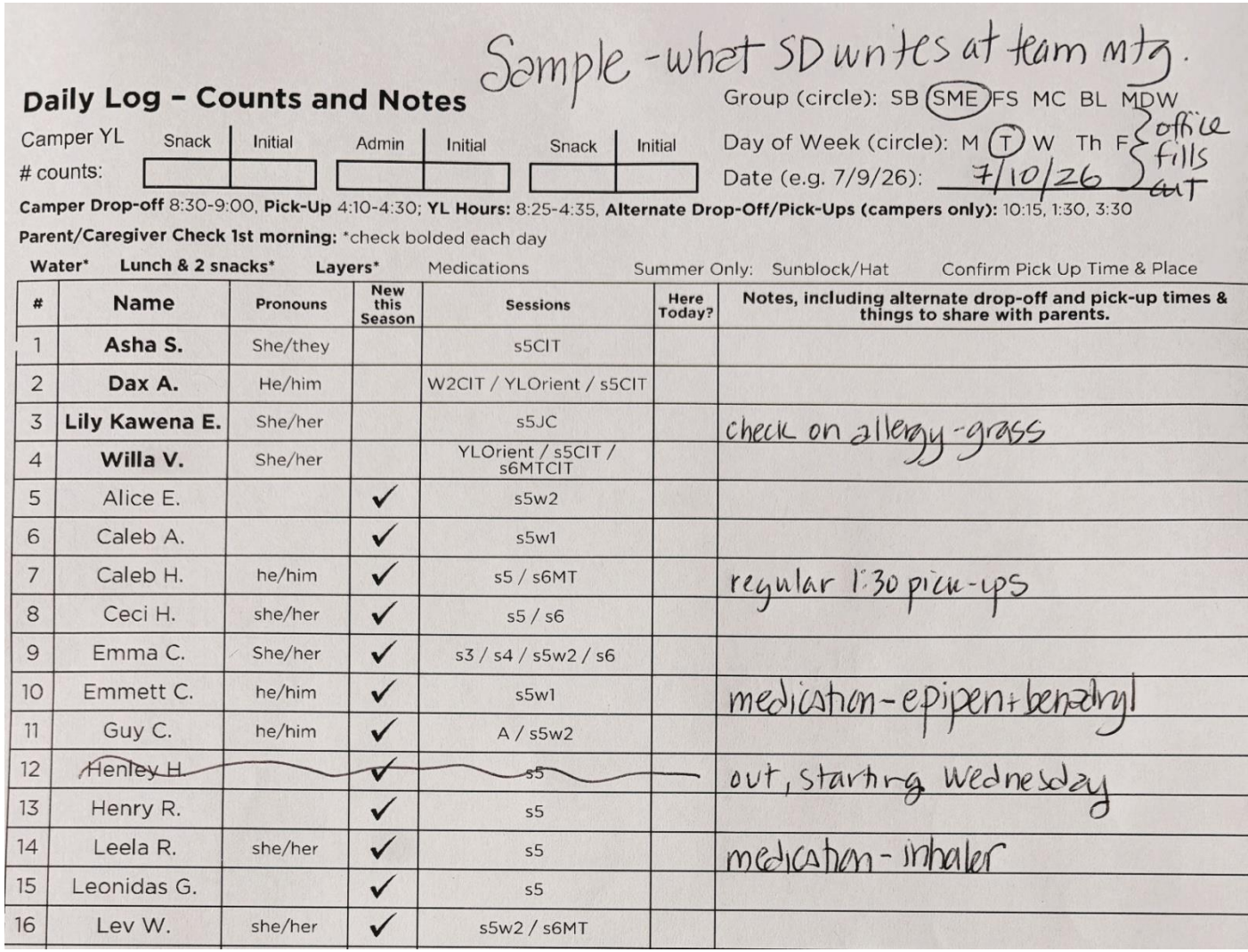
Important for SDs — Campers/YLs Who Self Check-In/Out

- **Check-Out:** Campers/YLs must check out with group staff before leaving.
- **Late Pick-Ups:** If parents are running late and their arrival time is unclear, check in with the admin team.
- **Parent Communication:** If you need to discuss behavior or another concern, text parents to arrange a conversation at drop-off or pick-up.

Daily Log– SD Prep at Team Meeting

Site Directors: Review OTC & SNA lists and add notes to the Daily Log.

- **Absent:** On the correct day's log, write "out/taking day off", with a line thru the camper's name. (#12)
- **Starting late:** Note "1st Day" on their first day's log.
- **Ending early:** Note "Last Day" on their final day's log so staff can say goodbye.
- **Alternate drop-offs/pick-ups:** Note the alt. time on the correct logs (#7)
- **Medications & Allergies:** Note meds and allergies to check with parents about (#3, #10, #14)
- **Final day:** If medication was stored in the 1st Aid Pack, note "Return Meds."



Sample - what SD writes at team mtg.

Daily Log – Counts and Notes

Group (circle): SB (SME) FS MC BL MDW

Camper YL # counts: Snack | Initial | Admin | Initial | Snack | Initial

Day of Week (circle): M (T) W Th F } office fills out

Date (e.g. 7/9/26): 7/10/26

Camper Drop-off 8:30-9:00, **Pick-Up** 4:10-4:30; **YL Hours:** 8:25-4:35, **Alternate Drop-Off/Pick-Ups (campers only):** 10:15, 1:30, 3:30

Parent/Caregiver Check 1st morning: *check bolded each day

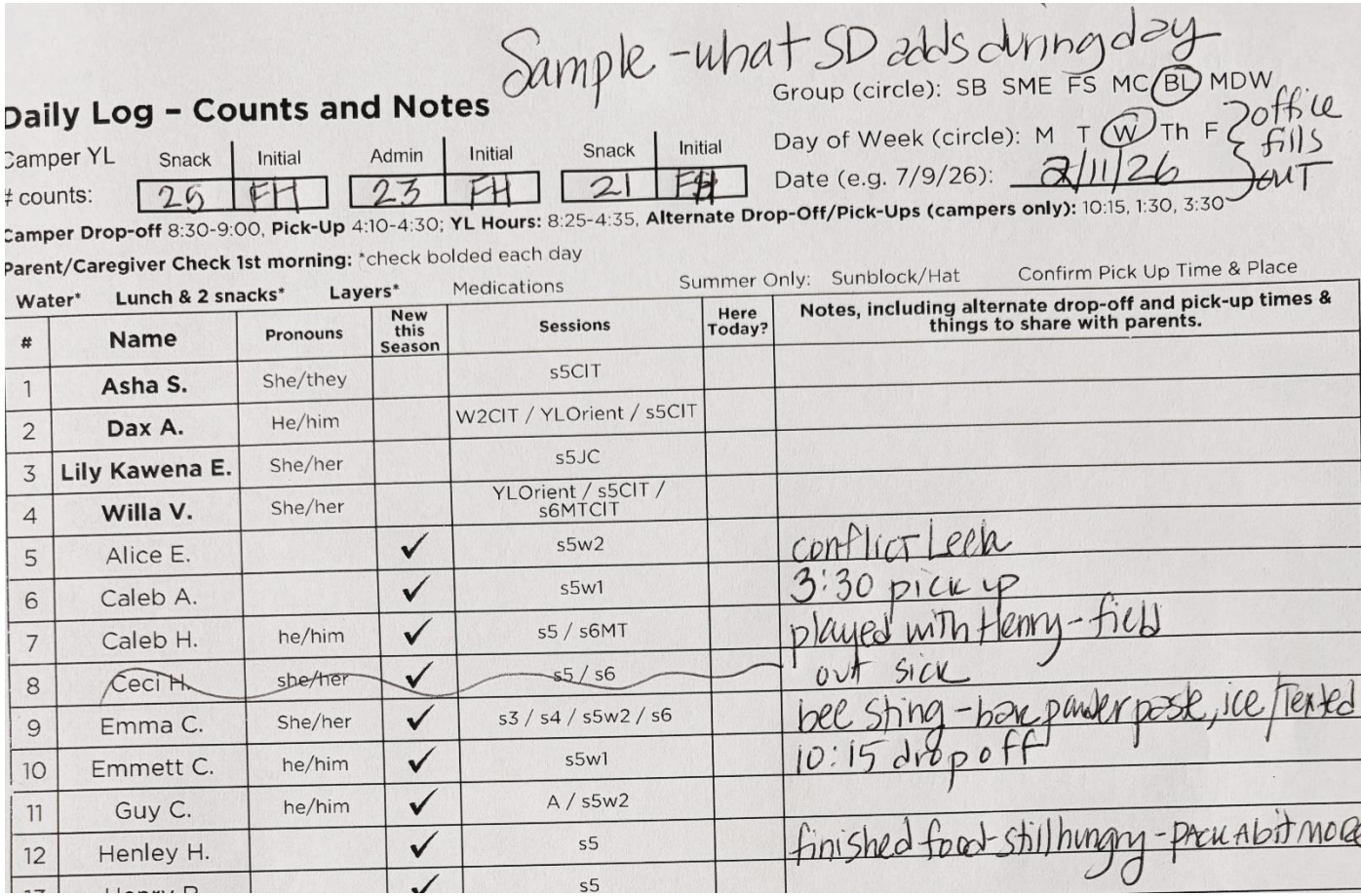
Water* **Lunch & 2 snacks*** **Layers*** Medications Summer Only: Sunblock/Hat Confirm Pick Up Time & Place

#	Name	Pronouns	New this Season	Sessions	Here Today?	Notes, including alternate drop-off and pick-up times & things to share with parents.
1	**Asha S.**	She/they		s5CIT		
2	**Dax A.**	He/him		W2CIT / YLOrient / s5CIT		
3	**Lily Kawena E.**	She/her		s5JC		check on allergy - grass
4	**Willa V.**	She/her		YLOrient / s5CIT / s6MTCIT		
5	Alice E.		✓	s5w2		
6	Caleb A.		✓	s5w1		
7	Caleb H.	he/him	✓	s5 / s6MT		regular 1:30 pick-ups
8	Ceci H.	she/her	✓	s5 / s6		
9	Emma C.	She/her	✓	s3 / s4 / s5w2 / s6		
10	Emmett C.	he/him	✓	s5w1		medication - epipen + benadryl
11	Guy C.	he/him	✓	A / s5w2		
12	~~Henley H.~~		✓	~~s5~~		out, starting Wednesday
13	Henry R.		✓	s5		
14	Leela R.	she/her	✓	s5		medication - inhaler
15	Leonidas G.		✓	s5		
16	Lev W.	she/her	✓	s5w2 / s6MT		

Daily Log– Once Camp Begins

YLs are listed first in bold, followed by campers. Both are alpha by first name.

1. **Camper/YL # Counts:** Handwrite totals and your initials at 2 snack times and during admin time.
2. **Parent Check-Ins:** Use **1st AM Checklist** daily as a reminder. *Do your best—it's a practice, not a perfect!*
3. **Notes:** Record updates received by text or verbally, including:
   - Absences (sick or taking a day off)
   - Alternate drop-off/pick-up times (e.g., 10:15 drop-off)
4. **Pick-Up Notes:** Record anything staff should share with parents at pick-up (see next slide).



Sample - what SD adds during day

Daily Log – Counts and Notes

Group (circle): SB SME FS MC (BL) MDW

Day of Week (circle): M T (W) Th F

Date (e.g. 7/9/26): 2/11/26

office fills out

Camper YL # counts:	Snack	Initial	Admin	Initial	Snack	Initial
	25	FH	23	FH	21	FH

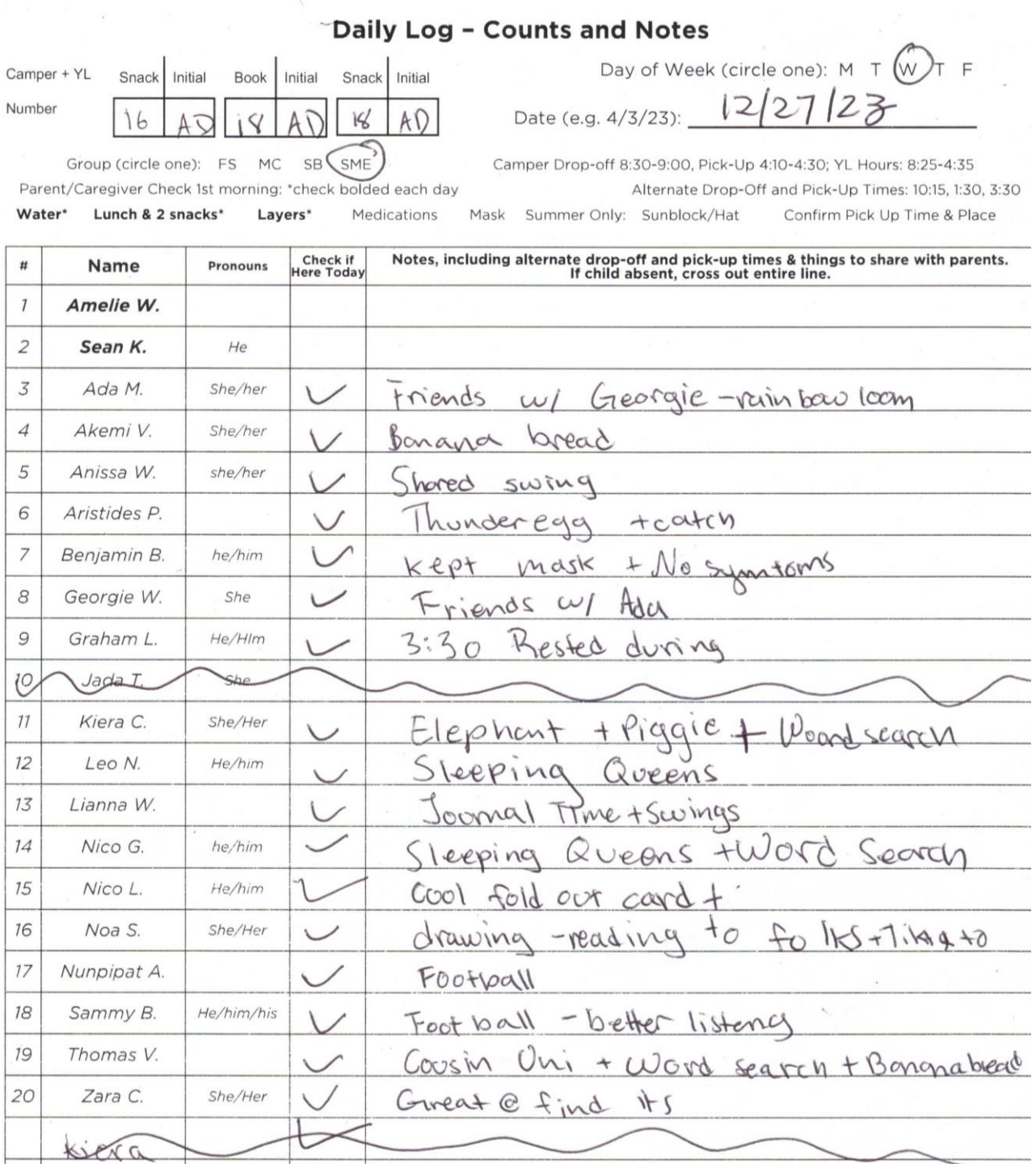
Camper Drop-off 8:30-9:00, **Pick-Up** 4:10-4:30; **YL Hours:** 8:25-4:35, **Alternate Drop-Off/Pick-Ups (campers only):** 10:15, 1:30, 3:30

Parent/Caregiver Check 1st morning: *check bolded each day

Water* **Lunch & 2 snacks*** **Layers*** Medications Summer Only: Sunblock/Hat Confirm Pick Up Time & Place

#	Name	Pronouns	New this Season	Sessions	Here Today?	Notes, including alternate drop-off and pick-up times & things to share with parents.
1	**Asha S.**	She/they		s5CIT		
2	**Dax A.**	He/him		W2CIT / YLOrient / s5CIT		
3	**Lily Kawena E.**	She/her		s5JC		
4	**Willa V.**	She/her		YLOrient / s5CIT / s6MTCIT		
5	Alice E.		✓	s5w2		conflict Leela 3:30 pick up
6	Caleb A.		✓	s5w1		played with Henry - field
7	Caleb H.	he/him	✓	s5 / s6MT		out sick
8	Ceci H.	she/her	✓	s5 / s6		bee sting - baking powder paste, ice / Texted
9	Emma C.	She/her	✓	s3 / s4 / s5w2 / s6		10:15 drop off
10	Emmett C.	he/him	✓	s5w1		
11	Guy C.	he/him	✓	A / s5w2		
12	Henley H.		✓	s5		finished food - still hungry - packed a bit more
			✓	s5		

If LookSee app not working (not common), use this log for check in/out.



Daily Log – Counts and Notes

Camper + YL Number | Snack | Initial | Book | Initial | Snack | Initial
16 | AD | 18 | AD | 18 | AD

Day of Week (circle one): M T (W) T F

Date (e.g. 4/3/23): 12/27/23

Group (circle one): FS MC SB (SME)

Camper Drop-off 8:30-9:00, Pick-Up 4:10-4:30; YL Hours: 8:25-4:35

Parent/Caregiver Check 1st morning: *check bolded each day

Alternate Drop-Off and Pick-Up Times: 10:15, 1:30, 3:30

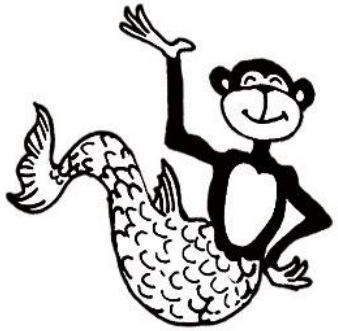
Water* **Lunch & 2 snacks*** **Layers*** Medications Mask Summer Only: Sunblock/Hat Confirm Pick Up Time & Place

#	Name	Pronouns	Check if Here Today	Notes, including alternate drop-off and pick-up times & things to share with parents. If child absent, cross out entire line.
1	***Amelie W.***			
2	***Sean K.***	He		
3	Ada M.	She/her	✓	Friends w/ Georgie -rainbow loom
4	Akemi V.	She/her	✓	Banana bread
5	Anissa W.	she/her	✓	Shared swing
6	Aristides P.		✓	Thunderegg +catch
7	Benjamin B.	he/him	✓	kept mask + No symptoms
8	Georgie W.	She	✓	Friends w/ Ada
9	Graham L.	He/Him	✓	3:30 Rested during
10	~~Jada T.~~	~~She~~		
11	Kiera C.	She/Her	✓	Elephant + Piggie + Woodsearch
12	Leo N.	He/him	✓	Sleeping Queens
13	Lianna W.		✓	Journal Time + Swings
14	Nico G.	he/him	✓	Sleeping Queens + Word Search
15	Nico L.	He/him	✓	Cool fold out card +
16	Noa S.	She/Her	✓	drawing -reading to fo lks + Tik + to
17	Nunpipat A.		✓	Football
18	Sammy B.	He/him/his	✓	Foot ball - better listeng
19	Thomas V.		✓	Cousin Uni + Word search + Bananabread
20	Zara C.	She/Her	✓	Great @ find its
	~~Kiera~~		~~✓~~	

Sample of Daily Log filled out during a day of camp.

This one has a lot of notes about campers & what they are enjoying to share with parents at pick up!

MBC Customer Service



When saying “No,” try to offer choices.

Example:

Parent: “Can I drop off my child at 11:30am ?”

Response: “We have alternate times at 10:15, 1:30, and 3:30—would one of those work? We try to limit extra times so staff can stay with the groups of campers.”

If those times don’t work, Check the schedule:

- “In this case, 11:30 works since we’ll be here/at the site.”
- Or: “12:30 works better, since we’ll be back from a hike and heading into lunch.”

For Questions:

- Refer policy questions to the office or website
- Office hours: 8–10am on the first day of each session; other hours vary
- If needed, ask parents to call the office so you can continue check-ins
- Check with Heather or Samantha (in person or by text) for answers to share at pick-up
- If you’re unsure, it’s okay to tell parents you’ll confirm with your team before giving an answer.

Managing Late Pick-ups

If a parent is not at camp by 4:30:

- Text right at 4:30 via LookSee using notes template on phone. Good to know right away if there's a mix-up.
- Reassure the camper: "This happens. It's all good. We have a plan."
- At 4:35, continue with usual check-out and clean-up tasks. Engage the camper by having them help or offering quiet activities or reading.

  Break camps: bring the camper inside while you complete end-of-day tasks with another staff member. (Rule of 3)

  Summer: keep the camper near your end-of-day work area, with other staff nearby.
- Most parents arrive by the end of your shift.
- As the end of your shift nears, text Samantha. Hand off the phone and let her know re: any parent communications. She will stay with campers until they are picked-up.



MONKEY BUSINESS CAMP

Parent Communications



How We Get Info to Parents/Guardians



Before Camp:

- Confirmation email sent at enrollment (parent info packet)
- Session letter sent 7–10 days before camp

During Camp:

- LookSee app for personalized and group messages (see other slides)
- Call parents for anything needing more than a text
  (leave group cell number if leaving a voicemail, it won't register automatically)
- Share quick updates at drop-off and pick-up
  (self check-out families may need a text to make time to connect)



Daily Log: Use to note info You'll give to parents/cargivers**:**

- Sunblock running low /missing
- Pack a bigger lunch/snacks
- Forgot water bottle—used camp supply
- Bee sting—treated, swollen but okay
- New friendships, positive moments
- Trouble listening—follow up with parent
- Accident—details on clothes and whether extras were used (return if needed)

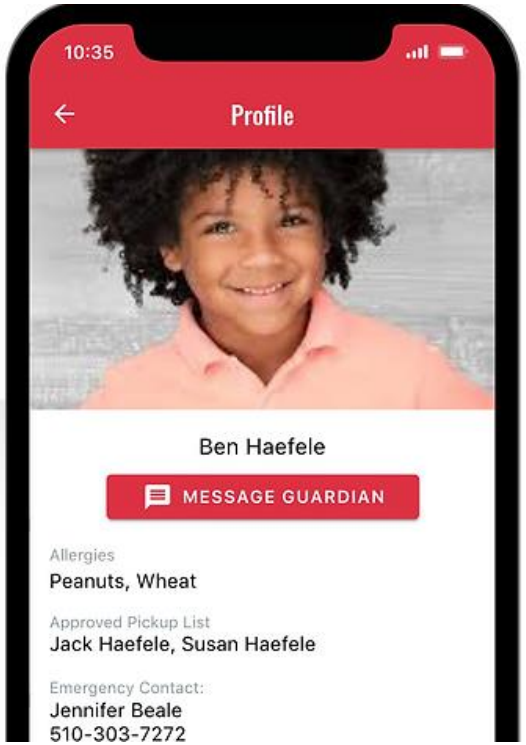
LookSee (Family Communication & Check In/Out)

Each group has a shared phone with LookSee installed.

Site Directors use LookSee to:

- Check campers/YLs in and out
- Text parents/caregivers (use phone Notes templates)
- Upload camper portraits
- Check/edit authorized pick-ups (for unfamiliar pick-ups, ask their name and verify against the list)
- Reference scheduled office texts to families (camp locations, Wacky Wednesday themes, etc.)

★ *LookSee training is provided during staff training.*



Camp Photos for Families to see

- **Admin Team:** Shares photos and info about the day at camp 3 or more times per week via a link sent to families.
- **Site Directors & Staff:** Take photos, edit, & delete duplicates throughout the day to have a group of 5-20 great photos at the end of each day. Take portraits if needed, upload, & save.

Site Directors: Talking to Parents

Be clear, calm, and kind



★ *You don't need to have all the answers —just keep parents informed*

If a camper got hurt or had an accident:

- What happened
- What you did
- How the camper is doing now

- Focus on **partnership**, not blame, low drama

Common Situations

- **Everyday updates** (need more food, water, lost items)
  Share simple, helpful information/requests
- **Health or behavior concerns**
  Keep parents informed and follow up as needed
- **Requests (group change, friend request, contact info)**
  Tell families you'll check with the office –no promises
  (Do not share contact info without permission)
- **Early arrival (before 8:30) or boundary-setting**
  Be welcoming and clear about how camp works

Support

Check in with Samantha or Heather if you want support before reaching out

Challenging Behavior Process

We aim to address small issues early and work with families.



All Staff:

- Speak with the camper calmly and directly.
- Review Special Needs & Allergies (SNA) information in the Camper Binder or Staff Google Drive

Site Directors:

- Talk with your staff/YL team for a consistent approach & language.
- Connect with parents at pick-up to discuss concerns and make a plan together. Check in regularly with parents as needed.
- Reports details in regular End-of-Week Surveys.
- Occasionally, camp may not be the right fit.
- **Always communicate with parents and loop in Samantha if:**
  - A camper needs frequent 1:1 support.
  - A camper is physically harming others.
  - You are thinking a camper needs to be picked-up early.

Challenging Behavior: SDs Talking with Parents

- Share patterns you are noticing over time
- Be honest if something you've tried isn't working yet
- Invite parent perspective and ideas
- Work together on what to try next

You could say:

"I want to check in about something we've been seeing at camp… Have you heard this before or have ideas of what would be helpful?"

"We've been trying …. And it doesn't seem to be helping now. Do you have any other ideas?"

★ ***You don't need to have all the answers—focus on partnership and next steps***









Challenging Behaviors – If things not improving

- Try ideas from parents that fit within camp structure
  Be clear about what works at camp, e.g. We cannot offer treats, stars, or toys for good behavior.
- Make a simple plan together and try it the next day
- Keep notes and track what you're seeing
- If things aren't shifting:
  → loop in Samantha for observation and support
- Continue to communicate with parents and adjust as needed
- If it's not a good fit, Samantha will lead next steps with the family

Working with Campers- Boundaries & Support

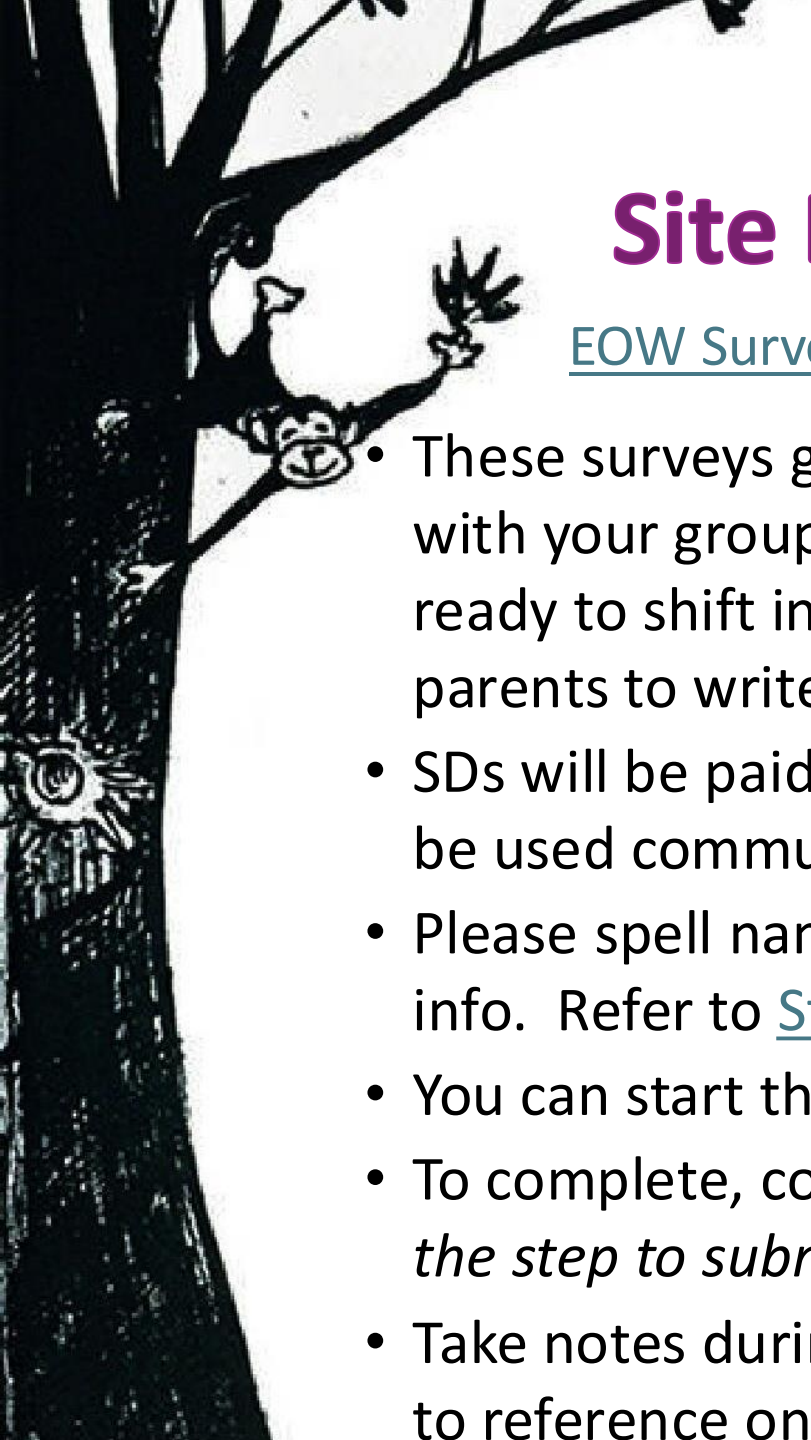
You don’t have to say yes to every request or change the plan because someone is complaining.
→ **Keep the group experience in mind.**

Camper input is welcome within the structure of the day. One staff gives the group 10 secs of moaning if it’s not their first choice of circle games. When it’s over, they get ready to play together.

Use clear, kind language, e.g. ***“That’s a great thing to do with your family or a smaller group. It doesn’t work as well at camp with so many people in a big group.”***

Support each other and hold consistent boundaries in your group.





Outside of Camp Details for Site Directors- End of Week (EOW) Surveys

EOW Survey – Do outside of camp time. Submit by Saturday each week of camp.

- These surveys give the Admin and Ops team an overview of how things are going with your group. We use them to know how things went in the past (e.g. if a YL is ready to shift into a staff role, or for camper behavioral issues) or for asking parents to write google reviews now.
- SDs will be paid about 45 mins/week outside of camp hours. This time might also be used communicating with the office or helping with a late pick-up hand-off.
- Please spell names correctly. If we search for the incorrect name, we will miss info. Refer to Staff google drive Camper List folder for names and ages of YLs.
- You can start the survey and come back to it later.
- To complete, continue through to section 4, then *Press "**Submit**". You must take the step to submit, otherwise, we will not receive it.*
- Take notes during admin time (or drop-off time) on your phone, so you have ideas to reference once you're home and completing the survey.