



**INTEGRATED COMMUNITY
DEVELOPMENT
PROJECT**

**GUIDELINES
SUMMER CAMP 2018**

March 2018, Technical
Services Dept.



GUIDELINES FOR APPLICATIONS

GENERAL INTRODUCTION

The Government of Jamaica has signed a Loan with the World Bank in the amount of \$42 million for the implementation of the Integrated Community Development Project (ICDP). The project will be implemented by the Jamaica Social Investment Fund from May 2014 to May 2020.

A portion of these funds will be directed towards the implementation of summer camps targeting beneficiaries from the 18 communities of:

- **Kingston & St. Andrew** – Majesty Gardens, Greenwich Town, Tivoli Gardens, Hannah Town, Denham Town, Rose Town, Rema, Maxfield Park
- **St. Catherine** - Ellerslie Pen (Spanish Town)
- **Clarendon** – York Town, Treadlight, Canaan Heights/Curatoe Hill,
- **St. Ann** – Steer Town
- **St. James** – Anchovy, Granville, Retirement, Barrett Town
- **Westmoreland** – Russia

These guidelines are provided to support the implementation of summer camps and do not supersede relevant laws, regulations, policies and guidelines of the Government of Jamaica.

Compliance with these rules will make the summer camps a safe, fun and productive environment for everyone.

Sponsor Groups Registration Details:

1. Financial Accounts and Signatories **MUST** be included and submitted with the Proposal (see form in appendix)
2. Interested sponsor groups are required to attend the Summer Camp Informational Meeting
3. Once selected Sponsor Groups **MUST** attend a Community Based Contracting Workshop
4. Proposals will be measured on sustainability and priority will be given to camps who exhibit same



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Participants:

1. Camps must benefit children living in the 18 targeted ICDP communities.
2. All parents/caregivers are to be told of all the standards for Summer Camp listed herein **before** the start of the camp. A list of the standards must be in a prominent place during the camp.
3. Campers must be between ages 6- 24yrs.
4. Parents/caregivers must sign a permission slip in order for the child to attend the Summer Camp.
5. Parents/caregivers are to indicate on Camp Registration form illness e.g. asthma or food or other allergies and any special dietary needs.
6. A Permission Slip must be signed by a parents/caregivers for all out-of-camp trips.
7. Participants are to be adequately supervised at all times.
8. A Register of attendance must be maintained and updated daily; periodic roll calls (e.g. after lunch) are encouraged.
9. The ratio of participants to counsellors must be 10 children to one counsellor.
10. All campers must remain within the confines of the camp venue during the hours that the camp is being held (unless on a supervised field trip).
11. Campers must not be sent on errands outside of camp facilities to purchase food, phone cards, be allowed to accompany other participants or visitors off site etc.



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SAFETY AND SECURITY

Venue

1. The venue must be secured from non-camp related persons obtaining unsupervised access during the hours activities are taking place
2. **Protocols for access of visitors:** All visitors are to report to a designated Supervisor upon entering the campground.
3. Property perimeter is adequately enclosed i.e. existence of chain link fence, wall etc.
4. Accessible and charged fire extinguishers are present throughout the building / venue.
5. The kitchen area must not be readily accessible to children.
6. Harmful materials must not be stored on the premises. Tools, equipment, chemicals, substances that can be harmful must be safely stored.
7. The venue must be free of waste, nails, glass and other hazards and should comprise of only child-friendly play materials and equipment.
8. Floor surfaces are in good condition with no loose tiles, uneven areas or tripping hazards.
9. An emergency plan (which includes the identification of an emergency assembly point in a location away from the building) is to be available for evacuation in the event of an emergency and must be known by all counsellors and participants. Sensitization sessions must be carried out (drills **must** be undertaken).
10. Camp participants should be divided in groups and assigned Emergency Wardens who will be responsible for locating their assigned campers in the event of an incident, in addition to assisting to get as many persons as possible to the emergency assembly point. The building must have clearly marked alternative means of exit in the event of fire outbreaks
11. A medical facility close to the venue should be identified for any emergency cases to be taken if needed. A vehicle and driver should be available on site during camp hours



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to provide transport if necessary. An individual is to be assigned as the designated representative to accompany the affected person to the facility in the event of an emergency.

12. The air indoors/outdoors is to be free from irritating odors or excessive dust.
13. The camp cannot be hosted in a building where construction is being undertaken
14. There should be adequate lighting in all the rooms being used.
15. There should be adequate ventilation in all areas of the venue

Camp Activities

16. Child-friendly play materials and equipment should be used for the activities.
17. All meal times are to be fully monitored by counsellors or appropriately designated adults.
18. Efforts are to be made to provide age-appropriate utensils if possible, especially where child-friendly ones apply.

First Aid

19. A first aid kit and person qualified in First Aid and CPR must be present for the duration of the camp.
20. The first aid kit should include among other things: Antiseptics, Band-Aids, cotton, sterile pads and antihistamine.
21. A designated area [sick bay] for temporary care of children who need to be separated from the group due to illness or injury is to be provided. If possible, a small bed/mattress can be made available in the sick bay area.
22. Cleaning chemicals should be accessible to all counsellors and must be kept out of the reach of children:
 - a. These must not be stored in containers used for food and drink;
 - b. Containers must be clearly labelled for their respective use



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23. At the time of registration guardians or families should identify special needs or allergies / illness, if any; and the name of a healthcare provider to be contacted in the event of an emergency. The designated First Aid personnel is to be solely responsible for holding and administering the medication to children with special needs.
24. Sharing of personal and hygienic items such as combs and toothbrushes is to be discouraged.

HEALTH, WATER AND SANITATION

1. Toilets / restrooms should be easily identified by gender (male/female) and must be maintained daily to a high sanitary standard throughout the day.
2. Toilets / restrooms must be properly secured for privacy and must meet the required age appropriate standards.
3. Facility should display hand-washing instruction signs.
4. All students must have access to toiletries including – hand soap and toilet paper.
5. Traffic to the toilets / bathrooms must be controlled and manned by an appointed adult.
6. All camps must have access to water for use in toilets, kitchen, etc at all times. All bathrooms must have water supply throughout the day.
7. Contingency costs including trucking of water must be included in the budget.
8. All areas must be kept clean throughout the duration of the camp.
9. All garbage must be containerized and disposed daily.
10. Improper disposal of garbage (burning, dumping in open lots and gullies etc) is prohibited.



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NUTRITION

Summer Camps must follow the National Food Based Dietary Guidelines for Jamaica (2015).

The Guidelines encourage individuals to;

- (1) eat a variety of foods from all the food groups daily,
- (2) eat a variety of fruits daily,
- (3) eat a variety of vegetables daily,
- (4) include peas, beans and nuts in daily meals,
- (5) reduce intake of salty and processed foods,
- 6) reduce intake of fats and oils,
- (7) reduce intake of sugary foods and drinks and
- (8) make physical activity a part of the daily routine.

Summer Camps must therefore ensure the following:

1. Clean and safe drinking water is to be available at all times for all campers and counsellors.
2. A low cost breakfast service is encouraged (e.g. porridge)
3. Any hot beverage given must not consist of sugar and hot water ONLY.
4. Camps must provide at minimum **one balanced cooked meal (starch, protein, vegetable) per day and 2 nutritious snacks**. Information on any special dietary requests/needs that a camper has should be provided by the parents/caregivers on the application form.
5. Menus for each camp must be posted at all camp sites for the duration of the camp.
6. Camp participants must be restricted from purchasing food from outside vendors during the period that the camp is in session.



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HUMAN RESOURCES

1. Screening – all camp personnel must provide a written CV which includes prior employment history. Screening must include questions on criminal record, prior dismissals, current/pending criminal charges etc
2. Pedestrian Cross Guard is on duty for start and end of camp daily.
3. Camp personnel must be in uniform (e.g. T shirts) which clearly identifies and distinguishes them from general participants.
4. Transportation providers must possess valid driver's license at relevant class.
5. All kitchen staff (including chef and assistants) must possess a valid Food Handlers Permit.
6. The ratio of counsellors to children should be one (1) counsellor for every 10 children, which should increase during field trips to 1 adult to 8 children.



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FIELD TRIPS

1. At least one field trip **MUST** be undertaken to an attraction / venue that is outside of the normal range of exposure for camp participants.
2. **Field trips involving partial or total immersion in water are not allowed.**
3. All field trip locations must be indicated on the Summer Camp Application and is subject to approval by the JSIF Summer Camp 2018 Committee.
4. All changes in out –of camp trips (dates/venue) must be made in writing to the JSIF Summer Camp Committee and approval given in writing before changes are made.
5. Vehicles hired for transporting children must be legally registered as a public passenger vehicle, adhere to road safety regulations and be comprehensively insured.
6. Drivers of vehicles transporting children must be adequately screened and have a licence for the level of vehicle being driven.
7. A counsellor or designated adult must be seated in any vehicle transporting children. Staff ratio to child should increase on field trips to at least 1adult to 8 children.
8. Parents/caregivers must be informed of place, time and travel arrangements and give written consent before the child can be allowed on the vehicle.
9. Parents/caregiver chaperones should be encouraged to attend field trips.
10. Children should wear an identification tag with their name and contact number while on the field trip.
11. Periodic checks must be conducted during outings to ensure the safety of children.
12. No child is to be left unsupervised and children should move in groups to any location on the field trip site.



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INSTRUCTIONAL TECHNIQUES

1. Involve children in goal setting.
2. Use only counsellors or designated instructors who are suitably qualified in the module or training session being delivered.
3. Provide a variety of activities that promote holistic development.
4. The environment must be suitable and promote learning and involvement of all the participants.
5. There must be a planned programme of activities for the duration of the camp.
6. The JSIF should be informed in writing within 24 hours of any change to modules, structure or programme of activities to be delivered.
7. Programmes should:
 - Emphasise the development of communication and conflict resolution skills, especially for children residing in volatile communities;
 - Promote positive behaviours and encourage outdoor play;
 - Equip children with social skills to the extent where they can relate to, interact with and function in the environment outside of their home and school environment.
8. Daily routine should provide a balance between structured, less structured, informal, quiet, big and small group settings.
9. Parents/caregivers should reserve the right to exclude children from certain activities.
10. Parents/caregivers should have opportunities for sharing comments and corresponding with assigned camp directors at any time.



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DISCIPLINE

1. Children and parents/guardians should be told of the conditions of discipline prior to their involvement in the camp and what the results of the violation of the rules are. This information should also be included in the camp standards which are to be posted in a prominent place in the camp
2. **Corporal punishment is prohibited.**
3. Conditions under which a child is dismissed from the camp and sent home should be specified from the outset.
4. Ranges of consequences for not following the rules should vary from
 - a. reprimand
 - b. time out
 - c. not being allowed to participate in activities;
 - d. exclusion from camp should be used as the final resort of discipline.
5. Acceptable and unacceptable behaviour to be discussed with participants in an age appropriate manner.



JAMAICA SOCIAL INVESTMENT FUND
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APPENDIX

Summer Camp 2018

Sponsor Financial Form

Name of Entity	
TRN	
Account Name	
Name of Bank	
Branch & Address	
Account Number	
Account Type	
Currency	



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Names of Account Signatories			
Names and Titles of Signatories to Financing Agreement	Name	Title	Signature



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Attach a copy of Registration Certificate

DISCLAIMER

The Jamaica Social Investment Fund (JSIF) reserves the right to exclude entities based on past performance to include outstanding documentation on past or existing Financing Agreements or contracts.