



2019 Teacher’s Assistant Packet

We’re so glad to have you on our team! This guide is meant to provide you with information specific to your position to help everyone have a safe and successful summer.

Introduction	2
Our Mission	2
The Team	2
Teacher’s Assistant Overview	2
Expectations	3
Daily Expectations	3
Trip Expectations	5
Safety	7
1:1 Policy	7
Community	7
Medical & Allergy Needs	7
Hygiene	8
Emergencies	8
Behavior	8
ACAP Lingo	9
Resources	9

Introduction

Our Mission

For over 30 years, we have provided education through recreation for children and adults with Autism Spectrum Disorder (ASD) throughout the Portland Metro area. We strive to give our campers as many authentic and engaging community experiences as possible in a safe and fun summer day-camp environment.

The Team

<u>Program Director:</u>	David Kloucek	(971)-266-0974	acaphr@gmail.com
<u>Executive Committee:</u>	Krista Kamin Phyllis Stafford Erin Dow	Office Phone: (503)-649-2066	acapinformation@gmail.com
<u>Site Supervisors:</u>	B - Sarah Ernstrom M - Shelby Ellis PR - Jessica Dodd	(503)-893-8599 (971)-279-8090	acapsarah@gmail.com acapshelby@gmail.com acapjessicadodd@gmail.com

Teacher's Assistant Overview

As a teacher's assistant, your primary job function is to work 1:1 with our campers to ensure safety and promote social, life, and community skill building during trips out in the community. You will work together with other assistants under the immediate direction of the teacher on daily outings. Specific job requirements and expectations will be further outlined throughout this packet. Per the job description you received and signed, some general responsibilities include, but are not limited to:

- Ensure the safety and security of all campers at all times while they under the care of ACAP.
- Represent ACAP in a highly professional manner at all times.
- Effectively serve the needs of individuals with ASD in the classroom and in community settings.
- Maintain effective communication with the teacher
- Report suspected harassment or discrimination to supervisor or management
- Be on time on scheduled work days
- Be prepared to walk 1 to 2 miles daily and participate in swimming activities. Including bringing the appropriate swimwear every day.

Expectations

Daily Expectations

Attendance

Your Site Supervisor will assign which classroom you will work in on a day to day basis. There are no guarantees about classroom assignment or preference. This schedule will be made available in 2 week increments. **You are expected to be in your assigned classroom and ready to prepare for the day at 8:45 am.** Campers will arrive at 9:00 am. This 15 minutes is your time to review camper cliff notes, prepare lanyards and bus tickets, as well as any sensory aids you may need throughout the day. **These preparations are to be done by the time campers arrive at 9:00am.** If the site is over staffed, the Site Supervisor will make arrangements to send additional staff home/to another location. Because of this, you should always be prepared for any activity, including swimming. If you have any scheduling needs or conflicts, contact your Site Supervisor immediately.

Time Card

You will record your own time each day you work. Unless directed by the Site Supervisor, your daily start time is 8:45 am. Any time recorded before 8:45 am without previous consent will be automatically adjusted to 8:45 am. At the end of the day, unless an unforeseen circumstance occurs, you will clock out no later than 3:15 pm. If your camper is picked up right at 3:00 pm and you are not assigned to clean, you may check with the teacher you worked with that day and clock out at 3:00 pm. If your site/classroom is assigned to clean, you are permitted to stay up until 3:15 pm. If you are observed “hanging out” and clocking out at 3:15 pm, your time may be adjusted and you may be subject to discipline, up to and including termination.

In the event of a transportation issue, camper behavior debrief, mandatory meetings, or any task given by your Site Supervisor that requires you to work before 8:45 am or after 3:15 pm, you will be compensated for the additional time you work.

Daily Camper Assignments

Each day, you will be assigned to a camper in the class you are working in that day. Camper/assistant pairings rotate daily. There are no guarantees in camper assignment, and you should be prepared to work with any camper on any given day, regardless of your experience or camper behavioral needs. Exceptions are made on an individual basis and only with documented consent of the teacher and site supervisor. If you have any difficulty with classroom or camper assignment, consult your Site Supervisor.

Camper Cliff Notes

Before camp begins, interviews will be held with parents to learn more about our campers. Information gathered from these interviews will be compiled into what we call camper cliff notes. These notes will be stored on site in classrooms, as well as in teacher and site supervisor binders. These notes are to be reviewed each morning to familiarize yourself with the camper’s needs and how to best support them. Your teacher will let you know where these notes are kept for you to access them over the course of the summer. **No matter how comfortable you feel with a camper, it is important to review these notes daily as people with ASD can have very severe reactions to their particular triggers and different stimuli.**

Interactions with Campers

It is important to be very mindful of your interactions with campers within the community. We are well known in the community, and it is important to remain professional, respectful, and confidential when in community spaces. This includes, but is not limited to:

- Ensure that you are with your assigned camper at all times in all locations.
- Interact with campers and promote positive and appropriate social interactions with and between campers.
- Follow what is stated in the ACAP Rules and Regulations and Employment Manual including phone usage, dress code, appropriate behavior, and compliance with ACAP policies.
- Monitor conversations with campers and other staff to ensure topics and language are appropriate and maintaining a reputation of respect within the community.

If you are concerned with any assistant/camper interactions you observe while on-site or in the community, please directly and discreetly bring the issue to the attention of the teacher you are working with.

Communication with Parents/Guardians

Assistants are responsible for writing in communication journals before the campers leave ACAP each day. Ensure that these entries are respectful, thorough, and positive. It is important to also note what the next activity will be, and anything the camper will need the next time they attend ACAP.

If a camper demonstrates negative behaviors or had a rough day, your teacher and/or you (the teacher will discern who should talk with the parent) need to communicate with the parent/guardian directly. A rough day at ACAP can lead to a rough night at home, and we want to ensure that behaviors are communicated in a constructive and respectful manner.

Dress & Grooming Code

ACAP has a good reputation in the community, and we work to maintain this reputation of professionalism at all times. A large part of our reputation comes from our public image. In addition to our dress code, we ask that all staff wear their provided ACAP shirt while on duty. This makes us easily recognizable in the community. Our comprehensive dress code can be found in the employee manual, which can be found at each of our three sites. Some things to remember are:

- Short and skirt length must be appropriate. A general rule is no shorter than fingertip length when arms are at your sides.
- No inappropriate logos or words on clothing.
- Appropriate footwear is to be worn at all times. We recommend:
 - Athletic shoes
 - Sandals **with** back straps (i.e. Tevas, Chacos, Keens)
 - **NO** high heels, platform shoes, flip-flops, heelys
- Jewelry is not recommended, and if it is worn, should be kept minimal
- No perfumes or fragrances as many campers have sensitivities
 - Deodorant is encouraged, and scented soaps, hair products, and laundry detergents are typically okay. If there is a specific issue, it will be managed by the Site Supervisor.
- Personal grooming is also important. Please maintain a kept appearance while on duty.

Phone/Electronic Device Usage

Safety is ACAP's number one priority, and a part of safety while out in the community heavily revolves around phones and other electronic devices. These devices are great tools that can make communication at ACAP run smoothly, but they can also become a distraction and safety concern for staff and campers alike. Many campers have issues with their use of electronics. For this reason, campers should have no electronics while at ACAP, with the exception of communication aides.

While at ACAP, it is important to use your personal electronic devices for professional use only. This includes maintaining communication with your teacher or Site Supervisor, taking photographs to share with acappix@gmail.com, or accessing needed help in emergency situations. However, personal electronic devices should not be used for personal texts, emails, phone calls, or recreational activities (social media, entertainment, Pokemon Go, etc.). If there is ever a situation where you need to be reached for personal reasons (i.e. family or medical information) notify your teacher and Site Supervisor.

Trip Expectations

Because ACAP is an activities based program, there are some specific job requirements that accompany different community activities. It is important that you follow these expectations while on trips in the community to maintain a safe, professional, and fun environment.

General Daily Schedule

Every day at ACAP is different, but each day follows a similar format, outlined below.

8:45 - 9:00 - arrive to site, review camper cliff notes, and prepare supplies for the day

9:00 - 10:00 - campers arrive, check backpacks, use the restroom, morning meeting

10:00 - 2:00 - leave for activity, have lunch while out, participate in activity

2:00 - 2:45 - leave for ACAP, complete communication journal on trip back (if possible)

2:45 - 3:00 - return any supplies, ensure journal is complete, return camper to parent at 3:00

3:00 - 3:15 - write notes from the day, clean (if assigned), complete time card, leave

Trimet

ACAP utilizes Trimet as its only form of transportation. There are many great things that come from using public transit, but it is important to remain aware and alert while on busses and Max. This includes, but is not limited to:

- Always be alert on sidewalks, in crosswalks, and at bus stops. Staff will stay between the campers and the road. Many of our campers have very poor skills when it comes to road safety.
- Always be aware when the group is getting on and/or off a bus or Max. We do not want staff, campers, or belongings being left behind.
- When using Max, staff and campers will stay behind the yellow line. There is no need to lean over, step on, or cross the line, and doing so is extremely dangerous.
- If you feel unsafe with someone or something happening on the bus/max, let your teacher know immediately.
- If a camper displays unsafe or inappropriate behaviors on a bus/Max, pass out blue cards if needed and try to manage the situation with the group, as managed by the teacher.

Swimming

You will go swimming once a week. You should always be prepared with a towel and a swimsuit to accommodate for classroom and schedule changes. Here are some guidelines for swimming at ACAP:

- All assistants must follow ACAP's dress code when swimming. For all staff, this means modest swimwear (no bikinis or speedos). This can be swim trunks, one piece swimsuits, two piece "tankini" suits, or a short and shirt combination, but keep in mind some pools have policies about clothing in the pool. **If you are not prepared for a swim day, you may be asked to leave for the day.**
- **All assistants must get in the pool with their assigned camper - regardless of the camper's swimming ability.** This is a non-debatable policy that every staff member agreed to in their interview. Any exception must be arranged in writing by the teacher and Site Supervisor. Failure to get in the pool without previous arrangement may result in discipline, up to and including termination.
- Use the family dressing rooms whenever possible when getting ready before and after swimming, **keeping in mind that staff and campers are never left alone 1:1 together.**
- Be aware of camper's swimming abilities. We want to make sure our campers are safe in all environments, especially in the pools.
- Take bags with you for wet swimsuits. You will be trained on how to wrap a wet swimsuit.

Lunch

Lunches will be taken with the campers and are paid time. If the camper you are paired with requires a level of assistance that prohibits you from eating your own lunch, your teacher will coordinate with you to relieve you while you eat your own lunch. You are expected to provide and bring your own lunch each day, even on days where the class you're assigned to is planning to eat out. There is always the possibility for a schedule change, and we don't want anyone going hungry. Do not plan to just 'find something' at the activity that day, as some of the locations we frequent are not near any food source. If you are experiencing food insecurity, notify your teacher or site supervisor.

Money from Parents/Guardians

Parents/guardians are not required to provide money for activities. If a parent/guardian sends their camper with money for food, activities, etc., document how much they come with and **get a receipt** when/if the money is spent. This receipt will go home with the camper with any remaining change.

Photos

We encourage you to take pictures as parents/guardians like to see what their child is doing at camp and ACAP uses pictures for different things throughout the year. Please avoid taking pictures of campers in potentially vulnerable situations, such as if they are dysregulated or in a pool/fountain. **Campers that do not have a signed photo release cannot have their picture taken - make sure you are aware of who cannot have their picture taken. Under no circumstances should you share or post any photo of an ACAP camper, with or without photo consent, to any personal account of yours. This includes, but is not limited to:**

- Snapchat
- Instagram
- Facebook
- MySpace

If you are found sharing camper photos or other personal information, you may be subject to discipline up to and including termination.

ACAP is not reimbursing for film or developing. All pictures can be sent to: acappix@gmail.com.

Safety

Safety is the foundation on which ACAP is built. Ensuring safety of all campers, staff, and community members is crucial to our program, and being out in the community each day, it is your responsibility to work with other staff to promote safety in all realms.

1:1 Policy

ACAP is a 1:1 program. Every camper is paired with an assistant who is responsible for ensuring their assigned camper's safety out in the community. However, to protect both campers and staff, **campers and ACAP staff are to never be alone 1:1 together.** In instances where the teacher cannot supervise all assistants and campers at once (i.e. OMSI, the zoo), assistants will travel in groups of 2 or more assistant/camper pairings. **Whenever possible,** campers should be accompanied in restrooms and dressing rooms with assistants, teachers, and or supervisors of the same gender. **If this is not possible,** it is the teacher's responsibility to supervise and manage all campers and staff to ensure a camper and staff member are never left alone together. If for whatever reason a staff must leave their camper, you must appropriately communicate with other staff members to ensure each camper is appropriately supervised before leaving.

Community

The community that we travel into can be an unpredictable place, so awareness of your surroundings is important for ensuring camper and staff safety. Practice good stranger-danger in all community locations, and be aware that some people with ASD do not have typical boundaries when it comes to interacting with strangers. If you are uncomfortable with something or someone in the community, use your best judgement and immediately communicate concerns with the teacher.

If a camper displays unsafe or inappropriate behavior toward someone in the community, please inform the individual of who we are and that this is a person with ASD. You will be provided with "blue cards" that give a brief synopsis of ACAP, ASD, and some behaviors they may observe.

Medical & Allergy Needs

Many of our campers live with other medical conditions on top of ASD. If a camper has any medical protocols, medication taken during camp, or any other medical need, they will be reviewed by the program nurse and they will give you further insight on how to best service that camper. Teachers and Site Supervisors are the only ones who will administer camper medication.

Allergies can be a very serious issue, and ACAP takes precautions to make sure any campers or staff with allergies are in a safe and healthy environment. Review camper cliff notes to make yourself aware of camper allergies. Because of camper and staff allergies and dietary restrictions, **there is a strict no food sharing policy at ACAP.** When possible, ACAP will provide as many diet-inclusive snacks as possible, but staff are not allowed to share their personal food with the

campers. If there is a camper you believe may be dealing with food insecurity, notify your Site Supervisor.

Hygiene

Working with individuals with ASD, sometimes additional assistance is required for personal care. If a camper requires assistance toileting, both you and assistants need to be prepared to make sure campers and staff stay healthy and safe.

- **Staff and campers cannot be alone 1:1 in the bathroom.**
- Supplies: all staff need to carry gloves, wipes, and plastic bags in their backpacks at all times. If the camper an assistant is paired with for the day requires assistance with toileting, make certain that these supplies are in their backpack.
- When helping a camper with toileting, **all involved staff must wear gloves for camper and staff safety.**
- When finished assisting the camper, all gloves, wipes, diapers, or other supplies must be disposed of in a tied plastic bag to prevent the spread of bacteria and illness.
- Even when using gloves, remind staff to wash their hands every time they assist a camper with toileting, and encourage hand sanitizer use frequently.

Emergencies

Emergency Protocols

In the event of an emergency, if immediate medical attention is needed before a supervisor, parent/guardian, or emergency contact can arrive to pick up the camper or staff, call 911 if the situation requires. ACAP has specific emergency protocols for:

- Lost camper
- Injured camper
- Injured staff

You need to familiarize yourself with these protocols so you are prepared in the event you need to employ one of them. These protocols can be found on site as well as in Teacher and Site Supervisor binders.

Communication

As mentioned previously, it is crucial that you are reachable at all times at ACAP. In the event of an emergency, communication with assistants, supervisors, the Program Director, and the people in the ACAP office is absolutely necessary. In the event of an emergency, you are to immediately communicate with your teacher. If needed, they will then communicate with the other supervisors, Program Director, and people in the ACAP office.

In teacher's binders, there are information pages that contain camper parent/guardian and emergency contact information, as well as all staff contact and emergency contact information. In the event of an emergency, if more information is needed, contact your Site Supervisor.

Behavior

Behavior

All camper behavior plans have been reviewed by the Site Supervisor and/or Program Director. All parents/guardians sign a behavior agreement. If a camper displays unsafe behaviors more

than once in the first two weeks, they are asked not to return this summer. If a unsafe behavior occurs in the community, immediately notify your teacher, and they will manage the situation from there. Document the situation using the Event Record, which can be found onsite.

Event Record

If an unsafe situation occurs on site or in the community, document the situation on an Event Record after consulting with the teacher and Site Supervisor. These records are utilized by ACAP when re-accepting campers and to provide case workers and parents information regarding their child. These can be used for running, physical violence, inappropriate behaviors, or any other action you see fit. If you are unsure if a situation warrants an Event Record, ask your Site Supervisor.

ACAP “Lingo”

Blue Card: a card that explains ASD, ACAP, and potential behaviors that is intended to be distributed to community members in the event of a situation in the community.

Cliff Notes: a quick reference on each individual camper created from information gathered during parent interviews.

A-Card: an ID card that allows campers to use Trimet with an attendant. Unless otherwise informed, this is not bus fare.

Hop Card: a card that functions as a camper’s bus pass/bus ticket. This is bus fare.

Trip Book: a visual schedule of the day’s activities. This is to be created in the morning before campers arrive. Not all campers need their own, but it is helpful to have 1-3 per class per day.

Resources

- Employee Manual - can be found on site
- Emergency Protocols - can be found on site
- For more information on Autism/ASD: autismsocietyoregon.org
- Weekly activity schedules and more information about ACAP can be found on our website: acappdx.org