

Attire

- Covered shoes. No slippers.
- Camp Asia T-Shirt (...get it on the first day of camp)
- Appropriate bottom (pants, jeans, skirt). Jeans are probably the best as some of the camps may get messy.

First day

- Be there by 7.30am. Subsequent days may start later (...if notified via WhatsApp).
- Go to the tables at the kids drop-off point
 - Look for Creative Coding / Science / Makerspace / Multi-STEM
 - Ask for t-shirt and security pass
 - Pick up iPad / macbook (attendance), file (stickers, namelist, instructions)
 - Sticker: Make sure every kid wears one.
- Camp asia staff may run an Icebreaker for staff and conduct a brief
- Find out which classroom and where it is located (...it's in the Google sheet)
- For creative coding only
 - Important: Check laptops in classroom on first day!!!
 - Make sure have laptops, can login, have wifi connection, and can run Scratch
 - Call ops manager if there are problems

Every day

- **Both** instructors at drop-off point to receive kids.
- If you need to prep stuff in class, do so before 8am.
- Receive kids at drop-off point
- Both instructors should bring the kids up **together**. (one at the front, the other at the back)
- Do **NOT** ask the Camp Asia staff to help you watch the kids, bring the kids up/down, etc.
- Don't need to wait for late comers; the Camp Asia staff will manage those.
- Eyes on kids at all times. Make it a habit to count the kids frequently, especially when moving from point-to-point.

During Class

- Language of instruction is **English**. You can help translate for the kids if needed, but lessons should not be conducted in other languages.
- No negative languages (eg. "what's wrong with you?", "I'm disappointed in you", "who do you think you are?").
- No shouting at kids. Definitely no screaming.
- Camp Management will usually want us to take 10 - 20 photos a day of the kids doing their activities. Use the provided iPad for this and upload to the designated Google Drive folder.

Incidents

- Includes injuries, fight between kids, bullying, etc
- Report in group chat (...the one run by the Camp Asia staff, not the one with us. But do notify us.)

- File an incident report immediately.
- **Do not** contact the parents directly
- Camp Education Manager (CEM) can be called upon to assist if necessary.
- For injuries, there's a nurse if needed. And first aid kit outside the class.

Break (1st)

- Will be delivered to class.
- NO sharing of food
- Personal food is ok, but kids are not allowed to share with others (due to allergies concerns).

Washroom

- One person to escort, wait outside
- No entry into student washroom, unless emergency
- Use only adult washroom

Lunch

- Catered for instructors as well as kids
- Bring them to canteen
- Collect food for them and distribute
- Kids may want to play after meal; that's fine, but watch for their safety.

Playtime

- Play time and area is catered for the kids. Check schedule from Camp Asia. Not compulsory to go for play time.

Break (2nd)

- Same as before
- Very close to dismissal time, so don't start late

End of class

- Make sure laptops are being charged

Dismissal

- Kids should reach the bus bay / drop-off area at 2.50pm. Be on time, **not early or late**.
- Parent pickup: At drop-off area
 - Parents when picking up, will need to key in kids' date of birth.
- Bus: Send them to bus area and sign them over to the staff there.
 - Do not let them run around the bus bay!
 - After one of you brought children to bus bay, go back to the registration table to help out
- Car pickup: Drop them off at car pickup point.
- Go home by themselves: Only if indicated in attendance sheet.
- Please stay until all children have been picked up, don't leave at 3pm sharp and leave the kids behind.

Do and Don't

- Don't use your handphone when you're with the kids.
 - This one is tricky, as the communication with the Camp Asia management is through WhatsApp and there will be a LOT of messages
 - Main idea is that they don't want kids to get hurt while instructors are on their phone. If you need to use your phone, step away from the kids and make sure another instructor is watching them.
- Don't leave your phone / computer unattended.
- Use adult / staff / visitors washroom only. You should not use or enter the students' washroom unless you suspect there is an emergency that requires you to enter (...knock and announce loudly that you're going in before entry).
- Don't administer medication. If the student requires medication, there will be a nurse around to handle it.
- Watch out for food allergies. There will be allergy meals catered for the kids who need it. Don't mix them up.
- No punishing the kids. There is a camp counselor around if you need him.
- Don't take direct instructions from the parents (eg. If the parents wish to let the kids go home on their own, they should contact Camp Asia and have it updated in the records). This ensures that you are protected in case the kid goes missing and the parent denies giving permission.



Case Studies

Instructor meltdown

- Instructor had some personal issues which affected them. After an accumulation of otherwise minor incidents in camp, the instructor flared up; not towards the student, but was seen by the students.
- While this may seem minor to adults, it's not appropriate behavior in front of the kids.
- We understand that everyone may encounter personal issues that affect their ability to perform professionally in class. Let us know if it happens. We can arrange a stand-in for you. Or if you wish to continue, we can at least give the second instructor / camp management a heads-up.

Bullying and Injury

- One kid hit another kid in class (...quite common). The Camp Education Manager was requested, and the issue seems to have been resolved. No incident report was filed. Subsequently, the kid hit the same kid again, causing some minor injury.
- The parent of the injured kid was very upset, and the camp management weren't able to properly address her concerns as they didn't have any incident reports to refer to.
- It's important to file a detailed incident report ASAP.

Bullying

- Group of kids of one nationality started bullying kids of a different nationality. Bullied kid was badly affected, cried, and couldn't continue. Camp Education Manager was called in, and spoke to the kids.
- Follow up actions included
 - One instructor stayed with the bullied kids to help them calm down.
 - Lunch was brought up to them in the classroom while the other kids went down to lunch.
 - Kids sitting were rearranged to provide separation between the bullies and the bullied.